



# Catalog and Student Handbook

## 2014-2015

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Gadsden State Community College attempts to provide clear and accurate information about its programs and services through various media, especially through this catalog and handbook. Changes, however, inevitably occur after the catalog is printed. Therefore, the statements in this book are not the basis of a contract between the College and the student. Gadsden State Community College will try to do what this catalog/handbook indicates that it will do and will make every effort to make students aware of any changes. However, the College has the right to change any provision appearing in this publication without notifying a student individually. If the College decides that it must abolish the program in which a student is enrolled, it may substitute a limited number of courses to ensure the student's opportunity for program completion.

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# Alabama State Board of Education

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## Accreditation

Gadsden State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Gadsden State Community College.

**NOTICE: Academic courses taken at Ayers State Technical College prior to 1997 must be retaken due to lack of accreditation by the Southern Association of Colleges and Schools Commission on Colleges.**

In addition, each of the following GSCC instructional programs has received individual professional accreditation, approval or certification from the appropriate professional or academic organization:

**AIR CONDITIONING AND REFRIGERATION PROGRAM**—certified by the Partnership for Air Conditioning, Heating, Refrigeration Accreditation (PAHRA), 2111 Wilson Boulevard, Suite 500, Arlington, VA 22201-3001; telephone: 703.524.8800; [www.pahrahvacr.org](http://www.pahrahvacr.org)

**AUTO COLLISION REPAIR TECHNOLOGY**—certified by the National Automotive Technicians Education Foundation (NATEF), 101 Blue Seal Drive SE, Suite 101, Leesburg, VA 20175; telephone: 703.669.6650; [www.natef.org](http://www.natef.org)

**AUTOMOTIVE SERVICE TECHNOLOGY**—certified by the National Automotive Technicians Education Foundation (NATEF), 101 Blue Seal Drive SE, Suite 101, Leesburg, VA 20175; telephone: 703.669.6650; [www.natef.org](http://www.natef.org)

**BUSINESS** (Accounting Technology, Business Administration, Financial Planning and Counseling, Marketing Management, Office Administration)—accredited by the Association of Collegiate Business Schools and Programs (ACBSP), 11520 W. 119th Street, Overland Park, KS 66213; telephone: 913.339.9356; fax: 913.339.6226; website: [www.acbsp.org](http://www.acbsp.org)

**CARPENTRY**—accredited by the National Center for Construction Education and Research (NCCER), 13614 Progress Boulevard, Alachua, FL 32615; telephone: 386.518.6500; fax: 386.518.6255; website: [www.nccer.org](http://www.nccer.org). Sponsored by the Construction Education Foundation of Alabama (CEFA), P.O. Box 130220, Birmingham, AL 35213; telephone: 205.956.0146; website: [www.cefalabama.org](http://www.cefalabama.org)

**CIVIL ENGINEERING TECHNOLOGY**—certified by the American Design Drafting Association (ADDA), 105 East Main Street, Newbern, TN 38059; telephone: 731.627.0802; fax: 731.627.9321; website: [www.adda.org](http://www.adda.org)



**CLINICAL LABORATORY TECHNOLOGY**—accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119; telephone: 773.714.8880; fax: 773.714.8886; website: [www.naacls.org](http://www.naacls.org)

**COSMETOLOGY TECHNOLOGY**—certified by the Alabama Board of Cosmetology (ABOC), 100 N. Union Street, Suite 320, Montgomery, AL 36130-1750; telephone: 334.242.1918; fax: 334.242.1926; website: [www.aboc.state.al.us](http://www.aboc.state.al.us)

**DIESEL TECHNOLOGY**—certified by the National Automotive Technicians Education Foundation ((NATEF), 101 Blue Seal Drive SE, Suite 101, Leesburg, VA 20175; telephone: 703.669.6650; [www.natef.org](http://www.natef.org)

**DRAFTING AND DESIGN TECHNOLOGY**—certified by the American Design Drafting Association (ADDA), 105 East Main Street, Newbern, TN 38059; telephone: 731.627.0802; fax: 731.627.9321; website: [www.adda.org](http://www.adda.org)

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**EMERGENCY MEDICAL SERVICES**—accredited by the Committee on Accreditation of Allied Health Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756; telephone: 727.210.2350; fax: 727.210.2354; website: [www.caahep.org](http://www.caahep.org) by recommendation from the Committee on Accreditation of Educational Programs for the EMS Profession of Allied Health Programs (CoAemsp), 4101 Oaks Blvd., #305-599, Arlington, TX 76016; telephone: 817.330.0080; fax: 817.330.0089; website: [www.coaemsp.org](http://www.coaemsp.org) and by the State of Alabama Department of Public Health Emergency Medical Services Division (ADPH-EMSD), ADPH-EMS Division RSA Tower, 201 Monroe Street, Suite 750, Montgomery, AL 36104; telephone: 334.206.5383; fax: 334.206.5260; [www.adph.org](http://www.adph.org)

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**INFORMATION TECHNOLOGY** (Computer and Information Systems, Computer Science Technology)—accredited by the Association of Collegiate Business Schools and Programs (ACBSP), 11520 W. 119th Street, Overland Park, KS 66213; telephone: 913.339.9356; fax: 913.339.6226; website: [www.acbsp.org](http://www.acbsp.org)

**MACHINE TOOL TECHNOLOGY**—accredited by the National Institute for Metal Working Skills (NIMS), 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22033; telephone: 703.352.4971; fax: 703.352.4991; website: [www.nims-skills.org](http://www.nims-skills.org)

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**NURSING EDUCATION**—The Associate Degree Registered Nursing Program is approved by the Alabama Board of Nursing, telephone: 334.293.5200; fax 334.293.5201; website: [www.abn.state.al.us](http://www.abn.state.al.us) and accredited by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia 30326; telephone: 404.975.5000; fax: 404.975.5020; website: [www.acenursing.org](http://www.acenursing.org). The Practical Nursing Program is approved by the Alabama Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing, Inc.

**PARALEGAL**—approved by the American Bar Association, 321 N. Clark Street, 19th Floor, Chicago, IL 60654-7598; telephone: 312.988.5000; fax: 312.988.5483; website: [www.abanet.org/legalservices/paralegals](http://www.abanet.org/legalservices/paralegals)

**RADIOLOGIC TECHNOLOGY**—accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; telephone: 312.704.5300; fax: 312.704.5304; website: [www.jrcert.org](http://www.jrcert.org)

**REALTIME REPORTING**—certified by the National Court Reporters Association Council on Approved Student Education (NCRA/CASE), 8224 Old Courthouse Road, Vienna, VA 22182-3838; telephone: 703.556.6272; fax: 703.556.6291; website: [www.ncraonline.org](http://www.ncraonline.org)

**THERAPEUTIC MASSAGE**—approved by the State of Alabama Board of Massage Therapy (ALMTBD), 2777 Zelda Road, Montgomery, AL 36106; telephone: 334.420.7233; fax: 334.263.6115; website: [www.almtbd.state.al.us](http://www.almtbd.state.al.us) and accredited through Commission on Massage Therapy Accreditation (COMTA) 5335 Wisconsin Avenue NW, Suite 440, Washington, D.C. 20015; telephone: 202.895.1518; fax: 202.895.1519; website: [www.comto.org](http://www.comto.org)

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## College Calendar 2014-2015

<b>Fall Semester 2014 .....</b>	<b>August 20-December 16</b>
Local Professional Development Day .....	August 14
Faculty Duty Day .....	August 15
Registration (Faculty Duty Day) .....	August 18, 19
First Day of Class (Full Fall & Mini I Terms) .....	August 20
Drop/Add .....	August 20, 21,22,25,26
Labor Day Holiday (State Holiday-College Closed).....	September 1
Last Day to Withdraw from Fall Mini I Classes .....	September 29
Fall Mini I Final Exams .....	October 13
Fall Mini II Registration.....	October 13
First Day of Class Fall Mini II .....	October 14
Fall Mini II Drop/Add.....	October 14, 15
Veteran's Day Holiday (State Holiday—College Closed) .....	November 11
State Professional Development (Faculty Duty Day).....	November 24, 25, 26
Thanksgiving Holidays State Holidays-College Closed.....	November 27, 28
No Weekend Classes.....	November 29, 30
Last Day to Withdraw from Full Term & Mini II classes .....	December 1
Registration for spring	
Priority.....	December 2
All Other Registration.....	December 3
Final Exams Full Term & Mini II Classes.....	December 10, 11,12,15,16
Commencement (Anniston area) .....	December 18
Faculty Duty Day .....	December 17, 18, 19
Grades due Fall and Fall Mini I & II at 10 a.m. ....	December 18
Duty Day Non-Instructional .....	December 22
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Diplomas Available.....	January 21

<b>Spring Semester 2015.....</b>	<b>January 9-May 6</b>
Local Professional Development.....	January 5
Faculty Duty Day .....	January 6, 7
Registration (Faculty Duty Day) .....	January 7, 8
First Day of Class Spring Term and Spring Mini I .....	January 9
Drop/Add .....	January 9, 12, 13, 14, 15
MLK Holiday (State Holiday-College Closed) .....	January 19
Last Day to Withdraw from Spring Mini I Classes .....	February 17
Spring Mini I Final Exams .....	March 3
Spring Mini II Registration .....	March 3
First Day of Class Spring Mini II .....	March 4
Spring Mini II Drop/Add .....	March 4, 5
No Weekend Classes.....	March 28-29, April 4-5
Spring Break (Duty Days – Non Instructional Personnel).....	March 30-April 3
Last Day to Withdraw from Spring and Spring Mini II Classes .....	April 16
Registration for Summer	
Priority.....	April 20
All Other Registration .....	April 21
Final Exams Spring and Spring Mini II .....	April 30, May 1,4,5,6
Commencement (Gadsden Area) .....	May 6
Commencement (Anniston Area).....	May 7
Grades Due Spring and Spring Mini I and II at 10 a.m. ....	May 8
Faculty Duty Days .....	May 7, 8,11,12,13
Diplomas Available.....	June 8

**College Calendar 2014-2015 (continued)**

**Summer Semester 2015..... May 7-August 6**

Registration for Summer

    Priority.....April 20

    All Other Registration.....April 21

Summer I Registration.....May 6

First Day of Class Summer I.....May 7

Summer I Drop/Add.....May 7, 8

Last Day to Withdraw Summer I Classes.....May 21

Final Exams Summer I Classes.....May 22

Memorial Day (State Holiday-College Closed).....May 25

Faculty Duty Days.....May 26

Registration Full Summer and Summer II (Faculty Duty Day).....May 27

First Day of Class Full Summer and Summer II.....May 28

Drop/Add Summer and Summer II Classes.....May 28, June 1

Last Day to Withdraw Summer II Classes.....June 22

Summer II Final Exams.....June 30

Summer III Registration.....June 30

First Day of Class Summer III.....July 1

Drop/Add Summer III.....July 1, 2

Independence Day Observation (State Holiday-College Closed).....July 3

Registration for Fall

    Priority.....July 17 @ 8:00 a.m.

    All Other Registration.....July 20 @ 8:00 a.m.

*Focus* (New Student Orientation).....July 21, 22, 23

Last Day to Withdraw Summer and Summer III.....July 28

Final Exams Summer and Summer III.....August 5, 6

Commencement (Gadsden).....August 6

Grades Due for All Summer Terms at 10 a.m.....August 10

Faculty Duty Days.....August 7, 10

Diplomas Available.....September 8

**Campus Locations**

**Ayers Campus**

1801 Coleman Road (36207)  
P.O. Box 1647 (36202)  
Anniston, AL  
256.835.5400

**McClellan Center**

100A Gamecock Drive  
Anniston, AL 36205  
256.238.8342

**Wallace Drive Campus**

1001 George Wallace Drive (35903)  
P.O. Box 227 (35902)  
Gadsden, AL  
256.549.8200

**East Broad Campus**

1001 East Broad Street  
Gadsden, AL 35903  
256.549.8600

**St. Clair Instructional Site**

St. Clair Correctional Facility  
1000 St. Clair Road  
Springville, AL 35146  
205.467.7946

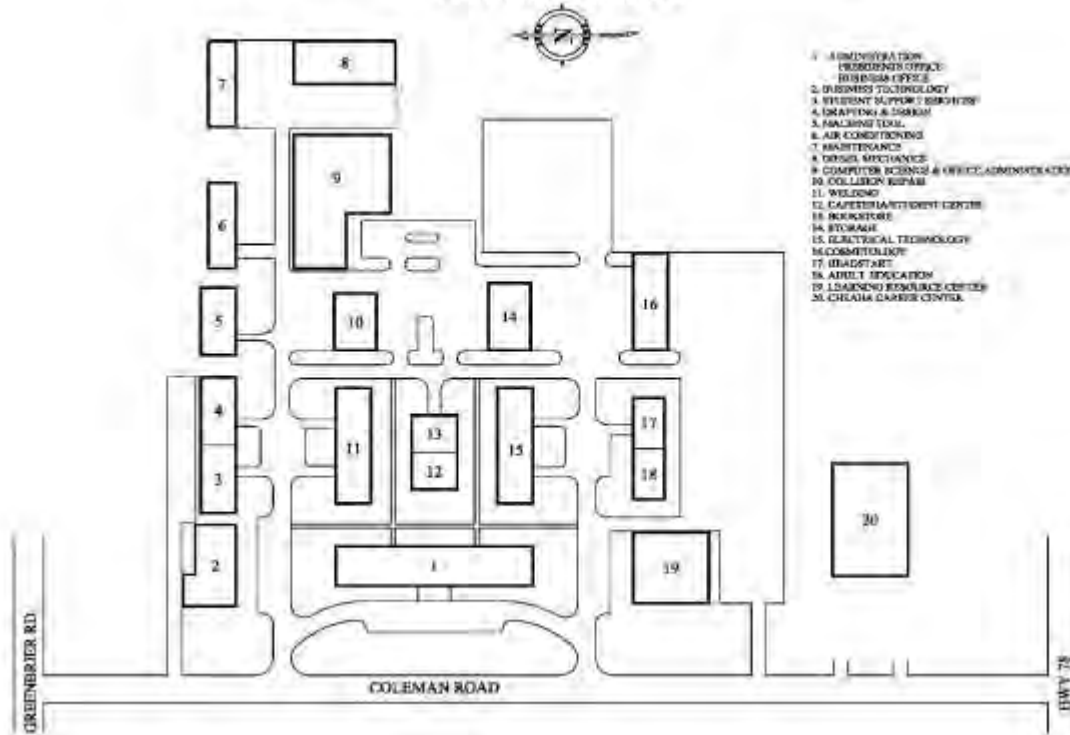
**Gadsden State Cherokee**

801 Cedar Bluff Road  
Centre, AL 35960  
256.927.1800

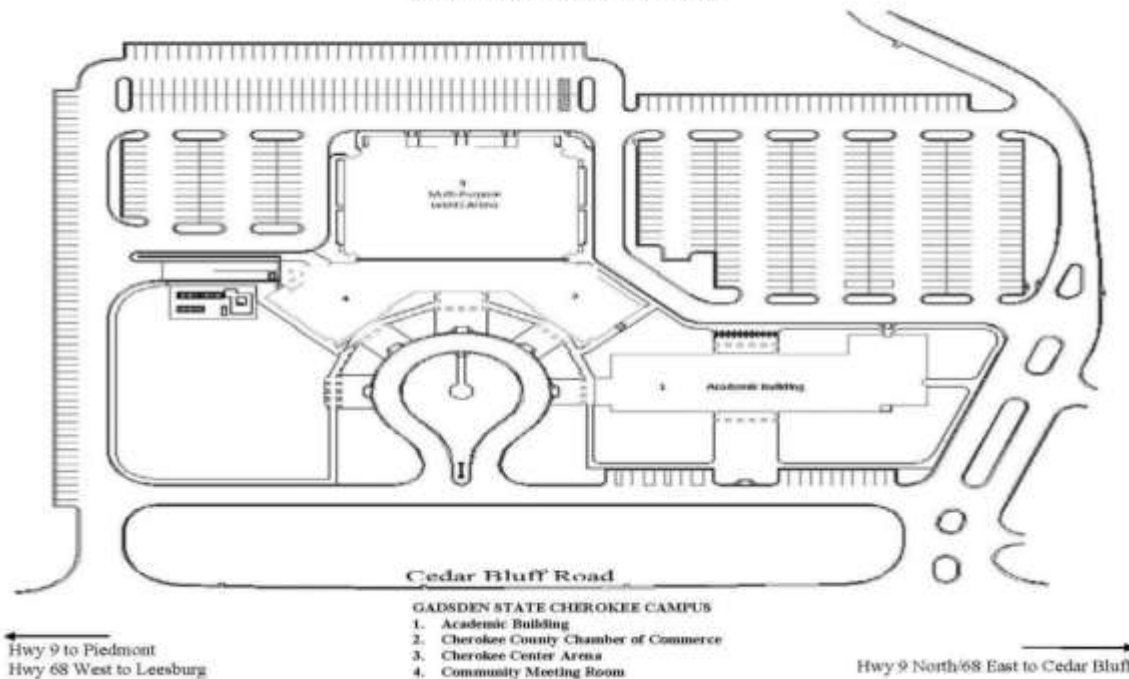
**Valley Street Campus**

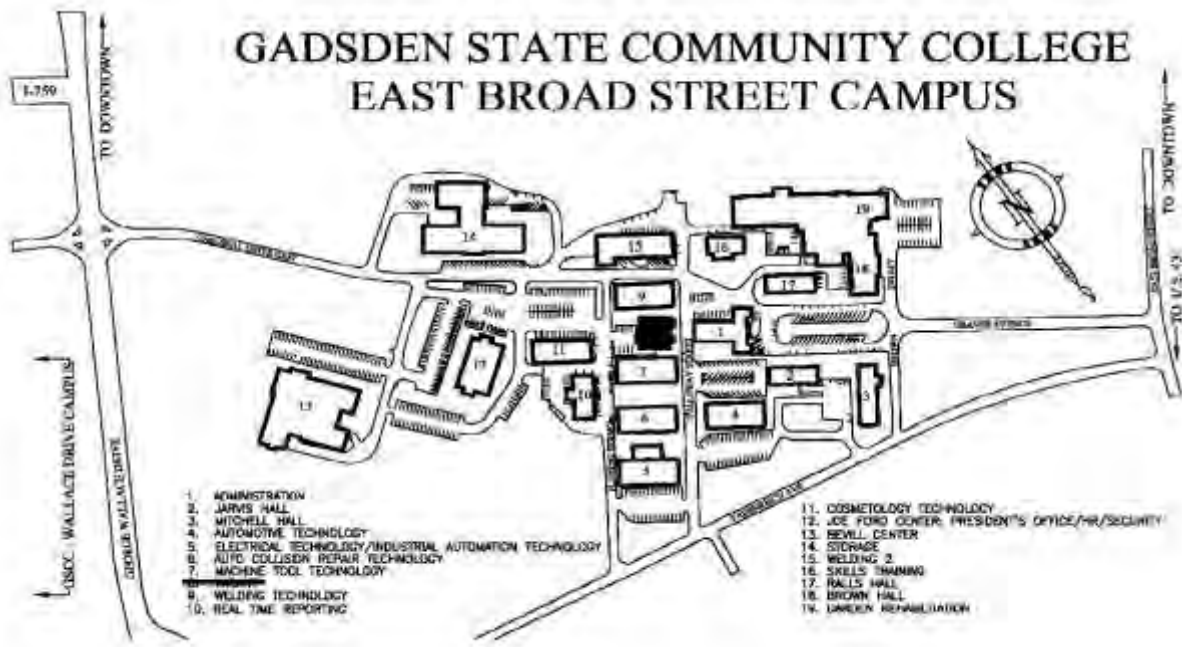
600 Valley Street  
Gadsden, AL 35901  
256.549.8670

### GADSDEN STATE COMMUNITY COLLEGE AYERS CAMPUS



### GADSDEN STATE COMMUNITY COLLEGE CHEROKEE CAMPUS





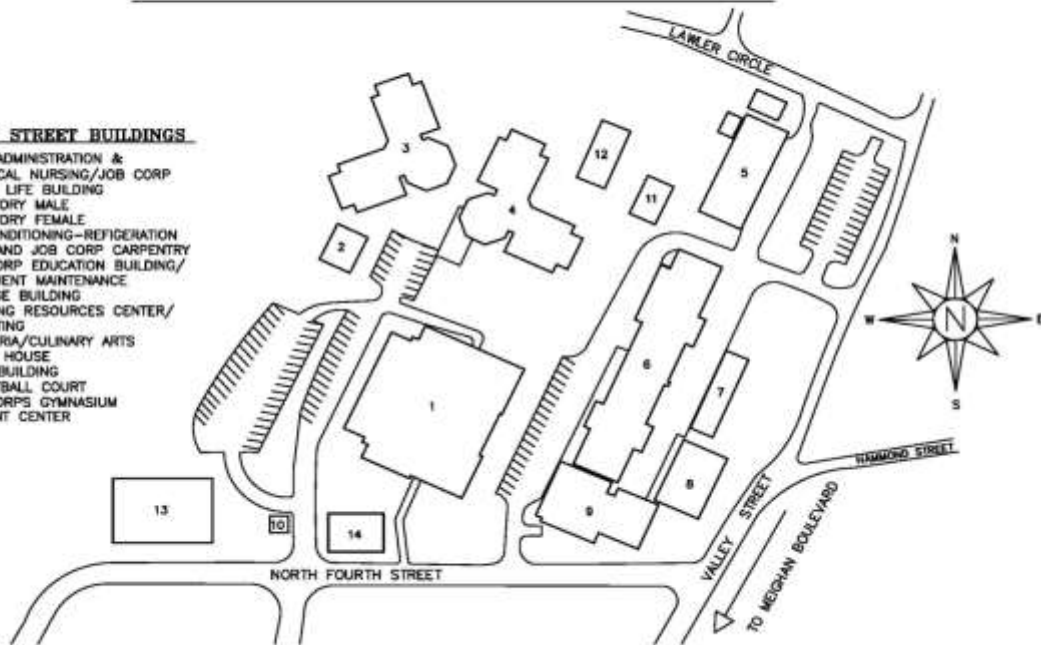
## GADSDEN STATE COMMUNITY COLLEGE McCLELLAN CAMPUS



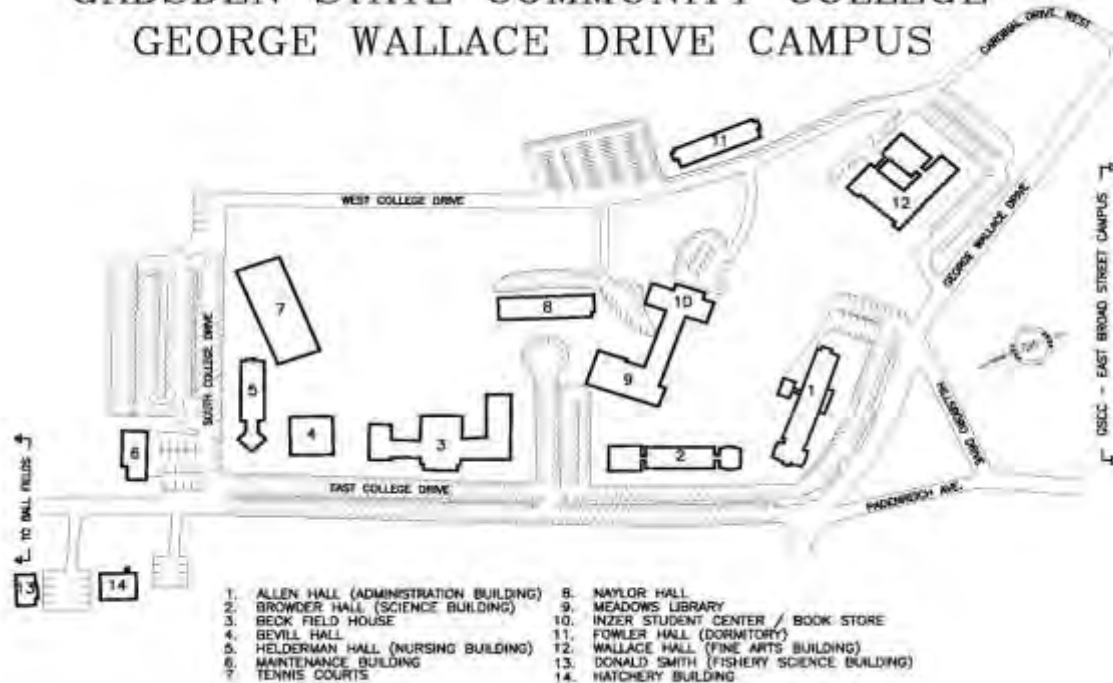
## GADSDEN STATE COMMUNITY COLLEGE VALLEY STREET CAMPUS

### VALLEY STREET BUILDINGS

1. GSCC ADMINISTRATION & PRACTICAL NURSING/JOB CORP
2. GROUP LIFE BUILDING
3. DORMITORY MALE
4. DORMITORY FEMALE
5. AIR CONDITIONING-REFRIGERATION
6. GSCC AND JOB CORP CARPENTRY JOB CORP EDUCATION BUILDING/ APARTMENT MAINTENANCE
7. STORAGE BUILDING
8. LEARNING RESOURCES CENTER/ MARKETING
9. CAFETERIA/CULINARY ARTS
10. GUARD HOUSE
11. HBCU BUILDING
12. BASKETBALL COURT
13. JOB CORPS GYMNASIUM
14. STUDENT CENTER



## GADSDEN STATE COMMUNITY COLLEGE GEORGE WALLACE DRIVE CAMPUS



- |   |   |
|---|---|
| 1. ALLEN HALL (ADMINISTRATION BUILDING) | 8. NAYLOR HALL                              |
| 2. BROWDER HALL (SCIENCE BUILDING)      | 9. MEADOWS LIBRARY                          |
| 3. BECK FIELD HOUSE                     | 10. INZER STUDENT CENTER / BOOK STORE       |
| 4. BEVILL HALL                          | 11. FOWLER HALL (DORMITORY)                 |
| 5. HELDERMAN HALL (NURSING BUILDING)    | 12. WALLACE HALL (FINE ARTS BUILDING)       |
| 6. MAINTENANCE BUILDING                 | 13. DONALD SMITH (FISHERY SCIENCE BUILDING) |
| 7. TENNIS COURTS                        | 14. HATCHERY BUILDING                       |

## General Information

### History

**GSCC** is a public, open-door comprehensive community college under the control of the Alabama State Board of Education. On July 8, 2003, the College was created by the consolidation of Harry M. Ayers State Technical College and Gadsden State Community College.

**Harry M. Ayers State Technical College** was created by an act of the Alabama Legislature on May 3, 1963, as Harry M. Ayers State Trade School. Later in 1973, the Alabama State Board of Education designated the institution as a technical college. Harry M. Ayers State Technical College is now identified as the Harry M. Ayers Campus of Gadsden State Community College.

The College initially became **Gadsden State Community College** on February 28, 1985, when the Alabama State Board of Education merged Alabama Technical College, Gadsden State Technical Institute, and Gadsden State Junior College.

**Alabama Technical College** was founded as the Alabama School of Trades in 1925 and was the first state-operated trade school in the southern United States. In 1973, the name of the “trade school” was changed to Alabama Technical College, and it is now identified as the East Broad Street Campus of Gadsden State Community College.

**Gadsden State Technical Institute**, the second oldest component of Gadsden State Community College, began operations in 1960 as Gadsden Vocational Trade School, a private training facility. Two years later the State of Alabama assumed ownership of the school and in 1972 renamed it Gadsden State Technical Institute. In 1997, the U.S. Department of Education designated this institution as a “Historically Black College or University” (HBCU). It is now identified as the Valley Street Campus of Gadsden State Community College.

In 1965, **Gadsden State Junior College** was established. The Junior College is now identified as the Wallace Drive Campus of Gadsden State Community College.

In addition to these campuses, Gadsden State Community College operates the McClellan Center in Calhoun County, Gadsden State Cherokee in Cherokee County, and an instructional site at St. Clair Correctional Facility.

The Alabama State Board of Education has designated as the College’s service area the following counties: Calhoun, Cherokee (all but the northern one-sixth), Cleburne, Etowah, and St. Clair (the northeastern third).

### Alabama Community College System Mission Statement

The Alabama Community College System mission is to provide a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workforce development.

### Mission Statement

Gadsden State Community College serves its diverse communities by offering quality academic education, workforce development, and adult education opportunities that are accessible and affordable and that foster lifelong learning and global awareness.

### Institutional Goals

1. Provide educational opportunities that include basic knowledge of general education core requirements, such as communications, humanities, social sciences, mathematics, natural sciences, and computer skills for certificate and degree programs
2. Prepare students to perform successfully at transfer institutions
3. Provide career and technical education that prepares students for employment, retrains existing employees, and promotes local and state workforce development initiatives while providing business and industry training that meets employer needs
4. Maintain and expand a broad range of technologies in the delivery of innovative traditional and distance learning programs, student services, research and communication
5. Provide adult education, continuing education and personal enrichment opportunities
6. Establish, maintain and promote partnerships to respond to the needs of the community while improving community awareness of the College
7. Provide students of varied backgrounds and abilities with the educational support services that will assist them in achieving educational and career goals
8. Integrate diversity initiatives in the delivery of programs, student services, recruitment of faculty and staff, and community relations

## Assurances of Compliance with Federal Laws

See [Appendix A](#) (page 169)

## Admission Policies and Procedures

If an individual wishes to enroll in one or more credit courses offered by GSCC, he/she must first apply online for admission to the College. If a citizen of the United States or a permanent resident, the applicant must apply for admission through the Gadsden State Office of Admissions. If an international student, the applicant must apply for admission through the Gadsden State International Programs Office which is located in Naylor Hall. **NOTICE: Financial aid applicants must request that each college attended mail an official academic transcript to Gadsden State Admissions Office or a hand delivered transcript in an unopened, sealed envelope to the Admissions Office. Failure to submit official academic transcripts prior to registration will negatively affect the applicant's financial aid.**

The requirements and procedures for admission are recommended by the Registrar for approval by the Admissions Committee, which acts under the policies of the Alabama State Board of Education. Persons seeking admission must complete online the Gadsden State "Application for Admission" and submit appropriate documentation as required, including one primary form of identification. (State Board Policy 801.01 revised May 14, 2014.)

All male students between the ages of 18 and 26 must verify that they have registered with the U.S. Selective Service System in accordance with 36-26-15.1 of the Code of Alabama of 1974 (as amended).

**Even if students are admitted to Gadsden State, they will have to satisfy additional admission requirements if they wish to enter one of the following areas: any HEALTH-RELATED program and REALTIME REPORTING.** For more information about these programs, those interested should see the appropriate program director.

*"All college admission policies are applicable to eLearning courses and programs."*

## Procedures for Admission

### First-time Student

An applicant who has never enrolled at GSCC must submit the following documents:

1. A completed online admission **application** (<http://ssb.gadsdenstate.edu>)
2. For admission to an Alabama Community College System institution an applicant must provide one primary form of identification (examples are an unexpired Alabama driver's license; an unexpired Alabama identification card; an unexpired U.S. passport; an unexpired U.S. permanent resident card) per State Board Policy 801.01. (<http://www.gadsdenstate.edu/faculty-and-staff/student-id.php>)
3. Required transcripts
  - a. A first-time college student must have an official high school transcript with **date of graduation** or a GED transcript (and other documents required for first-time students) sent directly to the Admissions Office.
  - b. A high school student enrolled in the accelerated program must have the appropriate recommendation from the high school certifying official. (<http://www.gadsdenstate.edu/faculty-and-staff/documents/accelerated.pdf>)
  - c. A high school student enrolled in the dual credit program must have the appropriate recommendation form from the high school principal and the local superintendent of education. (<http://www.gadsdenstate.edu/faculty-and-staff/documents/DualEnrollmentForm2.pdf>)
  - d. A transfer student must have official transcripts from his/her high school and all colleges or universities previously attended mailed to the Admissions Office or sent electronically or hand delivered in an unopened, sealed envelope directly to the Admissions Office. Transcripts are mandatory even if postsecondary institutions are not regionally accredited and if none of the credits will transfer to this institution or needed for intended degree. **EXCEPTION: An applicant who has a baccalaureate degree will need to submit only a transcript from the institution awarding the degree.**
  - e. A transient student must submit a transient letter from the parent institution. No transcripts are required for transient students.  
**NOTICE: GSCC will accept official electronic transcripts. Failure to submit official academic transcripts prior to registration will negatively affect the applicant's financial aid.**
4. Completed and signed **residency form** (supporting documentation may be required)



**NOTICE: Credentials for admission, such as transcripts, should be mailed directly to Gadsden State Community College Admissions Office. (All transcripts must be received prior to the issuance of the first semester grades.)**

### Returning Student

A student who has previously enrolled at GSCC but who has not been in attendance for one year must submit the following items before further enrollment.

1. A re-admit application online at <http://ssb.gadsdenstate.edu>
2. Official transcripts from all institutions attended since original admission to our institution. This will include a high school transcript not previously submitted.
3. Primary Form of Documentation or two Secondary Forms of Documentation of U.S. Citizenship (801.01)

### Admission of U.S. Citizens

U.S. Citizens seeking admission to Gadsden State must apply online at [www.gadsdenstate.edu](http://www.gadsdenstate.edu). For admission information, applicants may also refer to the website for the current catalog and current schedules; telephone 256.549.8210 or call toll-free 1.800.226.5563.

All applicants will be placed into one of the following categories:

1. **First-time freshmen** have completed high school or the equivalent but have never attended any college. First-time students must request and ensure that their high schools mail official completed transcripts of their high school scholastic records directly to the Gadsden State Admissions Office, or the students must request that official copies of the GED scores be mailed to the Admissions Office. Official transcripts can be submitted in person as long as envelope is unopened and sealed. In addition, students must comply with all admission requirements listed elsewhere in this catalog.
2. **Transfer students** have attended one or more regionally accredited colleges or universities other than Gadsden State but wish to continue their education at Gadsden State. Transfer students must provide an official transcript from his/her high school and an official transcript from all other non-accredited or regionally accredited colleges and universities previously attended. Transcripts may also be sent by official electronic means.
3. **Transient students** are students who desire to enroll at Gadsden State for only one semester, fully intending to return to their previous colleges or universities to complete their studies. Transient students must request and ensure that the Registrar of their regular (permanent) college or university send directly to Gadsden State Admissions Office a letter of transience, indicating that the course(s) to be taken at Gadsden State will be acceptable at that institution. Letters of transience must be on file prior to the student's registration for courses. Transient students are not eligible for federal student aid.
4. **Re-admit students** are those former Gadsden State students who have not attended Gadsden State within the past full academic year. Re-admit students must complete the online re-admission application plus one Primary Form of Identification or two Secondary Forms of Identification if the students have not enrolled within a year. If students have attended one or more colleges and/or universities since their original admission to Gadsden State, they must submit an official transcript from each institution to the Gadsden State Admissions Office. If the student has never submitted his/her high school transcript, this will also be required per new regulations. This documentation must be received to be cleared in Admissions.
5. **Accelerated students** are high school students who have completed the **tenth** grade and who have been approved to enroll for college credit in Gadsden State courses while they are still attending high school. Accelerated students must see that all documents specified in the section for "Accelerated Students" are submitted to the Gadsden State Admissions Office. Accelerated students are not eligible for federal student aid.
6. **Dual enrollment students** are high school students who have completed the **ninth** grade and who have been approved to enroll for dual credit (college and high school) in Gadsden State courses while they are still attending high school. Dual enrollment students must see that all documents specified or alluded to in the "Dual Enrollment Students" section of this catalog are submitted to the Gadsden State Admissions Office. Dual enrollment students are not eligible for federal student aid.
7. **Personal enrichment students** are students who desire to take courses but who do not intend to fulfill the requirements for a degree. Personal enrichment students must complete the same documents required of the first-time freshman and/or the transfer student. Personal enrichment students are not eligible for federal student aid.
8. **Senior adult students** are students who qualify for tuition assistance scholarships because they are sixty (60) years of age or older. Senior adult students must complete the same documents required of the first-time freshman and/or the transfer student.

### **Admission Requirements to Non-Degree (Certificate) Courses**

An applicant to a course not creditable toward an associate degree and to a program comprised exclusively of courses not creditable to an associate degree may be admitted provided the applicant meets the above standards or is at least 17 years of age and has not been enrolled in secondary education for at least one calendar year (or upon the recommendation of the local superintendent). In addition, a student may be allowed to enroll in such “institutional credit only” courses as developmental English, mathematics, and reading. For additional information, applicants may contact the Office of Admissions.

Applicants with less than a high school diploma or GED shall be classified as non-degree-eligible and shall not be allowed to enroll in a course creditable toward an associate degree unless the applicant meets the above standards. These students are not eligible for federal student financial aid, but will be allowed to register for certain certificate programs.

### **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:

1. An official transcript showing graduation with the Alabama High School Diploma, a high school diploma of another state equivalent to the Alabama High School Diploma or an equivalent diploma or a diploma issued by a non-public regionally and/or state accredited high school
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 High School Examination
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 a score of 790 on the SAT
4. An official transcript showing graduation with an Alternative Adult High School Diploma or an equivalent diploma issued by a regionally and/or state accredited high school
5. An official GED certificate

### **Conditional Admission of First-Time College Students**

Conditional admission may be granted to an applicant who does not have on file at the College at least one of the documents as described in the “Unconditional Admission of First-Time College Students” section. Conditional admission is a strictly temporary circumstance in which the student will be permitted to enroll and attend classes until such time as the necessary documents are received by the College. All admission documentation must be received prior to the completion of the first semester of enrollment.

If all required admissions records have not been received by the College prior to issuance of the first semester grades, a registration “hold” will be placed on the student’s account and the student’s transcript will be held until this requirement has been met. Students attending under conditional admission are not eligible for federal student aid.

### **Admission of Non-Native English Speakers**

All non-native speakers of English must provide proof of language proficiency by meeting one of the following options:

1. TOEFL (Test of English as a Foreign Language)—Minimum score of 500 PBT (paper-based) or 61 (Internet-based). Official score should be sent to Gadsden State, institution code 1262.
2. IELTS (International English Language Testing System) score of 5.5.
3. STEP (Society for Testing English Proficiency) Eiken score Pre-First
4. Alabama Language Institute (ALI): Students who study in ALI may meet the language requirement by completing the advanced level classes with a grade of A or B.
5. Completion of English Composition: Students transferring from another U.S. institution may meet the language requirement through completion of at least 3 credit hours in English Composition (101) with a grade of “C” or higher.

This policy applies to all non-native English speakers entering GSCC who have not received an American high school diploma or GED or who do not have credit for English Composition (101) from a regionally accredited U.S. institution. Contact the International Office for more information.

### **Admission of Transfer Students**

An applicant who has previously attended another regionally accredited postsecondary institution will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all said institutions. Effective Spring 2014, the College also requires the transfer student’s official high school transcript.

**NOTICE: An applicant who graduated from a non-accredited high school must also submit ACT or SAT minimum requirements, and that applicant's Carnegie Units must meet admission criteria, or he/she must submit documentation of having passed the Alabama Public High School Graduation Examination.**

A transfer student who meets requirements for admission to a course creditable toward an associate degree shall be classified as a "degree-eligible student." A transfer student who does not meet these requirements shall be classified as a "non-degree-eligible student." Non-degree-eligible students are not eligible for federal student aid.

A transfer student who attended another postsecondary institution and who seeks credit for transfer to that parent institution may be admitted to the College as a transient student. The student must submit an online application for admission and an official letter from the institution certifying that the credits earned at the College will be accepted as a part of its academic program. Such a student is not required to file transcripts of previously earned credits from other postsecondary institutions.

An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

### **Conditional Admission of Transfer Students**

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

If all required admissions records have not been received by the College prior to issuance of the first semester grades, a registration "hold" will be placed on the student's account and the student's transcript will be held until this requirement has been met. Students attending under conditional admission are not eligible for federal student aid.

A transfer student whose cumulative grade point average (GPA) at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on **clear** academic status. A transfer student whose cumulative GPA at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on academic probation only. The transcript will read "**Admitted on Academic Probation.**"

An applicant who has been academically suspended from another regionally accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the College for "native" students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on academic probation. The transcript will read "**Admitted upon Appeal – Academic Probation.**"

### **Admission of Transient Students**

Any student from another college may attend Gadsden State as a transient student during any semester. A transient student is a student attending Gadsden State utilizing a letter of transience. The letter should contain the courses approved by the student's parent institution for transfer. A letter of transience is valid for one semester only and must be on file in the Admissions Office prior to the student's registration. Transient students are not eligible for federal student aid.

### **Transfer of Credit**

Whether one is a U.S. citizen or an international student, the following principles relating to transfer of credit earned at one institution to another institution apply:

1. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, an institution 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. **NOTICE: The student may check for transfer credit on the website by logging into SSB, Student Online System.**
2. A course completed at another regionally accredited postsecondary institution with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
3. A transfer grade of "D" will be accepted only when the transfer student's cumulative GPA is 2.0 or above. If the student has a cumulative GPA of 2.0 or above, the "D" grade will be accepted the same as it would be for "native" students. The exception to this rule is a grade of "D" in English Composition I, English

Composition II, and/or any math course at the one hundred (100) level and above, none of which will be transferred.

4. Non-traditional credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training. Evaluations are made by qualified faculty and approved by the appropriate chief instructional officer.
5. A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing fifteen (15) semester hours with a cumulative GPA of 2.0 or above.

### Early Admission for Accelerated High School Students

1. A student is eligible for early admission if he/she meets ALL of the following criteria:
  - a. The student has successfully completed the tenth (10th) grade.
  - b. The student provides a certification from the local principal and/or designee certifying that the student has a minimum cumulative "B" average and recommending that the student be admitted under this policy.
  - c. The student has completed the high school prerequisite(s) for the postsecondary course in which he/she wishes to enroll. For example, a student may not take English Composition until all required high school English courses have been completed.
2. Exceptions may be granted by the Chancellor for a student documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Exceptions apply only to requirements "A" and "C" above.
3. All credit for coursework completed under these provisions is held in escrow until the student provides proof of high school graduation (final high school transcript). Transcripts issued prior to a student's high school graduation will be labeled "**Conditional Credit.**" Upon proof of high school graduation, this notation will be removed from the transcript. A student from a non-public, non-accredited high school must also provide documentation of an appropriate ACT (16) or SAT (790) score upon enrollment, or the student must provide documentation that he/she has passed the Alabama Public High School Graduation Examination.

### Dual Enrollment for High School Students

Eligible high school students may enroll in college classes concurrently with high school classes, either on the college campus or at the high school, and receive both high school and college credit. There must be on file at Gadsden State a formal written agreement between the student's local school board and Gadsden State before approval for dual credit/dual enrollment admission is granted. To be eligible, the student must meet the following requirements:

1. The student must be in grade 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student's principal and superintendent and in accordance with Alabama Administrative Code 290-8-9.17, regarding gifted and talented students.
2. The student must have a "B" average, as defined by local board of education policy, in completed high school courses.
3. The student must have written approval of the appropriate principal and the local superintendent of education. Student success in dual credit/dual enrollment is dependent upon both academic readiness and social maturity. Approval from the principal and superintendent indicates that the student has demonstrated both.
4. The student must meet the entrance requirements established by the College.
5. Students who are enrolled in grades 10, 11, or 12 may be deemed eligible to participate in dual credit/dual enrollment in occupational/technical courses pending demonstrated ability-to-benefit as documented by successful completion of COMPASS, which is approved by the Department of Postsecondary Education.
6. All credit for coursework completed under these provisions is held in escrow until the student provides proof of high school graduation (final high school transcripts). Transcripts issued prior to a student's high school graduation will be labeled "**Conditional Credit.**" Upon proof of high school graduation, this notation will be removed from the transcript. A student from a non-public, non-accredited high school must also provide an appropriate ACT (16) or SAT (790) score upon enrollment, or the student must provide documentation that he/she has passed the Alabama Public High School Graduation Examination.

### Senior Citizens

Persons sixty (60) years of age or older may be eligible for a tuition waiver if they qualify for the Senior Adult Scholarship Program. The applicant must

1. Comply with the College's admission standards as noted earlier in this catalog under "First-time students," "Admission," "Transfer Student," or "Returning Student";
2. Be an Alabama resident; and
3. Enroll for credit during the drop/add period only. (Non-credit enrollment and early registration are not covered under these provisions.)

The student is responsible for any fees or other charges applied to the general student body. Senior citizens granted a tuition waiver under the Senior Adult Scholarship Program may receive the tuition waiver only one time per course.

**Any time a senior citizen repeats a course, the student is responsible for not only fees but also tuition.**

NOTICE: Senior citizen course enrollment under the Senior Adult Scholarship Program is restricted to a space-available basis. A course will not be expanded beyond the optimal number to accommodate the enrollment of senior citizens attending under the Senior Adult Scholarship Program. Eligible students who choose to register for courses and receive the senior citizen tuition waiver must wait until the first day of class to register.

## International Students

An international student (a first-time freshman, a transfer student, a transient student, or a re-admit student) must apply for admission to the College before the student may enroll in a course. To begin the admission procedure, the student needs to apply through the **International Programs Office** (PO Box 227, Gadsden, AL 35902). For more information, telephone 256.549.8324 or 256.549.8438, email [international@gadsdenstate.edu](mailto:international@gadsdenstate.edu) or [cgray@gadsdenstate.edu](mailto:cgray@gadsdenstate.edu), or go to <http://www.gadsdenstate.edu/intloff/admission.php>

**NOTICE: International student applicants are not eligible for conditional admission status.**

## Admission Requirements

1. To be admitted to GSCC, an international student must submit to the International Programs Office each of the following: **Official transcript of high school record**, showing that the average grade was at least "C." Certified English translation must accompany any transcript that is not in English;
2. **Competence in the English language** as evidenced by a score of at least **500 (PBT) or 61 (iBT) on the Test of English as a Foreign Language**; IELTS (International English Language Testing System) score of 5.5, or STEP (Society for Testing English Proficiency) Eiken score Pre-First

**Exception #1: (1)** A student from a country where English is the native language or from a country exempt from an English proficiency test or **(2)** a student who has graduated from an accredited high school in the United States or from an accredited American high school overseas or **(3)** a student who is applying for admission to the Alabama Language Institute (ALI) is exempt from the Test of English as Foreign Language. For more information about the ALI program, a student should see the section on "Alabama Language Institute" <http://www.gadsdenstate.edu/ali/alabama-language-institute.php> in this catalog.

**Exception #2:** A transfer student who has successfully completed English Composition 101 or higher with a grade of C or above from a regionally accredited institution is exempt from an English proficiency test.

**Exception #3:** A student who **(1)** has completed one sixteen-week term in the Alabama Language Institute at the highest levels (Levels 5 & 6) in speaking/listening, reading, grammar, composition, and either Vocabulary 2 or TOEFL Strategies; **(2)** has passed all skill areas with at least a "B"; and **(3)** has a written recommendation from the ALI faculty to enter college may enroll in the College without an English proficiency test.

3. Medical Record Form completed and signed by a physician attesting to the student's good health and a current TB test or chest x-ray showing no active tuberculosis; and
4. Affidavit of Support in the form of a certified statement from a person who assumes full responsibility for the student's financial support and a letter from the sponsor's bank. All forms can be downloaded from [www.gadsdenstate.edu/intloff/admission.php](http://www.gadsdenstate.edu/intloff/admission.php)

**NOTICE #1: A transfer student** (that is, a student who has attended one or more U.S. colleges and/or universities other than Gadsden State and who wishes to pursue an education at Gadsden State) must also ensure that an **official academic record transcript** is sent directly to GSCC by the Registrar of **each** college and/or university that the student attended. In addition, the student must submit to the International Programs Office a completed **Transfer Clearance Form**.

**NOTICE #2: Academic credits earned at a foreign university** must be evaluated by World Education Services (WES), P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745; website: [www.wes.org/](http://www.wes.org/) or any accredited credential evaluation service. The credential evaluation service should send the evaluation directly to Gadsden State Community College, Registrar, P.O. Box 227, Gadsden, AL 35902-0227.

**NOTICE #3: All students holding a student (F-1) visa** must have adequate health insurance coverage during all periods of enrollment and summer vacation. Repatriation and medical evacuation benefits need to be included under the health insurance policy. Health insurance policies, other than the policy recommended by Gadsden State, must have comparable benefits to be accepted. Students who do not comply with this requirement will be blocked from registration and blocked from sending a Gadsden State transcript.

**NOTICE #4:** A student from a country whose students have experienced difficulty in obtaining funds may be required by Gadsden State to deposit **the required educational funds** with the College when the student applies for admission. These funds, which will be held in trust for the student, will be controlled by the College and will be expended in accordance with the student's needs.

## Procedure for Making Application as an International Student

**To Apply for the English Program (ALI or the College):**

1. Download and complete **Application for Admission Form**  
<http://www.gadsdenstate.edu/intloff/documents/intlapp.pdf>

2. Complete **Medical Record Form**.
3. Have sponsor complete an **Affidavit of Support Form** and provide a blank letter.  
**And For Admission Directly to the College:**
4. Also provide **transcripts of grades** sent from your school to Gadsden State.
5. Submit **adequate English proficiency test score** (see Exceptions above).

**NOTICE: A student approved for enrollment in regular Gadsden State, not ALI, courses must take the ACT COMPASS Placement Test to determine the correct placement in English and mathematics.**

## Registration Procedure

1. The prospective student must complete and submit an Application for Admission online (<https://ssb.gadsdenstate.edu>) and click "Apply for Admission" and then, First time user account creation.
2. The student must contact their high school(s) and/or previous college(s) attended to request that official transcripts be mailed directly to the Gadsden State Admissions Office. **NOTICE: Registration is restricted until transcripts are received.**
3. Next, the student must take the COMPASS Placement Test. **NOTICE: Most students are required to be assessed; however, ACT/SAT scores may exempt students from further testing.**
4. The student must then see his/her program advisor for help developing a class schedule. A complete advisor listing can be found in the "Advisors" section of this catalog or online at [www.gadsdenstate.edu](http://www.gadsdenstate.edu).
5. The student must register for classes. Online registration: <https://ssb.gadsdenstate.edu>, "Enter Secure Area" and follow the directions to look up classes. On-campus registration: Available at times and dates listed in the College calendar.
6. The student must complete payment of tuition and fees. **NOTICE: A student is not officially registered until tuition and fees are paid or assumed by financial assistance.** Students are encouraged to pay fees the same day they register to avoid deletion of their schedules.
7. The student must obtain a student identification (ID) card, which is also used as a library card. The ID is to be in the student's possession at all times while the individual is on campus or participating in or attending College events.
8. The student must complete motor vehicle registration if he/she intends to have or use a motor vehicle on a Gadsden State campus or instructional site.

### Registration for Classes

Once a student has been admitted to GSCC, the student may enroll in those courses for which he/she is qualified, but only during a time designated by the College as a registration period. (The Gadsden State calendar, which appears in this catalog, provides registration dates). Times and places are designated for priority and all other registrations. A complete list of all courses to be offered during a particular semester or during the summer term, along with the appropriate schedule of important dates for that semester or term, is published online prior to the time for registration. For additional information about these lists, schedules, and the registration procedure, students should access the Gadsden State website [www.gadsdenstate.edu](http://www.gadsdenstate.edu) or contact the Records Office (256.439.6911). Before a student can enroll in English Composition I (ENG 101) or in a credit-level mathematics course, he/she must take the appropriate placement test, which assesses the student's preparedness for such courses. For information concerning those who may be exempt from this test or concerning the placement test, students should refer to Testing Services under the Student Services section of this Handbook.

Advisors are available to assist students in the selection of appropriate courses for any instructional program offered by the College. The names of advisors are listed with the programs of study in this catalog. Any student undecided about a program of study or enrolled in a general program of study should see an advisor in the Counseling and Advising, located in Allen Hall on the Wallace Drive Campus. Counselors will assist students with registration and the fee-payment process and provide general information about financial aid and scholarships.

### Orientation to College

ORI 101: Orientation to College/ORT 100: Orientation for Career Students is a requirement for graduation for all degree- or certificate-seeking Gadsden State students. ORI 101/ORT 100 is offered during the fall, spring, and summer semesters and as an Internet course. (For more information about courses as lecture, hybrid, or online, students should see the "eLearning" section of this catalog.) Any student who is enrolled in five (5) or more semester credit hours must successfully complete the orientation requirement during the first term of enrollment at the College. A student who enrolls in four (4) or fewer hours per term must complete the orientation requirement during the term

when he/she is enrolled in credit hours that reach a cumulative total of sixteen (16) semester credit hours taken at Gadsden State.

ORI 101/ORT 100 provides first-semester Gadsden State students with the campus resources and academic skills necessary to achieve educational objectives. The course emphasizes personal responsibility through the exploration of Gadsden State regulations, campus facilities, and student services. ORI 101/ORT 100 is also designed to help students develop effective study skills, library skills, critical thinking, and career goals. Upon completion of this course, students should be prepared to manage learning experiences successfully in order to meet educational and career goals.

The following persons are exempt from the ORI 101/ORT 100 graduation requirement:

1. Any student not seeking a degree or a certificate but taking courses for personal or employment reasons only, up to a cumulative total of sixteen (16) credit hours (At the point that a student has enrolled for a cumulative total of sixteen (16) credit hours or more at Gadsden State, he/she must successfully complete the orientation requirement.);
  2. Any student who has an associate degree or higher;
  3. Any student who has successfully completed a course equivalent to ORI 101: Orientation to College at another institution within the last twenty-four (24) months;
  4. Any student who has transferred to Gadsden State with over 30 earned credit hours;
  5. Any transient student; and
  6. Any student enrolled in an academic program that must follow the Alabama Community College System Standardized Curriculum. (These programs include Licensed Practical Nursing and Registered Nursing.)
- NOTICE: ORI 100: Orientation for Career Students is designed for students in non-degree-eligible programs or courses. All other students should enroll in the ORI 101: Orientation to College course.**

### **F.O.C.U.S.**

New students (entering freshmen and transfer students) should attend a session of F.O.C.U.S. (Freshman Opportunities for College and Unlimited Success) prior to their first semester of attendance. Sessions are scheduled during the summer prior to the fall semester. In F.O.C.U.S., new students are familiarized with important, need-to-know information, including the registration process, advisement, bookstore procedures, student activities, financial aid, and general acclimation to the campus. F.O.C.U.S. provides new students the opportunity to meet with advisors and prepare for their first registration. Students may contact the Counseling and Advising Center at 256.549.8307 for additional information concerning F.O.C.U.S.

### **eLearning**

eLearning is defined as "an instructional delivery system which connects learners with educational resources" when learners and instructor are not in the same place. It is an approach to facilitate or enhance education by electronic means, allowing learners to receive instruction regardless of time and location.

GSCC provides an active eLearning program utilizing the Internet and videoconferencing. These courses are of the same high quality and teach the same competencies as Gadsden State's traditional on-campus courses. Additional information on eLearning is available at <http://www.gadsdenstate.edu/academics/elearning/index.php>

## **Tuition, Fees and Refunds**

### **Tuition and Fees**

After completing the registration process, a student must pay tuition fees either by Internet registration systems or in the Gadsden State Business Office at one of the following locations: Wallace Drive Campus, East Broad Campus, Ayers Campus, Gadsden State Cherokee, or the McClellan Center. Registration is not considered complete until all tuitions/fees are paid in full. Gadsden State accepts the following types of payment: cash, checks drawn on domestic banks in U.S. dollars only, money orders, travelers' checks, and Visa, MasterCard, and American Express credit cards. The McClellan Center and Gadsden State Cherokee do not accept cash or credit card payments. The Internet registration system is available to accept payments by Visa, MasterCard, and American Express credit cards and also provide the student with a current account balance. Checks must have the student's identification (I.D.) number, or Gadsden State personnel will write the student's I.D. number on the check. A student who prefers not to have his/her I.D. number on the check may pay tuition fees by cashier's check, money order, or cash, except for "mail-in" or "drop-in" payments. Students in default of any indebtedness to the College will not be allowed to register, graduate, receive transcripts, or transfer Gadsden State credits.

Financial assistance to attend GSCC is available to qualified United States citizens and eligible non-citizens. For information about such help, students should see the "Financial Assistance" section of this catalog.

The following tuition fees are required each semester or summer term and are subject to change without notice. In-state tuition fees are \$132.00 per credit hour and consist of \$113.00 per credit hour for tuition, \$9.00 per credit hour facility renewal fee, \$9.00 per credit hour technology fee, and a \$1.00 ACCS reserve fee. In addition to paying the appropriate tuition and fees, a student may also be required to purchase certain necessary tools and supplies for some courses or programs.

<u>Credit Hours</u>	<u>In-State</u>	<u>Out-of-State</u>	<u>Credit Hours</u>	<u>In-State</u>	<u>Out-of-State</u>
1	\$132	\$245	14	\$1848	\$3430
2	264	490	15	1980	3675
3	396	735	16	2112	3920
4	528	980	17	2244	4165
5	660	1225	18	2376	4410
6	792	1470	19	2508	4655
7	924	1715	20	2640	4900
8	1056	1960	21	2772	5145
9	1188	2205	22	2904	5390
10	1320	2450	23	3036	5635
11	1452	2695	24	3168	5880
12	1584	2940	25	3300	6125
13	1716	3185			

**Tuition and Fees for eLearning  
(Internet and Video) Courses Only**

The following tuition schedule relates to eLearning courses (Internet and video only). Tuition is \$132 per credit hour in state and \$264 for out of state. No other fees are to be charged.

<u>Credit Hour</u>	<u>In-State</u>	<u>Out-of-State</u>	<u>Credit Hours</u>	<u>In-State</u>	<u>Out-of-State</u>
1	\$132	\$264	14	\$1848	\$3696
2	264	528	15	1980	3960
3	396	792	16	2112	4224
4	528	1056	17	2244	4488
5	660	1320	18	2376	4752
6	792	1584	19	2508	5016
7	924	1848	20	2640	5280
8	1056	2112	21	2772	5244
9	1188	2376	22	2904	5808
10	1320	2640	23	3036	6072
11	1452	2904	24	3168	6336
12	1584	3168	25	3300	6600
13	1716	3432			



**Sponsored Students**

Students for whom a third-party agency will be paying tuition, fees, and/or other educational expenses should see the Gadsden State staff member representing that agency before coming to the Business Office. The College will collect payments from the third party. If the third party refuses to make payment, the balance due becomes the student's responsibility. These representatives and their office locations are listed below.

<u>Program</u>	<u>Office Location</u>		
	<u>Wallace Drive</u>	<u>East Broad</u>	<u>Ayers</u>
Chapter 31 VA Voc Rehab	104 Allen Hall		Admin Bldg-Financial Aid
Chapter 33 Post 9/11 GI Bill	104 Allen Hall		Admin Bldg-Financial Aid
Montgomery GI Bill	104 Allen Hall		Admin Bldg-Financial Aid
Alabama Childcare Consortium	104 Allen Hall		
Alabama GI Dependents' Scholarship	104 Allen Hall		Admin Bldg-Financial Aid
Anniston Army Depot			Admin Bldg-Business Office
Anniston Army Depot Dept. of Army	106 Allen Hall		Admin Bldg-Business Office
Machine Apprentice Program		Admin Bldg-Bus. Office	
Army Tuition Assistance	106 Allen Hall		
Headstart	106 Allen Hall		
PACT	106 Allen Hall		Admin Bldg-Business Office
Skills Training		Skills Training Bldg	
Tape Craft	106 Allen Hall		
TEACH Scholarship Program	106 Allen Hall		
TRA	104 Allen Hall	Skills Training Bldg	Admin Bldg-Financial Aid
US Department of Labor	106 Allen Hall		
Voc Rehab Skills Training		Skills Training Bldg	
Vocational Rehabilitation			Admin Bldg.-Business Office
WIA-Academic	104 Allen Hall		Admin Bldg-Financial Aid
WIA-Skills Training		Skills Training Bldg	
WIA-Technical		Admin Bldg	Admin Bldg-Financial Aid
Other	106 Allen Hall	Admin Bldg	Admin Bldg-Business Office

### Tuition Categories

1. Residency Status  
Residency Status must be determined upon admission. Applicants must first satisfy the admission requirements stated in State Board Policy 801.01: <http://www.accs.cc/Policies/801.01.pdf>
2. In-State Tuition  
The in-state tuition rate shall be extended to students who reside outside of Alabama in a state and county within fifty (50) miles of a campus of the Alabama Community College System institution, provided, however, that the campus must have been in existence and operating as of January 1, 1996.  
The in-state tuition rate shall be extended to students who have graduated from Alabama high schools or who have obtained a GED in the State of Alabama within three years of the date of their application for admission in accordance with the requirements set forth in the *Code of Alabama*.  
Students who are not eligible for in-state tuition based on the above requirements, may still qualify for in-state tuition. Please refer to the guidelines associated with this policy for a full explanation of alternative in state residency requirements: [http://www.accs.cc/guidelines/803.01\\_Guidelines.pdf](http://www.accs.cc/guidelines/803.01_Guidelines.pdf)
3. Out-of-State Tuition  
The out-of-state tuition rate shall be 2.00 times the in-state tuition rate, rounded up to the nearest dollar. International students must pay the out-of-state tuition rate.

**NOTICE: Any student who was previously admitted to GSCC but who has not attended within one academic year must establish eligibility for in-state tuition upon re-enrollment. Students who cannot provide sufficient evidence of eligibility for in-state tuition will be charged out-of-state tuition.**

### Other Fees

GSCC also charges the following fees, all of which are subject to change without notice:

1. **Placement Test Retesting Fee** – No fee is charged for the first time a student takes the COMPASS Placement Test. To retake this test, the student will be charged a fee of \$8.00. For further information, students should contact one of the following test centers: Gadsden Campus, telephone 256.549.8497; Ayers Campus, telephone 256.835.5411; McClellan Center, telephone 256.238.9348; and Gadsden State Cherokee, telephone 256.927.1800.
2. **Student Accident Insurance** – Students registering for the following courses or programs will be required to purchase student accident insurance through Gadsden State: Air Conditioning and Refrigeration, Aquaculture Technician, Auto Body Repair, Automotive Manufacturing Technology, Automotive Service Technology, Carpentry, Child Development/Child Care Assistant, Civil Engineering Technology, Computer Science Technology, Computer Science Technology/Microcomputer Repair Technician, Cosmetology, Diesel Mechanics, Drafting and Design Technology, Electrical Technology, Electronics Engineering Technology, Esthetics Technology, Industrial Automation Technology, Machine Tool Technology, Massage Therapy, Mechanical Design Technology, Nail Technology, Realtime Reporting, and Welding Technology.  
**NOTICE: Courses or programs requiring student accident insurance are subject to change without notice.**  
Student accident insurance costs \$10.00 per semester – due at the time of registration – and is **not subject to refund**. Students majoring in other program areas may purchase student accident insurance, if desired. With no deductible, this insurance provides a medical benefit of up to \$10,000 and an accidental death benefit of \$7,500 and covers all activities and travel related to activities sponsored and supervised by the College. Please consult the policy for coverage and restrictions. For further information, contact Jason Millirons, Business Services Analyst, 127 Allen Hall, Wallace Drive Campus, or telephone 256.439.6831. Students participating in an athletic or band event as a representative of Gadsden State or riding on a bus as a representative of Gadsden State to or from a College-sponsored event are encouraged to obtain accident insurance or other insurance that provides coverage in case of an injury related to a College-sponsored event. In any case, students and/or their parents/guardians shall assume all responsibility and shall not hold the College liable for any injury resulting from an accident related to a College-sponsored event.
3. **Room and Board** – Students residing in the Gadsden State residence hall will be charged a room and board fee. The room and board fee pays for a double-occupancy suite, as well as for fifteen (15) meals per week in the Wallace Drive Campus cafeteria while classes are in session. The room and board fees based on double occupancy are as follows:

Fall Semester	\$1,600.00*
Spring Semester	\$1,800.00*
Full Summer Term (10 weeks)	\$1,125.00*

**Subject to change**

\*There is also an additional **reservation/damage/key deposit** of \$200.00 that the student must pay to be placed on a waiting list for a room. (The Refunds' section that follows contains more information about the dormitory deposit refund.) A **processing fee** of \$25.00 will be withheld from a student's deposit if the student fails to cancel the reservation at least three weeks prior to the beginning of the semester. Rates for special

course periods will be furnished. For further information, students should contact the Residence Hall Office at 256.549.8369.

4. **Meal Ticket Fee** – Students may obtain a meal ticket that allows the student to eat fifteen (15) meals each week (breakfast, lunch, and dinner) in the Wallace Drive Campus cafeteria when classes are in session. Residence hall students are required to participate in the fifteen-meal plan. A meal ticket for an entire semester costs \$880.00; for the summer term, \$550.00. Meal tickets for shorter time periods are also available. For additional information, students should contact the Residence Hall Office at 256.549.8369.
5. **Diploma Fee** –Gadsden State graduates will be charged an amount (not subject to refund) equal to the actual cost of their diplomas. Students who need further information about diploma fees should contact the Admissions Office on the Wallace Drive Campus, 124 Allen Hall, or telephone 256.549.8261.
6. **Transcript Fee** – There is no transcript fee. Students needing transcripts of Gadsden State academic records should contact the Records Office on the Wallace Drive Campus, 124 Allen Hall, or telephone 256.549.8262.
7. **Administrative Fee** – If a student officially withdraws from all classes and if that withdrawal is dated the official first day of class through the end of the first three weeks of class, the amount assessed may be as much as 5% of tuition and other institutional charges, but the amount may not exceed \$100.00. For further information, students are asked to contact Janice McCormick, 101 Allen Hall, Wallace Drive Campus, or telephone 256.549.8353.
8. **Returned Check Fee** – If a check has been returned because of insufficient funds or other cause, (1) the student will be charged \$25.00 for each such returned check, and (2) the College will stop accepting checks for payments on that account. If within ten (10) days the student fails to make the check good with cash, credit card, a money order, or a cashier's check and/or if the student fails to pay the returned check fee, the student will be withdrawn from the College. Tuition fees will remain due on the student's account subject to the refund policy as indicated below. If they remain unpaid, the College will file a claim in small claims court. This fee is not subject to refund. For additional information, students should contact the Business Office on the Wallace Drive Campus, 106 Allen Hall, or telephone 256.549.8215.
9. **Service Fee** – Any student whose returned check case is taken to small claims court will be assessed a service fee (currently \$37.00) by the small claims court. For further information, students are asked to contact the Business Office on the Wallace Drive Campus, 106 Allen Hall, or telephone 256.549.8215.
10. **College-Level Examination Program (CLEP) Fee** – The CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. Students will be charged a fee of \$15.00 in order for Gadsden State to administer the CLEP test. Students will have to pay an additional amount directly to CLEP in order to take an exam. For additional information or to schedule an exam, students may contact the Wallace Drive Testing Center at 256.549.8497.

**NOTICE: A student who owes the College any fee, such as one or more of those described above, or a parking or moving vehicle violation fine, a book fine, etc., will be prohibited from enrolling at Gadsden State. Additionally, transcripts of the student's Gadsden State academic records will not be released until such fees and/or fines have been paid.**

## Refunds

### Tuition

Students who **completely withdraw from all classes** before the first official day of classes or during the first three calendar weeks of classes will be refunded tuition and fees on the following bases:

Withdrawal before the first official day of classes	100% refund of tuition
Withdrawal during the first week of classes	75% refund of net tuition
Withdrawal during the second week of classes	50% refund of net tuition
Withdrawal during the third week of classes	25% refund of net tuition
Withdrawal after the close of the third week of classes	No refund

**NOTICE: This refund policy applies to the sixteen-week semester. Refunds of tuition for terms shorter than sixteen weeks, such as summer terms and mini-mesters, will reflect a prorated week based on the number of days in the term.**

A student who drops one class before the official first day of classes or during the add/drop period while remaining registered for one or more other classes in that semester/term will receive a full refund of tuition and fees for the dropped class. No refund is due if a student withdraws from one class after the add/drop period while remaining registered for one or more other classes.

The **first official day of classes** is indicated on the College calendar as the day that classes begin for that semester. This day may not be the first day on which all classes begin. The calendar also indicates the **last day to add/drop**. For calculating refunds, a **week** is defined as seven (7) calendar days.

**Net tuition** is tuition minus the administrative fee as described in Item # 7 ("Administrative Fee").

**EXCEPTION 1:** A student is due a refund for a **deleted** class(es).

**EXCEPTION 2:** A student who is a **member of either the Alabama National Guard or the Reserves** and is called to active duty in a time of national crisis may be eligible for a refund.

**EXCEPTION 3:** The President has the authority to make exceptions to the refund policy in the event of the **death of a student or of a family member or other catastrophic event** requiring the student to leave the institution.

For more information about refunds, students may contact a Gadsden State business office: Wallace Drive Campus, 106 Allen Hall, telephone 256.549.8214, 549.8215, or 549.8216; East Broad Campus, Administrative Building, telephone 256.549.8612; Ayers Campus, Administration Building, telephone 256.835.5440; McClellan Center, telephone 256.238.8342; or Gadsden State Cherokee, telephone 256.927.1800.

**NOTICE: Financial aid recipients who completely withdraw are subject to Return of Title IV Funds Calculation as described in the "Financial Aid" section of this catalog.**

A student with funds remaining in his/her student account after the final add/drop day of a semester or summer term will have a refund issued to him/her in the amount of this balance.

### **Room and Board**

Per State Board Policy 803.02, students who officially request a meal ticket refund and/or withdraw from the residence hall before the official first day of classes or during the first three weeks of the semester/term will receive any refund due on the same basis as listed previously for complete withdrawals.

When a student exits the residence hall, he/she should apply for a **deposit refund**. Any tuition, fees, fines, or penalties that are owed Gadsden State will be deducted from the student's deposit refund. A student who does not owe GSCC any money will have the entire deposit refunded, with the exceptions noted below. A student must return his/her room key and leave the room in a satisfactory condition (free of damage). However, (1) if the room needs cleaning, a cleaning fee will be assessed as required and withheld from the deposit; (2) if the room needs painting, \$50.00 will be withheld; and (3) if the key is not returned, \$40.00 will be withheld. In addition, the student will be charged (4) \$10.00 per night for failing to vacate the room by the stated time (24 hours after the last day of finals); (5) \$10.00 per night for failing to remove personal belongings from the room by the stated time; and (6) \$50.00 if a College official must remove personal belongings from a student's room. Personal belongings left at the College for thirty days are abandoned and considered property of the College. If the amount owed exceeds \$200.00, the student will be responsible for paying the balance due.

If a student moves from the residence hall but fails to request a room deposit, the College will automatically refund the balance due.

**NOTICE: Refund checks are mailed to the address on record in the Records Office. The dates on which refund checks are scheduled to be mailed are published in the class schedule. Tuition, fees, and fines owed by the student are deducted from that student's refund amount.**

## **Financial Assistance**

Students or prospective students who need financial assistance to attend GSCC may be able to receive help through one or more of the numerous programs offered or administered, including student financial aid programs funded by the Federal government and various institutional scholarships. In addition, Gadsden State may have available both restricted and unrestricted funds donated by individuals, businesses, industries, and service organizations. To receive such assistance, students must be selected based on criteria developed by the College Scholarship Committee. The following pages briefly explain the financial aid programs and the scholarships available to qualified Gadsden State students. Since the College cannot meet the financial needs of all applicants, students are also urged to investigate outside sources of aid.

## Financial Aid

Most aid programs are based on the individual need of the applicant. To determine if a student is eligible for financial aid, a student needs to complete the Free Application for Federal Student Aid (FAFSA) on the web at [www.fafsa.gov](http://www.fafsa.gov). The Gadsden State Title IV Code is 001017.

The FAFSA contains questions pertaining to the student's assets, income, year in college, etc. Students who are dependent on their parents, based on Federal Student Aid guidelines, must also submit information concerning parental income, assets, and other items.

Once the applicant completes and submits the FAFSA via the internet at [www.fafsa.gov](http://www.fafsa.gov), the federal processor sends the applicant a Student Aid Report (SAR) and forwards information to the college(s) the applicant lists to receive the data within approximately seven to ten days. The SAR is used by the College to determine eligibility for the Federal Pell Grant and other financial aid programs based on the student's expected family contribution (EFC).

Applicants and their parents are cautioned to complete all forms as honestly and accurately as possible. Any person who knowingly makes false statements is subject to a fine or imprisonment or both under provisions of the United States Criminal Code. Applicants are also reminded that they may be asked to substantiate information submitted on the FAFSA if selected for verification. Approximately 30% of all applicants are selected for verification each year. Those selected for verification must provide documentation, such as IRS Tax Return Transcripts, in order to receive financial aid. Notification of documents required to complete the financial aid awarding process will be posted on Self Service Banner and sent to the student's Gadsden State email. Students are encouraged to check their College email accounts and Self Service Banner frequently.

Note that application for financial aid must be made for each academic year; no awards are automatically renewed from year to year. Although the College accepts applications throughout the academic year, April 15 has been established as the preference filing date for applying for certain types of assistance.

The following financial aid programs are currently available:

1. **FEDERAL PELL GRANT** awards are determined by the student's cost of attendance, EFC, and enrollment status.
2. **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG)** are awarded first to those eligible Federal Pell Grant recipients with the lowest EFC and highest unmet need. Priority will be given to students in converted credit hour programs.
3. **LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIPS (LEAP) PROGRAM** funds are awarded to eligible Alabama residents who demonstrate need and who are enrolled at least half time.
4. **FEDERAL WORK STUDY (FWS)** funds are awarded to eligible students with demonstrated need. FWS awards provide pay for part-time work performed by eligible students.
5. **PRIVATE EDUCATIONAL LOANS** are also available and are based on credit worthiness. Those interested should contact the Financial Aid Office for restrictions.

Those interested in detailed information on federal financial aid should request *The Student Guide* by writing the Federal Student Aid Information Center, P.O. Box 84, Washington DC 20044. Additional information may also be obtained in one of the Financial Aid Offices. The Gadsden State Financial Aid Office has locations in Room 104 Allen Hall, Wallace Drive Campus (telephone: 256.549.8267); the Administration Building, Ayers Campus (telephone: 256.835.5420); Room 1216 of Building 3181, McClellan Center (telephone: 256.238.9341); and the Administration Building, Office 111, Gadsden State Cherokee (telephone: 256.927.1801).

Information provided is of a general nature and is not intended to explain in detail all financial aid programs. Programs described herein are subject to Federal, State, and institutional guidelines and are subject to change without notice.

Students who are determined to be eligible for Federal Pell Grants, Federal Supplemental Grants, Alabama or other grants, and Federal Work Study will receive an instruction letter via Gadsden State email and on Self Service Banner. This email notification will indicate what is required to complete the financial aid process.

Once financial aid has been awarded, an award letter will be sent via Gadsden State email and posted to Self Service Banner. Any assistance awarded is credited to the student's account to cover charges. If any credit balance remains once institutional charges are paid in full, a refund is issued and mailed to the address on file with the Records Office. Credit balance refund checks are mailed approximately two weeks after the full semester registration ends (following drop/add).

### **Financial Aid Satisfactory Academic Progress**

Satisfactory Academic Progress will be measured each semester at GSCC. Students are required under federal regulations to maintain certain standards of progress depending on the number of hours they have attempted in college. It is the student's responsibility to read and understand all policies associated with financial aid funding.

Satisfactory Academic Progress includes qualitative, quantitative, and rate of progression criteria. For the current SAP Policy click this link:

<http://www.gadsdenstate.edu/current-students/financial-aid/SatisfactoryAcademicProgressPolicy.php>

### **Treatment of Financial Aid for Complete Withdrawal**

A Return of Title IV Funds calculation is processed for a student who meets the following conditions: receives grant funds (or who meets the conditions that may entitle the student to a late disbursement), begins attending classes, and completely withdraws from the term. The Return of Title IV Funds calculation is a policy of the United States Department of Education that determines the amount of grant funds GSCC and/or the student are to return to a grant program. The term "Title IV Funds" refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 (as amended) that at GSCC include the following programs: Federal Pell Grants and Federal Supplemental Opportunity Grants (FSEOG).

The student's recalculated grant award amount is used in the Return of Title IV Funds calculation. The percentage of Title IV aid earned is found by dividing the number of calendar days completed by the time of withdrawal date by the number of calendar days in the term. If the student has completed more than 60% of the term, the student is considered to have earned 100% of the Title IV aid. The amount of Title IV aid earned is found by multiplying the amount of aid disbursed for the term plus what could have been disbursed by the percentage of Title IV aid earned. If the amount earned is less than the amount of aid disbursed, the difference must be returned. If the student earned more than what was disbursed, a late disbursement may be due. If the amount earned equals the amount disbursed, no return and no disbursement are to be made.

GSCC returns the lesser of (a) the total amount of unearned aid or (b) an amount equal to the student's institutional charges multiplied by the percentage of aid unearned. The student is billed for funds returned by GSCC.

The amount of aid GSCC is to return is then subtracted from the amount of Title IV aid to be returned to find the initial amount of unearned Title IV aid for the student to return. The total of Title IV grant that was disbursed and could have been disbursed for the payment period is multiplied by 50% to find the amount of Title IV grant protected. The amount of Title IV grant protected is subtracted from the initial amount of unearned Title IV aid for the student to return in order to find the amount of Title IV grant funds for the student to return. In the event of an overpayment, GSCC notifies the student, and the student may be allowed 45 days to pay the amount in full to the Gadsden State Business Office. If full payment is not made to GSCC within 45 days, payments must be made to the U. S. Department of Education. While the overpayment is due, the student remains eligible for financial aid generally for 45 days from the date of the overpayment.

The amounts returned by either GSCC or the student are then distributed based upon the following priority schedule: (1) Federal Pell Grants and (2) FSEOG.

The Financial Aid Office processes the Return of Title IV Funds calculation. A student who has questions regarding the calculation should contact Kelly D'Eath at 256.549.8266. Forms, worksheets, and examples of calculations are available in the Financial Aid Office.

### **Treatment of Financial Aid if a Student Stops Attending Classes or Earns No Passing Grades in a Term**

A Return of Title IV Funds calculation is processed for a student who meets the following conditions: receives grant funds (or who meets the conditions that may entitle the student to a late disbursement), begins attending classes, and stops attending classes or earns no passing grades in a term. The Return of Title IV Funds calculation is described in the previous section "Treatment of Financial Aid for Complete Withdrawal."

### **Alabama GI Dependents' Scholarship Program**

Although not administered by the Gadsden State Financial Aid Office, the Alabama GI Dependents' Scholarship Program is another possible source of financial assistance for eligible students. This program is administered by the Alabama Department of Veterans Affairs for the benefit of an eligible dependent – a child, a stepchild, a spouse, or an un-remarried widow(er) – of a disabled veteran (living or deceased) who was a permanent civilian resident of Alabama for at least one year immediately prior to entry into military service. Special consideration is given to dependents of permanently and totally disabled veterans who are bona fide residents or who were bona fide residents prior to their death. Other categories are dependents of former prisoners of war (POW), dependents of veterans declared missing in action (MIA), and dependents of those who died in service.

Maximum education benefits include tuition (minus facility fee), required textbooks, and laboratory fees. **NOTICE: Remedial courses are not funded under the Alabama GI Dependents' Scholarship Program.**

Dependent children must file an application prior to age 26 (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 or prospective students should contact the nearest Veterans Affairs Office, located in each Alabama county courthouse, or write to Alabama GI Dependent's Scholarship Program, P. O. Box 1509, Montgomery, AL 36102-1509 or visit the Alabama Department of Veterans Affairs website, [http://www.va.alabama.gov/gi\\_dep\\_scholarship.aspx](http://www.va.alabama.gov/gi_dep_scholarship.aspx)

### **American Recovery and Reinvestment Act of 2009**

The American Recovery and Reinvestment Act of 2009 provides tax relief for qualified student taxpayers or for the qualified parent or guardian taxpayer of a qualified student dependent. Certain qualified expenses that are incurred for studying at GSCC **may** result in "a credit against tax liability".

The American Opportunity Credit is a replacement for the Hope Credit. The amount of the tax credit can be up to \$2,500 for four tax years (including any year(s) Hope Credit was claimed) per eligible student. Qualified students are those who are not receiving Pell grants, who have not completed the first four years of postsecondary education, who are enrolled at least half time for at least one term in an undergraduate degree or certificate program, and who are free of any felony drug conviction. The tax credit is 100% of the first \$2,000 and 25% of the next \$2,000 out-of-pocket costs of tuition and fees, and course-related books, supplies and equipment.

### **Taxpayer Relief Act of 1997**

The Taxpayer Relief Act of 1997 provides tax relief for qualified student taxpayers or for the qualified parent or guardian taxpayer of a qualified student dependent. Certain qualified expenses that are incurred for studying at GSCC **may** result in "a credit against tax liability".

For those not eligible to receive the American Opportunity Credit, the Lifetime Learning Credit is available. The amount of the tax credit can be up to \$2,000 for an unlimited amount of years per tax return. Lifetime Learning Credit is available for all years of postsecondary education and for courses to acquire or improve job skills. Qualified students are those who are not receiving Pell grants. There is no requirement that the student attend as much as half time, no degree requirement, and felony drug convictions are permitted. The tax credit is 20% of the first \$10,000 out-of-pocket costs of tuition and fees only.

Students should note that Gadsden State Community College does not furnish tax advice. Such financial advice can be obtained from a personal tax advisor. IRS Publication 970 contains information about the qualification requirements of these tax credit plans. Interested persons may obtain a copy of IRS Publication 970 from the IRS website at [www.irs.gov](http://www.irs.gov). Gadsden State will mail a Tuition Statement (IRS Form 1098-T) by January 31<sup>st</sup> of the following year to applicable students. The Tuition Statement reports the amounts billed during the year for qualified tuition and related expenses and provides the name and the telephone number of a Gadsden State contact person.

### **Scholarships**

Students may be able to obtain scholarship assistance in addition to the several financial aid programs, the Alabama GI Dependents' Scholarship Program, and the Taxpayer Relief Act of 1997 described previously. Scholarships are awarded based on past academic/technical achievement, participation in extracurricular and leadership activities, and exhibited talents.

To be eligible for institutional waivers, students must be U.S. citizens or resident aliens. For more information regarding scholarships to GSCC, students should call 256.549.8203 or consult the **Scholarship Listing (Appendix B** page 173) for information pertaining to individual requirements and/or restrictions of scholarships offered. Scholarship offers are awarded on a competitive basis and are contingent upon applicant meeting admissions requirements and are based on available funding.

For information regarding transfer scholarships, student should call 256.549.8329.

### **Guidelines for Institutional and Athletic Scholarships**

Full scholarships will cover a maximum of sixteen (16) credit hours for fall and spring terms. Typically, the maximum number of credit hours that shall be provided by an institutional or athletic scholarship to any student shall be limited to the required number of credit hours in the student's originally declared major (as described in this catalog). Courses required as a condition of accepting a scholarship (i.e., basketball players required to take PED 171: Beginning Basketball) shall be granted additional hours of scholarship eligibility.

## Student Services

To fulfill its commitment to meet the needs of its diverse student body and to enrich the lives of its students, GSCC provides a broad array of both student services and academic support services. For more information, students may contact the Student Services Office located in 107 Allen Hall, Wallace Drive Campus, telephone 256.549.8270.

### Alabama Articulation Program (STARS)

Because GSCC is in partnership with the Statewide Articulation and General Studies Agreement, students are assured that credit earned for Gadsden State courses identified as part of the core curriculum will transfer to any Alabama two- or four-year public institution of higher education.

The Alabama Articulation Program (also called STARS for **Statewide Transfer and Articulation Reporting System**) is Alabama's web-accessible articulation and transfer planning database, which has been designed to inform students who attend Alabama community colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state-funded four-year institution. As the information link between Alabama's public two-year and four-year institutions, STARS efficiently and effectively provides students, counselors, and educators with accurate information upon which transfer decisions can be made. The STARS system, if used properly, can prevent the loss of course credit hours, provide direction for the scheduling of coursework, and ease the student's transition from one institution to another.

This information is available to the public via the Internet. A variety of information, including an AGSC-approved transfer guide, may be obtained from the STARS website: <http://stars.troy.edu>.

### Arledge Center for Adult Learners

The Arledge Center for Adult Learners assists adult students who are attending college for the first time or who are returning to college after an extended absence. Named in honor of Jo Ann Arledge – a Gadsden State alumna who dedicated her professional life to adult students – the Center provides advising and counseling services, tutorial services, assistance in career planning, study skills development, and peer networking. Open to both prospective and currently enrolled adult students, the Center is staffed and equipped to meet the unique needs of adult learners.

The Arledge Center promotes the standing goals of guiding learners to explore educational and career opportunities through academic and technical training. The Center offers support and motivation to individuals as they strive to reach their academic and personal goals. The Arledge Center is located in Brown Hall on the East Broad Street Campus. Those interested in the services provided by the Arledge Center may telephone 256.549.8462 for additional information.

### Bookstore

A bookstore, operated by Barnes & Noble Booksellers, LLC, is located in the Inzer Student Center on the Wallace Drive Campus. The bookstore now offers the students a choice on textbooks. You can purchase your books new or used, rent your textbooks, or purchase an e-book. The bookstore also offers supplies, phone cards, Gadsden State clothing, and gifts. Normal business hours are 7:30 a.m. until 6:00 p.m. Monday and Tuesday; 7:30 a.m. until 4:00 p.m. Wednesday and Thursday; and 7:30 a.m. until 11:00 a.m. Friday. The bookstore maintains extended hours each semester during both the registration period and the first week of classes. Bookstore facilities are also provided at the McClellan Center and the Ayers Campus for limited hours. The bookstore provides services to students attending Gadsden State classes at Gadsden State Cherokee. Students may telephone 256.546.3334 (Wallace Drive Campus), 256.820.3414 (McClellan Center), 256.835.2707 (Ayers Campus). See the following link: <http://www.gadsdenstate.edu/current-students/bookstore.php>

The bookstore adheres to the following refund policies:

#### Textbooks

- **A full refund will be given in your original form of payment if textbooks are returned during the first week of classes with original receipt.**
- With proof of a schedule change and original receipt, a full refund will be given in your original form of payment during the first 30 days of classes.
- No refunds on unwrapped loose leaf books or activated eBooks.
- Textbooks must be in original condition.
- No refunds or exchanges without original receipt.



**General Reading Books, Software, Audio, Video and Small Electronics**

- A full refund will be given in your original form of payment if merchandise is returned with 14 days of purchase with original receipt.
- Opened software, audio books, DVDs, CDs, music, and small electronics may not be returned. They can be exchanged for the same item if defective.
- Merchandise must be in original condition.
- No refunds or exchanges without original receipt.
- Merchandise must be in original condition.

**All Other Merchandise**

- A full refund will be given in your original form of payment with original receipt.
- Without a receipt, a store credit will be issued at the current selling price.
- Cash back on merchandise credits or gift cards will not exceed \$1.
- No refunds on gift cards, prepaid cards, phone cards, newspapers, or magazines.
- Merchandise must be in original condition.

**Returns and Exchange Process by Mail**

Textbook returns must be postmarked during the first week of classes. Your return or exchange should include a completed Return/Exchange Form and proof of schedule change, if applicable. The Return/Exchange Form is included as part of your original shipment. If you do not have the Return/Exchange Form, submit the following information with your return/exchange:

- Name
- Address
- E-mail address
- Phone number and
- Order number (if available)

Send returns/exchanges to the store. Send returns/exchanges via prepaid shipping. The bookstore will not accept returns/exchanges via COD. We are not responsible for lost return/exchange packages. Therefore, we highly recommend that you insure any mailed returns/exchanges. The credit for your return will be applied to the form of payment used to make the purchase. Allow up to two credit card billing cycles for the credit to appear on your statement.

**Returns and Exchanges in your Campus Bookstore**

We will gladly accept returns/exchanges for online textbook purchases at the bookstore. Make sure you have your customer invoice/receipt when returning or exchanging your textbooks. Returns and exchanges made in your on-campus bookstore must adhere to the same timeframes as returns or exchanges processed through the mail.

**Fair Pricing Policy**

Barnes & Noble College Booksellers comply with local weights and measures requirements. If the price on your receipt is above the advertised or posted price, please alert a bookseller and we will gladly refund the difference.

**Cafeteria**

The GSCC Cafeteria, operated by Sodexo Campus Services, is located on the lower level of the Inzer Student Center on the Wallace Drive Campus. This facility offers "hot-line" meals for breakfast, lunch, and dinner, with a complete salad bar, a dessert bar, and a beverage station. In addition, it has a grill and deli sandwich area, which is open for lunch and dinner and features hamburgers, fries, pizza (by the slice), and an assortment of cold sandwiches.

Students, faculty, staff, and the general public are welcome to dine or take out. The cafeteria serving periods are Monday through Friday as follows:

Monday – Friday	Breakfast	7:00 a.m. – 9:00 a.m.
Monday – Friday	Lunch	11:00 a.m. – 1:00 p.m.
Monday – Thursday	Grill Only	1:00 p.m. – 1:30 p.m.
Monday – Thursday	Dinner	5:00 p.m. – 6:30 p.m.

The cafeteria is closed for dinner on Friday nights. The cafeteria may be contacted at 256.549.8388 or website: <http://www.gadsdenstate.edu/current-students/dining/index.html>

## **Career Services**

Gadsden State graduates and current Gadsden State students seeking full-time, part-time, or cooperative education employment opportunities should visit the Career Services Office, located in Room 207 of the Administration Building on the East Broad Campus. The staff is prepared to assist students with composing and evaluating résumés; creating letters of application; exploring career and work possibilities; developing interviewing skills; and networking with employers through campus interviews, job listings, direct application, and information technology. Computers are available in the Career Services Office for graduates and students to create résumés and cover letters and to research potential employment opportunities. In addition, information on the latest job postings is available online at the "Jobs on Wings" website: <https://gadsdenstate-csm.symplicity.com/>. A variety of information, including career resource materials, DVDs, and on-line career software, is also available to aid in the job search. For more information, students may contact the Career Services Office at 256.549.8635, or email [careerservices@gadsdenstate.edu](mailto:careerservices@gadsdenstate.edu)

## **Career Transitions Program**

The Cardinal Connections (or Career Transitions) program, places community college career coaches in area high schools to recruit and provide career guidance for technical programs. These specialists assist students with career exploration activities, career assessment, and admissions applications to Gadsden State. They also conduct classroom presentations and schedule and host college campus tours and visits to businesses and industries. Guest speakers will provide students with information regarding employment requirements and trends in the changing workforce.

Career coaches also provide individual guidance to students regarding career choices, articulation, financial aid, scholarships, and co-op experiences. The goal of Cardinal Connections is to help ease the student's transition from high school to college and career, while increasing the rate of completion and success. For more information, students may contact the Career Transitions Office at 256.439.6861 or email [mstone@gadsdenstate.edu](mailto:mstone@gadsdenstate.edu).

## **Counseling and Advising Center**

The Counseling and Advising Center provides a staff of caring and professional Counselors to assist with the academic and personal challenges students often face. Counselors are prepared to assist students with each step of the academic process, including applying for admissions, testing, advising, preparing class schedules, conducting research on various career opportunities, coordinating Freshmen Opportunities for College and Unlimited Success (F.O.C.U.S.), as well as assisting with the many other services that might be needed for a successful life at Gadsden State. Counselors are located at the McClellan Center, in Allen Hall on the Wallace Drive campus, in the Administration Building on the East Broad Campus, in the Administration Building on the Ayers Campus, in the Learning Resources Building on the Valley Street Campus, and at Gadsden State Cherokee. To accommodate student needs, the Centers are open extended hours during registration. Students may telephone 256.549.8271, 256.549.8307 or email [counseling@gadsdenstate.edu](mailto:counseling@gadsdenstate.edu) for more information.

## **Resource Center**

Located in Allen Hall on the Wallace Drive Campus, the Counseling and Advising Resource Center is open to Gadsden State students, as well as to the public. This center provides a wealth of information for persons seeking guidance about careers, majors, colleges, and scholarships. The resource center includes on-line career development software, 4-year college/university catalogs, study skills information, and employment preparation materials. Also available are books on selecting and gaining admission to appropriate business, medical, dental, or law schools and books on effective preparation for such tests as the MCAT, LSAT, GMAT, TOEFL, and CLEP.

## **Disability Services**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) prohibit discrimination against any qualified person regardless of his/her disability. The College strives to create a welcoming environment and will work in good faith to meet the needs of all populations. Reasonable and appropriate accommodations for qualified disabled students, applicants, employees, and visitors will be met unless to do so would present an undue hardship to the College or lower the academic standards of GSCC.

Persons with disabilities requesting accommodations should contact the ADA Coordinator or Assistant Coordinator on or nearest their campus to obtain forms for requesting accommodations and for documentation requirements, as well as to be informed of campus procedures involving accommodations. The following individuals serve as contacts: Dr. Danny Wilborn, Gadsden State ADA Coordinator, Gadsden Area Campuses, 256.439.6912, [dwilborn@gadsdenstate.edu](mailto:dwilborn@gadsdenstate.edu); Michele Conger, Assistant ADA Coordinator, Ayers Campus, 256.835.5451, [mconger@gadsdenstate.edu](mailto:mconger@gadsdenstate.edu); Chad Steed, Assistant ADA Coordinator, Gadsden State Cherokee, 256.927.1802, [csteed@gadsdenstate.edu](mailto:csteed@gadsdenstate.edu); Cindy Greer, Assistant ADA Coordinator, McClellan Center, 256.238.9348, [cgreer@gadsdenstate.edu](mailto:cgreer@gadsdenstate.edu); Evening and weekend requests may be made through the following contacts: Gadsden, 256.312.2132; Ayers, 256.310.8365; McClellan, 256.312.2128; and Gadsden State Cherokee, 256.927.1800.

Accommodations must be requested for each school term. The student is responsible for providing adequate documentation of his/her disability, requesting accommodation through the appropriate campus officer, maintaining contact with that person, and notifying the officer of any changes in the accommodations needed and of new courses for which the student is seeking accommodations each semester.

Another resource for students with disabilities is Student Support Services (SSS). For qualified students, services such as assistance with disability accommodations, tutoring, and advisement are provided. The SSS offices are located at the Ayers Campus (256.835.5465) and at the Wallace Drive Campus (256.549.8208). For additional information, students should refer to the Student Support Services program description in this catalog.

Persons with hearing impairments can telephone Gadsden State at 1.800.548.2547, the Alabama Relay Center (Voice) number, and 1.800.548.2546, the Alabama Relay Center (TDD) number.

### **Early College Enrollment Program (ECEP)**

The Early College Enrollment Program (ECEP) gives the high school student an opportunity to work toward a technical college degree, with free college tuition, while completing high school graduation requirements. It is a great benefit for students who want to advance into the workforce quickly with a technical degree. Qualified and motivated students can, in effect, graduate from high school and be very close to completing a high demand technical degree with no tuition burden.

In order to qualify for participation in ECEP, students must be in their junior or senior year, have passed all required exit tests, have a minimum grade point average of 2.5, and be interested in enrolling in a technical college program. Students accepted into the program take all of their classes, both the courses needed to graduate from high school and the technical courses in their degree program, on the Gadsden State campus. Interested students should contact their high school counselors or the Career Services Office at 256.549.8635 or email [careerservices@gadsdenstate.edu](mailto:careerservices@gadsdenstate.edu).

### **First Aid**

GSCC has first-aid kits available in all laboratories and shops in case of an accident or illness that requires immediate attention. A member of the faculty or staff will call 911 if a dangerous situation arises. Gadsden State does not assume any financial responsibility for expenses that may be incurred should off-campus medical aid be necessary, nor is the College responsible for providing transportation to receive medical attention.

### **Fowler Residence Hall**

GSCC offers students the opportunity to live on the Wallace Drive Campus in Lewis W. Fowler Hall. This on-campus facility is convenient to classes and adjacent to recreation areas. Fowler Hall features semi-private suites with baths, as well as study areas, lounges, game rooms, laundry room, snack and drink vending machines, and in-room controlled heating and air conditioning. For information about living in the residence hall, students may contact the Residence Hall Director's office at 256.439.6868 or the front desk of Fowler Hall at 256.549.8369.

### **GED Testing Center**

Gadsden State conducts GED testing for Gadsden/Anniston and the surrounding areas. Individuals seeking information may contact the GED Testing Center at 256-439-6820. **All registration and scheduling for the GED test must be completed at [www.GED.com](http://www.GED.com) or at 1-877-392-6433.** The GED test is a computer-based test consisting of four modules: Mathematics, Language Arts (Reading and Writing), Science, and Social Studies. To be eligible to take the GED test, an individual must **(1)** not be enrolled in a secondary school, **(2)** be 18 years of age or older (or if 16 or 17 years of age, officially withdrawn from public or private school), and **(3)** have proof of official withdrawal from high school - Exit Interview -or- Certificate of Exemption, and a notarized letter from a parent or guardian giving permission for his/her child to take the GED test).

### **Student Support Services Program**

The Student Support Services (SSS) Program at GSCC is designed to increase the retention and graduation rates of eligible students, to facilitate their transfer to other institutions, and to foster an institutional climate supportive of the success of low-income students, first-generation students, and students with disabilities who are enrolled or accepted for enrollment in Gadsden State programs. The SSS Program consists of the following components: Academic Tutoring, Academic Counseling, Transfer Advisement, Career Advisement, Cultural Events, Mentoring Services, Enrichment Seminars, Financial Literacy Seminars, Study Skills Seminars, Disability Services, Computer Literacy and Computer Labs. In order to participate in the SSS program, which serves 600 Gadsden State students, the student must apply to be in the program and must be accepted under the applicable eligibility criteria.

For more information about the eligibility criteria, the application procedure, and the types of services and accommodations available, students should contact Student Support Services, 213 Inzer Student Center, Wallace

Drive Campus, telephone 256.549.8208; or Ayers Campus, telephone 256.835.5465. ***Student Support Services, one of the College's TRIO programs, is totally funded by the U.S. Department of Education.***

### **Testing Services**

Most non-academic testing services at Gadsden State are coordinated by the Testing Center, located in Allen Hall on the Wallace Drive Campus. The staff administers various tests, including the ACT COMPASS (placement test), the ACT National Assessment, CLEP examinations, the Nursing TEAS, and ASE certification testing. Occasionally, members of the staff proctor other tests and examinations when requested to do so by Gadsden State instructors, by other educational agencies or by members of the community.

### **Placement Testing**

Each institution in the Alabama Community College System must require all entering students who enroll in associate degree or certificate programs and those who enroll for more than seven credit hours or fourteen weekly contact hours, be assessed using a comprehensive assessment instrument. As mandated by state board policy 802.01, the assessment instrument will be the COMPASS computerized assessment. The purpose of the placement test is to determine the math and English course level in which the student is eligible to enroll. Test results can be challenged and the student can retest once for a fee of \$8.00. Test results are valid for a period of three years.

For information on placement testing, students should contact their advisors or one of the following testing centers: Ayers: 256.835.5411, Gadsden State Cherokee: 256.927.1800, McClellan: 256.238.9348, or Wallace Drive: 256.549.8497.

The following students are exempt from the assessment requirement:

1. Those who have acceptable ACT or SAT scores:
  - a. Students who score 470 or above on the SAT Writing or 20 or above on the ACT English within three years of enrollment are exempt from the English assessment requirement
  - b. Students who score 470 or above on the SAT Verbal or 20 or above on the ACT Reading within three years of enrollment are exempt from the reading assessment requirement
  - c. Students who score 470 or above on the SAT Math or 20 or above on the ACT Math within three years of enrollment are exempt from the math assessment requirement
2. Those who have an associate degree or higher
3. Those who transfer degree-creditable, college-level English or mathematics courses in which they earned a grade of "C" or better
4. Those enrolling for personal enrichment purposes only
5. Those enrolling in short certificate programs having no English, reading or mathematics requirements
6. Those who have completed required developmental coursework at another Alabama Community College System institution within the last three years
7. Those enrolling to audit a course
8. Those who can provide documentation of assessment by the ACT COMPASS within the last three years and
9. Those who are transient students

Some persons may delay taking the placement test until or unless they plan to enroll in an English or a mathematics course. These persons include the following:

1. Senior citizens
2. Anyone not seeking a degree or a certificate but taking courses for vocational reasons only
3. Those in certain short certificate programs having no English or mathematics requirements; and
4. Transient students

### **Test of English as a Foreign Language (TOEFL)**

The College provides another testing service specifically for international students and students who graduated from high school in a non-English-speaking country. Unless the student has graduated from an accredited high school in the United States or from an accredited American high school overseas, or unless the applicant is from a country where English is the native language or from a country which is exempt from an English proficiency test requirement, the applicant must present an acceptable score on the Test of English as a Foreign Language (TOEFL) or another accepted English proficiency test. (Student should see "Admission of Non-Native English Speakers.") If the student is enrolled in the Alabama Language Institute (ALI), he/she will also need to take the TOEFL or another accepted English proficiency test and make an acceptable score or to complete one semester in ALI at the highest level (Student should refer to Exception #3.) to move to the regular Gadsden State curriculum. (The "Admissions Policies and Procedures" and "Alabama Language Institute" sections of this catalog provide additional information.)

GSCC offers the institutional TOEFL, which is given three times every year, at the close of each semester and the final summer term. Any student interested in taking the institutional TOEFL or wanting more information about this

test should visit the International Programs Office (106 Naylor Hall, Wallace Drive Campus) or telephone 256.549.8438. In addition, Gadsden State is a testing center for the IBT (Internet-Based TOEFL). Other than the College, the nearest International TOEFL (IBT) testing centers are located in Birmingham, Alabama; Tuscaloosa, Alabama; Decatur, Alabama; and Atlanta, Georgia. Students must make an appointment to take the IBT by visiting the website [www.toefl.org](http://www.toefl.org). Appointments cannot be made through Gadsden State.

### **Title III Program**

The Strengthening Historically Black Colleges and Universities (HBCU) Title III Program mission is to enhance the academic programs, fiscal management, and physical resources of the Valley Street Campus. Activities and services provided by the program address the enhancement of student support services, the integration of technology into curricula and instruction, and the improvement of physical facilities. Goals include increased student retention, achievement of students' educational goals, and expanded capabilities of information technology for students and faculty. The Title III Grant Administration Office is located in the Prater Administration Building on the Valley Street Campus. For more information, individuals should contact Ms. Kassie Mathis, Title III Director, at 256.549.8679. ***The Title III Program is funded by the U.S. Department of Education through its Historically Black Colleges and Universities Program (HBCU).***

### **Veterans Affairs**

Through its Veterans Affairs Office, GSCC cooperates with the Department of Veterans Affairs and with students who receive VA educational benefits to ensure that the objectives of the VA are pursued to the fullest advantage of both parties. The policies and procedures followed by the College are explained in the "College Regulations" section of this catalog. Additionally, information on the Alabama GI Dependents' Scholarship Program is presented under "Financial Assistance." Students may telephone the Gadsden State Veterans Affairs Office at 256.549.8207 or 256.835.5467 for more information.

### **Veterans Upward Bound**

Veterans Upward Bound program (VUB), which is free to participants, is dedicated to providing eligible veterans with numerous educational and counseling services. The basic qualification is an honorable discharge from the armed forces of the United States. VUB offers to all eligible veterans free seminars on the following topics: study skills, computer usage, time management, communication skills, and career planning. The staff is trained to work with veterans on all academic levels. Veterans who have been out of the academic environment for a number of years will have their current skills evaluated. This evaluation will lead to an Individual Educational Plan (IEP) being developed by the staff in consultation with the student. Various options are available: self-paced study, tutoring, or group study. A veteran who is or who has been enrolled in college courses can receive academic counseling, registration assistance, free tutorial services, and use of the VUB computer laboratory. He/she may also qualify for participation in the VUB book loan program. All aspects of the program are designed to ensure each veteran's academic success. Interested veterans are urged to call 256.549.8328 for assistance on the Wallace Drive Campus or 256.238.9354 for assistance at the McClellan Center or the Ayers Campus. ***Veterans Upward Bound, one of the College's TRIO programs, is totally funded by the U.S. Department of Education.***

For more information concerning Servicemembers Opportunity Colleges (SOC) Consortium click this link: <http://www.gadsdenstate.edu/current-students/financial-aid/VeteransEducationBenefits.php>

### **WSGN**

Gadsden State owns a full-service public radio station, WSGN-FM 91.5, in cooperation with WBHM- FM 90.3 in Birmingham, Alabama. WSGN carries programs from National Public Radio and operates 24 hours per day, seven days per week.

## **Other Student Services**

Beyond the traditional credit-bearing courses that lead to certificates or degrees in academic or technical programs and that are described elsewhere in this catalog, Gadsden State also offers a variety of other instructional packages, academic services, and community projects that are explained in this section of the catalog.

### **Adult Education Program**

Adult Education Services are offered at no cost to qualified students through GED classes offered in Calhoun, Cherokee, Cleburne, and Etowah counties. GED classes serve the educational needs of those who are at least 17 years old, have no high school diploma, and are not currently enrolled in public school. In addition to GED classes, English-as-a-Second-Language and workplace education are offered through this program.

GED instruction is offered online to those who qualify. The program's main objectives are to motivate students to complete high school and advance into postsecondary education and/or gain employment. Advantages for students' obtaining a GED include:

1. Personal pride in educational accomplishment;
2. Free WorkKeys exam;
3. Becoming more employable;
4. Participation in the fall or spring GED graduation;
5. Opportunities for scholarships to Gadsden State; and
6. Free tuition for one college-level course at any two-year college in the state of Alabama.

For more information on GED classes, call 256.835.5462.

### **Alabama Fatherhood Initiative**

The Alabama Fatherhood Initiative (AFI) is a statewide network of public, private, non-profit and faith-based organizations that through a variety of support services and training resources, promotes the ability of non-custodial parents to support their children emotionally and financially. Through AFI, participants receive access to counseling, basic education programs, short- and long-term technical training and employment opportunities. For more information, call 256.549.8638.

### **Alabama Language Institute (English as a Second Language)**

The Alabama Language Institute (ALI), located on the Wallace Drive Campus of GSCC, is an intensive, full-time English language program approved by and operated under the State Board of Education of Alabama. It is a member of the American Association of Intensive English Programs (AAIEP) and has been in operation since 1973.

For an International student who has not attained a score of 500 (PBT), or 61 (iBT), or higher on the TOEFL (Test of English as a Foreign Language); a 5.5 on the IELTS (International English Language Testing Service); or pre-first on the Eiken, the Alabama Language Institute (ALI) offers a comprehensive course of instruction in all aspects of the English language. (Students should also see "Exceptions" under "Competence in the English Language.") Upon qualifying for admission, an applicant may begin studies in any of the three regular sessions scheduled during the year. Sessions begin in August, January, and May. A student may enroll in ALI for as many sessions as needed, provided that he/she is making progress. Once placed in a level, the student advances to the next level by earning a minimum of a "C" average in each of the classes.

For more information on TOEFL, students should see the section on the "Test of English as a Foreign Language" in this catalog. For additional information about ALI, they may go to [www.gadsdenstate.edu/ali/index.html](http://www.gadsdenstate.edu/ali/index.html); write to the International Programs Office, Gadsden State Community College, P. O. Box 227, Gadsden, AL 35902-0227; telephone 256.549.8324 or 256.549.8438; email [international@gadsdenstate.edu](mailto:international@gadsdenstate.edu) or visit the International Programs Office in 106 Naylor Hall, Wallace Drive Campus.

### **Articulated Credit**

Articulation is designed to create a smooth transition for students from secondary education to postsecondary education by awarding college credit for career/technical courses taken in high school. Articulation agreements provide a basis for introducing students to a "pathway" through high school and college coursework into future employment. Advantages to students are that course content duplication is avoided, time to complete a degree is reduced, and the cost of postsecondary education is reduced. State articulation agreements are in place in many technical fields, and criteria for awarding articulated credit can be found on the Alabama Community College website: <http://www.accs.cc/articulation.aspx>. Students seeking articulation credit must submit to the Records Office a completed *Career/Technical Education Course Articulation Credit Request Form*. [www.gadsdenstate.edu/faculty-and-staff/ie/documents/articulationcreditrequestform\\_000.pdf](http://www.gadsdenstate.edu/faculty-and-staff/ie/documents/articulationcreditrequestform_000.pdf)

### **Alabama Technology Network-Gadsden**

Located on the East Broad Campus (Bevill Center), Alabama Technology Network-Gadsden (ATN-Gadsden) is a partnership of Gadsden State, the City of Gadsden, and the Alabama Technology Network. As a unit of the Alabama Community College System, the key mission is to improve economic development in the northeast region of Alabama through (1) workforce development and (2) technical/technological assistance to business and industry. Linking business, education, and government allows for identifying needs and delivering solutions to companies and their present and future workforce.

With a staff of ten highly-trained engineers and support technicians, ATN-Gadsden offers programs for many area companies. Computer, telecommunication, and manufacturing labs for both student and industry use are available as well as problem-solving technical assistance (consulting) to companies and organizations. For more information, call 256.549-8160 or visit the website at [www.atn.org](http://www.atn.org). The following is a partial list of the technology focus areas:

- Automated Control
- CAD/CAM
- CNC Machining
- Electronic Networks
- Environmental Systems
- Industrial Engineering
- Industrial Maintenance
- Lean Manufacturing
- Modeling/Prototyping
- Practical Energy
- Quality Systems Engineering
- Safety
- Team Building

#### Facilities/Equipment

6 Media-ready Classrooms  
CAD/CAE/CAM Labs  
90 Seat Auditorium  
Rapid Prototyping Lab  
Electronic Controls Lab  
9 CNC Milling Machines & Lathes

#### Training Formats

Custom Designed Contracts  
Workshops, Seminars  
Satellite Conferences  
Tele-Video Conferences  
Vendor-Sponsored Demos  
Apprenticeships

#### Assistance Format

Impact-oriented Projects  
Problem-Solving Activities  
Assessments  
Engineering Studies  
System Implementations  
Process Improvement

### **Awarding Credit through Experiential Learning**

1. Credit for experiential learning can be awarded only after the assessment of experiential learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses.
2. Course credit earned through experiential learning shall be noted on the student's transcript as having been awarded through experiential learning.
3. Credit for academic transfer courses awarded through experiential learning **may be awarded** by examination or nationally recognized guidelines **only** (DANTES, Challenge Exams, ACE PONSI/CREDIT, and ACE/Military). **Credit for experiential learning (portfolio review) may not be awarded for academic transfer courses.**
4. In the process of determining if credit can be awarded for experiential learning, colleges shall charge students only for the cost of the experiential learning services and not for the amount of credit awarded.
5. There shall be a charge of \$25 for each portfolio review to assess experiential learning for college credit. Documentation must be provided for each course for which credit through experiential learning is requested, and the \$25 fee applies to each review of the documentation (e.g., individual is charged \$50 if the person is seeking credit through experiential learning for two courses and thereby requires portfolio reviews in relation to those two courses). **Students seeking credit for academic transfer courses through examination or nationally recognized guidelines are not charged a fee for experiential learning or for credits awarded through experiential learning.**
6. No more than 25% of total credit required for any program may be awarded as a result of experiential learning, CLEP, etc. Credit awarded through experiential learning does not count toward the minimum of 25% of semester credit hours that must be completed at the college granting the degree as referenced in State Board of Education Policy 715.01.
7. Before receiving credit through experiential learning for a course, an individual must meet enrollment requirements of the course.
8. Credit may not be awarded twice for the same learning.

### **College Credit by Examination or Experience**

The Alabama Community College System recognizes that individuals can develop mastery of course competencies through employment, training, and other experiences, which is termed "prior learning." College credit can be awarded for prior learning toward courses whose terminal objectives have already been mastered to an acceptable degree of proficiency. The individual must document skill mastery, and experiential learning/college credit can only be awarded through an examination.

If a student achieves the required score, the student may receive credit through either the Advanced Placement Program Examination (AP) or through the College Level Examination Program General Examinations (CLEP) under the following conditions.

The Advanced Placement Program (AP) is a cooperative effort between secondary and post-secondary education. Students taking advanced placement courses in high school may take the Advanced Placement Examination after completion of those high school courses. College credit may be awarded to students based upon the results of the examination.

The CLEP offers a wide range of exams that can save you time and money. A satisfactory score on an exam allows you to receive college credit for what you already know. More information regarding CLEP credit granting policies is available at [www.collegeboard.org/clep](http://www.collegeboard.org/clep) or in the Testing Department. CLEP score currently accepted are as follows:

<b>CLEP Test</b>	<b>GSCC Credit</b>	<b>ACE Score Minimum</b>
<b>BUSINESS</b>		
Financial Accounting	BUS 241 Principles of Accounting I	50
Information Systems and Computer Applications	CIS 146 Microcomputer Applications	50
Introductory Business Law	BUS 263 Legal and Social Environment of Business	50
<b>COMPOSITION AND LITERATURE</b>		
American Literature	ENG 251 American Literature I	50
	ENG 252 American Literature II	50
College Composition	ENG 101 English Composition I	50
	ENG 102 English Composition II	50
English Literature	ENG 261 English Literature I	50
	ENG 262 English Literature II	50
Humanities	HUM 101 Introduction To Humanities I	50
	HUM 102 Introduction To Humanities I	50
<b>WORLD LANGUAGES</b>		
Spanish Language, Level 1	SPA 101 Introductory Spanish I	50
	SPA 102 Introductory Spanish II	50
Spanish Language, Level 2	SPA 201 Intermediate Spanish I	63
	SPA 202 Intermediate Spanish II	63
<b>HISTORY AND SOCIAL SCIENCE</b>		
American Government	POL 211 American National Government	50
History of the United States I: Early Colonization to 1877	HIS 201 United States History I	50
History of the United States II: 1865 to Present	HIS 202 United States History II	50
Human Growth and Development	PSY 210 Human Growth and Development	50
Introductory Psychology	PSY 200 General Psychology	50
Introductory Sociology	SOC 200 Introduction to Sociology	50
Principles of Macroeconomics	ECO 231 Principles of Macroeconomics	50
Principles of Microeconomics	ECO 232 Principles of Microeconomics	50
Western Civilization I: Ancient Near East to 1648	HIS 101 Western Civilization I	50
Western Civilization II: 1648 to Present	HIS 102 Western Civilization II	50
<b>SCIENCE AND MATHEMATICS</b>		
Biology	BIO 103 Principles of Biology I	50
Calculus	MTH 125 Calculus I	50
Chemistry	CHM 111 College Chemistry I	50
	CHM 112 College Chemistry II	50
College Algebra	MTH 100 Intermediate College Algebra	50

The ACT Assessment is also administered at the various College campuses on multiple national testing dates. A complete schedule of the ACT national testing dates is available from the ACT official website: [www.act.org](http://www.act.org). For information on ACT, CLEP, and COMPASS placement testing, call 256.549.8497. The COMPASS is also available at our other campuses. Please contact the location nearest you for more information. Ayers Campus-Anniston, 256.835.5400; Gadsden State Cherokee-Centre, 256.927.1800; McClellan Center-Anniston, 256.238.8342; Wallace Drive Campus-Gadsden, 256.549.8497.

### **Consortium for Alabama Regional Colleges for Automotive Manufacturing (CARCAM)**

CARCAM is a consortium of eleven community and technical colleges throughout Alabama who are funded by a grant from the National Science Foundation to educate students and incumbent workers. The Advanced Technological Education (ATE) Regional Center is located at Gadsden State, the fiscal agent for the grant. CARCAM collaborates with numerous automotive and automated manufacturing partners and economic development initiatives in our region. Member colleges offer degrees and certificates in Automotive Manufacturing Technology (AUT) to prepare students for the highly technical field of automotive and related manufacturing careers. Student scholarships are offered through the Alabama Automotive Manufacturing Association (AAMA) and applications are available on the following websites; [www.carcam.org](http://www.carcam.org) or [www.aama.to](http://www.aama.to). For additional information, contact Beverly Hilderbrand, CARCAM Director at [bhilderbrand@gadsdenstate.edu](mailto:bhilderbrand@gadsdenstate.edu) or 1-866-439-1AUT.

### **Continuing Education**

The Continuing Education Department is committed to linking College and community resources to provide quality enrichment programs to people of all ages. The Center offers a variety of fee-based workshops, classes, community-



service activities, and continuing education courses designed for those who want to keep learning but who are not necessarily interested in earning academic credit or pursuing a college degree. Classes are designed for people in search of life enrichment and those striving for personal and professional growth. Programs are provided for traditional and non-traditional students and may be targeted to individuals in business, government, professional organizations, and social services.

Continuing Education at Gadsden State offers something for everyone, with two major divisions of courses: professional development and personal enrichment. Programs are provided for youth, adults, and seniors in a variety of formats, such as seminars, workshops, and short courses. Satellite conferences and special events are also presented.

The Center's mission is to serve the diverse and changing needs of the community by offering a broad range of courses responsive to individual, business, and community needs. Courses appear in the schedule of traditional Gadsden State classes each semester and on-line at [www.gadsdenstate.edu/academics/continuing-education.php](http://www.gadsdenstate.edu/academics/continuing-education.php). For information, individuals may visit or call the Continuing Education offices in Brown Hall, East Broad Campus, 256.549.8305 or 256.549.8462. For information about classes offered at the Ayers Campus and the McClellan Center, call 256.832.1217. For Gadsden State Cherokee, call 256.927.1806.

### **Cooperative Education (CO-OP)**

Cooperative Education is a powerful educational tool that merges in-class instruction with job-training experiences. The Cooperative Education experience is an arrangement whereby an integral part of the student's education is actual work experience.

To enter the program, the student must have declared a program area of study, be able to receive a favorable recommendation from the program area instructor, and have successfully completed at least one semester (12 semester hours) within his/her chosen field of study with an overall grade point average of at least 2.5 on a 4.0 scale. Arrangements with a prospective employer must be worked out to the satisfaction of both the employer and the program advisor.

The student may receive from one to three semester credit hours, depending on the number of hours per week worked in an approved cooperative education experience. State policy permits Gadsden State to award one (1) semester hour of credit for each five (5) hours of work per week. The student should refer to the appropriate portions in the "Programs of Study" and "Course Descriptions" sections of this catalog to be certain that cooperative education credits are applicable toward the requirements for his/her degree program.

Students interested in the Cooperative Education Program may visit the Career Services Office, located in the Administration Building, Room 207, on the East Broad Campus, or call 256.549.8635.  
[www.gadsdenstate.edu/current-students/jobs](http://www.gadsdenstate.edu/current-students/jobs)

### **Developmental Studies**

Gadsden State offers courses in English, mathematics, and reading designed specifically for those students who need to improve their ability to benefit from higher education. These courses produce institutional, non-transferable credit only and will not satisfy the requirements for degrees, certificates, and diplomas. These courses allow students to begin studying at their own level in order to develop the skills and knowledge that they will need to attempt regular credit-bearing courses. Descriptions of these courses (**ENG 092**, and **093**; **MTH 090**, **091**, **092**, and **098**; and **RDG 083**, **084**, and **085**) appear in the "Course Descriptions" section of this catalog (page 208). For more information about developmental studies, individuals should contact the appropriate academic department.

### **Educational Talent Search**

The Educational Talent Search (ETS) Program is designed specifically for eligible middle school and high school students and others who have dropped out of school but wish to study for the GED certificate. The main objective of ETS is to motivate eligible students to complete high school and to advance into postsecondary education. The services offered include the following: tutoring, personal and career counseling, admissions and financial aid counseling, mentoring, seminars, college visits, and field trips. This program serves the citizens of Calhoun, Cherokee, Cleburne, and Etowah counties. For more information, individuals should call the program coordinator on the Gadsden Campus (256.549.8374 or 256.549.8378) or on the Ayers Campus (256.832.1226 or 256.832.1238). ***Educational Talent Search, one of the College's TRIO programs, is totally funded by the U.S. Department of Education.***

### **Honors Courses**

Students with a special academic interest or motivation may "contract" for a course to have an "H" (honors) designation. A student may contract one or several courses. The individual instructor may allow "H" credit or not, but

the committee and director of the Honors Scholar Program will develop guidelines and will work with instructors to encourage “H” credit.

Typically an “H” designation requires approximately one (1) additional credit hour’s work in a three- or four-hour course. The “H” designation may involve special project(s) or additional breadth or depth in the course material. “H” designation is NOT designed to make the course more difficult but to result in learning outside of the normal coursework. A student will receive the grade that he or she would otherwise earn in the course, plus “H” designation. **NOTICE: A student does not need to be admitted to the Honors Scholar Program to contract for individual honors credit.**

## Honors Scholars Program

The Honors Scholars Program is for high-achieving students who seek a more intellectually challenging and creative college experience. Students must apply to and be admitted to the Honors Scholars Program by completing an Honors Scholars Application. (To be considered for a scholarship, a student should also complete the Scholarship Application.) For more information about this program, students may contact Dave Murdock, who coordinates the Honors Scholars Program, at 256.549.8416 or [dmurdock@gadsdenstate.edu](mailto:dmurdock@gadsdenstate.edu).

### Applicants

Applicants will be accepted into the program based on high school or lifelong achievement, test scores, and community or school activities and leadership. The following test scores will be used as benchmarks for admissions, but students may be admitted based on other exceptional achievement or service:

1. A high school ranking in the top 15% of the graduating class;
2. A grade point average of 3.50 or above;
3. A score of 1200 or above on the SAT (math & verbal) or a composite score 25 or above on the ACT.

### Other Students

1. High school graduates who did **not** rank in the top 15% of their respective high school classes **OR**
2. High school graduates from non-accredited high schools **OR**
3. Students who completed a G.E.D. **OR**
4. Students who are returning to school after an extended period are eligible to apply for the HONORS SCHOLARSHIP if they have scored exceptionally high on the COMPASS Placement Test.

### Honors Students will

1. take a minimum of five (5) “H” designation courses, including at least one HONORS SEMINAR;
2. enroll in a one-hour HONORS SEMINAR during the fall semester of the freshman year; **and**
3. be expected to attend a minimum of two HONORS EVENTS during each academic year, including lectures, concerts, and other designated events.

### Advantages

1. **Gadsden State Scholarships** — A maximum of 20 continuing Gadsden State scholarships will be awarded annually to students who will be designated as HONORS SCHOLARS.
2. **Diploma Designations** — Students who fulfill the requirements will be designated as “HONORS SCHOLAR” on the graduation diploma.
3. **Early Registration** — HONORS SCHOLARS will be able to register the day before official registration begins.
4. **Personal Mentoring and Advisement** — HONORS SCHOLARS will be paired with special faculty mentors. Mentors will be Gadsden State faculty or administrators, and pairings will reflect a student’s interests and goals. The mentors will serve as special advisors for student schedules, academic mentorship, professional mentorship, internships, etc.
5. **Commencement Medallions** — HONORS SCHOLARS will be presented with special commencement medallions to wear during graduation exercises.
6. **Special Honors Area** — A special HONORS SCHOLARS area will be available at the Wallace Drive Campus. This area will be open to HONORS SCHOLARS and accompanying friends. Internet access and a television will be available.
7. **Computers** — HONORS SCHOLAR scholarship recipients will be provided with portable computers while enrolled in the HONORS SCHOLAR Program. When the student graduates or leaves the program, the computer must be returned to the program.

## Library Services

The GSCC library boasts a growing collection that is designed to serve the needs of the College’s diverse students, faculty, and staff, as well as the community at large. Library services are available at the Wallace Drive Campus in Gadsden, the Ayers Campus in Anniston, the McClellan Center between Jacksonville and Anniston, Gadsden State Cherokee in Centre, and the Valley Street Campus in Gadsden. All locations provide services designed to support the programs and courses offered by the College, as well as the general educational and informational needs of the faculty, students, and communities. Each campus library offers a collection of instructional materials, reference assistance, public access computers with word processing and Internet service, Interlibrary Loan, Public printers and

photocopiers. All sites also provide access to a wealth of informational databases including those made possible through the Alabama Virtual Library, a service funded by the state of Alabama to support the informational needs of its citizens. All library locations are members of Library Management Network (LMN), a consortium of libraries with holdings of over one million volumes. Membership in LMN expands the number and variety of resources available, including over 60,000 electronic books (e-books). Items may be requested from other libraries, including other Gadsden State campus libraries, through Interlibrary Loan by speaking to a librarian. In order to borrow books and multimedia items from campus libraries, one must have a valid GSCC ID card or a community library card, available at each campus library.

### **Wallace Drive and East Broad Street Campuses**

The Austin R. Meadows Library is located in the center of the Wallace Drive Campus in Gadsden. The library collection consists of almost 100,000 books, periodicals, audio books, CDs, and DVDs. Meadows Library is open while classes are in session with the following schedule: Monday through Thursday from 7:30 a.m. to 8:30 p.m. and Friday from 7:30 a.m. to 11:30 a.m. Hours between semesters, during the summer, and around holidays may vary. Any changes in hours will be posted at the entrance to the library and on the library website at [www.gadsdenstate.edu](http://www.gadsdenstate.edu).

### **Ayers Campus**

The Pierce C. Cain Learning Resource Center, located at the Ayers Campus on Coleman Road in Anniston, has a collection of almost 20,000 items in various formats. The LRC is open on the following schedule: Monday through Thursday from 7:30 a.m. to 8:30 p.m. and Friday 7:30 a.m. to 11:30 a.m. Hours between semesters, during the summer, and around holidays may vary. Any changes in hours will be posted at the entrance to the library and on the library website at [www.gadsdenstate.edu](http://www.gadsdenstate.edu).

### **McClellan Center**

The McClellan Center Library is located on the first floor of the McClellan Center campus between Anniston and Jacksonville. Patrons have access to a collection of over 10,000 items including books, periodicals, and multimedia resources. Library hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m. Hours vary during holidays, during the summer, and between semesters. Any changes in hours will be posted at the entrance to the library and on the library website at [www.gadsdenstate.edu](http://www.gadsdenstate.edu).

### **Gadsden State Cherokee**

Gadsden State Cherokee Library is located on the first floor of the Gadsden State Cherokee facility. Patrons have access to a collection of almost 4,000 items including books, periodicals, and multimedia resources. Library hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m. Hours vary during holidays, during the summer, and between semesters. Any changes in hours will be posted at the entrance of the library and on the library website at [www.gadsdenstate.edu](http://www.gadsdenstate.edu).

### **Valley Street Campus Title III Library**

The Valley Street Campus Title III Library is located in the Learning Resource Center on the Valley Street Campus (600 Valley Street). Funding for this project is made possible through the U.S. Department of Education Strengthening Historically Black Colleges and Universities Program (HBCU). The Valley Street Campus Title III Library has a growing collection which consists of program-specific books, general reference books, periodicals, and DVDs. Library hours are Monday through Thursday from 7:30 a.m. to 4:30 p.m. Hours vary during holidays, during the summer, and between semesters. Any changes in hours will be posted at the entrance of the library and on the library website at [www.gadsdenstate.edu](http://www.gadsdenstate.edu).

## **Skills Training Division**

The Skills Training Division provides short-term, non-credit, competency-based training. All training programs within this Division are measured by contact hours rather than semester hours. Students may register for classes at any time throughout the year and may continue until the appropriate skills have been attained. Students who complete Skills Training programs are awarded an Institutional Certificate of Completion documenting the area of training. The Skills Training office is located on the East Broad Campus. For more information, call 256.549.8640 or 256.549.8638.

## **Training for Existing Business and Industry and Workforce Development**

Gadsden State and the Alabama Technology Network (ATN-Gadsden) arrange a wide variety of appropriate educational experiences for employees of area business and industrial firms. Through a cooperative network of business and education, Gadsden State and ATN-Gadsden work to identify needs of existing industry and deliver technical assistance, technology solutions and customized training. Upon request, customized training is available and may be provided on-site for topics such as management and leadership, OSHA and safety, Lean manufacturing, Lean manufacturing and ISO quality standards, practical energy, computer and CISCO technology, cooperative learning, industry certification, Spanish language training, etc. For additional information, visit or call one of the

following offices: ATN-Gadsden Center in The Bevill Center, East Broad Campus, 256.549.8176; or the Business Office of the Administration Building, Ayers Campus, 256.832.1201.

### **Service Learning**

Service Learning is an academic program that combines community service with classroom instruction, focusing on critical, reflective thinking, as well as personal and civic responsibility. Various instructors offer service learning options in select courses, and students who enroll in the program then have an opportunity to take their classroom knowledge and/or technical skills into their community to work with service agencies, private non-profit organizations, faith-based groups, and schools. The service must be directly linked to course content.

Service Learning provides hands-on, practical experience and allows students to work with professionals at a variety of sites. This experience affords some career exploration while students become more aware of their community and its problems as well as ways to alleviate them. Service Learning emphasizes civic engagement, and, as students become involved with agencies and/or schools in their community, they realize the importance of giving back to the community through service. Since students receive credit for their service experience, each instructor incorporating service learning in a course may require a specific type of reflection activity: journals or logs, written or oral reports, group discussions—all based on the student's service activities.

The Service Learning Center is located in Inzer Student Center, Room 140. For more information, students should contact the Service Learning Coordinator at 256.549.8233.

### **Upward Bound**

The Upward Bound Program (UB) is designed to provide academic and enrichment programs for eligible high school students. The objective of UB is to assist high school students in their academic advancement and to ensure for these students a positive transition into postsecondary institutions. UB offers through its academic and summer residential component an opportunity for students to receive personal and career counseling, tutoring, career exploration, pre-college academic coursework, visits to college campuses, cultural activities, educational seminars, and financial aid and admissions counseling. For more information about Gadsden State's Upward Bound Program, individuals should call the director on the Gadsden Campus (256.549.8396) or on the Ayers Campus (256.835.5461). ***Upward Bound, one of the College's TRIO programs, is totally funded by the U.S. Department of Education.***

## **Student Activities**

GSCC is committed to producing well-rounded, socially adept students. The College recognizes that valuable student learning and growth occur through non-academic activities, as well as through classroom pursuits. Gadsden State students are encouraged to participate in numerous non-academic activities designed to enhance intellectual and social development. Gadsden State offers a variety of cultural, recreational, political, and entertainment experiences so that every student can find something appropriate to his/her needs. For more information about student organizations, students should contact the Coordinator of Student Activities, 108 Inzer Student Center, Wallace Drive Campus or 256.549.8329. More information about specific organizations, athletic teams, and activities is available from the faculty sponsors or coaches responsible for them.

### **Honors and Recognitions**

See [Appendix C](#) (page 178)

### **Student Organizations**

See [Appendix D](#) (page 180)

### **Gadsden State Community College Alumni Association**

All former students and friends of Gadsden State, including former students of any of the three institutions merged to form the Community College, are invited to become members of the Gadsden State Community College Alumni Association. Dues are \$20 per year or \$300 for a lifetime membership.

At an annual event, members honor outstanding former students and outstanding faculty members and present distinguished service awards to community leaders. From dues and contributions, the association presents scholarships to deserving students. Anyone interested in the College or in supporting student scholarships can become a member of the Gadsden State Alumni Association. Checks may be sent to the Alumni Association Treasurer, Gadsden State Community College, P.O. Box 227, Gadsden, AL 35902-0227.

### **Gadsden State Show Band**

Any Gadsden State student with the appropriate musical competence may audition for the Gadsden State Show Band. Students interested in auditioning should contact the Director of Bands by calling 256.549.8394 or visiting the office, which is located in Wallace Hall on the Wallace Drive Campus.

The Gadsden State Singers, an outstanding musical group, offers students the opportunity to perform for audiences in Etowah and the surrounding counties. For more information, students may contact the Choral Director by calling 256.549.8391 or visiting the office, which is located in Wallace Hall on the Wallace Drive Campus.

### **Intercollegiate Athletics**

Over the years, Gadsden State's intercollegiate athletic program has enjoyed remarkable success. The College's teams have won several state and regional championships, and they have appeared in national championship competitions. As a member of the National Junior College Athletic Association, Gadsden State sponsors intercollegiate teams in men's tennis, men's basketball, women's basketball, women's softball, and women's volleyball. If a student is qualified for any of these teams and is interested in participating, he/she may contact the team coach or the Athletic Director in Beck Field House, Wallace Drive Campus, telephone 256-549-8310.

### **Miss Gadsden State**

Female students meeting the appropriate criteria are invited to participate in the Miss Gadsden State Pageant, a preliminary for Miss Alabama. For more information see <http://www.gadsdenstate.edu/college-life/miss-gadsden-state.php> or call 256.549.8329.

### **Southern Belles**

The Gadsden State Southern Belle Dancers perform for campus and community events. Students interested in auditioning for this group should contact the director/choreographer at 256.549.8224.

### **Student Government Association**

The Student Government Association (SGA), a body of student representatives and officers elected by the students, is the coordinating body for student activities and special events approved by the College. Its purposes are to foster interest and involvement in all aspects of college citizenship, to encourage involvement in important decisions affecting students, and to afford students opportunities for leadership development.

### **R.O.T.C.**

The Department of Military Science is a cooperative venture between the United States Army and Colleges and Universities across the country. The program provides a Reserve Officer Training Corps (ROTC) program with the mission of commissioning students as officers in the Army upon completion of a baccalaureate degree. Classes are offered at Gadsden State in conjunction with the Jacksonville State University (JSU) Department of Military Science. The program provides students an opportunity to learn and practice leadership skills necessary in society and as an officer in the Armed Forces. The emphasis of the program is on leadership development. Students are challenged to apply accepted leadership theory to practical situations. A theoretic basis of knowledge is developed through attendance in military science classes and courses offered in other academic departments. Satisfactory completion of the program may lead to a minor in military science.

There are two primary ROTC program options: A four-year program and a two-year program. The Gadsden State cooperative program is designed for students who will complete the four-year program and is addressed, in depth, below. However, options are available for students who wish to complete a two- or three-year program. More information on those programs is available through the JSU ROTC Department at 256.782.5601.

**Basic ROTC:** The Basic Course is taken during the freshman and sophomore years. These courses are open to all students on an elective basis. Offered as prerequisites for students to enter into the Advanced Program, these courses incur NO military obligation and are open to all registered, full-time Gadsden State students. Basic Course curriculum focuses on introductory leadership theory, basic military knowledge and skills, and the Army's role in national security policy and practices. The Basic Course consists of MSC 101, 101L, 102, 102L, 201, 201L, 202, 202L. These courses are mandatory for entry into the Advanced Course of instruction.

**Advanced ROTC:** The Advanced Course is taken during the junior and senior year of the four-year program. Students in this program must have completed the Basic Course, have two years remaining in college, and enter into a contract with the United States Army to serve as officers upon graduation. The contractual obligation varies depending upon the amount of participation and whether the student is a scholarship beneficiary.

### **Advanced Course Requirements**

Entry into the ROTC Advanced Course for commissioning is open to students who have earned a GPA of 2.0 or higher, who have attained junior status, who meet established Army medical and physical standards, who have completed the Basic Course requirements as noted above or received placement credit for such, who demonstrate the requisite leadership potential, and who have departmental approval. Students pursuing a commission must successfully complete the following ROTC Advanced Course classes: MSC 301, 301L, 302, 302L, 303, 305, 401, 401L, 402, and 402L. Additionally, students must complete HY 304 and approved core curriculum courses in written communications, computer literacy, math, and human behavior before commissioning. Students should contact the Department of Military Science for specific details as to approved courses. Normally, during the summer before their senior year, students must attend and successfully complete the National Leaders Course in Washington, D.C. This course lasts approximately four weeks. Students receive academic credit for completion (MSC 305 or NU 444 for nursing students) and are paid for their attendance and travel.

### **Commissioning**

Eligible students may be commissioned once they have met all pre-commissioning requirements and are awarded the baccalaureate degree. Students commissioned as Second Lieutenants in the United States Army may serve either on Active Duty, in the Army Reserve, or in the Army National Guard. Assignments are based upon the needs of the Army and student requests. Students who desire a commission in the Army Reserve or Army National Guard may elect the Guaranteed Reserve Forces Duty option (if eligible) upon entry into the advanced course.

### **ROTC Scholarships**

Competitive scholarships are available to Gadsden State students upon transfer to JSU. Currently, scholarships cover the cost of tuition, fees, and books and provide a monthly living expense. Additionally, JSU provides selected student dorm fees. The Army National Guard and Army Reserve also offer tuition assistance and other benefits in conjunction with ROTC. Students interested in scholarships or other assistance should contact the Department of Military Science at 256.782.5601 for specific details.

## **College Regulations**

### **Registration**

In order for a student to be granted credit for a class, the student's name must appear on the official class roll. Students registered for a class must receive a grade for that class unless the class is deleted by the College or dropped by the student. The phrases listed and explained below refer to important elements of the registration process and the status of a registered student.

### **Enrollment**

Timely registration for (or enrollment in) a Gadsden State class means that the student must complete the registration process before the enrollment deadline, which is widely publicized by the College.

### **Non-Payment of Fees**

Students who owe a debt or fee to the College will not be permitted to register until the obligation is satisfied.

### **Credit Hour Definition**

GSCC complies with Alabama State Board of Education policy 705.01 (<https://www.accs.cc/default/assets/File/Board/Policy/PDFs/705.01.pdf>). Semester hours of credit are based upon the average weekly number of hours of instruction during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact. A semester system is defined as a fall semester, spring semester, and a summer term. A variety of class meeting schedules that fall within this structure may be present within the institution. The ratio of weekly contact hours to credit hours varies with the type of instruction being used. There are six general categories of types of instruction: (1) Theory (1:1), (2) Experimental Laboratory (2:1 or 3:1)\*, (3) Practical Application Laboratory (2:1 or 3:1) \*, (4) Clinical Practice (3:1), (5) Preceptorship (5:1 or 3:1), and (6) Internship (5:1).

\*Programs of study for which accreditation and/or licensing bodies require a different ratio must comply with discipline-specific time-to-credit criteria.

### **Prerequisites and Corequisites**

Prerequisites are other courses or competencies that must be completed or attained before registering for some courses. Corequisites refer to other courses that the student must be experiencing simultaneously with the course in question.

## Course Load

The student course load for a full-time student at GSCC is 12 to 19 credit hours per fall, spring and summer semesters. Credit hours above 19 semester hours constitute a student overload. The appropriate chief instructional officer must approve a student overload. No student will be approved for more than 24 semester credit hours in any one semester or term for any reason.

## Independent Study

Students may request to enroll in independent study courses. This privilege is available to those students who have been unable to schedule courses in any other manner. Independent study is done with the permission of and at the convenience of the instructor. Independent study requires the approval of the administrator of the instructional area involved.

## Schedule Change

After registering for classes, students may make changes in their schedule by adding and/or dropping classes either online through SSB or changes are requested on the proper form(s) before the deadline for add/drop. Completed add/drop form(s) must be received in the Records Office for processing during normal business hours.

## Identification and Library Card

Students are required to have an identification card, commonly referred to as ID, made at orientation or within the first two weeks of classes. IDs are made in Inzer Student Center, Room 108, in the Pierce C. Cain Learning Resource Center at Ayers, at the McClellan Center Library, at Gadsden State Cherokee Library and in the Valley Street Library. The ID is to be in the student's possession at all times while the individual is on campus or participating or attending College events and must be displayed when requested by Campus Security or other College officials. The ID also serves as a library card, which enables students to check out materials (e.g. books, videos, etc.) from any Gadsden State Library and to access the Library's webpage and online resources. A replacement card can be issued at each campus once the student has paid the replacement fee of \$5.00 at the Business Office.

## Attendance Policy

Class attendance is important to student success. A student's academic success is proportional to his or her engagement in the class, with course materials, course texts, the instructor, and other students. Withdrawal from class is the student's responsibility.

1. Students who fail to attend classes for any reason should withdraw from class(es). (Students should see [withdrawal policies and procedures](#) (page 41) outlined in the college catalog.
2. **A student is responsible for repaying any portion of unearned financial aid which would result from a withdrawal or from lack of attendance.**
3. Make-up work is left solely to the discretion and convenience of the instructor and is not required of the instructor. Make-up work does not have to be in the form originally presented. It is the student's responsibility to make arrangements with the instructor to make up work.
4. Material missed by the student due to absences will not be re-taught by the instructor.

## Academic Advising Policy

All new students need to receive academic advising upon admission to GSCC. Before and during registration, students should meet with advisors to learn about college and program requirements, discuss their educational plans, and select courses. Students with declared majors should meet with advisors from within their chosen programs of study. The College counselors advise students who are undeclared majors or general studies majors.

**Students are responsible for speaking with an advisor who will work with them in planning courses for the upcoming semester(s). The advice and recommendation of advisors does not constitute a promise or a contract ensuring a student's graduation on schedule, or the completion of specific requirements.**

## Academic Honesty Policy

To satisfy the expectations of those institutions to which some of its students ultimately transfer, as well as meet obligations to students, the Alabama State Board of Education, and the general public, Gadsden State expects all its students to conform to the College's Academic Honesty Policy. Any student who fails to comply with the Academic Honesty Policy may be charged with a violation.

Since the courts give an educational institution considerable discretion with respect to academic transgressions, instances of academic misconduct by students at GSCC will be handled by the instructor involved, the academic director involved, and the appropriate supervising instructional dean.

Violations of the Academic Honesty Policy include, but are not limited to, the following:

1. Cheating—using or attempting to use unauthorized materials, information, study aids, or computer-related information or unauthorized copying or collaboration in the preparation of any assignments or in the taking of any tests or examinations; looking on another student's paper during a test or examination or communicating in any way with anyone other than the test administrator
2. Plagiarism—representing the words, data, works, ideas, computer program or output of someone else as one's own (The student should be aware that an electronic means may be used to discover plagiarism and cheating.)
3. Misrepresentation—falsifying, altering, or misstating the contents of documents or other material related to academic matters, including schedules, prerequisites, and transcripts
4. Violating explicit rules in clinical activities

### **Penalty for Violating the Academic Honesty Policy**

If a student has violated the Academic Honesty Policy, the student may receive a grade of "F" for the course, overriding a student withdrawal from the course. The appropriate supervising instructional dean may refer the matter to the Academic Standards Committee or may issue the following disciplinary sanctions if this is not the student's first violation:

1. Disciplinary admonition and warning
2. Disciplinary probation with or without the loss of privileges for a definite period of time
3. Suspension from the College for a definite period of time (i.e., suspension of the privilege to attend Gadsden State for a definite period of time)
4. Expulsion from the College (i.e., removal of the privilege to attend Gadsden State).

If a student is found to be in violation of the Academic Honesty Policy with regards to misrepresentation—falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including grades, schedules, prerequisites, and transcripts—the appropriate supervising instructional dean or his/her designee may impose any one or a combination of the following depending on the severity and frequency of the violation:

1. A verbal or written warning
2. Disciplinary admonition and warning
3. Disciplinary probation with or without the loss of privileges for a definite period of time
4. Suspension from the college for a definite period of time (i.e., suspension of the privilege to attend Gadsden State for a definite period of time)
5. Expulsion from the College (i.e., removal of the privilege to attend Gadsden State)

The Supervising Instructional Dean may appoint an Academic Standards Committee to serve as a special due-process committee to hear any case and to make recommendations, but the final decision with respect to the charge rests with the Supervising Instructional Dean and the President of the College. Only these two officers have the authority to dismiss a student from a program or from the College for academic misconduct.

Unsatisfactory grades and inadequate grade point average also fall within the bounds of academic misconduct, for which a student can be dismissed from a program or from the College. The student who fails to meet the published requirements of GSCC or of a program has no right of appeal.

### **Withdrawal from a Class**

From the end of the add/drop period until the deadline for withdrawing from a class, which is published in the College Calendar, the student may withdraw from one or all classes, online or in person, for which the grade of "W" will be assigned. Should the student fail to complete the official withdrawal process, the grade of "F" will be assigned. Financial aid awards will be based on enrollment and verified attendance one month from the first day of full term classes. This date is considered the Financial Aid census date, at which time enrollment will be frozen for the calculation of aid. Withdrawn classes prior to this census date and/or classes added after this census date will not be included for the calculation of financial aid; therefore, awards may be adjusted.

### **Withdrawal from the College**

The student may withdraw completely from GSCC at any time through the last day to withdraw, specified in the College calendar. Forms can be obtained on any campus from the records office or withdrawal can be processed online through Self Service Banner. Once the complete withdrawal has been processed, the student will not be allowed to register again during the term of withdrawal. Should a student abandon any classes without officially withdrawing from the classes or from the College, the grade of "F" will be assigned.

A Return of Title IV calculation will be required for students receiving or eligible to receive financial aid. Refer to the section "Treatment of Financial Aid for Complete Withdrawal" (page 23) for more information.



### **Administrative Withdrawal or Drop from a Course or the College**

The College may drop or withdraw students from any course for the following reasons:

1. Failure to complete registration properly
2. Failure to fulfill conditions of registration if allowed to register on a conditional basis
3. Failure to pay applicable fees
4. Disciplinary action
5. Misrepresentation of required information
6. Failure to attend class

### **Repetition of Courses**

A student may repeat any course for which he/she was previously registered. For graduation purposes, if the student repeats a course, only the last grade for this course will be included in the calculation of the student's grade point average (GPA). A course may be used only once to satisfy the credit-hour requirements for graduation. **NOTICE: This repetition will not remove the first course from the student's transcript.**

### **Course Work Expiration Policy**

Most general education courses do not have an expiration date; examples of those courses at Gadsden State would include written and oral communication, humanities, social science, fine arts, most business courses, and government and public policy courses.

Specific course work for programs leading to certificates or degrees in technical or health science programs must be aligned with course content and standards. Some older courses are not aligned with current standards and may not be appropriate to count in a student's program. Students who completed certain technical or science courses more than **five years** preceding completion of the program may be required to repeat the course or demonstrate proficiency related to current course content.

Decisions about older courses proposed to satisfy certificate or degree requirements will be made on a case-by-case basis by the division chair. A student may appeal the decision to the appropriate Academic Dean. The Dean's decision is final.

When there are changes in certification requirements, students seeking certification may be required to modify their programs of study to meet the new requirements.

### **Academic Bankruptcy**

The Academic Bankruptcy Policy may be implemented prior to graduation for a student whose previous academic performance has resulted in probation or suspension. A student may request in writing to the Registrar to declare academic bankruptcy under the following conditions:

1. If fewer than three (3) calendar years have elapsed since the term for which the student wishes to declare academic bankruptcy, and if the student has satisfactorily completed at least eighteen (18) semester hours of coursework at GSCC the bankruptcy term, the student may request that academic bankruptcy be granted for that one term;
2. If three (3) or more calendar years have elapsed since the most recent term for which the student wishes to declare academic bankruptcy, and if the student has satisfactorily completed at least eighteen (18) semester hours of coursework at Gadsden State since the most recent bankruptcy term, the student may request that academic bankruptcy be granted for as many as three terms.

All coursework taken the term(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

Once academic bankruptcy has been granted, the term "**Academic Bankruptcy**" will be reflected on the transcript for each semester/term affected. Declaration of academic bankruptcy will not remove courses from a student record. Terms marked "Academic Bankruptcy" will be ignored only in the computation of the Gadsden State GPA. A student may declare academic bankruptcy only once. Bankruptcy at this institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions. For more information, students may contact the Registrar, Records Office, 124 Allen Hall, P.O. Box 227, Gadsden, AL 35902-0227; 256.439.6911, or email [jjobson@gadsdenstate.edu](mailto:jjobson@gadsdenstate.edu)

## Grading System

The letters below are generally used to indicate grades and enrollment status, although certain programs may use a different scale for the numerical values of grades.

A (excellent)	90-100	S	Satisfactory
B (good)	80-89	U	Unsatisfactory
C (average)	70-79	W	Withdrawal
D (poor)	60-69	AU	Audit
F (failure)	0-59		
I	Incomplete		

Satisfactory grades are **A**, **B**, and **C**. Some senior colleges and universities may not grant credit for a course in which a **D** has been awarded. The **W** (**Withdrawn**) is assigned when the student officially withdraws from class(es) by the end of the last class day of the term in which he/she is enrolled for the class(es). The **AU** (**AUdit**) is used to indicate that the student is enrolled in a course for which credit will not be granted. Credit hours for audited courses will not be averaged into the grade point average. An "Audit" student should attend class regularly but is not required to take exams, participate in class discussion, or undertake assignments. A student must declare "audit" status by the end of the registration period, and the status may not be changed thereafter. Health Sciences courses are not eligible for audit.

The **I** (**Incomplete**) is assigned when a student is passing the class but is prevented by illness or other justifiable cause from completing the required work or from taking the final exam. In order to receive an **I**, the student must request that the instructor assign the **I** by the end of the scheduled final examination period for the class that the student is unable to complete. An **I** may be removed only by the student's completion of the examination and/or the work missed. Students receiving **I** during the fall semester have until the end of the sixth week of class of the following spring semester to complete the missed assignments and/or examinations. Students who receive **I** for the spring semester or the summer term have until the end of the sixth week of class of the following fall semester to complete the missed assignments and/or examinations. The **I** grade will be changed to an **F** when the missed assignments and/or examinations are not completed in the prescribed time allotted by this policy. A modified grading system may be used for certain selective admissions programs, core curriculum, or developmental studies courses. The student should refer to the program handbook, course syllabus or catalog course descriptions for further information.

### Developmental Mathematics Course(s) Grading Scale

**Math 090 Basic Mathematics and Math 098 Elementary Algebra** - Students must achieve a 75% or higher in this course to proceed to the next level Mathematics Course. Any Grade below 75% will result in a grade of "U" which indicates failure of the class. Letter grades are assigned for all Mathematics Developmental courses as stated below:

<u>Percentage Grade</u>	<u>Letter Grade</u>
90-100	A.
80-89	B.
75-79	C.
74-Below	U

### Grade Changes

Grade changes for the purpose of correcting an error or removing an **I** are initiated by the instructor who assigned the original grade and approved by the academic director. Routine grade changes do not require the signature of the appropriate chief instructional officer if the changes are less than one year old. If a change is over one year, the appropriate chief instructional officer must approve it.

To evaluate the academic standing of students, the College calculates each student's quality-point average (**QPA**) or grade point average (**GPA**) by assigning quality (or grade) points to grades according to the following system: **A** = 4 quality points; **B** = 3 quality points; **C** = 2 quality points; **D** = 1 quality point; **F** = 0 quality points. For academic honors and continued residency, the quality point average (QPA) or grade point average (GPA) is calculated by dividing the total quality points earned by the total hours attempted. For graduation purposes, only those hours that count toward graduation are calculated to determine student eligibility for awards.

## State of Alabama Policy on Standards of Academic Progress

In order to avoid academic probation, a student is required to achieve the following **minimum levels of progress** as measured by the student's cumulative grade point average (GPA): A student who has attempted

1. **12-21** semester credit hours at Gadsden State must maintain a **1.5** Cumulative Grade Point Average;
2. **22-32** credit hours at Gadsden State must maintain a **1.75** Cumulative Grade Point Average; and
3. **33** or more credit hours at Gadsden State must maintain a **2.0** Cumulative Grade Point Average.

The **standards of progress** are applied as follows:

1. If a student's cumulative GPA is at or above the requirements listed above, the status is **CLEAR**.
2. If a student's cumulative GPA is below the required standard and the GPA for the semester is below 2.00, the student will be placed on **ACADEMIC PROBATION**.
  - A. If, while a student is on academic probation, the student's cumulative GPA remains below the required standard but the GPA for that semester is 2.00 or higher, the student will remain on **ACADEMIC PROBATION**.
  - B. If, while a student is on academic probation, the student's cumulative GPA remains below the required standard and the GPA for that semester is below 2.00, the student will be **SUSPENDED FOR ONE SEMESTER**. The transcript will be stamped "**SUSPENDED – ONE SEMESTER**."
  - C. If, while a student is on academic probation, the student's cumulative GPA reaches at least the minimum standard of progress appropriate to the student's situation based on the number of hours attempted, the status will once again be **CLEAR**.
3. If a student has been suspended for one semester, he/she may appeal for re-admission. (An explanation of the appeal process appears below). If the student is re-admitted on appeal without having served the one-semester suspension, the transcript will be stamped "**SUSPENDED – ONE SEMESTER/READMITTED UPON APPEAL**." Whether re-admitted because of appeal or by serving the one-semester suspension, the student will re-enter Gadsden State on **ACADEMIC PROBATION**.
4. If a student has re-entered after having been suspended for one semester, whether through appeal or through serving out the suspension, without having attained CLEAR status, and if the cumulative GPA falls below the required standard but the GPA for that semester is 2.00 or higher, the student will remain on **Academic Probation**. If, however, the student has re-entered after having been suspended for one semester, whether through appeal or through serving out the suspension, without having attained a **CLEAR** status, and if the cumulative GPA falls below the required standard and if the GPA for that semester is also below 2.00, the student will be suspended for one calendar year. The transcript will be stamped "**SUSPENDED – ONE YEAR**."
5. If suspended for one year, the student may appeal for re-admission (as indicated in the "Appeal Process" section below). If the student is re-admitted on appeal, the transcript will be stamped "**SUSPENDED – ONE YEAR/READMITTED UPON APPEAL**." Whether re-admitted because of appeal or by serving the one-year suspension, the student will re-enter Gadsden State on **ACADEMIC PROBATION**.
6. All pertinent academic designations except **CLEAR** will appear on the student's transcript.
7. Financial Aid Standards of Academic Progress differ.  
See <http://www.gadsdenstate.edu/current-students/financial-aid/SatisfactoryAcademicProgressPolicy.php>

## Admissions Appeals

A student who has been suspended may **appeal for re-admission** without contesting the facts leading to the suspension, as follows:

First, the student must submit to the Admissions Committee a written request to be considered for re-admission within a designated time period after notification of the suspension. Second, at the meeting with the Admissions Committee, he/she should present a rationale and/or a written statement of mitigating circumstances in support of the petition for immediate re-admission. The Admissions Committee meeting is not a due-process hearing but rather a petition for re-admission to the college. Third, Admissions Committee's decision, together with the materials that are presented, shall be placed in the student's official record along with the Committee's written decision. Finally, the student shall be notified of the Committee's decision directly after the Admissions Committee meeting. The Committee will strive to reach its decision with special attention to equity, reasonableness, and consistency.

## Exceptions to the Appeal Process

1. Gadsden State programs that are subject to external licensure, certification, and/or accreditation or that require fewer than four semesters for completion may have higher standards of progress than those listed above for the College in general.

2. Some transfer students will be placed on academic probation when admitted to Gadsden State; these students must "transition" to the College's standards of academic progress.
3. Special standards of academic progress have been established for those students enrolled in "institutional credit only" courses that carry optional grades and for those students who wish to remain eligible to receive Title IV financial aid.

If a student is placed on **ACADEMIC PROBATION, ONE TERM ACADEMIC SUSPENSION, OR ONE CALENDAR YEAR ACADEMIC SUSPENSION**, Gadsden State officials may institute intervention measures for student success, including, but not limited to, restricting the course load, requiring the student to enroll in a study skills course, and/or prescribing other specific courses responsive to the individual's needs.

## Transcripts

A transcript is an exact copy of a student's permanent academic record at the time it is issued. It can be either an *official* or an *unofficial* transcript, with the latter usually issued directly to and only for the personal information of the student concerned. Partial transcripts are not issued. A Gadsden State transcript includes the student's complete record at GSCC.

Transcripts covering a student's secondary and previous college education that have been submitted to Gadsden State to meet a requirement for admission become part of the Registrar's official file. The College does not reissue or certify copies of transcripts from other institutions. The student concerned must order any required transcripts directly from other institutions where the coursework was taken.

The official permanent academic records for all Gadsden State students are maintained by the Records Office. This information is protected by federal law and released only in accordance with the guidelines set forth in the Family Education Rights and Privacy Act of 1974. Only the student may request a copy of his or her academic record. Friends and family are not permitted access to a student's record without the written permission of that student.

If the student wishes to request or pick up a transcript from the Records Office, he/she should be prepared to show a photo ID. Transcripts are issued only at the written request or authorization of the student concerned. When the student requests a transcript, the following must be included: name (including any names used while at GSCC), student number, date of birth, dates of attendance, daytime phone number, address of recipient, and signature.

**NOTICE: Transcripts will not be processed without proper signature.**

Requests for transcripts will normally be processed within 3 business days. However, a longer period of time may be needed for processing at the end of each semester or during registration. Transcripts are not issued for those students who are indebted to the College until such indebtedness is satisfied. Requests for transcripts must be made in writing, either in person, by fax, or by mail to: The Records Office, Gadsden State Community College, P.O. Box 227, Gadsden, AL 35902-0227. The fax number is 256.549.8466. . \*\*\*The preferred and most efficient method for requesting a transcript is online through SSB: <http://ssb.gadsdenstate.edu>. \*\*\*

## Final Examinations

Students may be given comprehensive final examinations in any courses in which they are enrolled. A final examination schedule is published on the website and in the online class schedule.

## Academic Honors

Gadsden State recognizes in a variety of ways the academic achievements of its students. At the end of each semester, the College publishes in area newspapers the President's List and the Dean's List. Students who are eligible for honors recognition but prefer that their names not be published should notify the Public Relations and Marketing Office (Joe Ford Center, East Broad Campus) within two weeks after the first day of classes.

## President's List

A President's List shall be compiled at the end of each term. Requirements for the President's List shall be a semester grade point average of 4.0 and a completion of the minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying letter grades will not be calculated in the semester GPA. Developmental courses will count toward the minimum course load requirement or GPA for Financial Aid.

## Dean's List

A Dean's List shall be compiled at the end of each term. Requirements for the Dean's List shall be a semester grade point average of 3.5 or above but below 4.0 with the completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying letter grades will not be calculated

in the semester GPA. Developmental courses will count toward the minimum course load requirement or GPA for Financial Aid.

## Graduation Honors

### Degree Recipients

At the time of graduation, the College uses the following designations to recognize the academic accomplishments of students who earn degrees:

<b>Cum Laude</b>	<b>3.50 to 3.69 GPA</b>
<b>Magna Cum Laude</b>	<b>3.70 to 3.89 GPA</b>
<b>Summa Cum Laude</b>	<b>3.90 to 4.00 GPA</b>

In order to be eligible for a graduation honor, the student must have completed a minimum of one-half (50%) of the semester credit hours at Gadsden State.

### Certificate Recipients

At the time of graduation, the College uses the following designations to recognize the academic accomplishments of students who earn certificates, except the recipient of the short-term certificate:

<b>With Distinction</b>	<b>3.50 to 4.00 GPA</b>
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In order to be eligible for a graduation honor, the student must have completed one-half (50%) of the semester credit hours at Gadsden State.

## Graduation Requirements

### AA, AS, or AAS Degree Requirements

A student may be awarded the **Associate in Arts Degree**, the **Associate in Science Degree**, or the **Associate in Applied Science Degree**, upon satisfactory completion of the requirements of the specific program as specified by the College and the State Board of Education.

1. The student must satisfactorily complete not less than **60** semester hours (or the equivalent quarter hours) of college credit (from courses numbered 100 or above) in an approved program of study, including prescribed general education courses.
2. The student must earn at least a **2.0** cumulative grade point average (GPA) in all courses attempted at the College. (The calculation of the GPA for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.)
3. The student must **complete** at least one-fourth (**25%**) of the semester credit hours at Gadsden State.
4. The student must meet all requirements for graduation within a calendar year from the last semester of attendance.
5. Any transfer credit applicable toward graduation must come from one or more regionally accredited institutions and/or from one or more of the institutions comprising the Alabama Community College System; a minimum grade of **C** is required for any course that is transferred. Exceptions are listed in the "Transfer Credit" section in this catalog.

To receive a diploma or participate in the commencement exercises of the institution, a student must comply with formal procedures for graduation in accordance with the College policies as follows:

- Submit an **Application for Graduation** online on or before the published deadline.
- Fulfill all financial obligations to Gadsden State.
- Satisfy those requirements either as stated in the current College catalog at the time of graduation, or as stated in any of the catalogs from the four (4) previous academic years.

### Certificate Requirements

A student may be granted an award other than a degree upon completion of the requirements of the specific program as specified by the College in accordance with policies of the State Board of Education.

1. The student must complete satisfactorily an approved program of study.
2. The student must earn a **2.0** cumulative grade point average (GPA) in all courses attempted at the College. (The calculation of the GPA for graduation shall not include grades earned in developmental courses. All grades in repeated courses shall be averaged into the grade point average; however, a course may be counted only once for purposes of meeting graduation requirements.)
3. The student must complete at least one-half (**50%**) of the total semester credit hours at Gadsden State.
4. The student must meet all requirements for graduation within a calendar year from the last semester of attendance.

5. Any transfer credit applicable toward graduation must come from one or more regionally accredited institutions and/or from one or more of the institutions comprising the Alabama Community College System; a minimum grade of **C** is required for any course that the student transfers. Exceptions are listed in the "Transfer Credit" section of this catalog.

To receive a diploma or participate in the commencement exercises of the institution, the student must comply with formal procedures for graduation in accordance with the College policies as follows:

- Submit an **Application for Graduation** online on or before the published deadline.
- Fulfill all financial obligations to Gadsden State.
- Satisfy those requirements either as stated in the current College catalog at the time of graduation, or as stated in any of the catalogs from the four (4) previous academic years.

## Graduation

A student may elect to graduate under any Gadsden State degree plan in effect during his/her enrollment, the date of the earliest degree plan not to exceed four years prior to the date of anticipated graduation. Some programs, such as nursing, have policies that are more rigid. These exceptions appear under the degree requirements listed for each program.

For a student to graduate from GSCC with the **Associate in Arts Degree**, the **Associate in Science Degree**, or the **Associate in Applied Science Degree**, the following are required:

1. The student must satisfactorily complete not less than **60** semester hours (or the equivalent quarter hours) of college credit (from courses numbered 100 or above) in an approved program of study, including prescribed general education courses.
2. The student must earn at least a **2.0** cumulative grade point average (GPA) in all courses attempted at the College. (The calculation of the GPA for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.)
3. The student must **complete** at least one-fourth (**25%**) of the semester credit hours at Gadsden State.
4. Any transfer credit applicable toward graduation must come from one or more regionally accredited institutions and/or from one or more of the institutions comprising the Alabama Community College System; a minimum grade of **C** is required for any course that is transferred. Exceptions are listed in the "Transfer Credit" section in this catalog.
5. The student must comply with formal procedures for graduation in accordance with Gadsden State policies, which include submitting an **Application for Award** form online at least one semester prior to graduation. (i.e. A student graduating in the Spring semester must apply during the Fall semester.) Applications presented after the deadline will be considered for the following semester.
6. The student must fulfill all financial obligations to the College.

For a student to graduate from GSCC with a **certificate** or any other formal award except a degree, the following are required:

1. The student must complete satisfactorily an approved program of study.
2. The student must earn a **2.0** cumulative grade point average (GPA) in all courses attempted at the College. (The calculation of the GPA for graduation shall not include grades earned in developmental courses. All grades in repeated courses shall be averaged into the grade point average; however, a course may be counted only once for purposes of meeting graduation requirements.)
3. The student must complete at least one-half (**50%**) of the total semester credit hours (or the equivalent quarter hours) at Gadsden State.
4. Any transfer credit applicable toward graduation must come from one or more regionally accredited institutions and/or from one or more of the institutions comprising the Alabama Community College System; a minimum grade of **C** is required for any course that the student transfers. Exceptions are listed in the "Transfer Credit" section of this catalog.
5. The student must comply with formal procedures for graduation in accordance with Gadsden State policies, which include submitting an **Application for Award** form online at least one semester prior to graduation. (i.e. A student graduating in the Spring semester must apply during the Fall semester.) Applications presented after the deadline will be considered for the following semester.
6. The student must fulfill all financial obligations to the College.

## Policies for Students Who Receive VA Benefits

Through the Veterans Affairs Office, GSCC cooperates with the Department of Veterans Affairs and with students who receive VA educational benefits to ensure that the objectives of the VA are pursued to the fullest advantage of all

parties. The policies and procedures followed by the College are explained in the "College Regulations" section of this catalog. Information on the Alabama GI Dependents' Scholarship Program is also presented under the "Financial Assistance" section in this catalog.

### **Veterans Educational Assistance Programs**

1. Montgomery GI Bill – Selected Reserve Educational Assistance Program (Chapter 1606 of Title 10, U.S. Code)
2. Reserve Educational Assistance Program (Chapter 1607 of Title 10, U.S. Code)
3. Montgomery GI Bill – Active Duty Educational Assistance Program (Chapter 30 of Title 38, U.S. Code)
4. VA Vocational Rehabilitation – Chapter 31— This program provides educational assistance to disabled veterans who are in need of vocational rehabilitation. To be eligible, a veteran must have a service-connected disability entitling him/her to these benefits. An award authorization must be received from a VA Vocational Rehabilitation Counselor/Specialist before benefits can be used.
5. Post-Vietnam Veterans (VEAP) Educational Assistance Program (Chapter 32 of Title 38, U.S. Code)
6. Post-9/11 GI Bill (Chapter 33, Post-9/11 Veterans Educational Assistance Act of 2008)
7. Vietnam Era Veterans' Educational Assistance Program (Chapter 34 of Title 38, U.S. Code)
8. Survivors' and Dependents' Educational Assistance Program (Chapter 35 of Title 38, U.S. Code)

GSCC recommends that students receiving educational benefits from the VA adhere to college attendance policies as explained in the "College Regulations" section of this catalog. The College will report promptly to the VA if a student withdraws or drops classes for which the student was certified. Such a change in enrollment could lead to an overpayment situation for the student.

### **Selection of Program**

In consultation with an admissions counselor or an academic advisor, each student receiving VA benefits must select and plan a program in accordance with Gadsden State's catalog. A change of program requires the student to contact the Veterans Affairs Office. All programs of study must be deemed approved by law, the State Approving Agency, or the U.S. Department of Veterans Affairs, in order to be certified by VA for payment of benefits.

### **Certification of Courses**

The student will not be certified to receive benefits for any course that does not fulfill a requirement for his/her declared program. Students approved for VA education benefits must notify the Gadsden State School Certifying Official each semester after their registration is complete to request submission of an enrollment certification. Certifications will be submitted online via VA-Once beginning the day after add/drop ends, or as time permits prior to this date. Courses that award audit credit, continuing education units, or no credit cannot be certified. Courses that award only institutional credit in required remedial or developmental subjects may be acceptable if such subjects are measured on the same basis as regular college credit courses and if these courses are determined by the College to be necessary for one to reach his/her academic objective. If the student changes from credit status to audit or non-credit status in a course prior to completing that course, the student must have enrollment certification amended, effective the day the semester began, so that the actual number of semester hours for which the student can receive credit is accurately reflected. Course substitution must be approved by the academic advisor in writing for the VA student's file. **NOTICE: "I" (incomplete) is not considered a grade by the VA.** VA students having "I" grades will be changed to "F" grades when required coursework is not completed in the prescribed time allotted by the policy outlined under Grade Reports in the "College Regulations" section of this catalog.

### **Repeat Courses**

VA students failing a required course may repeat that course with pay. However, the student cannot repeat a course just to improve a grade and receive payment through the Department of Veterans Affairs.

### **Course Load**

A full-time course load for a student receiving veterans' benefits is twelve semester hours or more, a three-quarter time load is nine semester hours, and a one-half time load is six semester hours. If a student is enrolled in an accelerated course (weekend, mini, summer, etc.), adjustment of enrollment status may be made according to VA policies. The student should contact the Veterans Affairs Office for additional information.

### **Withdrawal Policy**

Students who receive veterans' benefits must notify the Veterans Affairs Office when dropping or adding courses or when withdrawing to avoid payment problems. Each withdrawal or change in course load must show the effective date of the change. The withdrawal policies of Gadsden State also apply.

### **Standards of Academic Progress**

To remain eligible for VA benefits, the student is required to achieve the minimum levels of progress as outlined in the "College Regulations" section (page 44) of the catalog. Failure to make satisfactory progress as defined by these requirements will be reported to the VA.

### **Overpayments**

Each student receiving veterans' benefits should be aware that it is the responsibility of the student to comply strictly with the policies and procedures that govern the receipt of educational benefits. Any overpayment created through non-compliance with veterans' policies is subject to repayment, and such overpayment can cause a delay in the payment of further benefits. **NOTICE: The student must visit the VA Office on the Wallace Drive Campus or Ayers Campus each semester to present and confirm his/her schedule for certification of benefits. For more information, students should call 256.549.8207 or 256.835.5467.**

### **Safety and Security**

The Office of Safety and Security is responsible for security and emergency response on all GSCC campuses. Safety and Security (which includes security, mail, transportation, Alabama Department of Emergency Management reporting, severe weather monitoring, Fowler Residence Hall, and switchboard services) is an important component of the educational environment at GSCC.

Officers patrol the campuses and provide safety and security services through the deployment of vehicle and foot patrols. To achieve the highest degree of safety and security at all campuses, centers, and sites, the Office of Safety and Security encourages community members to recognize the importance of following good safety practices. Community members should also understand that safety is their responsibility, not just that of those officially and formally charged with enforcing the laws, policies, and rules. This community responsibility includes using the escort service available by calling the duty (security) number posted on each campus, locking valuables, and reporting suspicious/criminal activities. The Office of Safety and Security takes a leadership role by providing educational programs on campus safety, preventative patrols, incident investigation and reporting, fire safety and prevention, and crime prevention. In addition, the Office of Safety and Security is responsible for monitoring, maintaining, and/or enforcing GSCC alarm systems, parking services, property/evidence collection, officer training, and crime reporting. Safety and Security officers receive training in security and emergency care. The Office of Safety and Security is located on the East Broad Campus, 1001 East Broad Street, Gadsden, AL 35903. The office phone number is 256.549.8628, and the 24-hour phone number is 256.312.2132. The primary objective of the Office of Safety and Security is to provide a safe college environment wherein its community members can work and study and personally and professionally develop, both intellectually and socially. GSCC has the Campus Safety Committee, whose mission is to ensure that appropriate health and safety standards are maintained and that the appropriate Federal and State statutes are observed.

See **Appendix E** (page 181) for complete policy.

### **Student Grievance**

The College recognizes the importance of students being able to submit legitimate complaints relating to courses, programs, and personnel. Students should submit complaints using the following steps:

1. Students are encouraged to seek to resolve the matter by discussions with the relevant College personnel most associated with the matter. College personnel with whom a concern is raised by a student is expected to deal with the matter in an open and professional manner and take reasonable and prompt action to try to resolve it informally. The student should consult with the relevant College personnel in person or in writing, within the semester that the grievance occurs.
2. If the student is not satisfied that the matter has been resolved, the student should submit a written complaint with the appropriate supervisor of the College personnel. Complaints will be acknowledged by the director/division chair/dean within five working days upon receipt of the complaint. The supervisor will work with the parties in an attempt to resolve the complaint. The resolution process may include meetings with relevant College personnel and the student, but should take no longer than 5 working days.
3. If the matter is not resolved by the supervisor, then the supervisor will forward the complaint to the appropriate dean. The resolution process may include meetings with the relevant College personnel, the student, and the supervisor in an attempt to resolve the complaint, but should take no longer than 5 working days. The Dean will render a written decision to the student.
4. If the student is not satisfied that the matter has been resolved, then the student should submit a written appeal to the President. The President will issue a final written determination within 10 days of receipt of the student's appeal.



\*Time lines may be extended at the agreement of all parties.

\*This policy does not apply to complaints of harassment and discrimination, violations of the Americans with Disability Act, admission decisions, academic and non-academic conduct and other student grievance policies addressed in the catalog and the student handbook.

### **Student Code of Conduct and Discipline – Non-Academic**

The Student Code of Conduct and Discipline is the College's policy regarding non-academic misconduct and discipline of students. It is not designed to rehabilitate students who will not abide by the policy. Any disciplinary actions taken are designed to protect and preserve the educational environment of the College. If the environment is threatened by student behavior, it may be necessary to impose sanctions.

A student may be accountable to both civil authorities and the College for action which violates both the law and the Student Code of Conduct and Discipline and may have to face both criminal charges and disciplinary charges. The findings in one area will not necessarily be an acceptable challenge to the findings in the other. **For a comprehensive list of actions that define non-academic misconduct, students should see the section below, entitled "Procedure for Bringing a Charge of Non-Academic Misconduct Against a Student."**

### **Procedure for Bringing a Charge of Non-Academic Misconduct Against a Student**

Any member of the College community may file a complaint against a student or group of students for non-academic misconduct affecting the College or its operations. With the exception of Residence Hall violations, the following procedure should be followed:

Complaints shall be prepared in writing and directed to the Office of the Vice President. Any complaint should be submitted as soon as possible, preferably within fifteen (15) days of the occurrence but no more than one (1) year. The Vice President shall investigate and charge students or members of any College-sponsored organization with misconduct when there is reasonable cause to believe that a violation of the Code of Conduct or other applicable law or regulation may have occurred as alleged in the complaint. The Vice President must make a preliminary investigation by consulting the primary parties involved to determine whether the complaint has merit and/or if it can be disposed of informally without the initiation of disciplinary proceedings. All charges shall be presented to the accused student in written form by the Vice President and shall contain a short summary of the actions or complaint of misconduct. The Vice President may suspend the student pending consideration of the case when the Vice President determines that the presence of the student presents a continuing danger to any person or property or an ongoing threat of disruption of the institution or its operations. In such case, a hearing must be held within three (3) business days of the student's suspension, unless the student makes a request for an extension in writing.

The Vice President may issue a summons for any student or member of a College-sponsored organization to appear for discussions about a case or for a hearing in a pending case. The summons may be delivered by U.S. Mail, the Security Office, e-mail or a combination of the three to give the student appropriate notice of the complaint or charges being brought. The summons may also include an order to produce records, which may be helpful in the course of an investigation or in the prosecution of a case. However, upon findings of the investigation, the Vice President may find that the initial charges need to be amended or additional charges need to be issued to the accused.

Charges may be disposed of by an informal process with resolution agreed upon by the student, the complainant, and the Vice President. Specific charges include:

1. Dishonesty or knowingly furnishing false information to the members of the College faculty or to other officers or employees of the College in pursuit of their official duties
2. Lewd, obscene, licentious, indecent, or inappropriate dress
3. Any form of gambling
4. Being under the influence of alcoholic beverages or non-prescribed, controlled drugs on College property or at a student or College-sponsored function
5. Smoking, chewing, dipping, or other use of tobacco products in College-owned or College-controlled property, except in designated areas
6. Filing a false report or knowingly making a false statement about or interfering with the investigation of any situation described in this Student Conduct and Discipline Code and the annual campus safety and security publication
7. Trespassing or unauthorized entry or use of Gadsden State premises
8. Placement, establishment, or maintenance of any mobile, impermanent, or temporary living quarters on property of the College, which shall include, but not be limited to, tents, mobile homes, camping devices, trailers, vans, and motor homes and/or use of sanitary facilities on a regular daily basis
9. Disruptive devices such as tape players, radios, cell phones, pagers, iPods, or other electronic devices in the student center, hallways, lecture rooms, classrooms, library, or any other place where such devices might interfere with the normal activity of the College

10. Unauthorized use or possession of all electronic devices (i.e., cell phones, beepers, palm pilots) in the classroom (Emergency authorization must be requested in advance of class, in writing, to the Department Chair.)
11. Forgery, alteration, or misuse of College documents, records, or identification
12. Failure to comply with the authority of College officials acting within the capacity and performance of their positions
13. Violation of written College rules, policies and regulations
14. Obstruction or disruption of teaching, research, administration, disciplinary procedures, other College activities, or other activities on College premises by either College or non-College persons or groups
15. Destruction, damage, or misuse of College public or private property (The student(s) or member(s) of any College organization is responsible for any damage done to College property.)
16. Conduct in violation of federal law, state statutes, or local ordinances, which threatens the health and/or safety of the College community or adversely affects the educational environment of the College, specifically excluding violations relating to sexual harassment and discrimination, which are referred to the Title IX Coordinator.
17. Conviction of any misdemeanor or felony, which adversely affects the educational environment of the College
18. Obtaining College services by false pretenses, including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, telephone system, labor, material, space, facilities, or services
19. Hazing, which is any mental or physical requirement or obligation placed on a person by a member of any organization or by an individual or by a group of individuals, which could cause discomfort, pain, or injury or which violates any legal statute or College rule, regulation, or policy ("Hazing" is defined "as the striking, laying open hand upon, treating with violence, or offering to do bodily harm to a person with intent to punish or injure the individual or other treatment or tyrannical, abusive, shameful, insulting or humiliating nature." Hazing is an action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing also includes the creation of a situation that results in or might result in mental or physical discomfort, embarrassment, harassment, or ridicule, including servitude often called "personal favors.")
20. Lewd, obscene, licentious, or indecent conduct or the verbal or written threat of such action against another person
21. Harassment, intimidation, bribery, physical assault, or any other means, implied or explicit, to influence the proceedings or outcome of the Student Discipline Committee, including witnesses, faculty members, staff members, and students, before, during, or after a hearing (College-sponsored organizations shall be responsible for actions of their individual members, alumni, advisors, etc.)
22. Possession, while on College-owned or controlled property, of weapons, firearms, ammunition, explosives, fireworks, or other dangerous devices
23. Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on College property or at a student- or College-sponsored function
24. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law
25. Unauthorized sale, delivery, or possession of prescribed, controlled drugs defined as illegal under local, state, or federal law
26. Theft, accessory to theft, and/or possession of stolen property
27. Physical or verbal abuse, threat of violence, intimidation, and physical or mental harassment
28. Entering false fire alarms, tampering with fire extinguishers, alarms, or other equipment
29. Disruptive or disorderly conduct that interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities
30. Use of College computer terminals and personal computers or telecommunications equipment on College-owned or College-controlled property in any manner other than for College-authorized use or for purposes of obtaining pornographic or sexually explicit information
31. Threatening, harassing, lewd, obscene, or violent communications through e-mail, fax, or other methods of data/information transmission
32. Terrorist threat to or from GSCC, College-owned property, or College-controlled property
33. Software tampering, espionage, sabotage, and criminal mischief
34. Engaging in any acts that constitute sexual harassment or discrimination (Complaints of sexual harassment and discrimination will be referred to the Title IX Coordinator as provided in the College's Policy Against Harassment and Discrimination.)
35. Any other activity or conduct not specifically stated herein that impairs or endangers any person or property or the educational environment of the College

After the initial investigation, the Vice President may decide what disciplinary action is required. The Vice President will notify the student and the party bringing the charge(s). The student and the charging party may seek a hearing before the Student Discipline Committee or the Vice President may determine that the alleged misconduct must be referred to the Student Discipline Committee.

If the matter is referred to the Student Discipline Committee, the Vice President will inform the accused, in writing, of the formal charge(s), including specific violations of the Student Conduct and Discipline Code. The Vice President will also send a copy of the charge(s) and the investigation report to the Chairperson of the Student Discipline Committee.

Except for cases involving a temporary suspension or a no-trespass, the Chairperson must set a time and date for a hearing within 10 (ten) calendar days from the receipt of the charges. The Chairperson must notify all parties, in writing, of the time, date, and location of the hearing.

### **Student Discipline Committee**

The Student Discipline Committee, consisting of one (1) student, three (3) faculty members, one (1) administrator, and three (3) alternates (one student and two faculty/staff), is responsible for both safeguarding the rights of the accused student and maintaining a climate of integrity and safety for all members of the College community. The Student Government Association advisor must select the student member and alternate of the Committee; the President of the College must select the faculty members, administrator, and alternates. Each member will serve a term of one year on the Committee. Any member's term may be extended by the President. The Chairperson will be selected by the Committee members and should be a member who has served on the Committee previously. A tape recording or a written record of the hearing and the decision (not the deliberations) will be kept in the Office of the Vice President for the requisite record retention duration. The record shall include a summary of the evidence upon which the Committee based its decision. Tape recordings or written records of the hearings cannot be made available to anyone except members of the Student Discipline Committee, the Vice President, and the President due to confidentiality of student records. However, students have the right to the specific provisions concerning themselves and may, by submitting a written request to the Vice President, obtain a transcript with the confidential information of other students redacted. The student must pay for the transcript before it will be released to him/her.

### **Procedure for Conducting the Hearing on Non-Academic Misconduct**

The procedures of the Student Discipline Committee need not conform to the strict behavior and practice of a civil courtroom; however, the student(s) shall be treated fairly and shall be given the opportunity to respond to the accusation(s). The procedure for conducting a hearing must contain the following elements:

1. The Student Discipline Committee shall receive from the Vice President charges to be imposed upon a student who has allegedly violated the Student Conduct and Discipline Code.
2. No less than seventy-two (72) hours before the hearing (excluding weekends), the Chairperson of the Student Discipline Committee must notify, in writing, the student charged with misconduct that a hearing will be held by the Committee and must inform the student of the date, time, and location of the hearing. (The student may request, in writing, an extension of time for good cause, which may be granted by the Committee.)
3. The hearing must be conducted in such a way as to afford due process to all parties involved.
4. The hearing must be private and confidential, except by consent of all parties. Gadsden State Security shall be present during hearing proceedings at the discretion of the Chairperson.
5. The Chairperson will state the charge(s) and define the evidence based on the investigative report. The student charged must have an opportunity to examine evidence, question witnesses, offer witnesses on his/her own behalf, and respond on his/her own behalf. Any evidence or statements obtained or received by the Vice President shall be made available for inspection by the accused at least twenty-four (24) hours before the hearing in a controlled, secured environment.
6. Any student (the accuser and accused) involved in the proceedings (except for witnesses) is permitted to have one representative present. However, only the student may address the Committee or witnesses directly and only with prior approval from the Chairperson. Representatives are not permitted to speak or to participate directly in any hearing before the Committee. In the case of an International student or a student with a disability, such as a hearing or speech impairment, the Chairperson will determine the appropriateness of allowing a representative to speak on behalf of the student.
7. Either party may offer the testimony of witnesses. Both parties and the members of the Student Discipline Committee have the right to question all witnesses as to matters which are relevant to the proceedings.
8. In the event that any party involved in the hearing becomes disruptive or refuses to abide by hearing procedures, the committee chairperson may suspend the hearing and have the person removed from the hearing by Gadsden State Security and proceed without him or her.
9. The burden of proof rests with the person(s) bringing the charge(s).
10. If the student charged fails—without good cause, in the judgment of the Chairperson of the Committee—to appear at the designated time of the hearing, the Chairperson may conduct the hearing without the presence of the accused upon majority vote of the committee members. However, no student may be found to have violated the Student Conduct and Discipline Code solely because the student failed to appear before the Student Discipline Committee.

11. The Committee members must deliberate in confidential discussion and vote on all decisions of innocence or guilt strictly upon the evidence presented and on any sanctions. A simple majority shall be required for the Committee's recommendation.
12. Within seventy-two (72) hours of the hearing, the Chairperson will notify the student(s) and the Vice President, in writing, of the decision of the Committee.
13. The Vice President will notify any member of the College community as appropriate of the decision.

### **Sanctions to Be Imposed for Non-Academic Misconduct**

If the Committee finds the accused guilty of non-academic misconduct, it may impose any of the following sanctions:

1. Warning - a statement to the offender that he/she has violated College regulations and that he/she will be subject to more stringent disciplinary action in the event of a future violation. Any further non-academic violations will result in immediate suspension and possible expulsion from GSCC.
2. Disciplinary Probation - a statement to the offender that he/she has violated College regulations and is being placed on disciplinary probation for a specified period of time with the stipulation that any form of non-academic misconduct by the offender during this period will result in immediate suspension and possible expulsion of the offender
3. No Trespass – a requirement indicating that the student may not participate in or be present at a particular event or location on campus or may be banned from the entire campus and sites for a specified length of time
4. Suspension - exclusion of the offender from all College activities, including classes and extracurricular functions for a specified period of time, not to exceed one calendar year
5. Expulsion - termination of the offender's status as a student at GSCC
6. Probation at the Residence Hall – If the non-academic misconduct involves the violation of one or more residence hall rules, the resident may be placed on probation for a specified length of time. Any further violation of policy could result in expulsion from the residence hall.
7. Expulsion from the Residence Hall - If the non-academic misconduct involves the violation of one or more residence hall rules or repeat violations, the resident may be expelled from the residence hall.

The President will be consulted concerning all cases prior to suspension or no trespass of a student from the College.

### **Appeals Board**

In the event that a student seeks to present new evidence, he/she shall present a detailed summary of the new evidence to be presented. Based upon said summary, the Chairperson of the Appeals Board shall make a determination as to whether a hearing will be held for the formal presentation of the new evidence. New evidence shall be allowed only to the extent that said evidence was not available to the student at the time of the hearing before the Student Discipline Committee. Unless a hearing is granted as specified above, the appeal shall be limited to a review of the record and evidence presented to the Student Discipline Committee. In such case, the student shall not have the right to be present for said review.

The Appeals Board, consisting of the President of the Student Government Association (or another officer of the SGA), one faculty member, and one administrator (with the latter two appointed by the President of the College), shall hear and act on appeals only. The function of the Appeals Board is to consider all sides and all evidence/testimony and to render a decision on the appeal. The administrator will serve as Chairperson of the Appeals Board and will be responsible for scheduling and conducting the appeal, for informing the student and the Vice President of the Board's decision, and for keeping an accurate record of the appeal.

### **Procedure for Appeal**

A student accused of non-academic misconduct may appeal the decision of the Student Discipline Committee by following the procedure explained below.

The accused must appeal the decision, in writing, to the Vice President, who will forward the appeal to the Chairperson of the Appeals Board. The appeal must be submitted within fifteen (15) days following receipt of the decision by the Committee.

The accused must demonstrate to the Chairperson that (a) certain relevant evidence was not reviewed, (b) new evidence is available, or (c) the penalty was too harsh in relation to the infraction.

1. The appeal is limited to a review of the full report of the Student Discipline Committee or to the hearing of new evidence. If new evidence presented effects a change of decision, the Appeals Board may amend the decision or order a new hearing before the Student Discipline Committee.
2. Within five (5) days of the receipt of the appeal, the Appeals Board Chairperson must set a time, date and location for the meeting of the Board.
3. Within two (2) days after reviewing the appeal, the Appeals Board shall send written notice of its decision to the student, the Vice President, and the Chairperson of the Student Discipline Committee.

If a new hearing is required, the Chairperson of the Student Discipline Committee will follow the steps outlined in **"Procedure for Conducting the Hearing on Non-Academic Misconduct."**

If, after following the procedure outlined above, the student still seeks redress, he/she may appeal directly to the President of the College. This appeal to the President must be in writing, must set forth the reason(s) for the appeal, and must be submitted within two (2) days of receipt of notice by the student(s) of the decision of the Appeals Board or Student Discipline Committee, respectively.

The decision of the President is final. The President may approve, overturn, or amend the prior decision(s). The President shall notify, in writing, the student, the Student Discipline Committee, the Appeals Board, and the Vice President of the decision(s) rendered.

## Policy Against Harassment and Discrimination

### Introduction

The College is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site or in any division or department by any employee, student, agent, or non-employee on college property and while engaged in any College-sponsored activities. It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the College community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at the College.

A nondiscriminatory environment is essential to the mission of the College. A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee. It is essential that the College maintain an environment that affords equal protection against discrimination, including sexual harassment. Employees and students who are found in violation of this policy shall be disciplined as appropriate to the severity of the offense. Employees and students of the College shall strive to promote a college environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure a professional environment and to guarantee equal educational opportunities for all students.

See [Appendix G](#) (page 190) for the complete policy.

### **Sexual Misconduct Policy**

This policy prohibits all forms of sexual or gender-based harassment, discrimination or misconduct, including sexual violence, sexual assault, and stalking and intimate partner violence. Misconduct of this nature is contrary to Gadsden State's institutional values and prohibited by local, state and federal laws, College policies, and the policies of the Alabama State Board of Education. Any individual who is found to have violated this policy may face disciplinary sanctions up to and including expulsion or termination of employment.

All College community members are strongly encouraged to report information regarding any incident of sexual harassment, sexual violence, stalking or intimate partner violence directly to the Safety and Security and the Title IX Coordinator. The College cannot take appropriate action unless an incident is reported to a "responsible employee" of the College. Upon receipt of a report, the College will take prompt and effective action by: providing interim remedies and support for individuals who make a report or seek assistance under this; conducting a review of the conduct under Title IX of the Education Amendments of 1972; addressing the safety of individuals and the campus community; and as warranted, pursuing resolution through informal measures or formal disciplinary action against the accused.

Retaliation against any person who makes a complaint or participates in the complaint process is a violation of College policy, and should be reported to the Title IX Coordinator. A finding of retaliation may result in disciplinary action independent of any sanctions imposed as a result of the underlying allegations of discrimination and/or harassment.

See [Appendix H](#) (page 194) for the complete policy.

## Policies on Computer Use and Internet Access

### Acceptable Use Policy for Technology Resources

The College provides technology resources for use by students, faculty, staff, and the general public. This technology includes but is not limited to, all College computing equipment, software, systems, networks, electronic mail, website, and Internet access. These resources are the property of the College and are provided to the campus community to support the College's mission and institutional goals. The College reserves the rights to grant, restrict, or deny privileges and access to technology resources.

Use of the technology resources must be consistent with the stated mission, goals, policies, procedures, and priorities of the College. Use of College resources is a privilege and requires that users agree to abide by all relevant College policies and procedures, as well as all applicable federal, state, and local laws. Users are expected to conduct themselves in a responsible and ethical manner at all times.

Any use of College technology resources for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Respect for intellectual property or copyright, ownership of data, security measures, and personal rights and privacy must always be demonstrated.

It should be clear that all personal use of computers to access pornographic websites will result in appropriate disciplinary action and may result in civil and criminal penalties for users. Personal use of computers for business purposes is prohibited and may constitute violation of the Alabama Ethics law. It is illegal to download music through the College computer network system. Employees who are found to be illegally downloading music will be subject to federal and state laws pertaining to such acts.

See **Appendix I** (page 200) for the complete policy.

### **Copyright and Fair Use Policy**

Copyright is the ownership and control of the intellectual property in original works of authorship. The laws of the United States (Title 17, United States Code) provide protection to the owner of copyright. This protection is available to both published and unpublished works. Public Law 94-553, section 6, generally gives the owner of copyright the exclusive right to, and to authorize others to: reproduce in copies, prepare derivative works, distribute copies, perform publicly, and display publicly the copyrighted work.

Copyright law governs any print or non-print reproduction of copyrighted material. It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. One major limitation, however, is the doctrine of "fair use". Whether use of copyrighted materials falls under the "fair use" exception depends on these four factors: purpose of the use, nature of the work, amount of copying, and effect of the copying on the potential value of the work. Another limitation can be a "compulsory license," which permits limited uses of copyrighted works in return for the payment of fees or royalties.

Faculty, staff, and students of the College must comply with the provisions of the state and federal intellectual property laws, such as the Copyright Act. Procedures for obtaining copyright permissions for course materials have been established and should be followed. Copies of this procedure and other information explaining the Copyright Act as it pertains to copying both course materials and material for personal use are available in campus libraries and on the College web page.

See **Appendix J** (page 202) for complete policy.

### **Policy on Student Communication**

It shall be the policy of GSCC that all forms of student communication that are shared with persons outside the College shall adhere to community standards of decency. These forms of student communication may include, but are not limited to, spoken and written communication in any medium, musical and dance performances, and art displays. It shall be the responsibility of the instructor, club sponsor, or program director to review all communications prior to display or presentation to ensure that the sensibilities of all people in our service area are considered.

Further, College personnel who instruct or supervise students who display works or engage in performances within the College are directed to exercise similar caution. Student work products in the classroom should not be obscene or offensive to other students, College employees, or visitors to campus.

This policy is not intended to stifle creativity in the classroom or freedom of speech. However, it is important that we consider the community standards and comfort level of all students within the College Community.

### **Policy on Alcohol and Drugs**

The possession, use, manufacture, sale, or distribution of any controlled substance or drug paraphernalia as defined by federal or Alabama law is prohibited on Gadsden State property. College property includes buildings, grounds, roads, parking lots, and residence hall facilities and rooms.

Commission of any of the following acts relating to possession or use of any controlled substance(s) and/or alcoholic beverage(s) is prohibited: (1) possession or consumption of any controlled substance or alcoholic beverage anywhere on Gadsden State property, including Fowler Hall; (2) public intoxication on Gadsden State property, including Fowler Hall; and (3) driving on Gadsden State property while under the influence of any controlled substance or alcohol.

The College reserves the right to notify local law enforcement officers if College officials have reason to believe that the Gadsden State policies and/or State and Local laws concerning alcohol and drugs are being violated.

In addition, any student who desires to participate in intercollegiate athletics at the College will be required to submit to random individual and/or random team drug testing, which will be a urinalysis for amphetamines, cocaine, THC, opiates, and PCP.

Any and all information regarding or relating to violations of the College policy on alcohol and drugs will be surrendered to the proper authorities for investigation and use as they see fit. GSCC is committed to being and remaining a drug-free campus and will fully cooperate with law enforcement authorities against any and all offenders under this policy.

### **Policies and Procedures on Fund-Raising Activities**

GSCC requires that all fund-raising activities clearly relate to the overall mission of the College. Gadsden State will comply with all pertinent State and Federal regulations, legislation, and procedures. The College shall in no way compromise its commitment to maintain appropriate legal and administrative practices, as well as accreditation criteria.

All requests to conduct fund-raising activities—whether by individuals, groups of students or employees, or the Foundation—must be submitted to the Vice President, 107 Allen Hall. This is also the office in which the **Gadsden State Fund-Raising Activity Request Form** may be obtained, or it can be found online at <http://www.gadsdenstate.edu/faculty-and-staff/documents/AppendixFFRevised3811.pdf>. The form must be completed by the applicant and approved by the Dean of Financial and Administrative Services, the Vice President, and the President of the College. A copy of the approved request form will be given to the applicant (originator), and the original form will be filed in the Office of the Vice President.

### **Policy on Sales and Solicitations**

To fulfill its responsibility of providing and maintaining an environment conducive to teaching and learning, GSCC has the obligation to restrict, regulate, and prohibit on-campus sales and solicitations, especially by individuals and groups not affiliated with the College. For information about the Gadsden State policy on sales and solicitations, those interested may contact the Office of the President at 256.549.8221.

### **Policies and Procedures on Work Orders**

Gadsden State students or employees may request work to be performed by some vocational/technical programs.

See [Appendix K](#) (page 205) for complete policy.

## **Social Media Policy**

### **Introduction and Objective**

Many current and future students, faculty, staff, alumni, and donors are utilizing mediums, such as *Facebook*, *Twitter*, *LinkedIn*, and *YouTube*, to stay connected. GSCC believes that having a presence in these areas will allow the College to interact more effectively with students and the community. In order to operate within these mediums effectively, GSCC has developed a social media policy to ensure that any and all interactions on behalf of GSCC represent the College's best interests.

The GSCC Social Media Policy only applies to social media accounts created to represent GSCC's groups, departments, programs, entities, classes, etc., and does not apply to an individual student, faculty, or staff member's personal (non-professional) account.

See [Appendix L](#) (page 206) for the complete policy.

## **General Education**

General Education is that portion of the collegiate experience which addresses the knowledge, skills, attitudes, and values characteristic of an educated person. It is unbounded by disciplines and honors the connections among bodies of knowledge. A student who completes a Gadsden State educational program consisting of a long certificate or associate degree is expected to meet these competencies at the level appropriate to the credential. Specifically, the purpose of the General Education core competencies is to produce graduates who, at the competency level appropriate to the credential, can communicate, both orally and in writing; perform basic computational skills; and use technology, thereby producing “graduate students who are articulate, reflective, creative, intellectually flexible, and prepared for continuous learning.” Formally stated, the College’s General Education core competencies are the following:

1. Students will demonstrate the ability to communicate effectively in a style appropriate to the subject, occasion, and audience.



2. Students will demonstrate the ability to use appropriate mathematical tools in the solution of problems.
3. Students will demonstrate and understanding of arts and humanities.
4. Students will demonstrate the ability to understand, construct, and evaluate relationships in the natural sciences.
5. Students will demonstrate an understanding of how social and behavioral sciences discover, describe and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas.
6. Students will demonstrate a functional knowledge and application of appropriate technology.

The degree and long certificate programs at the College support this collegiate initiative which focuses on the above narrative and attendant elements.

## Programs of Study and Transfer Guides

**NOTICE # 1:** The statements in this catalog and student handbook are informational only; they are **NOT** the basis of a contract between the student and the College. Although Gadsden State will try to do what this book says that it will do and will make every effort to let the student know about any changes, the College has the right to change any such provision without notifying the student individually. If it becomes necessary for Gadsden State to abolish a program, the College may substitute a limited number of courses in order for the student to complete that program.

**NOTICE # 2:** Because program requirements at one four-year college or university often differ from those at another, a student who intends to pursue a four-year degree should refer to the requirements of the transfer institution to ensure that the courses taken at Gadsden State are applicable toward the degree sought.

**NOTICE # 3:** Gadsden State may grant, but is NOT required to do so, up to twenty (20) semester hours of credit to a student in a technical program for prior study-related work and/or educational experiences. Such credit is posted to the student's transcript at the time that approved paperwork is submitted from the Office of the Dean of Technical Programs.

The Academic and Technical divisions of GSCC offer programs leading to degrees and certificates. The Academic Division also prepares students planning to transfer to four-year institutions in quest of baccalaureate degrees in areas of study for which Gadsden State does not grant degrees. The College has designated at least one instructor to serve as advisor for each degree or certificate program, at least one advisor for each area of study in which Gadsden State offers courses but does not offer a degree, and at least one advisor for those students who have yet to select a degree or a certificate program. Advisor information appears under each program of study.

## Skills Training Division

### Programs of Study

**Notice #1:** The statements in this catalog and student handbook are informational only; they are NOT the basis of a contract between the student and the College. Although Gadsden State will try to do what this book says that it will do and make every effort to let students know about the changes, the College has the right to change any provision without notifying a student individually. If it becomes necessary for the College to abolish the program in which a student is enrolled, the College may substitute a limited number of courses in order for the student to complete that program.

**Notice #2:** The Skills Training Division provides short-term non-credit, competency-based training programs coordinated through Gadsden State's Skills Training Center located on the East Broad Campus. All training programs within this Division are measured by contact hours rather than semester hours. Students may register for classes at any time throughout the year and may continue until the appropriate skills have been attained. For more information, call 256.549.8640 or 256.549.8638.

**Notice #3:** Students who complete training programs within this division will be awarded an institutional certificate of completion documenting the area of training.

### Auto Body

- Surface Preparation
- Paint Mixing, Matching and Applying
- Refinishing

### Air Conditioning and Refrigeration

This program prepares individuals to apply technical skills and knowledge to repair, install, service, and maintain the operation of heating, air conditioning, and refrigeration systems.

- Refrigeration Transition & Recovery
- Heating Systems
- Air Conditioning Systems
- Heat Pumps

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### **Machine Trades**

This program prepares students to apply knowledge and skills to plan, manufacture, assemble, test, and repair parts, mechanisms, machines, and structures in which materials are cast, formed, shaped, molded, heat treated, cut, twisted, pressed, fused, stamped, or worked.

- Lathes
- Advanced Lathes
- Milling Machines
- Advanced Milling Machines
- Grinding Machines
- Computer Numerical Control

### **Office Careers**

This program prepares individuals to perform the duties of administrative assistants or secretaries. Included in the instruction are data processing, data entry, office machines, filing, accounting, record management, word processing, spreadsheet, database, and desktop publishing.

- Receptionist
- General Office Assistant
- Administrative Assistant
- Accounting Technician
- Medical Office Assistant
- Legal Office Assistant
- Computer Support Specialist

### **Welding**

This program prepares individuals to apply technical knowledge and skill to unite or separate parts by heating, using a variety of techniques and equipment, such as brazing, arc, gas, and laser operations.

- Shielded Metal Arc Structural and Pipe Welding
- Gas Metal Arc Fillet Welding
- Gas Tungsten Arc Welding
- Blueprint Reading for Fabrication

## **Division of Health Sciences**

### **Clinical Laboratory Technology Program**

Clinical laboratory practitioners perform tests that analyze a variety of clinical specimens that include blood, tissues, urine, and other body fluids. They use complex instruments, specialized techniques, and scientific knowledge to provide critical information for diagnosis, treatment, and preventative health care. CLTs perform routine laboratory tests, perform and evaluate quality control tests, perform calibration and preventative maintenance of laboratory instruments, and report test results. In addition, clinical laboratory practitioners work with other health-care professionals, including physicians, by providing appropriate information to establish modern, cost-effective diagnostic test profiles. Clinical laboratory personnel are part of the health-care team and must communicate effectively with patients, other health-care professionals, and the public.

This program, which is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (5600 N. River Road, Suite 720, Rosemont, IL 60018; phone 773.714.8880; fax 773.714.8886; website: [www.naacls.org](http://www.naacls.org)), entails a five-semester/term curriculum leading to an Associate in Applied Science degree in Clinical Laboratory Technology (CLT). Graduates of this program are eligible to write the registry examination offered for certification by the American Society of Clinical Pathologists (ASCP) or by the American Medical Technologist (AMT). After passing the examination, graduates are certified as registered Clinical Laboratory Technicians. This certification ensures professional status. For information regarding the Clinical Laboratory Technology Program, individuals should visit the CLT Program website ([www.gadsdenstate.edu/academics/health/clt.php](http://www.gadsdenstate.edu/academics/health/clt.php)) or call 256.549.8217.

### **Phlebotomy Training Program**

For information regarding the Phlebotomy Training Program, individuals should visit the Program website ([www.gadsdenstate.edu/academics/health/phlebotomy.php](http://www.gadsdenstate.edu/academics/health/phlebotomy.php)) or call 256.549.8217.

### **Emergency Medical Services**

EMS Program – The College offers three related programs in this career area leading to the Associate in Applied Science degree in Emergency Medical Services (EMS) and three institutional program certificates in EMT, Advanced EMT and Paramedic.

The Emergency Medical Services Program is accredited by the Committee on Accreditation of Allied Health Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756; telephone: 727.210.2350; fax: 727.210.2354; website: [www.caahep.org](http://www.caahep.org) by recommendation from the Committee on Accreditation of Educational Programs for the EMS Profession of Allied Health Programs (CoAEMSP), 4101 Oaks Blvd., #305-599, Arlington, TX 76016; telephone: 817.330.0080; fax: 817.330.0089; website: [www.coaemsp.org](http://www.coaemsp.org) and by the State of Alabama Department of Public Health Office of Emergency Medical Services and Trauma (ADPH-OEMST) RSA Tower, 201 Monroe Street, Suite 750, Montgomery, AL 36104; telephone: 334.206.5383; fax: 334.206.5260; [www.adph.org](http://www.adph.org). For information about the

program, individuals may visit [www.gadsdenstate.edu/academics/health/ems.php](http://www.gadsdenstate.edu/academics/health/ems.php) or contact Patrick T. Brown, BS, NRP, Director, at 256.549.8654, or via e-mail at [pbrown@gadsdenstate.edu](mailto:pbrown@gadsdenstate.edu).

### **Healthcare Linkage Programs**

The Division of Health Sciences has articulation agreements with Jefferson State Community College and Wallace State Community College—Hanceville for various healthcare programs not offered at GSCC. Further information can be obtained by calling 256.549.8257.

### **Massage Therapy Program**

The Therapeutic Massage Program, which is approved by the Alabama Board of Massage Therapy (telephone number 334.269.9990; website [www.almtd.state.al.us](http://www.almtd.state.al.us)) is a short-certificate (29 credit hours; 705 contact hours) program that prepares students to become successful practicing bodyworkers by giving them broad knowledge of Western theories and techniques. Upon successful completion of the program, graduates are eligible to write the national certification exam through NCBTMB (National Certification Board for Therapeutic Massage and Bodywork; website; [www.ncbtmb.org](http://www.ncbtmb.org)) or the MBLEx (Massage and Bodywork Licensing Exam) exam through the Federation of State Massage Therapy Boards (website [www.fsmtb.org](http://www.fsmtb.org)). The Gadsden State Community College Massage Therapy Program is accredited through COMTA (Commission on Massage Therapy Accreditation, 5335 Wisconsin Avenue NW, Suite 440, Washington, D.C. 20015, telephone number 202.895.1518). Program information is available at [www.gadsdenstate.edu/academics/health/msg.php](http://www.gadsdenstate.edu/academics/health/msg.php).

### **Nursing Assistant**

The Nursing Assistant Program is a two-semester (28 credit hours) short-certificate program designed to prepare students in the theoretical and clinical practice of nursing assistance. The program also includes courses in phlebotomy, and medical terminology to enrich the graduate's knowledge and skills and cross train for various healthcare settings. Upon successful completion of the program, graduates are eligible to write the certification exams for nursing assistant and phlebotomy. Special program information for the Nursing Assistant Program is available at [www.gadsdenstate.edu/academics/health/nas.php](http://www.gadsdenstate.edu/academics/health/nas.php).

### **Nursing Education**

#### **Practical Nursing - General Information**

Gadsden State's Practical Nursing Program, which is approved by the Alabama Board of Nursing (RSA Plaza St 250, 770 Washington Ave., Montgomery, AL 36104; telephone 1.800.656.5318; website: [www.abn.state.al.us](http://www.abn.state.al.us)), and is accredited by the Accreditation Commission for Education in Nursing (3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia 30326; telephone: 404.975.5000; fax 404.975.5020; website [www.acenursing.org](http://www.acenursing.org)) is a certificate program that prepares students in the theoretical and clinical practice of basic bedside nursing. Upon satisfactory completion of the program, graduates are eligible to write the National Council Licensure Examination for Practical Nurses (NCLEX-PN). After passing the examination, graduates will carry the title "Licensed Practical Nurse." Classes for the Practical Nursing Program are admitted to begin each fall semester and the program can be completed in three semesters. A four semester program of study is offered at the Valley Street Campus that begins in a spring admission cycle. Students are also able to negotiate a curriculum plan that allows completion of the program part-time. The Practical Nursing Program is offered only during the daytime and at the following locations: the Valley Street Campus, Gadsden State Cherokee, and the McClellan Center. Advisors are available in Helderman Hall on the Wallace Drive Campus (256.549.8257), and on select days at the McClellan Center (256.238.9373), Gadsden State Cherokee (256.927.1800) and at the Ayers Campus (256.832.1202). Applicants are admitted without regard to sex, race, color, national origin, marital status, age, or religious preference. For more information on the Practical Nursing Program, those interested should visit [www.gadsdenstate.edu/academics/health/nursingeducation.php](http://www.gadsdenstate.edu/academics/health/nursingeducation.php) or [www.gadsdenstate.edu](http://www.gadsdenstate.edu). (*Health Science* appears under *Academic/Technical*.)

#### **Mission**

The mission of the Practical Nursing Program is to provide educational services that satisfy both the needs in the College service area for licensed practical nurses and the desire of people who seek a relatively short-term technical program to prepare them for a career. Practical nursing education can also be viewed as a vehicle for career mobility. Within this Alabama State Board of Nursing-approved program, there is dedication among the faculty to incorporate the most current knowledge and technology in the preparation of nurses who, under the supervision of a registered nurse, licensed physician, or licensed dentist, perform activities that contribute to the prevention of illness, as well as the promotion, maintenance, and restoration of health. Gadsden State's Practical Nursing Program is following the Alabama Community College System Standardized curriculum.

#### **Registered Nursing - General Information**

The Registered Nursing Program is approved by the Alabama Board of Nursing (RSA Plaza St 250, 770 Washington Ave., Montgomery, AL 36104; telephone 1.800.656.5318; website: [www.abn.state.al.us](http://www.abn.state.al.us)) and accredited by the Accreditation Commission for Education in Nursing (3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia 30326; telephone: 404.975.5000; fax: 404.975.5020); website: [www.acenursing.org](http://www.acenursing.org) to offer the A.A.S. degree in nursing.

This career-entry program, to which qualified applicants are admitted without regard to sex, race, color, national origin, marital status, age, or religious preference, is a five-semester/term sequence of laboratory and classroom education and clinical experiences. Students are also able to negotiate a curriculum plan that allows completion of the program part-time. Successful completion of this program prepares graduates to write the National Council Licensure Examination (NCLEX-RN) for licensure and practice as Registered Nurses. For more information on the Registered Nursing Program, those interested should visit the website: [www.gadsdenstate.edu/academics/health/nursingeducation.php](http://www.gadsdenstate.edu/academics/health/nursingeducation.php) or [www.gadsdenstate.edu](http://www.gadsdenstate.edu). (*Health Science* appears under *Academics*.)

#### Mission

The mission of the Registered Nursing Program is to provide educational services that satisfy both the need in the College service area for registered nurses at the A.A.S. degree level and the desire of people who seek a relatively short-term career education program in nursing. The unit in nursing is dedicated to providing a program that incorporates the most current knowledge and technology in the preparation of nurses. The mission extends to include the provision of continuing education, professional development, and personal enrichment experiences for health-care practitioners and others in the community. Gadsden State's nursing program follows the Alabama Community College System Standardized curriculum.

### **Public Safety Telecommunications**

Students pursuing the associate degree in Public Safety Telecommunications (67 credit hour on-line program) must be dually admitted to Jacksonville State University (JSU) and Gadsden State. Upon completion of all program requirements, Gadsden State awards the Associate Degree in Applied Science in Public Safety Telecommunications through the Institute for Emergency Preparedness (IEP). Gadsden State and JSU are partners in the IEP to provide training, research and education, emergency management, emergency medical services, hazardous materials management and homeland security. Program information is available at [www.gadsdenstate.edu/academics/health/pst.php](http://www.gadsdenstate.edu/academics/health/pst.php). Federal aid for Public Safety Telecommunications students is awarded by Jacksonville State University.

### **Radiologic Technology Program - General Information**

The Radiologic Technologist (Radiographer) uses imaging equipment to produce radiographic images of portions of the human body as prescribed by physicians for use in diagnosing medical problems. When providing these services, radiographers prepare the patient for radiologic examinations by explaining the procedure and properly positioning the patient for the correct exposure. Radiographers utilize problem solving and critical thinking skills to perform medical imaging procedures to ensure that the physician receives the necessary information to make an appropriate diagnosis. By using variable technical parameters and measurements, the radiographer can produce quality diagnostic images with appropriate density, detail, and contrast, while preventing unnecessary radiation exposure. Professional competence requires that radiographers apply knowledge of anatomy, physiology, positioning, radiographic technique, and radiation biology and protection in the performance of their responsibilities. Because radiographers are an integral part of the healthcare team, they must also be able to communicate effectively with patients, other health professionals, and the public.

This Program, which is accredited by the Joint Review Committee on Education in Radiologic Technology, entails a five-semester curriculum leading to an Associate in Applied Science degree in Radiologic Technology. Graduates of this Program are eligible to write the registry examination offered for certification by the American Registry of Radiologic Technologists. After passing this examination, the graduate will be certified as a registered technologist in radiography. The certificate of registration carries with it the privilege of using the title "Registered Technologist" and of using the abbreviation R.T.(R) (ARRT). For information regarding the Radiologic Technology Program, individuals should visit [www.gadsdenstate.edu/academics/health/rad.php](http://www.gadsdenstate.edu/academics/health/rad.php) or call 256.549.8217 (for the most current information).

### **Surgical/Operating Room Technology**

Special program information for the Surgical/Operating Room Technology Program is available at [www.gadsdenstate.edu/academics/health/sur.php](http://www.gadsdenstate.edu/academics/health/sur.php).

## Degree and Certificate Requirements

GSCC offers programs leading to three degrees and two certificates, the requirements for which are listed below.

### Associate in Arts Degree (or) Associate in Science Degree

The requirements for the Associate in Arts (A.A.) degree and for the Associate in Science (A.S.) degree, which are listed below, are identical. Student courses that are approved for the General Studies Curriculum may transfer to an Alabama public two-year or four-year educational institution as credit for those courses required for their major. If the student completes the curriculum for a specific degree, he/she may graduate with the appropriate A.A. or A.S. degree. Almost without exception, the student completes 60-64 semester hours of coursework as prescribed, depending on the four-year college to which he/she transfers.

<u>Area of Coursework</u>	<u>Semester Hours Required</u>
<b>Area I: Written Composition I and II</b>	<b>6</b>
<b>Area II: Humanities, Fine Arts and Speech</b>	<b>12</b>
<ul style="list-style-type: none"> <li>• Must complete a minimum of 3 semester hours in Literature.*</li> <li>• Must complete 3 semester hours in the Fine Arts.</li> <li>• Must complete 3 semester hours in Speech unless provisions for addressing oral communication competencies represent an integral module in a required discipline-specific course.</li> <li>• Must complete 3 additional semester hours from one of the following areas: area/ethnic studies, art and art history, foreign languages, humanities, literature, music and music history, philosophy, ethics, religious studies, speech, theater, and dance.</li> <li>• Student must complete a two-course sequence in EITHER Literature OR History.</li> </ul>	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<ul style="list-style-type: none"> <li>• Must complete 3 semester hours in Mathematics at the precalculus algebra or finite math level.</li> <li>• Must complete 8 semester hours in the Natural Sciences, which must include laboratory experiences. In addition to mathematics, disciplines in the natural sciences include the following: astronomy, biological sciences, chemistry, geology, physical geography, earth science, physics, and physical science.</li> </ul>	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<ul style="list-style-type: none"> <li>• Must complete a minimum of 3 semester hours in History.*</li> <li>• Must complete at least 6 semester hours from among other disciplines in the Social and Behavioral sciences. Social and Behavioral Sciences include but are not limited to the following: anthropology, economics, geography, political science, psychology, and sociology.</li> <li>• Student must complete a two-course sequence in EITHER Literature OR History.</li> </ul>	
<b>Area V: Pre-Professional, Pre-Major and Elective Courses*</b>	<b>19</b>
<ul style="list-style-type: none"> <li>• Courses appropriate to the degree requirements and major of the individual student and electives Students completing courses that have been approved for the General Studies Curriculum and are appropriate to their majors and/or degree programs may transfer these courses with credit applicable to their degree programs among the Alabama public two-year and four-year colleges and universities.</li> </ul>	
<b>Total Maximum Semester Credit Hours</b>	<b>60</b>

**\*NOTICE:** The sequence in Area II and IV in literature or history needs to follow the sequence requirements according to the student's major and transfer plans. These requirements are outlined in the "Programs of Study and Transfer Guides" section of this catalog, for a total of 60-64 semester hours, or 50% of the total required by the college or university to which the student plans to transfer.

## Associate in Applied Science Degree

The requirements for the Associate in Applied Science (A.A.S.) degree—which is for students planning to specialize in technical, business, semi-professional, and supervisory fields that are career oriented or, in selected fields, to transfer to a senior institution — are listed below.

<u>Area of Coursework</u>	<u>Semester Hours Required</u>
<b>Area I: Written Composition I and II</b>	<b>3-6</b>
<b>Area II: Humanities, Fine Arts, and Speech</b>	<b>3-6</b>
<ul style="list-style-type: none"> <li>• Areas I and II must include a minimum of 9 semester hours.</li> <li>• Must complete 3 semester hours in Humanities or Fine Arts.</li> <li>• Must complete 3 semester hours in speech, unless provisions for addressing oral communication competencies represent an integral module in a required discipline-specific course. Humanities and fine arts disciplines include the following: area/ethnic studies, art and art history, foreign languages, humanities, literature, music and music history, philosophy, ethics, religious studies, theater, and dance.</li> </ul>	
<b>Area III: Natural Sciences and Mathematics</b>	<b>9-11</b>
<ul style="list-style-type: none"> <li>• Must complete a minimum of 3 semester hours in Mathematics (100 level or higher).</li> <li>• Must complete one course in Computer Science (two courses preferred) or demonstrate computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course.</li> </ul> <p>In addition to Mathematics, disciplines in the Natural Sciences include astronomy, biology, chemistry, physics and physical science.</p> <p>Any student majoring in a <b>health-related discipline</b> <u>may</u> either pass the system-wide biology validation (placement) examination; or take BIO 103 before taking BIO 201, followed by BIO 202 and 220.</p>	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>3-6</b>
<p>In addition to history, the social and behavioral sciences include the following: anthropology, economics, geography, political science, psychology, and sociology. Any student seeking the A.A.S. as a <b>terminal</b> award is <u>not</u> required to complete more than three semester hours in this area.</p>	
<b>Area V: Maximum General Education Core, Technical Concentration and Electives*</b>	<b>47-58</b>
<p>In addition to courses in the preceding four areas, the student must take whatever core and/or elective courses that are appropriate to the requirements for the degree or for the occupational or technical specialty that the student is pursuing.</p>	
<b>Total Maximum Semester Credit Hours</b>	<b>76</b>

\*If the student is planning a program of study for which the A.A.S. degree does not represent the terminal degree and for which national or regional programmatic licensure and certification are required, the student should try to integrate General Studies transfer courses into his/her program whenever possible.

## Certificate

The requirements for the certificate, which entail from 30 to 60 semester hours, are listed below.

<u>Area of Coursework</u>	<u>Semester Hours Required</u>
<b>Area I: Written Composition</b>	<b>3-6</b>
<ul style="list-style-type: none"> <li>ENG 100 may be substituted for English Composition I and II only in system-wide non-degree eligible programs.</li> </ul>	
<b>Area II: Humanities, Fine Arts, and Speech</b>	<b>3-6</b>
<ul style="list-style-type: none"> <li>SPH 106 is required unless provisions for addressing oral communication competencies represent an integral module in a required discipline-specific course.</li> </ul> <p>SPH 101 may be substituted only in system wide, non-degree eligible programs.</p>	
<b>Area III: Natural Sciences and Mathematics</b>	<b>6</b>
<p>The student must select courses from mathematics or science or computer science, including at least one course (two preferred) in computer science (data processing) or demonstrated computer literacy skills or the integration of computer proficiencies within at least one required discipline-specific course.</p> <p>Speech and computer courses may be substituted only in system wide, non-degree eligible programs.</p>	
<b>Area IV: Social and Behavioral Sciences and History</b>	<b>0</b>
<b>Area V: Maximum General Education Core, Technical Concentration and Electives*</b>	<b>42-50</b>
*In addition to the courses referred to in the preceding four areas, the student must take those courses appropriate to the certificate requirements and to the occupational or technical specialty requirements, as well as core courses and elective courses.	
<b>Total Maximum Program Semester Credit Hours</b>	<b>60</b>

## Short-Term Certificate

The requirements for the short-term certificate, which entail from as few as 9 but no more than 26 semester hours, are listed below.

<u>Area of Coursework</u>	<u>Semester Hours Required</u>
<b>Area I: Written Composition</b>	<b>0-3</b>
<ul style="list-style-type: none"> <li>It is recommended that the student take at least one technical writing course.</li> </ul>	
<b>Area II: Humanities, Fine Arts and Speech</b>	<b>0</b>
<b>Area III: Natural Sciences and Mathematics</b>	<b>0-3</b>
<b>Area IV: Social and Behavioral Sciences and History</b>	<b>0</b>
<b>Area V: Maximum General Education Core, Technical Concentration, and Electives*</b>	<b>9-29</b>
*In addition to any courses referred to in the preceding four areas, the student must take those courses appropriate to the certificate requirements and to the occupational or technical specialty requirements, as well as core courses and elective courses.	
<b>Total Maximum Program Semester Credit Hours</b>	<b>29</b>

## **PROGRAMS OF STUDY**

### **Accounting Technology A.A.S.**

**Advisors - Ayers Campus:** Phil Waits (256.835.5415) [philwaits@gadsdenstate.edu](mailto:philwaits@gadsdenstate.edu);  
**Wallace Drive Campus:** Jamie Payton (256.549.8347) [jpayton@gadsdenstate.edu](mailto:jpayton@gadsdenstate.edu)

#### **Area I – Written Composition: 6**

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

#### **Area II - Humanities and Fine Arts: 6**

- Speech 3 hours
- Humanities **OR** Fine Arts 3 hours

#### **Area III – Natural Sciences and Mathematics: 10**

- CIS 146 - Microcomputer Applications
- MTH 100 - Intermediate College Algebra **OR**
- MTH 112 - Precalculus Algebra **OR** Higher level Math
- Natural Science and Lab 4 hours

#### **Area IV – History, Social and Behavioral Sciences: 3**

- ECO 231 - Principles of Macroeconomics

#### **Area V – Pre-Professional, Pre-Major and Electives: 43**

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• ORI 101 - Orientation to College</li><li>• ACT 246 - Microcomputer Accounting</li><li>• ACT 247 - Advanced Accounting Applications on the Microcomputer</li><li>• ACT 249 - Payroll Accounting</li><li>• ACT 253 - Individual Income Tax</li><li>• ACT 256 - Cost Accounting</li><li>• BUS 100 - Introduction to Business</li><li>• BUS 146 - Personal Finance</li></ul> | <ul style="list-style-type: none"><li>• BUS 241 - Principles of Accounting I</li><li>• BUS 242 - Principles of Accounting II</li><li>• BUS 263 - The Legal and Social Environment of Business</li><li>• BUS 276 - Human Resource Management</li><li>• CIS 147 - Advanced Micro Applications</li><li>• OAD 130 - Electronic Calculations</li><li>• OAD 138 - Records and Information Management</li></ul> |
|--|--|

**Total Hours Required for Degree: 68**

### **Accounting Specialist (Computerized) Short-Term Certificate**

**Advisors – Ayers Campus:** Phil Waits (256.835.5415) [pwaits@gadsdenstate.edu](mailto:pwaits@gadsdenstate.edu)  
**Wallace Drive Campus:** Jamie Payton (256.549.8347) [jpayton@gadsdenstate.edu](mailto:jpayton@gadsdenstate.edu)

#### **Area V—Professional, Major and Elective Courses: 25**

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• ORI 101 - Orientation to College</li><li>• ACT 246 - Microcomputer Accounting</li><li>• ACT 247 - Advanced Accounting Applications on the Microcomputer</li><li>• ACT 249 - Payroll Accounting</li><li>• ACT 253 - Individual Income Tax</li></ul> | <ul style="list-style-type: none"><li>• BUS 241 - Principles of Accounting I</li><li>• CIS 146 - Microcomputer Applications</li><li>• CIS 147 - Advanced Micro Applications</li><li>• OAD 130 - Electronic Calculations</li></ul> |
|--|---|

**Total Hours Required for Certificate: 25**



## **Air Conditioning and Refrigeration A.A.S.**

**Advisors – Ayers Campus:** Eric Campbell, Air Conditioning Refrigeration Building (256.835.5418) [ecampbell@gadsdenstate.edu](mailto:ecampbell@gadsdenstate.edu); **Valley Street Campus:** Tim Hardy, Air Conditioning Refrigeration Building (256.549.8662) [thardy@gadsdenstate.edu](mailto:thardy@gadsdenstate.edu)

### **Area I — Written Composition: 3**

- ENG 101 - English Composition I

### **Area II — Humanities and Fine Arts: 6**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Humanities and Fine Arts Elective: 3**

Student will choose Art, Art History, Foreign Language, Humanities, Music, Philosophy, Religion, Speech, Theater, or Dance 3 hours

### **Area III — Natural Science or Mathematics: 9**

- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- CIS 146 - Microcomputer Applications
- MDT 105 - Introduction to Computer-Aided Design (CAD) or
- DDT 104 – Basic Computer Aided Drafting and Design or Mathematics, Computer Science or Natural Science Elective 3 hours

### **Area IV — History, Social and Behavioral Sciences: 4**

Student will choose Economics, Geography, History, Political Science, Psychology, or Sociology 3 hours

- ORI 101 - Orientation to College

### **Area V - Technical Courses: 24**

Courses listed below are required.

- ACR 111 - Principles of Refrigeration
- ACR 112 - HVACR Service Procedures
- ACR 113 - Refrigeration Piping Practices
- ACR 121 - Principles of Electricity for HVACR
- INT 104 - Principles of Technology
- ACR 122 - HVACR Electric Circuits
- ACR 123 - HVAC/R Electrical Components
- EET 100 - Introduction to Engineering Technologies

### **Technical Specialty: 30**

- ACR 119 - Fundamentals of Gas Heating Systems
- ACR 120 - Fundamentals of Electric Heating Systems
- ACR 126 - Commercial Heating Systems
- ACR 125 – Fundamentals of Gas and Electric Heating Systems
- ACR 127 - HVACR Electric Motors
- ACR 128 - Heat Load Calculations
- ACR 130 - Computer Assisted HVAC Troubleshooting
- ACR 132 - Residential Air Conditioning
- ACR 133 - Domestic Refrigeration
- ACR 134 - Ice Machines
- ACR 135 - Mechanical/Gas/Safety Codes
- ACR 138 - Customer Relation in HVAC
- ACR 144 - Basic Drawing and Blueprint Reading in HVAC
- ACR 147 - Refrigerant Transition and Recovery Theory
- ACR 148 - Heat Pump Systems I
- ACR 149 - Heat Pump Systems II
- ACR 152 – Heat Pump Systems
- ACR 181 - Special Topics in ACR I
- ACR 182 - Special Topics in ACR II
- ACR 183 - Special Topics in ACR
- ACR 184 - Special Topics in ACR
- ACR 185 - Special Topics in ACR
- ACR 186 - Special Topics in ACR
- ACR 192 - HVAC Apprenticeship/Internship
- ACR 200 - Review for Contractors Exam
- ACR 202 - Special Refrigeration Systems
- ACR 203 - Commercial Refrigeration
- ACR 205 - System Sizing and Air Distribution
- ACR 209 - Commercial Air Conditioning Systems
- ACR 210 - Troubleshooting HVACR Systems
- EET 103 - DC Fundamentals or
- INT 101 - DC Fundamentals
- EET 104 - AC Fundamentals or
- INT 103 - AC Fundamentals

## Total Hours Required for Degree: 76

**NOTICE(s):** For the A.A.S. Degree in Air Conditioning and Refrigeration, the student must complete a minimum of 76 credit hours – a minimum of 54 in technical courses and a minimum of 22 in general education courses – all of which must be approved by the advisor. A maximum of 9 credit hours of technical electives may be selected from any approved area of Engineering Technology programs with prior written approval from the student's major advisor. Technical courses may vary to meet student needs and to provide options. Admission Requirement: High school diploma or GED.

### **Air Conditioning and Refrigeration Certificate**

**Advisors – Ayers Campus:** Eric Campbell, Air Conditioning Refrigeration Building (256.835.5418) [ecampbell@gadsdenstate.edu](mailto:ecampbell@gadsdenstate.edu);

**Valley Street Campus:** Tim Hardy, Air Conditioning Refrigeration Building (256.549.8662) [thardy@gadsdenstate.edu](mailto:thardy@gadsdenstate.edu)

#### **Area I — Written Composition: 3**

- ENG 101 - English Composition I

#### **Area II — Humanities and Fine Arts: 3**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

#### **Area III — Natural Science or Mathematics: 6**

- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- CIS 146 - Microcomputer Applications

#### **Area IV — History, Social and Behavioral Sciences: 1**

- ORI 101 - Orientation to College

#### **Area V – Technical Courses: 33**

Courses listed below are required.

- ACR 111 - Principles of Refrigeration
- ACR 112 - HVACR Service Procedures
- ACR 113 - Refrigeration Piping Practices
- ACR 119 - Fundamentals of Gas Heating Systems
- ACR 120 - Fundamentals of Electric Heating Systems
- ACR 121 - Principles of Electricity for HVACR
- ACR 122 - HVACR Electric Circuits
- ACR 123 - HVAC/R Electrical Components
- ACR 132 - Residential Air Conditioning
- ACR 148 - Heat Pump Systems I
- ACR 210 - Troubleshooting HVACR Systems

## Total Hours Required for Certificate: 46

**NOTICE(s):** For the certificate in Air Conditioning and Refrigeration, the student must complete all courses listed above—all of which must be approved by the advisor. Required courses may vary to provide options and to meet student needs. Admission Requirement: High school diploma or GED.

### **Air Conditioning & Refrigeration Short-Term Certificate**

**Advisors – Ayers Campus:** Eric Campbell, Air Conditioning Refrigeration Building (256.835.5418) [ecampbell@gadsdenstate.edu](mailto:ecampbell@gadsdenstate.edu);

**Valley Street Campus:** Tim Hardy, Air Conditioning Refrigeration Building (256.549.8662) [thardy@gadsdenstate.edu](mailto:thardy@gadsdenstate.edu)

#### **Required Courses**

- ACR 111 - Principles of Refrigeration
- ACR 112 - HVACR Service Procedures
- ACR 113 - Refrigeration Piping Practices
- ACR 119 - Fundamentals of Gas Heating Systems
- ACR 120 - Fundamentals of Electric Heating Systems
- ACR 121 - Principles of Electricity for HVACR
- ACR 122 - HVACR Electric Circuits
- ACR 123 - HVAC/R Electrical Components
- ACR 148 - Heat Pump Systems I
- ORI 101 - Orientation to College

## Total Hours Required for Certificate: 29

**NOTICE(s):** For the short-term certificate in Air Conditioning and Refrigeration, the student must complete all courses listed above - all of which must be approved by the advisor. Admission Requirement: High school diploma or GED.

## **Agribusiness Education Transfer Guide**

**Advisors – Ayers Campus:** Blanca Borrero (256.835.5489) [bborrero@gadsdenstate.edu](mailto:bborrero@gadsdenstate.edu);

**Gadsden State Cherokee:** Frances Vann (256.927.1823) [fvann@gadsdenstate.edu](mailto:fvann@gadsdenstate.edu);

Susan Sewell (256.439.6874) [ssewell@gadsdenstate.edu](mailto:ssewell@gadsdenstate.edu);

**McClellan Center:** James Skillman (256.238.9371) [jskillman@gadsdenstate.edu](mailto:jskillman@gadsdenstate.edu);

**Wallace Drive Campus:** Nancy Gilbert (256.549.8433) [ngilbert@gadsdenstate.edu](mailto:ngilbert@gadsdenstate.edu);

Julie Bowen (256.549.8426) [jbowen@gadsdenstate.edu](mailto:jbowen@gadsdenstate.edu); Susan Sewell (256.439-6874) [ssewell@gadsdenstate.edu](mailto:ssewell@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours (REQUIRED: Literature OR history sequence)
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11-12**

- MTH 112 - Precalculus Algebra
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours (REQUIRED: Literature OR history sequence)
- History, Social, or Behavioral Science 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 23**

- ORI 101 - Orientation to College
- CIS 146 - Microcomputer Applications
- MTH 113 - Precalculus Trigonometry
- MTH 125 - Calculus I
- BUS 241 - Principles of Accounting I
- BUS 242 - Principles of Accounting II
- ECO 231 - Principles of Macroeconomics
- ECO 232 - Principles of Microeconomics

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Agriculture Transfer Guide**

**Advisors - Ayers Campus:** Blanca Borrero (256.835.5489) [bborrero@gadsdenstate.edu](mailto:bborrero@gadsdenstate.edu);

**Gadsden State Cherokee:** Frances Vann (256.927.1823) [fvann@gadsdenstate.edu](mailto:fvann@gadsdenstate.edu);

Susan Sewell (256.439.6874) [ssewell@gadsdenstate.edu](mailto:ssewell@gadsdenstate.edu);

**McClellan Center:** James Skillman (256.238.9371) [jskillman@gadsdenstate.edu](mailto:jskillman@gadsdenstate.edu);

**Wallace Drive Campus:** Nancy Gilbert (256.549.8433) [ngilbert@gadsdenstate.edu](mailto:ngilbert@gadsdenstate.edu);

Julie Bowen (256.549.8426) [jbowen@gadsdenstate.edu](mailto:jbowen@gadsdenstate.edu); Susan Sewell (256.439.6874) [ssewell@gadsdenstate.edu](mailto:ssewell@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II - Humanities and Fine Arts\*: 12**

- Literature 3 hours (**REQUIRED: Literature OR history sequence**)
- Fine Arts 3 hours
- Speech 3 hours
- Humanities and Fine Arts **OR** Literature 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 112 - Precalculus Algebra
- Natural Science and Lab 8 hours

### **Area IV - History, Social and Behavioral Sciences\*: 12**

- History 3 hours (**REQUIRED: Literature OR history sequence**)
- History, Social, or Behavioral Science 9 hours

### **Area V - Pre-Professional, Pre-Major and Electives\*: 23**

- ORI 101 - Orientation to College
- CHM 111 - College Chemistry I
- CHM 112 - College Chemistry II
- MTH 113 - Precalculus Trigonometry
- PHY 201 - General Physics I Trig Based
- PHY 202 - General Physics II Trig Based
- CIS 146 - Microcomputer Applications

**Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Aquaculture Technician Short-Term Certificate**

**Advisor – Wallace Drive Campus:** Hugh Hammer (256.549.8345) [hhammer@gadsdenstate.edu](mailto:hhammer@gadsdenstate.edu)

*This is a one-year program designed to prepare students to operate and manage a fish farm. The curriculum consists of both lecture and laboratory instruction in scientific information and intensive management practices.*

### **Required Courses:**

- ORI 101 - Orientation to College
- CIS 146 - Microcomputer Applications
- ENG 101 - English Composition I
- FHS 101 - Principles of Aquaculture
- FHS 102 - Water Chemistry for Aquaculture
- FHS 112 - Biology and Diseases of Aquaculture Species
- FHS 114 - Aquaculture Hatchery / Pond Management
- FHS 140 - Aquaculture Practicum (Part 1)
- FHS 141 - Aquaculture Practicum II (Part 2)
- MTH 100 - Intermediate College Algebra

**Total Hours Required for Certificate: 27**

## **Aquatic Biology Transfer Guide**

**Advisor – Wallace Drive Campus:** Hugh Hammer (256.549.8345) [hhammer@gadsdenstate.edu](mailto:hhammer@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 112 - Precalculus Algebra
- BIO 103 - Principles of Biology I
- BIO 104 - Principles of Biology II

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours **(REQUIRED: Literature OR history sequence)**
- History, Social, or Behavioral Science 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 23**

- ORI 101 - Orientation to College
- CIS 146 - Microcomputer Applications
- FHS 101 - Principles of Aquaculture
- FHS 102 - Water Chemistry for Aquaculture
- FHS 112 - Biology and Diseases of Aquaculture Species
- FHS 114 - Aquaculture Hatchery / Pond Management
- FHS 140 - Aquaculture Practicum

#### **Recommended (See advisor for specific courses and transfers)**

- CHM 104 - Introduction to College Chemistry
- CHM 111 - College Chemistry I
- CHM 112 - College Chemistry II
- FHS 141 - Aquaculture Practicum II (Internship)
- MTH 113 - Precalculus Trigonometry
- MTH 125 - Calculus I

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Art Transfer Guide**

**Advisors – Ayers Campus:** Robert Hendrickson (256.238.9351) [rhendrickson@gadsdenstate.edu](mailto:rhendrickson@gadsdenstate.edu);

**McClellan Center:** Robert Hendrickson (256.238.9351) [rhendrickson@gadsdenstate.edu](mailto:rhendrickson@gadsdenstate.edu);

**Wallace Drive Campus:** Dennis Sears (256.549.8381) [dsears@gadsdenstate.edu](mailto:dsears@gadsdenstate.edu);

Mario Gallardo (256.549.8395) [mgallardo@gadsdenstate.edu](mailto:mgallardo@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II - Humanities and Fine Arts\*: 12**

- Literature 3 hours (**REQUIRED: Literature OR history sequence**)
- Fine Arts 3 hours
- Speech 3 hours
- ART 113 - Drawing I

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 110 - Finite Mathematics **OR**  
MTH 112 - Precalculus Algebra **OR** Higher level Math
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours (**REQUIRED: Literature OR history sequence**)
- History, Social, or Behavioral Science 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 19-23**

- ORI 101 - Orientation to College
- CIS 146 - Microcomputer Applications **OR** Higher CIS elective
- ART electives 12-16 hours
- Elective 3 hours

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Auto Collision Repair Technology Certificate**

**Advisors – Ayers Campus:** Bruce Hill, Auto Collision Repair Building (256.835.5425) [bhill@gadsdenstate.edu](mailto:bhill@gadsdenstate.edu);

**East Broad Campus:** Joe Mashburn, Auto Collision Repair Building (256.549.8617) [jmashburn@gadsdenstate.edu](mailto:jmashburn@gadsdenstate.edu)

### **Area I—Written Composition: 3**

- COM 100 - Vocational / Technical English or
- ENG 101 - English Composition I

### **Area II—Humanities and Fine Arts: 3**

- SPC 103 - Oral Communication Skills or
- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Area III—Natural Science or Mathematics: 6**

- MAH 101 - Introductory Mathematics I or
- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- DPT 100 - Introductory Computer Skills I or
- CIS 146 - Microcomputer Applications

### **Area IV—History, Social and Behavioral Sciences: 1**

- ORT 100 - Orientation for Career Students

### **Area V—Technical Courses: 47**

- ABR 111 - Non-Structural Repair
- ABR 114 - Non-Structural Panel Replacement
- ABR 122 - Surface Preparation
- ABR 123 - Paint Application and Equipment
- \* ABR 151 - Safety and Environmental Practices
- ABR 154 - Automotive Glass and Trim
- ABR 156 - Automotive Cutting and Welding
- ABR 157 - Automotive Plastic Repairs
- ABR 181 - Special Topics in Auto Body
- ABR 182 - Special Topics in Auto Body or
- ABR 183 - Special Topics in Auto Body
- ABR 213 - Automotive Structural Analysis
- ABR 214 - Automotive Structural Repair
- ABR 293 - Auto Body Repair Co-Op or
- ABR 223 - Automotive Mechanical Components
- ABR 224 - Automotive Electrical Components
- ABR 255 - Steering and Suspension
- ABR 258 - Heating and AC in Collision Repair
- ABR 261 - Restraint Systems
- ABR 265 - Paint Defects and Final Repair
- ABR 267 - Shop Management
- ABR 269 - Estimating and Damage Analysis
- ABR 281 - Special Topics in Auto Body
- ABR 291 - Auto Body Repair Co-Op or
- ABR 292 - Auto Body Repair Co-Op or

### **Total Hours Required for Certificate: 60**

**NOTICE(s):** For the certificate in Auto Collision Repair Technology, the student must complete a minimum of 60 credit hours – 47 in technical courses and 13 in general education courses – all of which must be approved by the advisor. Required courses may vary to provide options and to meet student needs. Courses will be selected from those listed above. Admission Requirement: The student must be age 17 or older.

#### **\*Required Courses**

## **Auto Collision Repair Technology Short-Term Certificate**

**Advisors – Ayers Campus:** Bruce Hill, Auto Collision Repair Building (256.835.5425) [bhill@gadsdenstate.edu](mailto:bhill@gadsdenstate.edu)

**East Broad Campus:** Joe Mashburn, Auto Collision Repair Building (256.549.8617) [jmashburn@gadsdenstate.edu](mailto:jmashburn@gadsdenstate.edu)

### **Required Technical Courses:**

- ABR 111 - Non-Structural Repair
- ABR 114 - Non-Structural Panel Replacement
- ABR 122 - Surface Preparation
- ABR 123 - Paint Application and Equipment
- ORT 100 - Orientation for Career Students
- ABR 151 - Safety and Environmental Practices
- ABR 154 - Automotive Glass and Trim
- ABR 157 – Automotive Plastic Repairs
- ABR 265 - Paint Defects and Final Repair

### **Total Hours Required for Certificate: 25**

**NOTICE(s):** For the short-term certificate in Auto Collision Repair Technology, the student must complete all of the 24 credit hours listed above. All courses must be approved by the advisor. Admission Requirement: The student must be age 17 or older.



## **Automotive Manufacturing Technology A.A.S.**

**Advisors – Ayers Campus:** Frank Brady, Electronics Building (256.835.5427) [fbrady@gadsdenstate.edu](mailto:fbrady@gadsdenstate.edu);

Audrey Webb, Electronics Building (256.835.5460) [awebb@gadsdenstate.edu](mailto:awebb@gadsdenstate.edu)

**East Broad Campus:** Jack Mayfield, Industrial Automation Building (256.549.8637) [jmayfield@gadsdenstate.edu](mailto:jmayfield@gadsdenstate.edu)

### **Area I — Written Composition: 3**

- ENG 101 - English Composition I

### **Area II — Humanities and Fine Arts: 6**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Humanities and Fine Arts Elective: 3**

Student will choose Art, Art History, Foreign Language, Humanities, Music, Philosophy, Religion, Speech, Theater, or Dance 3 hours

### **Area III — Natural Science or Mathematics: 9**

- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- CIS 146 - Microcomputer Applications
- MDT 105 - Introduction to Computer-Aided Design (CAD) or
- DDT 104 – Basic Computer Aided Drafting and Design

### **Area IV — History, Social and Behavioral Sciences: 4**

Student will choose Economics, Geography, History, Political Science, Psychology, or Sociology 3 hours

- ORI 101 - Orientation to College

### **Area V - Technical Courses: 24**

Courses listed below are required.

- AUT 100 - Introduction to Automotive Concepts
- AUT 102 - Lean Manufacturing and Industrial Safety
- AUT 104 - Blueprint Reading for Manufacturing
- AUT 110 - DC Fundamentals
- AUT 114 - Introduction to Programmable Logic Controllers
- AUT 116 - Introduction to Robotics
- AUT 118 - Introduction to Engineering Technology
- AUT 132 - Principles of Technology

### **Technical Electives: 30**

- AUT 106 - Quality Control and Inspection Techniques
- \* AUT 111 - AC Fundamentals
- AUT 117 - AC/DC Machines
- AUT 121 - Elements of Industrial Control
- AUT 122 - Elements of Industrial Control Lab
- AUT 130 - Fundamentals of Industrial Hydraulics and Pneumatics
- AUT 134 - Industrial Motors
- AUT 136 - Principles of Refrigeration
- AUT 138 - Principles of Industrial Mechanics
- AUT 142 - Industrial Wiring
- AUT 150 - Introduction to Machine Shop I
- AUT 151 - Introduction to Machine Shop I Lab
- AUT 155 - Metrology
- AUT 186 - Principles of Industrial Maintenance Welding and Metal Cutting Techniques
- AUT 193 - Special Topics (Electrical/Electronic)
- AUT 194 - Special Topics (Electrical/Electronic)
- AUT 195 - Special Topics (Electrical/Electronic)
- AUT 221 - Advanced Programmable Logic Controllers
- AUT 222 - Advanced Instrumentation
- AUT 223 - Advanced Instrumentation Lab
- AUT 230 - Preventive and Predictive Maintenance
- AUT 234 - Industrial Motor Controls I
- AUT 236 - Variable Speed Motor Drives
- AUT 262 - Computer Integrated Manufacturing
- AUT 291 - Automotive Cooperative Education
- AUT 292 - Automotive Cooperative Education
- AUT 293 - Automotive Cooperative Education

## Total Hours Required for Degree: 76

**NOTICE(s):** For the A.A.S. Degree in Automotive Manufacturing Technology, the student must complete a minimum of 76 credit hours—a minimum of 22 general education hours, 24 general technical core hours, and 30 hours of technical electives—all of which must be approved by the advisor. A maximum of 9 credit hours of technical electives may be selected from any approved area of Engineering Technology programs with prior written approval from the student's major advisor. Technical courses may vary to meet the student needs and to provide options. Admission Requirement: High school diploma or GED.

The student is responsible for verifying the transferability of credit in this program to a senior institution with the appropriate senior institution advisor.

### \*Required Courses

## **Automotive Manufacturing Technology Certificate**

**Advisors – Ayers Campus:** Frank Brady, Electronics Building (256.835.5427) [fbrady@gadsdenstate.edu](mailto:fbrady@gadsdenstate.edu);

Audrey Webb, Electronics Building (256-835-5460) [awebb@gadsdenstate.edu](mailto:awebb@gadsdenstate.edu)

**East Broad Campus:** Jack Mayfield, Industrial Automation Building (256.549.8637) [jmayfield@gadsdenstate.edu](mailto:jmayfield@gadsdenstate.edu)

### **Area I — Written Composition: 3**

- ENG 101 - English Composition I

### **Area II — Humanities and Fine Arts: 3**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Area III — Natural Science or Mathematics: 6**

- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- CIS 146 - Microcomputer Applications

### **Area IV — History, Social and Behavioral Sciences: 1**

- ORI 101 - Orientation to College

### **Area V – Technical Courses: 30**

- \* AUT 100 - Introduction to Automotive Concepts
- \* AUT 102 - Lean Manufacturing and Industrial Safety
- \* AUT 104 - Blueprint Reading for Manufacturing
- \* AUT 110 - DC Fundamentals
- \* AUT 111 - AC Fundamentals
- \* AUT 114 - Introduction to Programmable Logic Controllers
- \* AUT 116 - Introduction to Robotics
- AUT 118 - Introduction to Engineering Technology
- AUT 130 - Fundamentals of Industrial Hydraulics and Pneumatics
- AUT 138 - Principles of Industrial Mechanics
- \* AUT 150 - Introduction to Machine Shop I
- AUT 155 - Metrology
- AUT 234 - Industrial Motor Controls I

## Total Hours Required for Degree: 43

**NOTICE(s):** For the certificate in Automotive Manufacturing Technology, the student must complete at least 43 credit hours—at least 30 in technical courses and at least 13 in general education courses—all of which must be approved by the advisor. Technical courses, which may vary to meet student needs and to provide options, must be selected from those listed above. Admission Requirement: High school diploma or GED.

### \*Required Courses

## **Automotive Manufacturing Technology Short-Term Certificate**

**Advisors – Ayers Campus:** Frank Brady, Electronics Building (256.835.5427) [fbrady@gadsdenstate.edu](mailto:fbrady@gadsdenstate.edu); Audrey Webb, Electronics Building (256-835-5460) [awebb@gadsdenstate.edu](mailto:awebb@gadsdenstate.edu)

**East Broad Campus:** Jack Mayfield, Industrial Automation Building (256.549.8637) [jmayfield@gadsdenstate.edu](mailto:jmayfield@gadsdenstate.edu)

### **Required Courses:**

- AUT 100 - Introduction to Automotive Concepts
- AUT 102 - Lean Manufacturing and Industrial Safety
- AUT 104 - Blueprint Reading for Manufacturing
- AUT 110 - DC Fundamentals
- AUT 111 - AC Fundamentals
- AUT 114 - Introduction to Programmable Logic Controllers \*Core Courses
- AUT 116 - Introduction to Robotics
- AUT 121 - Elements of Industrial Control
- AUT 122 - Elements of Industrial Control Lab
- AUT 130 - Fundamentals of Industrial Hydraulics and Pneumatics
- AUT 138 - Principles of Industrial Mechanics
- AUT 150 - Introduction to Machine Shop I
- AUT 234 - Industrial Motor Controls I
- ORI 101 - Orientation to College

### **Total Hours Required for Degree: 28**

**NOTICE(s):** For the short-term certificate in Automotive Manufacturing Technology, the student must complete 28 credit hours from the courses listed above. All courses must be approved by the advisor. Admission Requirement: High school diploma or GED

## **Automotive Service Technology Certificate**

**Advisor – East Broad Campus:** Harold Waddell, Automotive Services Technology Building (256.549.8622)  
[hwaddell@gadsdenstate.edu](mailto:hwaddell@gadsdenstate.edu)

### **Area I—Written Composition: 3**

- COM 100 - Vocational / Technical English or
- ENG 101 - English Composition I

### **Area II—Humanities and Fine Arts: 3**

- SPC 103 - Oral Communication Skills or
- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Area III—Natural Science or Mathematics: 6**

- MAH 101 - Introductory Mathematics I or
- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- DPT 100 - Introductory Computer Skills I or
- CIS 146 - Microcomputer Applications

### **Area IV—History, Social and Behavioral Sciences: 1**

- ORT 100 - Orientation for Career Students

### **Area V—Technical Courses: 47**

- \* AUM 101 - Fundamentals of Automotive Technology
- \* AUM 112 - Electrical Fundamentals
- \* AUM 121 - Braking Systems
- \* AUM 122 - Steering and Suspension
- \* AUM 124 - Automotive Engines
- \* AUM 130 - Drive Train and Axles
- AUM 133 - Motor Vehicle Air Conditioning
- \* AUM 162 - Electrical and Electronic Systems
- AUM 181 - Special Topics
- AUM 182 - Special Topics
- AUM 183 - Special Topics
- AUM 212 - Advanced Electrical and Electronic Systems
- \* AUM 220 - Advanced Automotive Engines
- AUM 224 - Engine Performance and Diagnostics
- AUM 230 - Auto Transmission and Transaxle
- AUM 239 - Engine Performance
- AUM 244 - Engine Performance II
- AUM 246 - Automotive Emissions
- AUM 281 - Special Topics

### **Total Hours Required for Certificate: 60**

**NOTICE(s):** For the certificate in Automotive Service Technology, the student must complete a minimum of 60 credit hours – 47 in technical courses and 13 in general education courses – all of which must be approved by the advisor. Required courses may vary to provide options and to meet student needs. Courses will be selected from those listed above. Admission Requirement: Student must be age 17 or older.

#### **\*Required Courses**

**This program is offered at the East Broad Campus only.**

## **Automotive Service Technology Short-Term Certificate**

**Advisor – East Broad Campus:** Harold Waddell, Automotive Services Technology Building (256.549.8622)  
[hwaddell@gadsdenstate.edu](mailto:hwaddell@gadsdenstate.edu)

### **Required Technical Courses:**

- AUM 101 - Fundamentals of Automotive Technology
- AUM 112 - Electrical Fundamentals
- AUM 121 - Braking Systems
- AUM 122 - Steering and Suspension
- AUM 124 - Automotive Engines
- Career Students
- AUM 130 - Drive Train and Axles
- AUM 182 - Special Topics
- AUM 220 – Advanced Automotive Engines
- ORT 100 - Orientation for

### **Total Hours Required for Certificate: 24**

**NOTICE(s):** \*AUM 181, 182, 183 and/or 281 may be substituted with any available AUM elective.

For the short-term certificate in Automotive Service Technology, the student must complete 24 credit hours. All courses must be approved by the advisor. Admission Requirement: The student must be age 17 or older.

**This program is offered at the East Broad Campus only.**

## **Biology Transfer Guide**

**Advisors - Ayers Campus:** Nancy Lee, (256.835.5497) [nlee@gadsdenstate.edu](mailto:nlee@gadsdenstate.edu);

**Gadsden State Cherokee:** Frances Vann, (256.927.1823) [fvann@gadsdenstate.edu](mailto:fvann@gadsdenstate.edu);

Susan Sewell, (256.439.6874) [ssewell@gadsdenstate.edu](mailto:ssewell@gadsdenstate.edu);

**McClellan Center:** Kaci Rodgers, (256.238.9355) [kr Rodgers@gadsdenstate.edu](mailto:kr Rodgers@gadsdenstate.edu);

**Wallace Drive Campus:** Nancy Gilbert, (256.549.8433) [ngilbert@gadsdenstate.edu](mailto:ngilbert@gadsdenstate.edu);

Julie Bowen, (256-549-8426) [jbowen@gadsdenstate.edu](mailto:jbowen@gadsdenstate.edu); Susan Sewell, (256.439.6874) [ssewell@gadsdenstate.edu](mailto:ssewell@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 112 - Precalculus Algebra
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours **(REQUIRED: Literature OR history sequence)**
- History, Social, or Behavioral Science 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 23**

- ORI 101 - Orientation to College
- MTH 113 - Precalculus Trigonometry
- CHM 111 - College Chemistry I
- CHM 112 - College Chemistry II
- CHM 221 - Organic Chemistry I
- CHM 222 - Organic Chemistry II
- CIS 146 - Microcomputer Applications

### **Total Hours Required for Degree: 60-64**

**NOTICE(s)** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Business Administration Transfer Guide**

**Advisors - Ayers Campus:** Phil Waits (256.835.5415) [philwaits@gadsdenstate.edu](mailto:philwaits@gadsdenstate.edu);

Brent Wright (256.835.5475) [bwright@gadsdenstate.edu](mailto:bwright@gadsdenstate.edu);

**McClellan Center:** Brent Wright (256.238.9359) [bwright@gadsdenstate.edu](mailto:bwright@gadsdenstate.edu);

**Valley Street Campus:** John Faucett (256.549.8663) [jfaucett@gadsdenstate.edu](mailto:jfaucett@gadsdenstate.edu);

**Wallace Drive Campus:** Jamie Payton (256.549.8347) [jpayton@gadsdenstate.edu](mailto:jpayton@gadsdenstate.edu);

James Yohe (256.439.6859) [jyohe@gadsdenstate.edu](mailto:jyohe@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 112 - Precalculus Algebra
- Natural Science and Lab 8 hours

### **Area IV - History, Social and Behavioral Sciences\*: 12**

- History 3 hours **(REQUIRED: Literature OR history sequence)**
- History, Social, or Behavioral Science 3 hours
- ECO 231 - Principles of Macroeconomics
- ECO 232 - Principles of Microeconomics

### **Area V – Pre-Professional, Pre-Major and Electives\*: 19-23**

- ORI 101 - Orientation to College
- CIS 146 - Microcomputer Applications
- BUS 241 - Principles of Accounting I
- BUS 242 - Principles of Accounting II
- BUS 263 - The Legal and Social Environment of Business
- BUS 271 - Business Statistics I
- BUS 272 - Business Statistics II
- ELECTIVE: 4 hours: (Consult Business faculty advisor)

### **Total Hours Required for Degree: 60-64**

**NOTICE(s)** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Carpentry - Advanced Carpentry Short-Term Certificate**

**Advisor – Valley Street Campus:** Heath McDaniel, Carpentry Building (256.549.8675)  
[hmcDaniel@gadsdenstate.edu](mailto:hmcDaniel@gadsdenstate.edu)

### **Required Technical Courses:**

- CAR 121 - Introduction to Blueprint Reading
- CAR 132 - Interior and Exterior Finishing
- CAR 203 – Special Projects in Carpentry or
- CAR 205 - Special Projects in Carpentry
- CAR 224 - Floor, Wall, and Ceiling Specialties
- CAR 226 - Metal Framing
- for Career Students
- CAR 228 - Stairs, Molding, and Trim
- CAR 230 - Residential Repair and Remodeling
- CAR 232 - Construction Project Management
- ORT 100 - Orientation

**Total Hours Required for Certificate: 25**

**NOTICE(s):** For the short-term certificate in Advanced Carpentry, the student must complete 25 credit hours. All courses must be approved by the advisor. Admission Requirement: The student must be age 17 or older.  
**This program is offered at the Valley Street Campus only.**

## **Carpentry - Basic Carpentry Short-Term Certificate**

**Advisor – Valley Street Campus:** Heath McDaniel, Carpentry Building (256.549.8675)  
[hmcDaniel@gadsdenstate.edu](mailto:hmcDaniel@gadsdenstate.edu)

### **Required Courses:**

- CAR 111 - Construction Basics
- CAR 112 - Floors, Walls, and Site Prep
- CAR 113 - Floors, Walls, and Site Prep Lab
- CAR 114 - Construction Basics Lab
- CAR 122 - Concrete and Forming
- CAR 123 - Concrete and Forming Lab
- CAR 131 - Roof and Ceiling Systems
- CAR 133 - Roofing and Ceiling Systems Lab
- ORT 100 - Orientation for Career Students

**Total Hours Required for Certificate: 25**

**NOTICE(s):** For the short-term certificate in Basic Carpentry, the student must complete 25 credit hours. All courses must be approved by the advisor. Admission Requirement: The student must be age 17 or older.  
**This program is offered at the Valley Street Campus only.**



## **Chemistry Transfer Guide**

**Advisors - Ayers Campus:** Blanca Borrero (256.835.5489) [bborrero@gadsdenstate.edu](mailto:bborrero@gadsdenstate.edu);

**Gadsden State Cherokee:** Frances Vann (256.927.1823) [fvann@gadsdenstate.edu](mailto:fvann@gadsdenstate.edu);

**McClellan Center:** Kaci Rodgers, (256.238.9355) [kr Rodgers@gadsdenstate.edu](mailto:kr Rodgers@gadsdenstate.edu);

**Wallace Drive Campus:** Rita Collier (256.549.8427) [rcollier@gadsdenstate.edu](mailto:rcollier@gadsdenstate.edu);

Xianglan (Shelly) Hood (256.549.8431) [shood@gadsdenstate.edu](mailto:shood@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours (**REQUIRED: Literature OR history sequence**)
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11-12**

- MTH 112 - Precalculus Algebra
- CHM 111 - College Chemistry I
- CHM 112 - College Chemistry II

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours (**REQUIRED: Literature OR history sequence**)
- History, Social, or Behavioral Science 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 23**

- ORI 101 - Orientation to College
- CIS 146 - Microcomputer Applications **OR** Higher CIS elective
- MTH 126 - Calculus II
- MTH 227 - Calculus III
- PHY 213 - General Physics with Calculus I
- PHY 214 - General Physics with Calculus II
- Elective 3 hours (Recommended: CHM 221 - Organic Chemistry I )

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Child Development A.A.S.**

**Advisors - Ayers Campus:** Cindy Williams (256.835.5429) [cwilliams@gadsdenstate.edu](mailto:cwilliams@gadsdenstate.edu);

**Wallace Drive Campus:** Gwen Ford (256.549.8335) [gford@gadsdenstate.edu](mailto:gford@gadsdenstate.edu);

Derrick Griffey (256.549.8482) [dgriffey@gadsdenstate.edu](mailto:dgriffey@gadsdenstate.edu)

### **Area I – Written Composition: 3**

- ENG 101 - English Composition I

### **Area II – Humanities and Fine Arts: 6**

- ART 100 - Art Appreciation **OR**
- MUS 101 - Music Appreciation **OR**
- MUS 115 - Fundamentals of Music
- Speech 3 hours

### **Area III – Natural Sciences and Mathematics: 10**

- BIO 103 - Principles of Biology I **OR** Science elective
- CIS 146 - Microcomputer Applications
- MTH 100 - Intermediate College Algebra **OR**
- MTH 116 - Mathematical Applications **OR**
- MTH 131 - Mathematics in General Education I

### **Area IV – History, Social and Behavioral Sciences: 6**

- PSY 200 - General Psychology
- History 3 hours

### **Area V – Professional, Major and Electives: 41**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• ORI 101 - Orientation to College</li><li>• CHD 100 - Introduction to Early Care Education of Children</li><li>• CHD 201 - Child Growth and Development Principles</li><li>• CHD 202 - Children's Creative Experiences</li><li>• CHD 203 - Children's Literature and Language Development</li><li>• CHD 204 - Methods and Materials for Teaching Children</li><li>• CHD 206 - Children's Health and Safety</li></ul> | <ul style="list-style-type: none"><li>• CHD 208 - Administration of Child Development Programs</li><li>• CHD 209 - Infant and Toddler Education Programs</li><li>• CHD 210 - Educating Exceptional Young Children</li><li>• CHD 214 - Families and Communities</li><li>• CHD 215 - Supervised Practical Experience in Child Development</li><li>• CHD 217 - Math and Science for Young Children</li></ul> |
|---|---|

#### **Choose 4 hours from the following electives:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• CHD 205 - Program Planning for Educating Young Children</li><li>• CHD 211 - Child Development Seminar</li><li>• CHD 212 - Child Development Associate Seminar</li></ul> | <ul style="list-style-type: none"><li>• CHD 219 - Supervised Practical Experience</li><li>• CHD 220 - Parenting Skills</li><li>• SPA 101 - Introductory Spanish</li><li>• SPA 102 - Introductory Spanish II</li></ul> |
|---|---|

**Total Hours Required for Degree: 66**

## **Child Development Short-Term Certificate**

**Advisors - Ayers Campus:** Cindy Williams (256.835.5429) [cwilliams@gadsdenstate.edu](mailto:cwilliams@gadsdenstate.edu)

**Wallace Drive Campus:** Gwen Ford (256.549.8335) [gford@gadsdenstate.edu](mailto:gford@gadsdenstate.edu)

Derrick Griffey (256.549.8482) [dgriffey@gadsdenstate.edu](mailto:dgriffey@gadsdenstate.edu)

### **Required Course:**

- ORI 101 - Orientation to College (Required)
- CHD 100 - Introduction to Early Care Education of Children
- CHD 201 - Child Growth and Development Principles
- CHD 203 – Children’s Literature and Language Development
- CHD 204 - Methods and Materials for Teaching Children
- CHD 206 - Children's Health and Safety
- CHD 208 - Administration of Child Development Programs
- CHD 209 - Infant and Toddler Education Programs
- CHD 211 - Child Development Seminar
- CHD 215 - Supervised Practical Experience in Child Development

**Total Hours Required for Certificate: 27**

## **Civil Engineering Technology A.A.S.**

**Advisor – East Broad Campus:** Dave Hyatt, Bevill Center (256.549.8624) [dhyatt@gadsdenstate.edu](mailto:dhyatt@gadsdenstate.edu)

### **Area I — Written Composition: 3**

- ENG 101 - English Composition I

### **Area II — Humanities and Fine Arts: 6**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking

### **Humanities and Fine Arts Elective: 3**

Student will choose Art, Art History, Foreign Language, Humanities Music, Philosophy, Religion, Speech, Theater, or Dance

### **Area III — Natural Science or Mathematics: 9**

- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- CIS 146 - Microcomputer Applications
- MDT 105 - Introduction to Computer-Aided Design (CAD) or
- DDT 104 – Basic Computer Aided Drafting and Design or Mathematics, Computer Science, or Natural Science Elective 3 hours

### **Area IV—History, Social and Behavioral Science: 4**

Student will choose Economics, Geography, History, Political Science, Psychology, or Sociology 3 hours

- ORI 101 - Orientation to College

### **Area V — Technical Courses: 21-24**

Courses listed below are required.

- CET 100 - Engineering Blueprints
- CET 101 - Introduction to Engineering Technology
- CET 215 - Statics
- CET 217 - Strength of Materials
- MDT 105 - Introduction to Computer-Aided Design (CAD)
- MDT 146 - AutoCAD CADD
- MDT 147 - Inventor CADD
- INT 104 - Principles of Technology

### **Technical Specialty: 30-33**

- CET 105 - Introduction to Microstation
- \* CET 111 - Fundamentals of Surveying
- \* CET 112 - Intermediate Surveying
- CET 121 - Engineering Materials
- \* CET 131 - Highway Design and Construction
- CET 181 - Special Topics in Civil Engineering Technology or
- CET 183 - Special Topics in Civil Engineering Technology
- CET 213 - Topographical Surveying and Drawing
- \* CET 214 - Hydraulics
- CET 216 - Advanced Surveying
- CET 221 - Construction Equipment
- CET 222 - Residential Land Development
- CET 223 - Site Planning and Development
- CET 240 - Geographic Information Systems
- CET 281 - Special Topics in Civil Engineering Technology
- CET 281A-H - Special Topics in Civil Engineering Technology
- CET 284 Cooperative Education 1-3 hours
- MDT 122 – Architectural Drawing

### **Total Hours Required for Degree: 76**

**NOTICE(s):** For the A.A.S. Degree in the Civil Engineering Technology Specialty, the student must complete a minimum of 76 credit hours—a minimum of 54 in technical courses and a minimum of 22 in general education courses—all of which must be approved by the advisor. A maximum of 9 credit hours of technical electives may be selected from any approved area of Engineering Technology programs with prior written approval from the student's major advisor. Technical courses may vary to meet student needs and to provide options. Admission Requirement: High school diploma or GED.

The student is responsible for verifying the transferability of credit in this program to a senior institution with the appropriate senior institution advisor.

#### **\*Required Courses**

**This program is offered at the East Broad Campus only.**

## **Civil Engineering Technology Certificate**

**Advisor – East Broad Campus:** Dave Hyatt, Bevill Center (256.549.8624) [dhyatt@gadsdenstate.edu](mailto:dhyatt@gadsdenstate.edu)

### **Area I – Written Composition: 3**

- ENG 101 - English Composition I

### **Area II – Humanities and Fine Arts: 3**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Area III – Natural Science or Mathematics: 6**

- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- CIS 146 - Microcomputer Applications

### **Area IV – History, Social and Behavioral Sciences: 1**

- ORI 101 - Orientation to College

### **Area V – Technical Courses: 30**

- \* CET 100 - Engineering Blueprints
- \* CET 101 - Introduction to Engineering Technology
- \* CET 111 - Fundamentals of Surveying
- \* CET 112 - Intermediate Surveying
- \* MDT 105 - Introduction to Computer-Aided Design (CAD)

### **Technical Electives: 15**

CET Technical Electives 15 hours

### **Total Hours Required for Certificate: 43**

**NOTICE(s):** For the certificate in Civil Engineering Technology, Civil Engineering Technology Specialty, the student must complete at least 13 general education hours and 30 technical hours – 15 required as shown above and 15 additional elective hours from CET or MDT – all of which must be approved by the advisor. Technical courses, which may vary to meet student needs and to provide options, must be selected from those listed above. Admission Requirement: High school diploma or GED.

The student is responsible for verifying the transferability of credit in this program to a senior institution with the appropriate senior institution advisor.

#### **\*Required Course**

**This program is offered at the East Broad Campus only.**

## **Civil Engineering Technology Short-Term Certificate**

**Advisor – East Broad Campus:** Dave Hyatt, Bevill Center (256.549.8624) [dhyatt@gadsdenstate.edu](mailto:dhyatt@gadsdenstate.edu)

### **Required Courses:**

- ORI 101 - Orientation to College
- CET 100 - Engineering Blueprints
- CET 101 - Introduction to Engineering Technology
- CET 111 - Fundamentals of Surveying  
Approved Elective 6 hours
- CET 112 - Intermediate Surveying
- CET 214 - Hydraulics
- MDT 105 - Introduction to Computer-Aided Design (CAD)

### **Total Hours Required for Degree: 25**

**NOTICE(s):** For the short-term certificate in Civil Engineering, the student must complete all of the credit hours listed above—all of which must be approved by the advisor. Required courses may vary to provide options and to meet student needs. Courses will be selected from those listed above. Admission Requirement: High school diploma or GED

**This program is offered at the East Broad Campus only.**

## **Clinical Laboratory Technology A.A.S.**

**Advisors – Wallace Drive Campus:** Ann Wheeler (256.549.8471) [awheeler@gadsdenstate.edu](mailto:awheeler@gadsdenstate.edu);  
Deborah Cole (256.549.8470) [dcole@gadsdenstate.edu](mailto:dcole@gadsdenstate.edu); Misty Greene (256.549.8217) [mgreene@gadsdenstate.edu](mailto:mgreene@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts: 3**

- Speech 3 hours

### **Area III – Natural Sciences and Mathematics: 11**

- BIO 103 - Principles of Biology I
- CHM 104 - Introduction to Inorganic Chemistry
- MTH 100 - Intermediate College Algebra **OR** Higher level Math

### **Area IV – History, Social and Behavioral Sciences: 3**

- PSY 200 - General Psychology

### **Area V – Professional, Major and Elective Courses: 53**

In lieu of CIS 146, competency in basic use of computers is demonstrated by extensive use of computers as required in labs and clinicals.

- |  |   |
|--|---|
| • CLT 100 - Phlebotomy                       | • CLT 191 - CLT Immunohematology                      |
| • CLT 111 - CLT Urinalysis and Body Fluids   | • CLT 286 - Special Topics in Clinical Lab Technology |
| • CLT 121 - CLT Hematology                   | • CLT 293 - CLT Clinical Seminar                      |
| • CLT 131 - Laboratory Techniques            | • CLT 294 - Clinical Laboratory Practicum I           |
| • CLT 141 - CLT Microbiology I               | • CLT 295 - Clinical Laboratory Practicum II          |
| • CLT 142 - CLT Microbiology II              | • CLT 296 - Clinical Laboratory Practicum III         |
| • CLT 151 - CLT Clinical Chemistry           | • CLT 297 - Clinical Laboratory Practicum IV          |
| • CLT 161 - Integrated Laboratory Simulation |   |
| • CLT 181 - CLT Immunology                   |   |

### **Total Hours Required for Degree: 76**

## **Computer Information Systems Transfer Guide**

**Advisors – Ayers Campus:** Tony Cobb (256.835.5422) [tcobb@gadsdenstate.edu](mailto:tcobb@gadsdenstate.edu);

Paulinus Ozor-Ilo (256.835.5464) [pozorilo@gadsdenstate.edu](mailto:pozorilo@gadsdenstate.edu);

Donna Wood (256.835.5421) [dwood@gadsdenstate.edu](mailto:dwood@gadsdenstate.edu)

**Wallace Drive Campus:** Billa Burger (256.549.8297) [bburger@gadsdenstate.edu](mailto:bburger@gadsdenstate.edu);

Tim Moore (256.549.8304) [tmoore@gadsdenstate.edu](mailto:tmoore@gadsdenstate.edu);

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours (**REQUIRED: Literature OR history sequence**)
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature OR Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 112 - Precalculus Algebra **OR** Higher level Math
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours (**REQUIRED: Literature OR history sequence**)
- ECO 231 - Principles of Macroeconomics
- ECO 232 - Principles of Microeconomics
- History, Social, or Behavioral Science 3 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 19**

- ORI 101 - Orientation to College
- BUS 241 - Principles of Accounting I
- BUS 242 - Principles of Accounting II
- CIS 146 - Microcomputer Applications **OR** Higher CIS elective
- CIS 201 - Intro to Computer Programming
- CIS 251 - C++ Programming
- MTH 120 - Calculus and Its Applications  
\*or see advisor Sheila Lancaster

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** Number of electives depend on transfer requirements.

\*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Computer Science Scientific Transfer Guide**

**Advisors – Ayers Campus:** Tony Cobb (256.835.5422) [tcobb@gadsdenstate.edu](mailto:tcobb@gadsdenstate.edu);

Paulinus Ozor-Ilo (256.835.5464) [pozorilo@gadsdenstate.edu](mailto:pozorilo@gadsdenstate.edu);

Donna Wood (256.835.5421) [dwood@gadsdenstate.edu](mailto:dwood@gadsdenstate.edu)

**Wallace Drive Campus:** Billa Burger (256.549.8297) [bburger@gadsdenstate.edu](mailto:bburger@gadsdenstate.edu);

Tim Moore (256.549.8304) [tmoore@gadsdenstate.edu](mailto:tmoore@gadsdenstate.edu);

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 12**

- MTH 125 - Calculus I
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours **(REQUIRED: Literature OR history sequence)**
- History, Social, or Behavioral Science 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 18**

- ORI 101 - Orientation to College
- CIS 146 - Microcomputer Applications **OR** Higher CIS elective
- CIS 201 - Intro to Computer Programming
- CIS 251 - C++ Programming
- MTH 126 - Calculus II
- MTH 227 - Calculus III

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** Number of electives depend on transfer requirements.

\*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.



## **Computer Science Technology - Network Administration A.A.S.**

Advisor – Wallace Drive Campus: Frank Cornutt (256.549.8253) [fcornutt@gadsdenstate.edu](mailto:fcornutt@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II - Humanities and Fine Arts: 6**

- Speech 3 hours
- Humanities **OR** Fine Arts 3 hours

### **Area III – Natural Sciences and Mathematics: 9**

- CIS 146 - Microcomputer Applications **OR** Higher CIS elective
- CIS 201 - Introduction to Computer Programming
- MTH 112 - Precalculus Algebra **OR** Higher level Math

### **Area IV – History, Social and Behavioral Sciences: 6**

- ECO 231 - Principles of Macroeconomics
- ECO 232 - Principles of Microeconomics

### **Area V – Professional, Major and Electives: 45 (Advisor Approval Required)**

- ORI 101 - Orientation to College
- CIS 212 - Visual BASIC
- CIS 268 - Software Support  
CIS 165A - Network Lab (Corequisite)
- CIS 269 - Hardware Support  
CIS 165B - Network Lab (Corequisite)

#### **CISCO Networking core curriculum offered ONLY at Wallace Drive Campus**

- CIS 270 - CISCO I  
CIS 165D - Network Lab (Corequisite)
- CIS 271 - CISCO II
- CIS 272 - CISCO III  
CIS 165E - Network Lab (Corequisite)
- CIS 273 - CISCO IV
- CIS 276 - Server Administration  
CIS 274A - Adv Network Lab (Corequisite)
- CIS 280 - Network Security
- CIS 289 – Wireless Networking

#### **Choose three CIS advanced electives from the following:**

- CIS 203 - Intro to the Information Highway
- CIS 207 - Introduction to Web Development
- CIS 208 - Intermediate Web Development
- CIS 213 - Adv Visual BASIC Programming
- CIS 222 - Database Management Systems
- CIS 251 - C++ Programming

**Total Hours Required for Degree: 72**

## **Computer Science Technology A.A.S.**

**Advisors – Ayers Campus:** Tony Cobb (256.835.5422) [tcobb@gadsdenstate.edu](mailto:tcobb@gadsdenstate.edu);

Paulinus Ozor-Ilo (256.835.5464) [pozorilo@gadsdenstate.edu](mailto:pozorilo@gadsdenstate.edu);

Donna Wood (256.835.5421) [dwood@gadsdenstate.edu](mailto:dwood@gadsdenstate.edu)

**Wallace Drive Campus:** Billa Burger (256.549.8297) [bburger@gadsdenstate.edu](mailto:bburger@gadsdenstate.edu);

Tim Moore (256.549.8304) [tmoore@gadsdenstate.edu](mailto:tmoore@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II - Humanities and Fine Arts: 6**

- Speech 3 hours
- Humanities **OR** Fine Arts 3 hours

### **Area III – Natural Sciences and Mathematics: 9**

- CIS 146 - Microcomputer Applications
- CIS 201 - Introduction to Computer Programming
- MTH 112 - Precalculus Algebra **OR** Higher level Math

### **Area IV – History, Social and Behavioral Sciences: 6**

- ECO 231 - Principles of Macroeconomics
- ECO 232 - Principles of Microeconomics

### **Area V – Professional, Major and Electives: 46**

- ORI 101 - Orientation to College
- BUS 241 - Principles of Accounting I
- BUS 242 - Principles of Accounting II
- BUS 271 - Business Statistics I
- CIS 147 - Advanced Micro Applications
- CIS 199 - Network Communications  
CIS 165F - Network Lab (Corequisite)  
**OR**
- CIS 270 - CISCO I  
CIS 165D - Network Lab (Corequisite)
- CIS 203 - Intro to the Information Highway
- CIS 207 - Introduction to Web Development
- CIS 208 - Intermediate Web Development
- CIS 209 - Advanced Web Development **OR**  
CIS 222 - Database Management Systems
- CIS 212 - Visual BASIC
- CIS 213 - Adv Visual BASIC Programming
- CIS 268 - Software Support  
CIS 165A - Network Lab (Corequisite)
- CIS 269 - Hardware Support  
CIS 165B - Network Lab (Corequisite)
- CIS Approved Elective 3 hours

**Total Hours Required for Degree: 73**

## Computer Science Technology Certificate

**Advisors – Ayers Campus:** Tony Cobb (256.835.5422) [tcobb@gadsdenstate.edu](mailto:tcobb@gadsdenstate.edu);

Paulinus Ozor-Ilo (256.835.5464) [pozorilo@gadsdenstate.edu](mailto:pozorilo@gadsdenstate.edu);

Donna Wood (256.835.5421) [dwood@gadsdenstate.edu](mailto:dwood@gadsdenstate.edu)

**Wallace Drive Campus:** Billa Burger (256.549.8297) [bburger@gadsdenstate.edu](mailto:bburger@gadsdenstate.edu);

Frank Cornutt (256.549.8253) [fcornutt@gadsdenstate.edu](mailto:fcornutt@gadsdenstate.edu); Tim Moore (256.549.8304) [tmoore@gadsdenstate.edu](mailto:tmoore@gadsdenstate.edu)

### **Area I – Written Composition: 3**

- ENG 101 - English Composition I

### **Area II – Humanities and Fine Arts: 3**

- Speech 3 hours

### **Area III – Natural Sciences and Mathematics: 6**

- CIS 146 - Microcomputer Applications **OR** Higher CIS elective
- MTH 100 - Intermediate College Algebra **OR** Higher level Math Course

### **Area IV – History, Social and Behavioral Sciences: 3**

- ECO 231 - Principles of Macroeconomics **OR**  
ECO 232 - Principles of Microeconomics

### **Area V – Business Computing Technology - 27**

- ORI 101 - Orientation to College
- BUS 241 - Principles of Accounting I
- CIS 147 - Advanced Micro Applications
- CIS 113 - Spreadsheet Software Apps
- CIS 203 - Intro to the Information Highway
- CIS 212 - Visual BASIC
- CIS 213 - Adv Visual BASIC Programming
- CIS 268 - Software Support  
CIS 165A - Network Lab (Corequisite)
- CIS 269 - Hardware Support  
CIS 165B - Network Lab (Corequisite)

**Total Hours Required for Certificate: 42**

### **Area V – Microcomputer Repair Technology - 26**

- ORI 101 - Orientation to College
- CIS 199 - Network Communications  
CIS 165F Network Lab (Corequisite)  
**OR**
- CIS 270 - CISCO I  
CIS 165D Network Lab (Corequisite)
- CIS 268 - Software Support  
CIS 165A - Network Lab (Corequisite)
- CIS 269 - Hardware Support  
CIS 165B - Network Lab (Corequisite)
- CIS 276 - Server Administration  
CIS 274A - Adv Network Lab (Corequisite)
- CIS 280 - Network Security
- Approved Advanced CIS elective
- Approved Advanced CIS elective

**Total Hours Required for Certificate: 41**

### **Area V – Web Development Technology - 28**

- ORI 101 - Orientation to College
- CIS 201 - Intro to Computer Programming
- CIS 203 - Intro to the Information Highway
- CIS 207 - Introduction to Web Development
- CIS 208 - Intermediate Web Development
- CIS 209 - Advanced Web Development
- CIS 212 - Visual BASIC
- CIS 213 - Adv Visual BASIC Programming
- CIS 222 - Database Management Systems
- Approved Advanced CIS elective

**Total Hours Required for Certificate: 43**

## **Cosmetology Technology Certificate**

**Advisors – Ayers Campus:** Melinda White, Cosmetology Building (256.835.5412) [mwhite@gadsdenstate.edu](mailto:mwhite@gadsdenstate.edu);  
**East Broad Campus:** Zora Garner, Cosmetology Building (256.549.8690) [zgarner@gadsdenstate.edu](mailto:zgarner@gadsdenstate.edu) Kristina Clifton (256.549.8626) [kclifton@gadsdenstate.edu](mailto:kclifton@gadsdenstate.edu)

### **Area I – Written Composition: 3**

- COM 100 - Vocational / Technical English or
- ENG 101 - English Composition I

### **Area II – Humanities and Fine Arts: 3**

- SPC 103 - Oral Communication Skills or
- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Area III – Natural Science or Mathematics: 6**

- MAH 101 - Introductory Mathematics I or
- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- DPT 100 - Introductory Computer Skills I or
- CIS 146 - Microcomputer Applications

### **Area IV – History, Social and Behavioral Sciences: 1**

- ORT 100 - Orientation for Career Students

### **Area V – Technical Courses: 36**

- COS 111 - Introduction to Cosmetology
- COS 112 - Introduction to Cosmetology Lab
- COS 114 - Chemical Services Lab
- COS 115 - Hair Coloring Theory
- COS 116 - Hair Coloring Lab
- COS 117 - Basic Spa Techniques
- COS 118 - Basic Spa Techniques Lab
- COS 123 - Cosmetology Salon Practices
- COS 133 - Salon Management Technology
- COS 142 - Applied Chemistry for Cosmetology Lab
- COS 143 - Specialty Hair Preparation Techniques
- COS 145 - Hair Shaping Lab

### **Total Hours Required for Certificate: 49**

**NOTICE(s):** For the certificate in Cosmetology Technology, the student must complete all of the 49 credit hours listed above– 36 in technical courses and 13 in general education courses – all of which must be approved by the advisor. Required courses may vary to provide options and to meet student needs. The courses are listed above. Admission Requirements: Student must be age 17 or older.

## **Cosmetology Esthetics Technology Short-Term Certificate**

**Advisors – East Broad Campus:** Zora Garner, Cosmetology Building (256.549.8690) [zgarner@gadsdenstate.edu](mailto:zgarner@gadsdenstate.edu)

### **Required Technical Courses:**

- COS 134 - Advanced Esthetics
- COS 135 - Advanced Esthetics Applications
- COS 163 - Facial Treatments
- COS 164 - Facial Machine
- COS 165 - Related Subjects Estheticians
- COS 168 - Bacteriology and Sanitation
- COS 169 - Skin Functions
- COS 181 - Special Topics
- COS 182 - Special Topics
- ORT 100 - Orientation for Career Students

### **Total Hours Required for Certificate: 28**

**NOTICE(s):** For the short-term certificate in Esthetics Technology, the student must complete all of the 28 credit hours listed above—all of which must be approved by the advisor. Admission Requirements: Student must be age 17 or older.  
**This program is offered at the East Broad Campus only.**

## **Cosmetology Nail Technology Short-Term Certificate**

**Advisors – East Broad Campus:** Zora Garner, Cosmetology Building (256.549.8690) [zgarner@gadsdenstate.edu](mailto:zgarner@gadsdenstate.edu)

### **Required Technical Courses:**

- COS 133 - Salon Management Technology
- COS 150 - Manicuring
- COS 151 - Nail Care
- COS 152 - Nail Care Applications
- COS 153 - Nail Art
- COS 154 - Nail Art Applications
- COS 167 – State Board Review
- COS 182 - Special Topics
- ORT 100 - Orientation for Career Students

### **Total Hours Required for Certificate: 25**

**NOTICE(s):** For the short-term certificate in Nail Technology, the student must complete all of the 25 credit hours listed above—all of which must be approved by the advisor. Required courses may vary to provide options and to meet student needs. Courses will be selected from those listed above. Admission Requirements: Student must be age 17 or older.  
**This program is offered at the East Broad Campus only.**

## **Criminal Justice Transfer Guide**

**Advisor - Wallace Drive Campus:** Deb Howard (256.549.8331) [dhoward@gadsdenstate.edu](mailto:dhoward@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 110 - Finite Mathematics **OR**  
MTH 112 - Precalculus Algebra **OR** Higher level Math (Consult CRJ advisor)
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours **(REQUIRED: Literature OR history sequence)**
- History, Social, or Behavioral Science 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 19-23**

- ORI 101 - Orientation to College
- CIS 146 - Microcomputer Applications
- CRJ 100 - Introduction to Criminal Justice
- CRJ 110 - Introduction to Law Enforcement
- CRJ 150 - Introduction to Corrections
- CRJ 140 - Criminal Law and Procedure **OR**
- CRJ 160 - Introduction to Security
- CRJ elective **OR**  
POL 211 - American National Government
- CRJ elective **OR**  
BUS 271 - Business Statistics I

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Diesel Technology Certificate**

**Advisor – Ayers Campus:** Stephan Stuelp, Diesel Building, (256.835.5419) [sstuelp@gadsdenstate.edu](mailto:sstuelp@gadsdenstate.edu)

### **Area I—Written Composition: 3**

- COM 100 - Vocational / Technical English or
- ENG 101 - English Composition I

### **Area II—Humanities and Fine Arts: 3**

- SPC 103 - Oral Communication Skills or
- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Area III—Natural Science or Mathematics: 6**

- MAH 101 - Introductory Mathematics I or
- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- DPT 100 - Introductory Computer Skills I or
- CIS 146 - Microcomputer Applications

### **Area IV—History, Social, and Behavioral Sciences: 1**

- ORT 100 - Orientation for Career Students

### **Area V—Technical Courses: 18**

Courses listed below are required.

- DEM 104 - Basic Engines
- DEM 105 – Preventative Maintenance
- DEM 122 - Heavy Vehicle Brakes
- DEM 124 - Electronic Engine Systems
- DEM 125 - Heavy Vehicle Drive Trains
- DEM 130 - Electrical/Electronic Fundamentals

### **Technical Electives: 25**

- DEM 111 - Equipment Safety / Mechanical Fundamentals
- DEM 114 - Fluid Power Components
- DEM 119 - Bearings and Lubricants
- DEM 123 – Pneumatics and Hydraulics
- DEM 127 – Fuel Systems
- DEM 128 - Heavy Vehicle Drive Train Lab
- DEM 129 - Diesel Engine Lab
- DEM 131 - Electrical/Electronic Fundamentals II
- DEM 135 - Heavy Vehicle Steering and Suspension Systems
- DEM 137 - Heating, A/C, and Refrigeration Systems
- DEM 155 – Preventive Maintenance II
- DEM 180 - Special Projects in Commercial Vehicles
- DEM 181 – Special Topics in Electrical
- DEM 182 – Special Topics in Engines
- DEM 183 – Special Topics in Power Train
- DEM 184 - Special Topics in Heavy Duty Brakes, Steering, and Suspension
- DEM 186 – Special Projects in Commercial Vehicles
- DEM 187 - Industrial Safety
- DEM 191 - Special Projects in Diesel Mechanics
- DEM 192 - Co-Op Elective
- DEM 196 - Co-Op Elective
- DEM 196A - Co-Op Elective
- DEM 197 - Co-Op Elective

### **Total Hours Required for Certificate: 56**

**NOTICE(s):** For the certificate in Diesel Mechanics, the student must complete a minimum of 56 credit hours—43 in technical courses and a minimum of 13 hours in general education courses—all of which must be approved by the advisor. Required courses may vary to provide options and to meet student needs. Courses will be selected from those listed above. Admission Requirement: The student must be 17 or older.

**\*This program is offered at the Ayers Campus only.**

## **Drafting and Design Technology A.A.S.**

**Advisor – Ayers Campus:** Barry Abernathy, Drafting Building (256.835.5442) [babernathy@gadsdenstate.edu](mailto:babernathy@gadsdenstate.edu)

### **Area I—Written Composition: 3**

- ENG 101 - English Composition I

### **Area II—Humanities and Fine Arts: 6**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Humanities and Fine Arts Elective: 3**

Student will choose Art, Art History, Foreign Language, Humanities, Music, Philosophy, Religion, Speech, Theater, or Dance

### **Area III — Natural Science or Mathematics: 9**

- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- CIS 146 - Microcomputer Applications
- MDT 105 - Introduction to Computer-Aided Design (CAD) or
- DDT 104 – Basic Computer Aided Drafting and Design

### **Area IV—History, Social and Behavioral Sciences: 4**

Student will choose Economics, Geography, History, Political Science, Psychology, or Sociology 3 hours

- ORI 101 - Orientation to College

### **Area V—Technical Courses: 30**

**Courses listed below are required.**

- |   |  |
|---|--|
| • DDT 111 - Fundamentals of Drafting and Design Technology  | • DDT 128 - Intermediate Technical Drawing           |
| • DDT 115 - Blueprint Reading for Machinists                | • DDT 220 - Advanced Technical Drawing               |
| • DDT 116 - Blueprint Reading for Construction              | • DDT 233 – Intermediate 3D Modeling                 |
| • DDT 124 – Basic Technical Drawing                         | • EET 100 - Introduction to Engineering Technologies |
| • DDT 127 - Intermediate Computer Aided Drafting and Design | • INT 104 - Principles of Technology                 |

### **Drafting Elective: 21-24**

- |  |   |
|--|---|
| • DDT 114 - Industrial Blueprint Reading                     | • DDT 211 - Intermediate Machine Drafting       |
| • DDT 117 - Manufacturing Processes                          | • DDT 212 - Intermediate Architectural Drafting |
| • DDT 131 - Machine Drafting Basics                          | • DDT 226 - Technical Illustration              |
| • DDT 132 - Architectural Drafting                           | • DDT 235 - Specialized CAD                     |
| • DDT 133 - Basic Surveying                                  | • DDT 237 - Current Topics in CAD               |
| • DDT 182 - Special Topics in Drafting and Design Technology |   |

### **Total Hours Required for Degree: 73**

**NOTICE(s):** The student should choose a minimum of 21 credit hours from courses listed in this area. The student should seek approval from his/her advisor before attempting to register for any of the courses listed in this area.

For the A.A.S. Degree in the Drafting and Design Technology, the student must complete a minimum of 73 credit hours—a minimum of 51 in technical courses and a minimum of 22 in general education courses—all of which must be approved by the advisor. A maximum of 9 credit hours of technical electives may be selected from any approved area of Engineering Technology programs with prior written approval from the student's major advisor. Technical courses may vary to meet student needs and to provide options. Admission Requirement: High school diploma or GED.

The student is responsible for verifying the transferability of credit in this program to a senior institution with the appropriate senior institution advisor.

**This program is offered at the Ayers Campus only.**

## **Drafting and Design Technology Certificate**

**Advisor – Ayers Campus:** Barry Abernathy, Drafting Building (256.835.5442) [babernathy@gadsdenstate.edu](mailto:babernathy@gadsdenstate.edu)

### **Area I—Written Composition: 3**

- ENG 101 - English Composition I

### **Area II—Humanities and Fine Arts: 3**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Area III—Natural Science or Mathematics: 6**

- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- CIS 146 - Microcomputer Applications

### **Area IV—History, Social and Behavioral Sciences: 1**

- ORI 101 - Orientation to College

### **Area V—Technical Courses: 33**

- DDT 104 – Introduction to CADD
- DDT 111 – Fundamentals of Drafting and Design Technology
- DDT 115 – Blueprint Reading for Machinists
- DDT 116 – Blueprint Reading for Construction
- DDT 124 – Basic Technical Drawing
- DDT 127 – Intermediate CADD
- DDT 128 – Intermediate Technical Drawing
- DDT 220 – Advanced Technical Drawing
- DDT 233 – Intermediate 3D Modeling
- EET 100 – Introduction to Engineering Technologies
- INT 104 – Principles of Technology

### **Total Hours Required for Certificate: 46**

**NOTICE(s):** For the certificate in Drafting and Design Technology, the student must complete at least 46 credit hours—at least 33 in technical courses and at least 13 in general education courses—all of which must be approved by the advisor. Technical courses, which may vary to meet student needs and to provide options, must be selected from those listed above. Admission Requirement: High school diploma or GED.

The student is responsible for verifying the transferability of credit in this program to a senior institution with the appropriate senior institution advisor.

#### **\*Required Courses.**

**This program is offered at the Ayers Campus only.**

## **Drafting and Design Technology Short-Term Certificate**

**Advisor – Ayers Campus:** Barry Abernathy, Drafting Building (256.835.5442) [babernathy@gadsdenstate.edu](mailto:babernathy@gadsdenstate.edu)

### **Required Courses:**

- DDT 104 - Intro to Computer Aided Drafting and Design
- DDT 111 - Fundamentals of Drafting and Design Technology
- DDT 115 - Blueprint Reading for Machinists
- DDT 116 - Blueprint Reading for Construction
- DDT 124 – Basic Technical Drawing
- DDT 233 – Intermediate 3D Modeling
- DDT 235 - Specialized CAD
- DDT 237 - Current Topics in CAD
- EET 100 - Introduction to Engineering Technologies
- ORI 101 - Orientation to College

### **Total Hours Required for Certificate: 28**

**NOTICE(s):** For the short-term certificate in Drafting and Design Technology, the student must complete all of the 28 credit hours listed above—all of which must be approved by the advisor. Required courses may vary to provide options and to meet student needs. Admission Requirement: High school diploma or GED. **This program is offered at the Ayers Campus only.**



## **Electrical Technology A.A.S.**

**Advisors – Ayers Campus:** Tony Thrower, Electricity Building (256.835.5441) [tthrower@gadsdenstate.edu](mailto:tthrower@gadsdenstate.edu);

**East Broad Campus:** Debbie Reynolds, Electrical Building (256.549.8631) [dreynolds@gadsdenstate.edu](mailto:dreynolds@gadsdenstate.edu)

### **Area I — Written Composition: 3**

- ENG 101 - English Composition I

### **Area II — Humanities and Fine Arts: 6**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Humanities and Fine Arts Elective:**

Student will choose Art, Art History, Foreign Language, Humanities, Music, Philosophy, Religion, Speech, Theater, or Dance 3 hours

### **Area III — Natural Science or Mathematics: 9**

- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- CIS 146 - Microcomputer Applications
- MDT 105 - Introduction to Computer-Aided Design (CAD) or
- DDT 104 – Basic Computer Aided Drafting and Design or Mathematics, Computer Science, or Natural Science Elective 3 hours

### **Area IV – History, Social and Behavioral Sciences: 4**

Student will choose Economics, Geography, History, Political Science, Psychology, or Sociology 3 hours

- ORI 101 - Orientation to College

### **Area V - Technical Courses: 30**

Courses listed below are required.

- ELT 110 - Wiring Methods or
- EET 192 - Installation Practices
- ELT 231 - Introduction to Programmable Controllers or
- INT 184 – Introduction to Programmable Logic Controllers
- EET 100 - Introduction to Engineering Technologies
- EET 109 - Electrical Blueprint Reading I
- INT 101 - DC Fundamentals or
- EET 103 - DC Fundamentals
- INT 103 - AC Fundamentals or
- EET 104 - AC Fundamentals
- INT 104 - Principles of Technology
- INT 113 - Industrial Motor Control I
- INT 117 - Principles of Industrial Mechanics
- INT 118 - Fundamentals of Industrial Hydraulics and Pneumatics

### **Technical Specialization Courses: 24**

- \* ELT 114 - Residential Wiring Methods
- \* ELT 115 - Residential Wiring Methods II
- \* ELT 117 - AC/DC Machines or
- INT 206 - Industrial Motors I
- \* ELT 118 - Commercial/Industrial Wiring I or
- INT 158 - Industrial Wiring I
- \* ELT 122 - Advanced AC/DC Machines or
- INT 211 - Industrial Motors II
- ELT 181 - Special Topics in Electrical Technology
- ELT 182 - Special Topics in Electrical Technology
- ELT 183 - Special Topics in Electrical Technology-NCCER Certification
- ELT 192 - Practicum/Intern/Co-op
- ELT 193 - Practicum/Intern/Co-op
- ELT 206 - OSHA Safety Standards
- ELT 212 - Motor Controls II
- ELT 216 - Motor Repair and Winding
- ELT 217 - Transformers
- ELT 232 - Advanced Programmable Controllers
- ELT 234 – PLC Applications
- ELT 241 - National Electric Code
- ELT 242 - Journeyman Master Prep Exam
- ELT 244 - Conduit Bending and Installation
- ELT 245 - Electrical Grounding Systems
- ACR 111 - Principles of Refrigeration
- ACR 113 - Refrigeration Piping Practices
- ACR 126 - Commercial Heating Systems
- ACR 148 - Heat Pump Systems I
- ACR 200 - Review for Contractors Exam
- EET 114 - Concepts of Solid State Electronics
- EET 119 - Circuit Fabrication I
- EET 207 - Intro to Robotics
- EET 212 - Intro to Robotics Lab

- EET 213 - Process Control and Instrumentation
- EET 224 - Elements of Industrial Control with PLCs
- EET 229 - Elements of Industrial Control with PLCs Lab
- EET 238 - Process Control and Instrumentation Lab
- INT 126 - Preventive Maintenance
- INT 127 - Principles of Industrial Pumps and Piping Systems
- INT 134 - Principles of Industrial Maintenance Welding and Metal Cutting Techniques
- INT 253 – Industrial Robotics
- MDT 105 - Introduction to Computer-Aided Design (CAD) or
- DDT 104 - Intro to Computer Aided Drafting and Design

**Total Hours Required for Degree: 76**

**NOTICE(s):** For the A.A.S. Degree in Industrial Automation Technology, Electrical Technology Specialty, the student must complete a minimum of 76 credit hours—a minimum of 54 in technical courses and a minimum of 22 in general education courses—all of which must be approved by the advisor. A maximum of 9 credit hours of technical electives may be selected from any approved area of Engineering Technology programs with prior written approval from the student's major advisor. Technical courses may vary to meet student needs and to provide options. Students may Co-Op a maximum of 6 credit hours. Three semesters of Co-Op credit may be applied to the degree, one semester credit hour per semester. Admission Requirements: High school diploma or GED.

The student is responsible for verifying the transferability of credit in this program to a senior institution with the appropriate senior institution advisor.

**\* Required courses**

## **Electrical Technology Certificate**

**Advisors – Ayers Campus:** Tony Thrower, Electricity Building (256.835.5441) [tthrower@gadsdenstate.edu](mailto:tthrower@gadsdenstate.edu);

**East Broad Campus:** Debbie Reynolds, Electrical Building (256.549.8631) [dreynolds@gadsdenstate.edu](mailto:dreynolds@gadsdenstate.edu)

### **Area I—Written Composition: 3**

- ENG 101 - English Composition I

### **Area II—Humanities and Fine Arts: 3**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Area III—Natural Science or Mathematics: 6**

- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- CIS 146 - Microcomputer Applications

### **Area IV—History, Social and Behavioral Sciences: 1**

- ORI 101 - Orientation to College

### **Area V—Technical Courses: 30**

**Courses listed below are required:**

- |   |  |
|---|--|
| • ELT 110 - Wiring Methods or                 | • INT 113 - Industrial Motor Control I               |
| • EET 192 - Installation Practices            | • EET 100 - Introduction to Engineering Technologies |
| • ELT 114 - Residential Wiring Methods        | • EET 109 - Electrical Blueprint Reading I           |
| • ELT 115 - Residential Wiring Methods II     | • INT 101 - DC Fundamentals or                       |
| • ELT 117 - AC/DC Machines or                 | • EET 103 - DC Fundamentals                          |
| • INT 206 - Industrial Motors I               | • INT 103 - AC Fundamentals or                       |
| • ELT 118 - Commercial/Industrial Wiring I or | • EET 104 - AC Fundamentals                          |
| • INT 158 - Industrial Wiring I               |  |
| • ELT 209 - Motor Controls I or               |  |

### **Total Hours Required for Certificate: 43**

**NOTICE(s):** For the certificate in Industrial Maintenance Technology, Electrical Technology Specialty, the student must complete at least 43 credit hours—all 30 hours in technical courses listed above and at least 13 in general education courses—all of which must be approved by the advisor. Technical courses may vary to meet student needs and to provide options. Admission Requirement: High school diploma or GED.

The student is responsible for verifying the transferability of credit in this program to a senior institution with the appropriate senior institution advisor.

## **Electrical Technology Short-Term Certificate**

**Advisors – Ayers Campus:** Tony Thrower, Electricity Building (256.835.5441) [tthrower@gadsdenstate.edu](mailto:tthrower@gadsdenstate.edu);

**East Broad Campus:** Debbie Reynolds, Electrical Building (256.549.8631) [dreynolds@gadsdenstate.edu](mailto:dreynolds@gadsdenstate.edu)

### **Residential Electrical Apprentice:**

- ELT 110 - Wiring Methods
- ELT 114 - Residential Wiring Methods
- ELT 115 - Residential Wiring Methods II
- ELT 181 - Special Topics in Electrical Technology or
- ELT 182 - Special Topics in Electrical Technology or
- ELT 241 - National Electric Code or
- EET 100 - Introduction to Engineering Technologies
- ELT 244 - Conduit Bending and Installation
- ELT 245 - Electrical Grounding Systems or
- EET 109 - Electrical Blueprint Reading I
- INT 101 - DC Fundamentals or
- EET 103 - DC Fundamentals
- INT 103 - AC Fundamentals or
- EET 104 - AC Fundamentals
- ORI 101 - Orientation to College

**Total Hours Required for Certificate: 25**

### **Industrial Electrical Technician:**

- ELT 110 - Wiring Methods or
- EET 192 - Installation Practices or
- ELT 242 - Journeyman Master Prep Exam
- ELT 117 - AC/DC Machines or
- INT 206 - Industrial Motors I
- ELT 118 - Commercial/Industrial Wiring I or
- INT 158 - Industrial Wiring I
- ELT 122 - Advanced AC/DC Machines or
- ELT 212 - Motor Controls II or
- ELT 231 - Introduction to Programmable Controllers or
- INT 184 - Introduction to Programmable Logic Controllers
- ELT 244 - Conduit Bending and Installation
- ELT 181 - Special Topics in Electrical Technology
- INT 101 - DC Fundamentals or
- EET 103 - DC Fundamentals
- INT 103 - AC Fundamentals or
- EET 104 - AC Fundamentals
- INT 113 - Industrial Motor Control I
- ORI 101 - Orientation to College

**Total Hours Required for Certificate: 25**

### **Industrial Control Technician:**

- ELT 110 - Wiring Methods or
- EET 192 - Installation Practices
- ELT 117 - AC/DC Machines
- ELT 122 - Advanced AC/DC Machines
- ELT 212 - Motor Controls II or
- ELT 244 - Conduit Bending and Installation or
- INT 253 – Industrial Robotics
- ELT 231 - Introduction to Programmable Controllers
- ELT 232 - Advanced Programmable Controllers or
- ELT 118 - Commercial/Industrial Wiring I
- INT 101 - DC Fundamentals or
- EET 103 - DC Fundamentals
- INT 104 - Principles of Technology or
- EET 104 - AC Fundamentals
- ORI 101 - Orientation to College

**Total Hours Required for Certificate: 25**

**NOTICE(s):** For the short-term certificate in Residential Electrical Apprentice, Industrial Electrical Technician, or Industrial Control Technician, the student must complete 25 credit hours in technical courses—all of which must be approved by the advisor. Required courses may vary to provide options and to meet student needs. Courses will be selected from those listed above. Admission Requirement: High school diploma or GED.

## **Electronic Engineering Technology - General Option A.A.S.**

**Advisors – Ayers Campus:** Frank Brady, Electronics Building (256.835.5427) [fbrady@gadsdenstate.edu](mailto:fbrady@gadsdenstate.edu); Audrey Webb, Electronics Building (256.835-5460) [awebb@gadsdenstate.edu](mailto:awebb@gadsdenstate.edu)

**East Broad Campus:** David Barnett, Bevill Center (256.549.8632) [dbarnett@gadsdenstate.edu](mailto:dbarnett@gadsdenstate.edu); Thomas Hartline, Bevill Center (256.549.8634) [thartline@gadsdenstate.edu](mailto:thartline@gadsdenstate.edu)

### **Area I — Written Composition: 3**

- ENG 101 - English Composition I

### **Area II — Humanities and Fine Arts: 6**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Humanities and Fine Arts Elective: 3**

Student will choose Art, Art History, Foreign Language, Humanities, Music, Philosophy, Religion, Speech, Theater, or Dance

### **Area III — Natural Science or Mathematics: 9**

- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- CIS 146 - Microcomputer Applications
- MDT 105 - Introduction to Computer-Aided Design (CAD) or
- DDT 104 – Basic Computer Aided Drafting or Mathematics, Computer Science, or Natural Science Elective 3 hours

### **Area IV — History, Social and Behavioral Sciences: 4**

Student will choose Economics, Geography, History, Political Science, Psychology, or Sociology 3 hours

- ORI 101 - Orientation to College

### **Area V — Technical Courses: 18**

### **Required Courses for all options of Electronics Engineering Technology**

- EET 100 - Introduction to Engineering Technologies
- EET 103 - DC Fundamentals or
- INT 101 - DC Fundamentals
- EET 104 - AC Fundamentals or
- INT 103 - AC Fundamentals
- EET 109 - Electrical Blueprint Reading I
- EET 225 - Electronics Communications
- INT 104 - Principles of Technology

### **Additional Coursework:**

- \* EET 114 - Concepts of Solid State Electronics
- \* EET 115 - Concepts of Digital Electronics
- \* EET 116 - Concepts of Electronic Circuits
- \* EET 119 - Circuit Fabrication I
- EET 192 - Installation Practices
- EET 195 - Selected Topics in Electronics Engineering Technology or
- EET 196 - Selected Topics in Electronics Engineering Technology or
- EET 197 - Selected Topics in Electronics Engineering Technology
- EET 207 - Intro to Robotics
- EET 208 - Fiber Optics
- EET 212 - Intro to Robotics Lab
- EET 213 - Process Control and Instrumentation
- EET 224 - Elements of Industrial Control with PLCs
- EET 229 - Elements of Industrial Control with PLCs Lab
- EET 230 - Communications Basics
- EET 231 - Communications Basics Laboratory
- EET 238 - Process Control and Instrumentation Lab
- EET 240 - Communications Advanced
- EET 241 - Communications Advanced Laboratory
- EET 249 – CET Preparation
- EET 252 - Electronic Service Lab
- EET 253 - Electronic Service Lab
- EET 254 - Microcomputer Systems Basic I
- EET 255 - Microcomputer Systems Basic I Lab
- EET 256 - Microcomputer Systems Advanced I
- EET 257 - Microcomputer Systems Advanced I Lab
- \* EET 260 - Microprocessors Interfacing
- \* EET 261 - Microprocessors Interfacing Laboratory

- EET 262 - Industrial Automation Project
- EET 276 - Elements of Industrial Control with PLCs II
- EET 277 - Elements of Industrial Control with PLCs II Lab
- EET 281 - Special Topics in Electronic Engineering Technology
- EET 290 - Electronics Project
- EET 294 - Co-Op Education
- DDT 104 - Intro to Computer Aided Drafting and Design or
- MDT 105 – Introduction to Computer-Aided Design (CAD)

**Total Hours Required for Degree: 76**

**NOTICE(s):** For the A.A.S. Degree in Electronic Engineering Technology, General Option, the student must complete a minimum of 76 credit hours—a minimum of 22 general education hours, 21 general technical core hours, and 33 hours of technical electives—all of which must be approved by the advisor. A maximum of 9 credit hours of technical electives may be selected from any approved area of Engineering Technology programs with prior written approval from the student's major advisor. Technical courses may vary to meet student need and to provide options. Admission Requirement: High school diploma or GED.

The student is responsible for verifying the transferability of credit in this program to a senior institution with the appropriate senior institution advisor.

**\*Required Courses**

**\*\*Required Courses for all options of Electronic Engineering Technology**

## **Electronic Engineering Technology - Industrial Electronics** **Specialization A.A.S.**

**Advisors – Ayers Campus:** Frank Brady, Electronics Building (256.835.5427) [fbrady@gadsdenstate.edu](mailto:fbrady@gadsdenstate.edu); Audrey Webb, Electronics Building (256.835.5460) [awebb@gadsdenstate.edu](mailto:awebb@gadsdenstate.edu)

**East Broad Campus:** David Barnett, Bevill Center (256.549.8632) [dbarnett@gadsdenstate.edu](mailto:dbarnett@gadsdenstate.edu); Thomas Hartline, Bevill Center (256.549.8634) [thartline@gadsdenstate.edu](mailto:thartline@gadsdenstate.edu)

### **Area I — Written Composition: 3**

- ENG 101 - English Composition I

### **Area II — Humanities and Fine Arts: 6**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Humanities and Fine Arts Elective: 3**

Student will choose Art, Art History, Foreign Language, Humanities, Music, Philosophy, Religion, Speech, Theater, or Dance

### **Area III — Natural Science or Mathematics: 9**

- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- CIS 146 - Microcomputer Applications
- MDT 105 - Introduction to Computer-Aided Design (CAD) or
- DDT 104 – Basic Computer Aided Drafting and Design or Mathematics, Computer Science, or Natural Science Elective 3 hours

### **Area IV — History, Social and Behavioral Sciences: 4**

Student will choose Economics, Geography, History, Political Science, Psychology, or Sociology 3 hours

- ORI 101 - Orientation to College

### **Area V — Technical Core Courses: 18**

#### **Required Courses for all options of Electronics Engineering Technology**

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• EET 100 - Introduction to Engineering Technologies</li><li>• EET 103 - DC Fundamentals or</li><li>• INT 101 - DC Fundamentals</li><li>• EET 104 - AC Fundamentals or</li></ul> | <ul style="list-style-type: none"><li>• INT 103 - AC Fundamentals</li><li>• EET 109 - Electrical Blueprint Reading I</li><li>• EET 225 - Electronics Communications</li><li>• INT 104 - Principles of Technology</li></ul> |
|--|--|

#### **Additional Coursework**

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• EET 109 - Electrical Blueprint Reading I</li><li>• * EET 114 - Concepts of Solid State Electronics</li><li>• * EET 115 - Concepts of Digital Electronics</li><li>• * EET 116 - Concepts of Electronic Circuits</li><li>• * EET 119 - Circuit Fabrication I</li><li>• EET 192 - Installation Practices</li><li>• EET 195 - Selected Topics in Electronics Engineering Technology or</li><li>• EET 196 - Selected Topics in Electronics Engineering Technology or</li><li>• EET 197 - Selected Topics in Electronics Engineering Technology</li><li>• EET 207 - Intro to Robotics</li><li>• EET 208 - Fiber Optics</li><li>• EET 212 - Intro to Robotics Lab</li><li>• * EET 213 - Process Control and Instrumentation</li></ul> | <ul style="list-style-type: none"><li>• * EET 224 - Elements of Industrial Control with PLCs</li><li>• * EET 229 - Elements of Industrial Control with PLCs Lab</li><li>• * EET 238 - Process Control and Instrumentation Lab</li><li>• EET 249 – CET Preparation</li><li>• EET 260 - Microprocessors Interfacing</li><li>• EET 261 - Microprocessors Interfacing Laboratory</li><li>• EET 262 - Industrial Automation Project</li><li>• EET 276 - Elements of Industrial Control with PLCs II</li><li>• EET 277 - Elements of Industrial Control with PLCs II Lab</li><li>• ELT 118 - Commercial/Industrial Wiring I</li><li>• ELT 122 - Advanced AC/DC Machines</li><li>• INT 117 - Principles of Industrial Mechanics</li><li>• INT 118 - Fundamentals of Industrial Hydraulics and Pneumatics</li></ul> |
|--|---|

## Total Hours Required for Degree: 76

**NOTICE(s):** For the A.A.S. Degree in Electronics Engineering Technology, Industrial Electronics Specialization, the student must complete a minimum of 76 credit hours — a minimum of 22 general education hours, 21 general technical core hours and 33 hours of technical electives—all of which must be approved by the advisor. A maximum of 9 credit hours of technical electives may be selected from any approved area of Engineering Technology programs with prior written approval from the student's major advisor. Technical courses may vary to meet student needs and to provide options. Admission Requirement: High school diploma or GED.

The student is responsible for verifying the transferability of credit in this program to a senior institution with the appropriate senior institution advisor.

**\*Required courses for Electronic Engineering Technology, Industrial Electronics Specialization**

**\*\*Required Courses for all options of Electronic Engineering Technology**

## **Electronic Engineering Technology Certificate**

**Advisors – Ayers Campus:** Frank Brady, Electronics Building (256.835.5427) [fbrady@gadsdenstate.edu](mailto:fbrady@gadsdenstate.edu); Audrey Webb, Electronics Building (256.835.5460) [awebb@gadsdenstate.edu](mailto:awebb@gadsdenstate.edu)

**East Broad Campus:** David Barnett, Bevill Center (256.549.8632) [dbarnett@gadsdenstate.edu](mailto:dbarnett@gadsdenstate.edu); Thomas Hartline, Bevill Center(256.549.8634) [thartline@gadsdenstate.edu](mailto:thartline@gadsdenstate.edu)

### **Area I — Written Composition: 3**

- ENG 101 - English Composition I

### **Area II – Humanities and Fine Arts: 3**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Area III – Natural Science or Mathematics: 6**

- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- CIS 146 - Microcomputer Applications

### **Area IV — History, Social and Behavioral Sciences: 1**

- ORI 101 - Orientation to College

### **Area V – Technical Courses: 30**

- \* EET 100 - Introduction to Engineering Technologies
- \* EET 103 - DC Fundamentals or
- INT 101 - DC Fundamentals
- \* EET 104 - AC Fundamentals or
- INT 103 - AC Fundamentals
- \* INT 104 - Principles of Technology

### **Technical Electives: 18**

EET Technical Electives 18 hours

### **Total Hours Required for Certificate: 43**

**NOTICE(s):** For the certificate in Electronic Engineering Technology, all options, the student must complete 13 general education hours and 30 technical hours—12 required as shown above and 18 additional elective hours from EET or TCT—all of which must be approved the student's major advisor. Admission Requirement: High school diploma or GED.

**\*Required Course for all options of Electronic Engineering Technology**



## **Elementary Education / Early Childhood / Preschool Education Transfer Guide**

**Advisors - Ayers Campus:** Cindy Williams (256.835.5429) [cwilliams@gadsdenstate.edu](mailto:cwilliams@gadsdenstate.edu);

**McClellan Campus:** Billy Jenkins (256.238.9373) [bjenkins@gadsdenstate.edu](mailto:bjenkins@gadsdenstate.edu)

**Wallace Drive Campus:** Gwen Ford (256.549.8335) [gford@gadsdenstate.edu](mailto:gford@gadsdenstate.edu);

Derrick Griffey (256.549.8330) [dgriffey@gadsdenstate.edu](mailto:dgriffey@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours (**REQUIRED: Literature OR history sequence**)
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 110 - Finite Mathematics **OR**  
MTH 112 - Precalculus Algebra **OR** Higher level Math
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours (**REQUIRED: Literature OR history sequence**)
- PSY 200 - General Psychology
- History, Social, or Behavioral Science 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 23**

- ORI 101 - Orientation to College
- CIS 146 – Microcomputer Applications
- Mathematics 9 hours (MTH 110 and above - **Excludes MTH 116**)

#### **RECOMMENDED:**

MTH 110 - Finite Mathematics  
MTH 131 - Mathematics in General Education I  
MTH 132 - Mathematics in General Education II

#### **Choose 8 hours of non-biological science approved electives from the following:**

- |  |   |
|--|---|
| • CHM 104 - Intro to Inorganic Chemistry     | • PHS 111 - Physical Science I            |
| • CHM 105 - Intro to Organic Chemistry       | • PHS 112 - Physical Science II           |
| • CHM 111 - College Chemistry I              | • PHY 201 - General Physics I Trig Based  |
| • CHM 112 - College Chemistry II             | • PHY 202 - General Physics II Trig Based |
| • GEO 101 - Principles of Physical Geography |   |

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Emergency Medical Services A.A.S.**

**Advisors – East Broad Campus and McClellan Center:** Patrick T. Brown, (256.549.8654) [pbrown@gadsdenstate.edu](mailto:pbrown@gadsdenstate.edu); John Hollingsworth, (256.439.6814) [jhollingsworth@gadsdenstate.edu](mailto:jhollingsworth@gadsdenstate.edu); Pam Talley, (256.549.8689) [ptalley@gadsdenstate.edu](mailto:ptalley@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts: 3**

- Speech 3 hours

### **Area III – Natural Sciences and Mathematics: 11**

- BIO 201 - Human Anatomy and Physiology I
- BIO 202 - Human Anatomy and Physiology II
- MTH 100 - Intermediate College Algebra

### **Area IV – History, Social and Behavioral Sciences: 3**

- PSY 200 - General Psychology

### **Area V – Professional, Major and Elective Courses: 53**

In lieu of CIS 146, competency in basic use of computers is demonstrated by extensive use of computers as required in labs and clinicals.

- |  |   |
|--|---|
| • EMS 118 - Emergency Medical Technician Clinical          | • EMS 246 - Paramedic Trauma Management           |
| • EMS 119 - Emergency Medical Technician Clinical          | • EMS 247 - Paramedic Special Populations         |
| • EMS 155 - Advanced Emergency Medical Technician          | • EMS 248 - Paramedic Clinical II                 |
| • EMS 156 - Advanced Emergency Medical Technician Clinical | • EMS 253 - Paramedic Transition to the Workforce |
| • EMS 240 - Paramedic Operations                           | • EMS 254 - Advanced Competencies for Paramedics  |
| • EMS 241 - Paramedic Cardiology                           | • EMS 255 - Paramedic Field Preceptorship         |
| • EMS 242 - Paramedic Patient Assessment                   | • EMS 256 - Paramedic Team Leadership             |
| • EMS 243 - Paramedic Pharmacology                         |   |
| • EMS 244 - Paramedic Clinical I                           | <b>Approved Area V Electives</b>                  |
| • EMS 245 - Paramedic Medical Emergencies                  | • EMS 100 - Cardiopulmonary Resuscitation I       |
|  | • EMS 107 - Emergency Vehicle Operator Ambulance  |

### **Total Hours Required for Degree: 76**

**NOTICE(s)** •BIO 201 is a prerequisite to 1st semester paramedic. **See Advisor**

•EMS 189 may be substituted as the prerequisite to 1st semester Paramedic. Limitations apply. **See Advisor**

••MTH 100, ENG 101 plus additional four general education hours required prior to 3rd semester. **See Advisor**

Gadsden State awards institutional certificates in EMT, Advanced EMT and in Paramedic. The student should see an EMS advisor for details. Subject to change due to statewide standardization of Emergency Medical Services program(s).

Gadsden State's EMS Program follows the Alabama Community College System Standardized Curriculum.

## **English Transfer Guide**

**Advisors – Ayers Campus:** Beth Gray (256.835.5468) [bgray@gadsdenstate.edu](mailto:bgray@gadsdenstate.edu);

**McClellan Center:** Julian Thornton (256.238.9350) [jthornton@gadsdenstate.edu](mailto:jthornton@gadsdenstate.edu);

**Wallace Drive Campus:** Leslie Worthington (256.549.8279) [lworthington@gadsdenstate.edu](mailto:lworthington@gadsdenstate.edu);

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours (**REQUIRED: Literature OR history sequence**)
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 110 - Finite Mathematics **OR**  
MTH 112 - Precalculus Algebra **OR** Higher level Math
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours (**REQUIRED: Literature OR history sequence**)
- History, Social, or Behavioral Science 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 19-23**

- ORI 101 - Orientation to College
- CIS 146 - Microcomputer Applications **OR** Higher CIS elective
- English electives 6 hours
- Electives 9-13 hours

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Entrepreneurship**

**Advisor – Wallace Drive Campus:** Angela Waits (256.549.8342) [await@gadsdenstate.edu](mailto:await@gadsdenstate.edu)

### **Required Courses:**

- ORI 101 - Orientation to College
- ETP 265 - Entrepreneurial Marketing
- ETP 266 - Entrepreneurial Finance
- ETP 267 - Innovation and Creativity
- ETP 268 - Business Planning
- ETP 279 - Small Business Management

### **Total Hours Required for Certificate: 16**

**Notice(s):** This program is designed to help students learn entrepreneurship skills in order to establish, develop and sustain small business ventures.

## **Financial Planning and Counseling Transfer Guide**

**Advisors - Ayers Campus:** Phil Waits (256.835.5415) [philwaits@gadsdenstate.edu](mailto:philwaits@gadsdenstate.edu);  
Brent Wright (256.835.5475) [bwright@gadsdenstate.edu](mailto:bwright@gadsdenstate.edu);  
**McClellan Center:** Brent Wright (256.238.9359) [bwright@gadsdenstate.edu](mailto:bwright@gadsdenstate.edu);  
**Wallace Drive Campus:** Jamie Payton (256.549.8347) [jpayton@gadsdenstate.edu](mailto:jpayton@gadsdenstate.edu);  
James Yohe (256.439.6859) [jyohe@gadsdenstate.edu](mailto:jyohe@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 112 - Precalculus Algebra  
**Students must take a two-course sequence in biology, chemistry, or physics, to be selected from the following courses:**
- BIO 103 - Principles of Biology I
- BIO 104 - Principles of Biology II
- CHM 111 - College Chemistry I
- CHM 112 - College Chemistry II
- PHY 213 - General Physics with Calculus I
- PHY 214 - General Physics with Calculus

### **Area IV - History, Social and Behavioral Sciences\*: 12**

- History 3 hours **(REQUIRED: Literature OR history sequence)**
- ECO 231 - Principles of Macroeconomics
- ECO 232 - Principles of Microeconomics
- PSY 200 - General Psychology

### **Area V – Pre-Professional, Pre-Major and Electives\*: 19-22**

- ORI 101 - Orientation to College
- BUS 241 - Principles of Accounting I
- BUS 242 - Principles of Accounting II
- BUS 263 - The Legal and Social Environment of Business
- BUS 271 - Business Statistics I
- BUS 272 - Business Statistics II
- CIS 146 - Microcomputer Applications
- MTH 120 - Calculus and Its Applications
  - ◆ CSM 201 - Individual and Family Resource Management
  - ◆ CSM 204 - Introduction to Personal Financial Planning

### **Total Hours Required for Degree: 60-63**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

◆ **CSM 201** (Individual and Family Resource Management) and **CSM 204** (Introduction to Personal Financial Planning) are offered as online (Internet) courses by the University of Alabama. They are not parts of the Gadsden State A.S. degree requirements; however, they are required by UA.

This program, offered in partnership with the University of Alabama (UA), is designed for students who intend to complete a baccalaureate degree in Consumer Sciences with a concentration in Family Financial Planning and Counseling at UA. All junior- and senior-level courses for the baccalaureate degree will be offered as online courses by the University of Alabama.

The baccalaureate degree program prepares students to work as financial planners; as financial advisors; or as extension educators in banks, insurance companies, social service agencies, or investment companies. Completion of the baccalaureate program qualifies students to sit for the Certified Financial Planner® Certification Examination.

CFP and Certified Financial Planner are federally registered marks of the Certified Financial Planner Boards of Standards Inc. (CFP Board). Neither Gadsden State Community College nor the University of Alabama awards the CFP and Certified Financial Planner designation. The right to use the marks CFP and Certified Financial Planner is granted by the CFP Board to those persons who have met its rigorous educational standards, who have passed the CFP Certification Examination, who have satisfied a work experience requirement, and who have agreed to abide by the CFP Board's Code of Ethics and Professional Responsibility. Only persons registered with the CFP Board are permitted to sit for the CFP Certification Examination. CFP Certificates and licenses are issued only by the CFP Board.

## **General Studies Transfer Guide**

**Advisors – Ayers Campus:** Beth Gray (256.835.5468) [bgray@gadsdenstate.edu](mailto:bgray@gadsdenstate.edu);

Lila Gearhart, (256.832.1202) [lgearhart@gadsdenstate.edu](mailto:lgearhart@gadsdenstate.edu);

**East Broad Campus:** Matthew Burttram, (256.549.8646) [mburttram@gadsdenstate.edu](mailto:mburttram@gadsdenstate.edu);

**Gadsden State Cherokee:** Chad Steed, (256.927.1802) [csteed@gadsdenstate.edu](mailto:csteed@gadsdenstate.edu);

**McClellan Center:** Cindy Greer, ((256.238.9348) [cgreer@gadsdenstate.edu](mailto:cgreer@gadsdenstate.edu);

**Wallace Drive Campus:** Dana Davis (256.549.8350) [ddavis@gadsdenstate.edu](mailto:ddavis@gadsdenstate.edu);

Kathy Gillison-Parker (256.549.8655) [kparker@gadsdenstate.edu](mailto:kparker@gadsdenstate.edu);

Janekia Mitchell (256.549.8212) [jmitchell@gadsdenstate.edu](mailto:jmitchell@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 112 - Precalculus Algebra
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours **(REQUIRED: Literature OR history sequence)**
- History, Social, or Behavioral Science 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 19-23**

- ORI 101 - Orientation to College
- CIS 146 - Microcomputer Applications **OR** Higher CIS elective
- Electives 15-19 hours

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Health, Physical Education, Recreation Transfer Guide**

**Advisors - Wallace Drive Campus:** Cindy Mullinax (256.439.6802) [cmullinax@gadsdenstate.edu](mailto:cmullinax@gadsdenstate.edu);  
Mike Cancilla (256.549.8311) [mcancilla@gadsdenstate.edu](mailto:mcancilla@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 110 - Finite Mathematics **OR**  
MTH 112 - Precalculus Algebra **OR** Higher level Math
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours **(REQUIRED: Literature OR history sequence)**
- PSY 200 - General Psychology
- History, Social, or Behavioral Science 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 19-23**

- ORI 101 - Orientation to College
- BIO 201 - Human Anatomy and Physiology I
- BIO 202 - Human Anatomy and Physiology II
- CIS 146 - Microcomputer Applications
- HED 224 - Personal and Community Health
- PED 100 - Fundamentals of Fitness
- PHS 111 - Physical Science I

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **History Education Transfer Guide**

**Advisors - Ayers Campus:** Todd Hamilton (256.835.5439) [thamilton@gadsdenstate.edu](mailto:thamilton@gadsdenstate.edu);

**McClellan Center:** Kelley Haynes-Pearce (256.238.9357) [khaynes@gadsdenstate.edu](mailto:khaynes@gadsdenstate.edu);

**Wallace Drive Campus:** Richard Dobbs (256.549.8495) [rdobbs@gadsdenstate.edu](mailto:rdobbs@gadsdenstate.edu);

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 110 - Finite Mathematics **OR**  
MTH 112 - Precalculus Algebra **OR** Higher level Math
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 6 hours **(REQUIRED: Literature OR history sequence)**
- History, Social, or Behavioral Science 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 23**

- ORI 101 - Orientation to College
- CIS 146 - Microcomputer Applications
- ECO 231 - Principles of Macroeconomics **OR**
- ECO 232 - Principles of Microeconomics
- GEO 100 – World Regional Geography
- HIS 101 - Western Civilization I **and**
- HIS 102 - Western Civilization II **OR**
- HIS 201 - United States History I **and**
- HIS 202 - United States History II
- SOC 200 - Intro to Sociology  
Foreign Language course **(contact transfer institution)**

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **History Transfer Guide**

**Advisors - Ayers Campus:** Todd Hamilton (256.835.5439) [thamilton@gadsdenstate.edu](mailto:thamilton@gadsdenstate.edu);

**McClellan Center:** Kelley Haynes-Pearce (256.238.9357) [khaynes@gadsdenstate.edu](mailto:khaynes@gadsdenstate.edu);

**Wallace Drive Campus:** Richard Dobbs (256.549.8495) [rdobbs@gadsdenstate.edu](mailto:rdobbs@gadsdenstate.edu);

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 110 - Finite Mathematics **OR**  
MTH 112 - Precalculus Algebra **OR** Higher level Math
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 6 hours **(REQUIRED: Literature OR history sequence)**
- History, Social, or Behavioral Science 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 23**

- ORI 101 - Orientation to College
- CIS 146 - Microcomputer Applications
- ECO 231 - Principles of Macroeconomics
- OR**  
ECO 232 - Principles of Microeconomics
- HIS 101 - Western Civilization I **and**
- HIS 102 - Western Civilization II
- OR**  
• HIS 201 - United States History I **and**
- HIS 202 - United States History II
- SOC 200 - Intro to Sociology Foreign Language course **(contact transfer institution)**
- Approved Area V Electives 4 hours

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.



## **Human Services A.A.S.**

**Advisor – Wallace Drive Campus:** Tina Whittington (256.549.8476) [twhittington@gadsdenstate.edu](mailto:twhittington@gadsdenstate.edu)

### **Area I – Written Composition: 3**

- ENG 101 - English Composition I

### **Area II - Humanities and Fine Arts: 6**

- Speech 3 hours
- Humanities **OR** Fine Arts 3 hours

### **Area III – Natural Sciences and Mathematics: 10**

- MTH 116 - Mathematical Applications **OR** Higher level Math
- CIS 146 - Microcomputer Applications
- Natural Science and Lab 4 hours

### **Area IV – History, Social and Behavioral Sciences: 6**

- PSY 200 - General Psychology
- SOC 200 - Introduction to Sociology

### **Area V – Professional, Major and Electives: 31**

- ORI 101 - Orientation to College
- HUS 101 - Introduction to Human Services
- HUS 102 - Introduction to Casework
- HUS 112 - Activity Therapy
- HUS 211 - Introduction: Alcohol and Drug Prevention and Abuse
- HUS 222 - Group Counseling Techniques
- HUS 223 - Guidance and Counseling Techniques
- HUS 224 - Clinical Internship I
- HUS 225 - Clinical Internship II
- HUS 226 - Clinical Internship III
- HED 231 - First Aid

### **Technical Specialty: 15**

- HUS 110 - Special Education Issues and Interventions
  - HUS 113 - Group Dynamics
  - HUS 131 - Problems of Children and Youth
  - HUS 133 - Geriatrics
  - HUS 138 - Counseling from a Cultural Perspective
- OR**
- HUS 212 - Prevention Resources in Drug and Alcohol Abuse
  - HUS 214 - Working with the Chemically Dependent
  - HUS 215 - Working with the Family of the Chemically Dependent
  - HUS 216 – Relapse Prevention
  - HUS 217 - Alcoholism and Drug Abuse Seminar

**Total Hours Required for Degree: 71**

## **Industrial Automation Technology A.A.S.**

**Advisors – Ayers Campus:** Tony Thrower, Electrical Building (256.835.5441) [tthrower@gadsdenstate.edu](mailto:tthrower@gadsdenstate.edu)

**East Broad Campus:** Jack Mayfield, Industrial Automation Building (256.549.8637) [jmayfield@gadsdenstate.edu](mailto:jmayfield@gadsdenstate.edu)

### **Area I — Written Composition: 3**

- ENG 101 - English Composition I

### **Area II — Humanities and Fine Arts: 6**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Humanities and Fine Arts Elective: 3**

Student will choose Art, Art History, Foreign Language, Humanities, Music, Philosophy, Religion, Speech, Theater, or Dance

### **Area III — Natural Science or Mathematics: 9**

- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- CIS 146 - Microcomputer Applications
- MDT 105 - Introduction to Computer-Aided Design (CAD) or
- DDT 104 – Basic Computer Aided Drafting and Design or Mathematics, Computer Science, or Natural Science Elective 3 hours

### **Area IV — History, Social and Behavioral Sciences: 4**

Student will choose Economics, Geography, History, Political Science, Psychology, or Sociology 3 hours

- ORI 101 - Orientation to College

### **Area V — Technical Courses: 30**

Courses listed below are required.

- EET 100 - Introduction to Engineering Technologies
- EET 109 - Electrical Blueprint Reading I
- ELT 110 - Wiring Methods
- INT 101 - DC Fundamentals or
- EET 103 - DC Fundamentals
- INT 103 - AC Fundamentals or
- EET 104 - AC Fundamentals
- INT 104 - Principles of Technology
- INT 113 - Industrial Motor Control I
- INT 117 - Principles of Industrial Mechanics
- INT 118 - Fundamentals of Industrial Hydraulics and Pneumatics
- INT 184 - Introduction to Programmable Logic Controllers or
- ELT 231 - Introduction to Programmable Controllers

### **Technical Specialty: 23**

- \* INT 126 - Preventive Maintenance
- \* INT 127 - Principles of Industrial Pumps and Piping Systems
- INT 128 - Principles of Industrial Environmental Controls
- \* INT 134 - Principles of Industrial Maintenance Welding and Metal Cutting Techniques
- INT 153 - Precision Machining Fundamentals I
- INT 180 - Special Topics
- INT 206 - Industrial Motors I
- INT 211 - Industrial Motors II
- INT 252 - Variable Speed Motor Drives
- INT 253 – Industrial Robotics
- INT 280 - Special Topics in INT
- INT 291 - Cooperative Education
- INT 292 - Cooperative Education
- INT 293 - Cooperative Education
- ELT 117 - AC/DC Machines
- \* ELT 118 - Commercial/Industrial Wiring I or
- INT 158 - Industrial Wiring I
- ELT 122 - Advanced AC/DC Machines
- ELT 183 - Special Topics in Electrical Technology-NCCER Certification
- ELT 212 - Motor Controls II
- ELT 217 - Transformers
- ELT 232 - Advanced Programmable Controllers
- ELT 244 - Conduit Bending and Installation
- ACR 111 - Principles of Refrigeration
- ACR 112 - HVACR Service Procedures

### **Total Hours Required for Degree: 76**

**NOTICE(s):** For the A.A.S. Degree in Industrial Automation Technology, the student must complete a minimum of 76 credit hours – a minimum of 54 in technical courses and a minimum of 22 in general education courses – all of which must be approved by the

advisor. A maximum of 9 credit hours of technical electives may be selected from any approved area of Engineering Technology programs with prior written approval from the student's major advisor. Technical courses may vary to meet student needs and to provide options. Admission Requirement: High school diploma or GED.

The student is responsible for verifying the transferability of credit in this program to a senior institution with the appropriate senior institution advisor.

**\*Required courses**

## **Industrial Automation Technology Certificate**

**Advisors – Ayers Campus:** Tony Thrower, Electrical Building (256.835.5441) [tthrower@gadsdenstate.edu](mailto:tthrower@gadsdenstate.edu);

**East Broad Campus:** Jack Mayfield, Industrial Automation Building (256.549.8637) [jmayfield@gadsdenstate.edu](mailto:jmayfield@gadsdenstate.edu)

### **Area I — Written Composition: 3**

- ENG 101 - English Composition I

### **Area II — Humanities and Fine Arts: 3**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Area III — Natural Science or Mathematics: 6**

- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- CIS 146 - Microcomputer Applications

### **Area IV — History, Social and Behavioral Sciences: 1**

- ORI 101 - Orientation to College

### **Area V – Technical Courses: 30**

- INT 101 - DC Fundamentals
- INT 103 - AC Fundamentals
- INT 113 - Industrial Motor Control I
- \* INT 117 - Principles of Industrial Mechanics
- \* INT 118 - Fundamentals of Industrial Hydraulics and Pneumatics
- \* INT 126 - Preventive Maintenance
- \* INT 127 - Principles of Industrial Pumps and Piping Systems
- INT 180 - Special Topics
- INT 184 - Introduction to Programmable Logic Controllers or
- ELT 231 - Introduction to Programmable Controllers
- \* EET 100 - Introduction to Engineering Technologies
- ELT 110 - Wiring Methods
- \* ELT 118 - Commercial/Industrial Wiring I or
- INT 158 - Industrial Wiring I
- ACR 111 - Principles of Refrigeration
- ACR 112 - HVACR Service Procedures
- DDT 104 - Intro to Computer Aided Drafting and Design or Mathematics, Computer Science, or Natural Science Elective 3 hours or
- MDT 105 - Introduction to Computer-Aided Design (CAD)

### **Approved Area V Electives: 3**

Please see Industrial Automation Technology A.A.S. Area V for available courses.

### **Total Hours Required for Certificate: 43**

**NOTICE(s):** For the certificate in Industrial Automation Technology, the student must complete at least 43 credit hours – at least 30 in technical courses and at least 13 in general education courses –all of which must be approved by the advisor. Technical courses, which may vary to meet student needs and to provide options, must be selected from those listed above. Admission Requirement: High school diploma or GED.

**\*Required Courses**

## **Industrial Automation Technology Short-Term Certificate**

**Advisors – Ayers Campus:** Tony Thrower, Electrical Building (256.835.5441) [tthrower@gadsdenstate.edu](mailto:tthrower@gadsdenstate.edu)

**East Broad Campus:** Jack Mayfield, Industrial Automation Building (256.549.8637) [jmayfield@gadsdenstate.edu](mailto:jmayfield@gadsdenstate.edu)

### **Required Courses:**

- INT 113 - Industrial Motor Control I
- INT 117 - Principles of Industrial Mechanics
- INT 118 - Fundamentals of Industrial Hydraulics and Pneumatics
- INT 126 - Preventive Maintenance
- INT 127 - Principles of Industrial Pumps and Piping Systems
- EET 100 - Introduction to Engineering Technologies
- EET 109 - Electrical Blueprint Reading I
- ELT 110 - Wiring Methods
- ELT 118 - Commercial/Industrial Wiring I or
- INT 158 - Industrial Wiring I
- ORI 101 - Orientation to College

### **Total Hours Required for Certificate: 28**

**NOTICE(s):** For the short-term certificate in Industrial Automation Technology, the student must complete 28 credit hours from the courses listed above. All courses must be approved by the advisor. Admission Requirement: High school diploma or GED.

## **Legal Transcriptionist Short-Term Certificate**

**Advisors – Ayers Campus:** Glenda Copeland (256.835.5446) [gcopeland@gadsdenstate.edu](mailto:gcopeland@gadsdenstate.edu)

**Wallace Drive Campus:** Fay Scott (256.439.6876) [fscott@gadsdenstate.edu](mailto:fscott@gadsdenstate.edu);

Larrhea Sims (256.439.6904) [lsims@gadsdenstate.edu](mailto:lsims@gadsdenstate.edu)

### **Area V—Professional, Major and Elective Courses: 25**

- ORI 101 - Orientation to College
- BUS 215 - Business Communication
- BUS 263 - The Legal and Social Environment of Business
- OAD 101 - Beginning Keyboarding
- OAD 103 - Intermediate Keyboarding
- OAD 104 - Advanced Keyboarding
- OAD 125 - Word Processing
- OAD 200 - Machine Transcription
- OAD 202 - Legal Transcription

### **Total Hours Required for Certificate: 25**

## **Liberal Arts Transfer Guide**

**Advisors – Ayers Campus:** Beth Gray (256.835.5468) [bgray@gadsdenstate.edu](mailto:bgray@gadsdenstate.edu);

**McClellan Center:** Julian Thornton (256.238.9350) [jthornton@gadsdenstate.edu](mailto:jthornton@gadsdenstate.edu);

**Wallace Drive Campus:** Leslie Worthington (256.549.8279) [lworthington@gadsdenstate.edu](mailto:lworthington@gadsdenstate.edu);

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours (**REQUIRED: Literature OR history sequence**)
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 112 - Precalculus Algebra **OR** Higher level Math
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours (**REQUIRED: Literature OR history sequence**)
- History, Social, or Behavioral Science 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 19-23**

- ORI 101 - Orientation to College
- CIS 146 - Microcomputer Applications **OR** Higher CIS elective
- Electives 15-19 hours

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Licensed Practical Nursing Certificate**

**Advisors – Wallace Drive Campus and Valley Street Campus:** Pam Mayo, (256.549.8257)

[pmayo@gadsdenstate.edu](mailto:pmayo@gadsdenstate.edu);

**Ayers Campus and McClellan Center:** Kim Sonnberger, (256.238.9367) [ksonnberger@gadsdenstate.edu](mailto:ksonnberger@gadsdenstate.edu);

**Gadsden State Cherokee:** Julie Kennedy, (256.927.1808) [jkennedy@gadsdenstate.edu](mailto:jkennedy@gadsdenstate.edu)

### **Area I – Written Composition: 3**

- ENG 101 - English Composition I

### **Area III – Natural Sciences and Mathematics: 11**

- BIO 201 - Human Anatomy and Physiology I
- BIO 202 - Human Anatomy and Physiology II
- MTH 116 - Mathematical Applications **OR** Higher level Math from approved list

### **Area V – Professional, Major and Elective Courses: 35**

- NUR 102 - Fundamentals of Nursing
- NUR 103 - Health Assessment
- NUR 104 - Introduction to Pharmacology
- NUR 105 - Adult Nursing
- NUR 106 - Maternal and Child Nursing
- NUR 107 - Adult/Child Nursing
- NUR 108 - Psychosocial Nursing
- NUR 109 - Role Transition for the Practical Nurse

### **Total Hours Required for Certificate: 49**

**NOTICE(s):** "Comprehensive Assessment Plan" must be completed.

Gadsden State Nursing Program follows the Alabama Community College System Standardized Curriculum.

## **Machine Tool Technology A.A.S.**

**Advisors – Ayers Campus:** Steve Caldwell, Machine Tool Building (256.835.5417) [scaldwell@gadsdenstate.edu](mailto:scaldwell@gadsdenstate.edu);  
**East Broad Campus:** David Smith, Machine Technology Building (256.549.8644) [dsmith@gadsdenstate.edu](mailto:dsmith@gadsdenstate.edu); Jeff Gaither, Machine Technology Building [jgaither@gadsdenstate.edu](mailto:jgaither@gadsdenstate.edu)

### **Area I—Written Composition: 3**

- ENG 101 - English Composition I

### **Area II—Humanities and Fine Arts: 6**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Humanities and Fine Arts Elective: 3**

Student will choose Art, Art History, Foreign Language, Humanities, Music, Philosophy, Religion, Speech, Theater, or Dance

### **Area III—Natural Science or Mathematics: 9**

- MTH 100 - Intermediate College Algebra or Level 100 or numerically higher
- CIS 146 - Microcomputer Applications
- MDT 105 - Introduction to Computer-Aided Design (CAD) or
- DDT 104 – Basic Computer Aided Drafting and Design or Mathematics, Computer Science, or Natural Science Elective 3 hours

### **Area IV—History, Social and Behavioral Sciences: 4**

Student will choose Economics, Geography, History, Political Science, Psychology, or Sociology 3 hours

- ORI 101 - Orientation to College

### **Area V—Technical Courses: 24**

The following courses are required.

- MTT 107 - Machining Calculations I or
- EET 100 - Introduction to Engineering Technologies
- MTT 121 - Basic Print Reading for Machinists
- MTT 127 - Metrology
- MTT 147 - Introduction to Machine Shop I
- MTT 148 - Introduction to Machine Shop I Lab
- MTT 149 - Introduction to Machine Shop II
- MTT 150 - Introduction to Machine Shop II Lab
- INT 104 - Principles of Technology

### **Technical Specialty: 27**

- MTT 108 - Machine Handbook Functions I
- MTT 109 - Orientation to Computer Assisted Manufacturing
- MTT 123 - Engine Lathe Lab I
- MTT 124 - Engine Lathe Lab II
- \* MTT 128 - Geometric Dimensioning and Tolerancing I
- MTT 134 - Lathe Operations I
- MTT 137 - Milling I
- MTT 138 - Milling I Lab
- \*MTT 139 - Basic Computer Numerical Control
- MTT 140 - Basic Computer Numerical Control Turning Programming I
- MTT 141 - Basic Computer Numerical Control Milling Programming I
- MTT 154 - Metallurgy
- MTT 181 - Special Topics in Machine Tool Technology
- MTT 202 - Machine Maintenance and Repair
- MTT 219 - Computer Numerical Control Graphics: Turning
- MTT 220 - Computer Numerical Control Graphics: Milling
- MTT 221 - Advanced Blueprint Reading for Machinists
- MTT 241 - CNC Milling Lab I
- MTT 243 - CNC Turning Lab I
- MTT 281 - Special Topics in Machine Tool Technology
- MTT 291 - Cooperative Education in Machine Tool Technology
- MTT 292 - Cooperative Education in Machine Tool Technology

### **Total Hours Required for Degree: 73**

**NOTICE(s):** For the A.A.S. Degree in Machine Tool Technology, the student must complete a minimum of 73 credit hours—a minimum of 51 in technical courses and a minimum of 22 in general education courses—all of which must be approved by the

advisor. A maximum of 9 credit hours of technical electives may be selected from any approved area of Engineering Technology programs with prior written approval from the student's major advisor. Admission Requirement: High school diploma or GED.

The student is responsible for verifying the transferability of credit in this program to a senior institution with the appropriate senior institution advisor.

**\*Required Courses**

## **Machine Tool Technology Certificate**

**Advisors – Ayers Campus:** Steve Caldwell, Machine Tool Building (256.835.5417) [scaldwell@gadsdenstate.edu](mailto:scaldwell@gadsdenstate.edu);

**East Broad Campus:** David Smith, Machine Technology Building (256.549.8644) [dsmith@gadsdenstate.edu](mailto:dsmith@gadsdenstate.edu);

Jeff Gaither, Machine Technology Building [jgaither@gadsdenstate.edu](mailto:jgaither@gadsdenstate.edu)

### **Area I—Written Composition: 3**

- ENG 101 - English Composition I

### **Area II—Humanities and Fine Arts: 3**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Area III—Natural Science or Mathematics: 6**

- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- CIS 146 - Microcomputer Applications

### **Area IV—History, Social and Behavioral Sciences: 1**

- ORI 101 - Orientation to College

### **Area V—Technical Courses: 32**

- MTT 107 - Machining Calculations I
- \* MTT 121 - Basic Print Reading for Machinists
- MTT 123 - Engine Lathe Lab I
- MTT 127 - Metrology
- MTT 128 - Geometric Dimensioning and Tolerancing I
- MTT 134 - Lathe Operations I
- MTT 137 - Milling I
- \* MTT 139 - Basic Computer Numerical Control
- MTT 140 - Basic Computer Numerical Control Turning Programming I
- MTT 141 - Basic Computer Numeric Control Milling Programming I
- \* MTT 147 - Introduction to Machine Shop I
- \* MTT 148 - Introduction to Machine Shop I Lab
- MTT 149 - Introduction to Machine Shop II
- MTT 150 - Introduction to Machine Shop II Lab
- MTT 154 - Metallurgy
- MTT 181 - Special Topics in Machine Tool Technology
- MTT 221 - Advanced Blueprint Reading for Machinists

### **Total Hours Required for Certificate: 45**

**NOTICE(s):** For the certificate in Machine Tool Technology, the student must complete at least 45 credit hours—at least 32 in technical courses and at least 13 in general education courses. Technical courses, which may vary to meet student needs and to provide options, must be selected from those listed above. Admission Requirement: High school diploma or GED The student is responsible for verifying the transferability of credit in this program to a senior institution with the appropriate senior institution advisor.

**\*Required Courses**

## **Machine Tool Technology - Basic CNC Technology Certificate**

**Advisors - Ayers Campus:** Steve Caldwell, Machine Tool Building (256.835.5417) [scaldwell@gadsdenstate.edu](mailto:scaldwell@gadsdenstate.edu);  
**East Broad Campus:** David Smith, Machine Tool Technology Building (256.549.8644) [dsmith@gadsdenstate.edu](mailto:dsmith@gadsdenstate.edu);  
Jeff Gaither, Machine Tool Technology Building, [jgaither@gadsdenstate.edu](mailto:jgaither@gadsdenstate.edu)

### **Required Courses:**

- MTT 139 - Basic Computer Numerical Control
- MTT 140 - Basic Computer Numerical Control Turning Programming I
- MTT 141 - Basic Computer Numerical Control Milling Programming I
- MTT 219 - Computer Numerical Control Graphics: Turning
- MTT 220 - Computer Numerical Control Graphics: Milling
- MTT 241 - CNC Milling Lab I
- MTT 243 - CNC Turning Lab I
- MTT 244 - CNC Turning Lab II
- MTT 281 - Special Topics in Machine Tool Technology
- MTT 282 - Special Topics in Machine Tool Technology
- MTT 292 - Cooperative Education in Machine Tool Technology
- \* ORI 101 - Orientation to College

### **Total Hours Required for Certificate: 27**

**NOTICE(s):** For the short-term certificate in CNC Technology, the student must complete a minimum of 27 credit hours from the courses listed above. All courses must be approved by the advisor. Admission Requirement: Completion of a Machine Tool Technology Certificate/Diploma or approval from an advisor. The student is responsible for verifying the transferability of credit in this program to a senior institution with the appropriate senior institution advisor.

#### **\*Required Courses**

## **Machine Tool Technology - Basic Machine Tool Short-Term Certificate**

**Advisors – Ayers Campus:** Steve Caldwell, Machine Tool Building (256.835.5417) [scaldwell@gadsdenstate.edu](mailto:scaldwell@gadsdenstate.edu)  
**East Broad Campus:** David Smith, Machine Technology Building (256.549.8644) [dsmith@gadsdenstate.edu](mailto:dsmith@gadsdenstate.edu);  
Jeff Gaither, Machine Technology Building [jgaither@gadsdenstate.edu](mailto:jgaither@gadsdenstate.edu)

### **Required Courses:**

- \* MTT 121 - Basic Print Reading for Machinists
- MTT 123 - Engine Lathe Lab I
- MTT 127 - Metrology
- MTT 128 - Geometric Dimensioning and Tolerancing I
- MTT 134 - Lathe Operations I
- MTT 137 - Milling I
- MTT 138 - Milling I Lab
- MTT 139 - Basic Computer Numerical Control
- MTT 140 - Basic Computer Numerical Control Turning Programming I
- MTT 141 - Basic Computer Numerical Control Milling Programming I
- \* MTT 147 - Introduction to Machine Shop I
- \* MTT 148 - Introduction to Machine Shop I Lab
- MTT 154 - Metallurgy
- MTT 181 - Special Topics in Machine Tool Technology
- MTT 221 - Advanced Blueprint Reading for Machinists
- \* ORI 101 - Orientation to College

### **Total Hours Required for Certificate: 27**

**NOTICE(s):** For the short-term certificate in Machine Tool Technology, the student must complete a minimum of 27 credit hours from the courses listed above. All courses must be approved by the advisor. Admission Requirement: High school diploma or GED. The student is responsible for verifying the transferability of credit in this program to a senior institution with the appropriate senior institution advisor.

#### **\*Required Courses**



## **Marketing Management A.A.S.**

**Advisor – Valley Street Campus:** John Faucett (256.549.8663) [jfaucett@gadsdenstate.edu](mailto:jfaucett@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II - Humanities and Fine Arts: 6**

- Speech 3 hours
- Humanities **OR** Fine Arts 3 hours

### **Area III – Natural Sciences and Mathematics: 9-10**

- CIS 146 - Microcomputer Applications
- MTH 116 - Mathematical Applications
- CIS **OR** Natural Science 3-4 hours

### **Area IV – History, Social and Behavioral Sciences: 3**

- PSY 200 - General Psychology

### **Area V – Pre-Professional, Pre-Major and Electives: 43**

- ORI 101 - Orientation to College
- BUS 100 - Introduction to Business
- BUS 146 - Personal Finance
- BUS 186 - Elements of Supervision
- BUS 241 - Principles of Accounting I
- BUS 263 - The Legal and Social Environment of Business
- BUS 276 - Human Resource Management
- BUS 291 - Alternating Business Co-Op I **OR**
- BUS 296 - Business Internship I
- MKT 122 - Visual Merchandising
- MKT 123 - Fundamentals of Selling
- MST 209 - Physical Supply and Distribution Management
- MKT 220 - Advertising and Sales Promotion
- MKT 221 - Consumer Behavior
- MST 223 - Special Studies in Personnel Administration
- MST 225 - Special Studies in Business Management

**Total Hours Required for Degree: 67-68**

## **Massage Therapy Short-Term Certificate**

**Advisors – Wallace Drive Campus:** Laura Nelson (256.439.6916) [lnelson@gadsdenstate.edu](mailto:lnelson@gadsdenstate.edu);  
Terri Rinehart (256.549.8320) [trinehart@gadsdenstate.edu](mailto:trinehart@gadsdenstate.edu);

### **Area V – Professional, Major and Elective Courses: 29**

- ORI 101 - Orientation to College
- MSG 101 - Introduction to Therapeutic Massage
- MSG 102 - Therapeutic Massage Lab I
- MSG 103 - Anatomy and Physiology
- MSG 104 - Musculo-Skeletal and Kinesiology I
- MSG 105 - Therapeutic Massage Supervised Clinical I
- MSG 200 - Business and Marketing Plans
- MSG 201 - Therapeutic Massage for Special Populations
- MSG 202 - Therapeutic Massage Lab II
- MSG 203 - Pathology
- MSG 204 - Musculo-Skeletal and Kinesiology II
- MSG 205 - Therapeutic Massage Supervised Clinical II
- MSG 206 - National Certification Exam Review

**Total Hours Required for Degree: 29**

**NOTICE(s):** Admission Requirements: The student must have a high school diploma or GED and be at least 17 years of age. This program is offered on Wallace Drive Campus during the day.

## **Mathematics/Mathematics Education Transfer Guide**

**Advisors - Ayers Campus:** Candace Davis (256.835.1232) [cdavis@gadsdenstate.edu](mailto:cdavis@gadsdenstate.edu); Ramona C. Harris (256.835.5447) [rharris@gadsdenstate.edu](mailto:rharris@gadsdenstate.edu); Cal Smith (256.835.5438) [csmith@gadsdenstate.edu](mailto:csmith@gadsdenstate.edu)

**Gadsden State Cherokee:** Danny Wilborn (256.927.1825) [dwilborn@gadsdenstate.edu](mailto:dwilborn@gadsdenstate.edu)

**McClellan Center:** Sara Wheeler (256.238.9353) [swheeler@gadsdenstate.edu](mailto:swheeler@gadsdenstate.edu)

**Wallace Drive Campus:** Lynette King (256.549.8490) [lking@gadsdenstate.edu](mailto:lking@gadsdenstate.edu); Rhoda Oden (256.549.8494) [roden@gadsdenstate.edu](mailto:roden@gadsdenstate.edu); Jesse Osborn (256.549.8405) [josborn@gadsdenstate.edu](mailto:josborn@gadsdenstate.edu); Tammy Potter Morgan (256.549.8485) [tmorgan@gadsdenstate.edu](mailto:tmorgan@gadsdenstate.edu); Esther Wilson (256.549.8493) [ewilson@gadsdenstate.edu](mailto:ewilson@gadsdenstate.edu); Danny Wilborn-Inzer 112 (256.439.6912) [dwilborn@gadsdenstate.edu](mailto:dwilborn@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11-12**

- MTH 112 - Precalculus Algebra **OR** Higher level Math
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours **(REQUIRED: Literature OR history sequence)**
- History, Social, or Behavioral Science 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 19-23**

- ORI 101 - Orientation to College
- Computer Science Course Elective 3 hours
- MTH 125 - Calculus I
- MTH 126 - Calculus II
- MTH 227 - Calculus III
- Electives 3-7 hours

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

**Mechanical Design Technology - Civil Engineering Technology**  
**Degree/Mechanical Design Option A.A.S.**

**Advisor – East Broad Campus:** James Wilson, Bevill Center (256.549.8659) [jwilson@gadsdenstate.edu](mailto:jwilson@gadsdenstate.edu)

**Area I — Written Composition: 3**

- ENG 101 - English Composition I

**Area II — Humanities and Fine Arts: 6**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

**Humanities and Fine Arts Elective: 3**

Student will choose Art, Art History, Foreign Language, Humanities, Music, Philosophy, Religion, Speech, Theater, or Dance

**Area III — Natural Science or Mathematics: 9**

- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- CIS 146 - Microcomputer Applications
- MDT 105 - Introduction to Computer-Aided Design (CAD) or
- DDT 104 – Basic Computer Aided Drafting and Design or Mathematics, Computer Science, or Natural Science Elective 3 hours

**Area IV - History, Social and Behavioral Sciences: 4**

Student will choose Economics, Geography, History, Political Science, Psychology, or Sociology 3 hours

- ORI 101 - Orientation to College

**Area V — Technical Courses: 21-24**

The following courses are required.

- |   |                                      |
|---|--------------------------------------|
| • CET 100 - Engineering Blueprints                      | • MDT 147 - Inventor CADD            |
| • CET 101 - Introduction to Engineering Technology      | • CET 215 - Statics                  |
| • MDT 105 - Introduction to Computer-Aided Design (CAD) | • CET 217 - Strength of Materials    |
| • MDT 146 - AutoCAD CADD                                | • INT 104 - Principles of Technology |

**Technical Specialty: 24-27**

- |  |   |
|--|---|
| • * MDT 111 - Mechanical Drawing           | • * MDT 221 - Machine Design                              |
| • MDT 122 - Architectural Drawing          | • MDT 252 - Advanced SOLID WORKS CADD                     |
| • MDT 123 - Architectural Drawing II       | • MDT 261 - HVAC and Pipe Systems Design                  |
| • MDT 187 - Advanced Inventor CADD         | • MDT 271 - Structural and Weld Design                    |
| • * MDT 202 - SOLID WORKS CADD             | • MDT 272 - Electrical and Electronic Design              |
| • MDT 203 - Pro-Engineering CADD           | • MDT 280 - 3-D Studio Max                                |
| • * MDT 211 - Advanced Mechanical Drawings | • MDT 293 - Advanced Pro-Engineer<br>MDT Elective 3 hours |

**Total Hours Required for Degree: 70**

**NOTICE(s):** For the A.A. S. Degree in Civil Engineering Technology, Mechanical Design Technology Specialty, the student must complete a minimum of 70 credit hours — a minimum of 48 in technical courses and a minimum of 22 in general education courses — all of which must be approved by the advisor. A maximum of 9 credit hours of technical electives may be selected from any approved area of Engineering Technology programs with prior written approval from the student's major advisor. Technical courses may vary to meet student needs and to provide options. Admission Requirement: High school diploma or GED.

The student is responsible for verifying the transferability of credit in this program to a senior institution with the appropriate senior institution advisor.

**\*Required Course**

**This program is offered at the East Broad Campus only.**

**Mechanical Design Technology - Civil Engineering Technology**  
**Degree/Mechanical Design Option Certificate**

**Advisor – East Broad Campus:** James Wilson, Bevill Center (256.549.8659) [jwilson@gadsdenstate.edu](mailto:jwilson@gadsdenstate.edu)

**Area I–Written Composition: 3**

- ENG 101 - English Composition I

**Area II–Humanities and Fine Arts: 3**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

**Area III–Natural Science or Mathematics: 6**

- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- CIS 146 - Microcomputer Applications

**Area IV—History, Social and Behavioral Sciences: 1**

- ORI 101 - Orientation to College

**Area V–Technical Courses: 33**

- |   |  |
|---|--|
| • * CET 100 - Engineering Blueprints                      | • MDT 202 - SOLID WORKS CADD                 |
| • * CET 101 - Introduction to Engineering Technology      | • * MDT 211 - Advanced Mechanical Drawings   |
| • * MDT 105 - Introduction to Computer-Aided Design (CAD) | • MDT 221 - Machine Design                   |
| • * MDT 111 - Mechanical Drawing                          | • MDT 261 - HVAC and Pipe Systems Design     |
| • MDT 122 - Architectural Drawing                         | • MDT 271 - Structural and Weld Design       |
| • * MDT 146 - AutoCAD CADD                                | • MDT 272 - Electrical and Electronic Design |
| • * MDT 147 - Inventor CADD                               |  |

**Approved Area V Electives: 3**

**Total Hours Required for Certificate: 46**

**NOTICE(s):** For the certificate in Civil Engineering Technology, Mechanical Design Technology Specialty, the student must complete at least 46 credit hours – at least 33 in technical courses and at least 13 in general education courses – all of which must be approved by the advisor. Technical courses, which may vary to meet student needs and to provide options, must be selected from those listed above. Admission Requirement: High school diploma or GED.

The student is responsible for verifying the transferability of credit in this program to a senior institution with the appropriate senior institution advisor.

**\*Required Courses**

**\*\*This program is offered at the East Broad Campus only.**

## **Medical Transcriptionist Short-Term Certificate**

**Advisors – Ayers Campus:** Glenda Copeland (256.835.5446) [gcopeland@gadsdenstate.edu](mailto:gcopeland@gadsdenstate.edu)

**Wallace Drive Campus:** Fay Scott (256.439.6876) [fscott@gadsdenstate.edu](mailto:fscott@gadsdenstate.edu)

Larrhea Sims (256.439.6904) [lsims@gadsdenstate.edu](mailto:lsims@gadsdenstate.edu)

### **Area V – Professional, Major and Elective Courses: 25**

- ORI 101 - Orientation to College
- BIO 120 - Medical Terminology
- OAD 101 - Beginning Keyboarding
- OAD 103 - Intermediate Keyboarding
- OAD 104 - Advanced Keyboarding
- OAD 125 - Word Processing
- OAD 212 - Medical Transcription
- OAD 213 - Advanced Medical Transcription
- OAD 215 - Health Information Management

**Total Hours Required for Certificate: 25**

## **Music Transfer Guide**

**Advisors – Ayers Campus:** Christopher O'Rear (256.835.5459) [corear@gadsdenstate.edu](mailto:corear@gadsdenstate.edu)

**Wallace Drive Campus:** John T. Harrell (256.549.8391) [jharrell@gadsdenstate.edu](mailto:jharrell@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours (**REQUIRED: Literature OR history sequence**)
- MUL 101 - Class Piano I
- MUL 102 - Class Piano II
- MUS 111 - Music Theory I
- MUS 113 - Music Theory Laboratory I
- Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 110 - Finite Mathematics **OR**  
MTH 112 - Precalculus Algebra **OR** Higher level Math
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours (**REQUIRED: Literature OR history sequence**)
- History, Social, or Behavioral Science 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 19-23**

- ORI 101 - Orientation to College
- CIS 146 - Microcomputer Applications **OR**  
Higher CIS elective
- MUS 112 - Music Theory II
- MUS 114 - Music Theory Laboratory II
- MUS 211 - Music Theory III
- MUS 213 - Music Theory Laboratory III
- MUP 101-282 - 6 hours
- Elective 1-5 hours

**Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Nursing Assistant Short-Term Certificate**

**Advisor – Wallace Drive Campus:** Pam Mayo, (256.549.8257) [pmayo@gadsdenstate.edu](mailto:pmayo@gadsdenstate.edu);

**Valley Street Campus:** Ann Haynes (256.549.8686) [ahaynes@gadsdenstate.edu](mailto:ahaynes@gadsdenstate.edu);

**East Broad Campus:** Pam Tally (256.549.8689) [ptally@gadsdenstate.edu](mailto:ptally@gadsdenstate.edu)

### **Area V – Professional, Major and Elective Courses: 28**

- ORI 101 - Orientation to College
- HPS 103 - Foundation Competencies for Health Sciences
- HPS 105 - Medical Terminology
- HPS 117 - Phlebotomy
- HPS 122 - CPR, First Aid, Infection Prevention, and Safety Issues for Clinical Practices
- HPS 124 - Personal and Professional Development
- NAS 120 - Fundamentals of Nursing Assistant/Home Health Aide
- NAS 121 - Fundamentals of Nursing Assistant/Home Health Aide Clinical

### **Total Hours Required for Degree: 28**

**NOTICE(s):** This is a Short Certificate Program. If a 2.5 or higher GPA is maintained for both semesters, the student will qualify for priority admissions points into the LPN program. These points are good for a period of two (2) years.

**Admission Requirements:** The student must have a high school diploma or GED, a minimum score of 65 on the reading portion of the COMPASS Placement Test, and be at least 18 years of age.

## **Office Administration A.A.S.**

**Advisors - Ayers Campus:** Glenda Copeland (256.835.5446) [gcopeland@gadsdenstate.edu](mailto:gcopeland@gadsdenstate.edu);

**Wallace Drive Campus:** Fay Scott (256.439.6876) [fscott@gadsdenstate.edu](mailto:fscott@gadsdenstate.edu)

Larrhea Sims (256.439.6904) [lsims@gadsdenstate.edu](mailto:lsims@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II - Humanities and Fine Arts: 6**

- Speech 3 hours
- Humanities **OR** Fine Arts 3 hours

### **Area III – Natural Sciences and Mathematics: 10**

- BIO 103 - Principles of Biology I
- CIS 146 - Microcomputer Applications
- MTH 100 - Intermediate College Algebra **OR**
- MTH 116 - Mathematical Applications

### **Area IV – History, Social and Behavioral Sciences: 3**

- ECO 231 - Principles of Macroeconomics

### **Area V – Administrative Assistant – General: 43**

- ORI 101 - Orientation to College
- BUS 215 - Business Communication
- BUS 241 - Principles of Accounting I
- BUS 263 - The Legal and Social Environment of Business
- CIS 147 - Advanced Micro Applications
- OAD 101 - Beginning Keyboarding **OR** OAD elective (Consult OAD advisor)
- OAD 103 - Intermediate Keyboarding
- OAD 104 - Advanced Keyboarding
- OAD 125 - Word Processing
- OAD 126 - Advanced Word Processing
- OAD 134 – Career and Professional Development
- OAD 138 - Records and Information Management
- OAD 200 - Machine Transcription
- OAD 218 - Office Procedures
- OAD 241 - Office Co-op **OR** OAD 242 - Office Internship

**Total Hours Required for Degree: 68**

**Area V – Administrative Assistant – Legal: 46**

- ORI 101 - Orientation to College
- BUS 215 - Business Communication
- BUS 241 - Principles of Accounting I
- BUS 263 - The Legal and Social Environment of Business
- CIS 147 - Advanced Micro Applications
- OAD 101 - Beginning Keyboarding **OR**  
OAD elective (Consult OAD advisor)
- OAD 103 - Intermediate Keyboarding
- OAD 104 - Advanced Keyboarding
- OAD 125 - Word Processing
- OAD 126 - Advanced Word Processing
- OAD 134 - Career and Professional Development
- OAD 138 - Records and Information Management
- OAD 200 - Machine Transcription
- OAD 202 - Legal Transcription
- OAD 218 - Office Procedures
- OAD 241 - Office Co-op **OR**  
OAD 242 - Office Internship

**Total Hours Required for Degree: 71**

**Area V – Administrative Assistant – Medical: 45**

- ORI 101 - Orientation to College
- BIO 120 - Medical Terminology
- BIO 206 - Human Anatomy
- BUS 215 - Business Communication
- BUS 241 - Principles of Accounting I
- HIT 230 - Medical Coding Systems I  
HIT 231 - Medical Coding Skills  
Laboratory (Corequisite)
- OAD 101 - Beginning Keyboarding **OR**  
OAD elective (Consult OAD advisor)
- OAD 103 - Intermediate Keyboarding
- OAD 125 - Word Processing
- OAD 138 - Records and Information Management
- OAD 200 - Machine Transcription
- OAD 212 - Medical Transcription
- OAD 215 - Health Information Management
- OAD 218 - Office Procedures
- OAD 241 - Office Co-op **OR**  
OAD 242 - Office Internship

**Total Hours Required for Degree: 70**

**Area V – Transcription and Coding: 43**

- ORI 101 - Orientation to College
- BIO 120 - Medical Terminology
- BIO 206 - Human Anatomy
- CIS 147 - Advanced Micro Applications
- HIT 230 - Medical Coding Systems I  
HIT 231 - Medical Coding Skills  
Laboratory (Corequisite)
- HIT 232 - Medical Coding Systems II  
HIT 233 - Medical Coding Skills  
Laboratory (Corequisite)
- OAD 101 - Beginning Keyboarding **OR**  
OAD elective (Consult OAD advisor)
- OAD 103 - Intermediate Keyboarding
- OAD 125 - Word Processing
- OAD 200 - Machine Transcription
- OAD 212 - Medical Transcription
- OAD 213 - Advanced Medical Transcription
- OAD 215 - Health Information Management
- OAD 241 - Office Co-op **OR**  
OAD 242 - Office Internship

**Total Hours Required for Degree: 68**



## **Osteopathic Medical Program Transfer Guide**

This program, offered in partnership with Athens State University, identifies potential students who might be interested in pursuing a medical degree. The Alabama Medical Education Consortium (AMEC) has allotted to Athens State University graduates up to 40 seats at the nine osteopathic medical schools located throughout the United States. The AMEC Plan provides a pipeline for qualified individuals who wish to attend medical school through a partnership program between Athens State and the two-year colleges in the Alabama College System. Gadsden State is working closely with Athens State for the first two years of the program. Students spend the final two years of the program at Athens State, taking upper-level courses. Upon completion, students will have earned the baccalaureate degree and admission to one of the nine osteopathic medical schools.

Upon graduation from Gadsden State, students will transfer to Athens State University. At Athens, students must satisfy the degree requirements of a chosen major, as well as the additional advanced coursework, such as genetics and biochemistry. This program requires two years at a community college, two years at Athens State, two years at a partner osteopathic medical school, two years clinical rotation in Alabama, and three years graduate residency training in Alabama. The contact person for the medical program at Athens State University is Dr. Charles Chapman.

**Advisors – Gadsden State Cherokee:** Frances Vann (256.927.1823) [fvann@gadsdenstate.edu](mailto:fvann@gadsdenstate.edu);

**McClellan Campus:** Blanca Borrero (256.238.9436) [bborrero@gadsdenstate.edu](mailto:bborrero@gadsdenstate.edu); Kaci Rodgers (256.238.9355) [kr Rodgers@gadsdenstate.edu](mailto:kr Rodgers@gadsdenstate.edu); James Skillman, (256.238.9371) [jskillman@gadsdenstate.edu](mailto:jskillman@gadsdenstate.edu);

**Wallace Drive Campus:** Nancy Gilbert (256.549.8433) [ngilbert@gadsdenstate.edu](mailto:ngilbert@gadsdenstate.edu);  
Phillip Snider (256.549.8430) [psnider@gadsdenstate.edu](mailto:psnider@gadsdenstate.edu)

### **Area I – Written Composition: 6**

- ENG 101 - English Composition I
- ENG 102 - English Composition II -Required for the partnership between ASU and the two-year colleges.

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics: 11**

- MTH 112 - Precalculus Algebra
- BIO 103 - Principles of Biology I
- BIO 104 - Principles of Biology II

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours **(REQUIRED: Literature OR history sequence)**
- History, Social, or Behavioral Science 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: (Athens State Requirements)**

- ORI 101 - Orientation to College

**NOTICE(s):** \* Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## Paralegal A.A.S.

**Advisors – Wallace Drive Campus:** Elizabeth Howard (256.549.8336) [ehoward@gadsdenstate.edu](mailto:ehoward@gadsdenstate.edu);  
Angie Waits (256.549.8342) [await@gadsdenstate.edu](mailto:await@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II - Humanities and Fine Arts: 6**

- Speech 3 hours
- Humanities **OR** Fine Arts 3 hours

### **Area III – Natural Sciences and Mathematics: 10**

- BIO 103 - Principles of Biology I
- CIS 146 - Microcomputer Applications
- MTH 116 - Mathematical Applications

### **Area IV – History, Social and Behavioral Sciences: 6**

- ECO 231 - Principles of Macroeconomics
- PSY 200 - General Psychology **OR**
- SOC 200 - Introduction to Sociology

### **Area V – Pre-Professional, Pre-Major and Electives: 43**

- |  |   |
|--|---|
| • ORI 101 - Orientation to College   | • PRL 103 - Adv Legal Research and Writing        |
| • BUS 215 - Business Communication   | • PRL 160 - Criminal Law and Procedure            |
| • BUS 241 - Principles of Accounting I   | • PRL 210 - Introduction to Real Property Law     |
| • BUS 263 - The Legal and Social Environment of Business   | • PRL 230 - Domestic Law                          |
| • OAD 125 - Word Processing  | • PRL 240 - Wills, Estates, and Trusts            |
| • PRL 101 - Introduction to Paralegal Study  | • PRL 262 - Civil Law and Procedures              |
| • PRL 102 - Basic Legal Research & Writing (PRL 101 & PRL 102 are corequisites AND prerequisites to other legal specialty courses) | • PRL 291 - Internship in Paralegalism            |
|  | • BUS 242 - Principles of Accounting II <b>OR</b> |
|  | ECO 232 - Principles of Microeconomics            |

### **Total Hours Required for Degree: 71**

**NOTICE(s):** Gadsden State Community College's Paralegal Program is approved by the American Bar Association. Legal specialty courses transferred from regionally accredited programs must be evaluated by the program coordinator to ensure that the content of the course is comparable to the Gadsden State course before acceptance. It is the responsibility of the student to verify the transferability of credit in this program to a senior institution with the appropriate senior institution advisor.

- The Paralegal Program is a Selective Admission Program.
- Legal specialty courses taken at ABA-approved schools will transfer automatically to equivalent Gadsden State courses if the student has a grade of C or above in the course.
- Legal specialty courses from non-ABA schools in Alabama will be evaluated by the program director to determine if credit will be awarded.
- Legal studies courses from non-ABA out-of-state programs will not be considered for transfer credit.
- Transfer credit for Paralegal courses will be limited to six (6) semester credit hours.
- A student must take at least ten (10) semester credit hours in the legal specialty courses in a traditional classroom setting.
- These policies are published in the Paralegal Brochure, the Paralegal webpage, and the GSCC catalogue.

**Paralegals are NOT licensed to practice law.**

## **Pre-Athletic Training Transfer Guide**

**Advisors - Wallace Drive Campus:** Lance Gilliland (256.549.8326) [lgilliland@gadsdenstate.edu](mailto:lgilliland@gadsdenstate.edu);  
Mike Cancilla (256.549.8311) [mcancilla@gadsdenstate.edu](mailto:mcancilla@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III - Natural Sciences and Mathematics\*: 11**

- BIO 201 - Human Anatomy and Physiology I
- BIO 202 - Human Anatomy and Physiology II
- MTH 110 - Finite Mathematics **OR**  
MTH 112 - Precalculus Algebra **OR** Higher level Math Course

### **Area IV - History, Social and Behavioral Sciences\*: 12**

- History 3 hours **(REQUIRED: Literature OR history sequence)**
- ECO 231 - Principles of Macroeconomics
- PSY 200 - General Psychology
- SOC 200 - Introduction to Sociology

### **Area V - Pre-Professional, Pre-Major and Electives\*: 22-23**

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• ORI 101 - Orientation to College</li><li>• CIS 146 - Microcomputer Applications</li><li>• HED 231 - First Aid</li><li>• HED 232 - Care and Prevention of Athletic Injuries</li><li>• PED 223 - Methods of Instruction</li><li>• PED 296 - Practicum in Athletic Training I</li></ul> | <ul style="list-style-type: none"><li>• PED 297 - Practicum in Athletic Training I</li></ul> <p><b><u>Please choose one of the following electives:</u></b></p> <ul style="list-style-type: none"><li>• BIO 103 – Principles of Biology I</li><li>• BIO 120 - Medical Terminology</li><li>• CHM 111 – College Chemistry I</li><li>• HEC 140 - Principles of Nutrition</li><li>• HED 224 - Personal and Community Health</li></ul> |
|--|---|

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Pre-Dentistry Transfer Guide**

**Advisors - Ayers Campus:** Nancy Lee (256.835.5497) [nlee@gadsdenstate.edu](mailto:nlee@gadsdenstate.edu);

**Gadsden State Cherokee:** Frances Vann, (256.927.1823) [fvann@gadsdenstate.edu](mailto:fvann@gadsdenstate.edu);

Susan Sewell (256.439.6874) [ssewell@gadsdenstate.edu](mailto:ssewell@gadsdenstate.edu);

**McClellan Center:** Kaci Rodgers (256.238.9355) [kr Rodgers@gadsdenstate.edu](mailto:kr Rodgers@gadsdenstate.edu);

**Wallace Drive Campus:** Rita Collier (256.549.8427) [rcollier@gadsdenstate.edu](mailto:rcollier@gadsdenstate.edu);

Brian Geislinger, (256.549.8434) [bgeislinger@gadsdenstate.edu](mailto:bgeislinger@gadsdenstate.edu); Xianglan (Shelly) Hood (256.549.8431)

[shood@gadsdenstate.edu](mailto:shood@gadsdenstate.edu); Phillip Snider (256.549.8430) [psnider@gadsdenstate.edu](mailto:psnider@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III - Natural Sciences and Mathematics\*: 12**

- CHM 111 - College Chemistry I
- CHM 112 - College Chemistry II
- MTH 125 - Calculus I

### **Area IV - History, Social and Behavioral Sciences\*: 12**

- History 3 hours **(REQUIRED: Literature OR history sequence)**
- History, Social, or Behavioral Sciences 6 hours
- PSY 200 - General Psychology

### **Area V – Pre-Professional, Pre-Major and Electives\*: 20**

- ORI 101 - Orientation to College
- CHM 221 - Organic Chemistry I
- CHM 222 - Organic Chemistry II
- PHY 201 - General Physics I Trig Based
- PHY 202 - General Physics II Trig Based
- CIS 146 - Microcomputer Applications

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Pre-Engineering Transfer Guide**

**Advisors - Ayers Campus:** Candace Davis (256.835.1232) [cdavis@gadsdenstate.edu](mailto:cdavis@gadsdenstate.edu); Ramona C. Harris (256.835.5447) [rharris@gadsdenstate.edu](mailto:rharris@gadsdenstate.edu); Cal Smith (256.835.5438) [csmith@gadsdenstate.edu](mailto:csmith@gadsdenstate.edu);

**Gadsden State Cherokee:** Danny Wilborn (256.927.1825) [dwilborn@gadsdenstate.edu](mailto:dwilborn@gadsdenstate.edu);

**McClellan Center:** Sara Wheeler (256.238.9353) [swheeler@gadsdenstate.edu](mailto:swheeler@gadsdenstate.edu);

**Wallace Drive Campus:** Lynette King (256.549.8490) [lking@gadsdenstate.edu](mailto:lking@gadsdenstate.edu); Rhoda Oden (256.549.8494) [roden@gadsdenstate.edu](mailto:roden@gadsdenstate.edu); Jesse Osborn (256.549.8405) [josborn@gadsdenstate.edu](mailto:josborn@gadsdenstate.edu); Tammy Potter Morgan (256.549.8485) [tmorgan@gadsdenstate.edu](mailto:tmorgan@gadsdenstate.edu); Esther Wilson (256.549.8493) [ewilson@gadsdenstate.edu](mailto:ewilson@gadsdenstate.edu); Danny Wilborn (256.439.6912) [dwilborn@gadsdenstate.edu](mailto:dwilborn@gadsdenstate.edu).

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 12**

- MTH 125 - Calculus I **OR** Higher level Math
- PHY 213 - General Physics with Calculus I
- PHY 214 - General Physics with Calculus II

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours **(REQUIRED: Literature OR history sequence)**
- History, Social, or Behavioral Science 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 19-22**

- ORI 101 - Orientation to College
- CHM 111 - College Chemistry I
- MTH 126 - Calculus II
- MTH 227 - Calculus III
- Computer Science Course Elective 3 hours
- Electives 3-6 hours

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Pre-Forestry Transfer Guide**

**Advisors - Ayers Campus:** Nancy Lee (256.835.5497) [nlee@gadsdenstate.edu](mailto:nlee@gadsdenstate.edu);

**Gadsden State Cherokee:** Frances Vann (256.927.1823) [fvann@gadsdenstate.edu](mailto:fvann@gadsdenstate.edu);

**McClellan Center:** James Skillman (256.238.9371) [jskillman@gadsdenstate.edu](mailto:jskillman@gadsdenstate.edu);

**Wallace Drive Campus:** Nancy Gilbert (256.549.8433) [ngilbert@gadsdenstate.edu](mailto:ngilbert@gadsdenstate.edu); Julie Bowen (256.549.8426) [jbowen@gadsdenstate.edu](mailto:jbowen@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II - Humanities and Fine Arts\*: 12**

- Literature 3 hours (**REQUIRED: Literature OR history sequence**)
- Fine Arts 3 hours
- Speech 3 hours
- Humanities and Fine Arts **OR** Literature 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 113 - Precalculus Trigonometry
- CHM 111 - College Chemistry I
- CHM 112 - College Chemistry II

### **Area IV - History, Social and Behavioral Sciences\*: 12**

- History 3 hours (**REQUIRED: Literature OR history sequence**)
- History, Social or Behavioral Sciences 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 20**

- ORI 101 - Orientation to College
- BIO 103 - Principles of Biology I
- BIO 104 - Principles of Biology II
- PHY 201 - General Physics I Trig Based
- PHY 202 - General Physics II Trig Based
- CIS 146 - Microcomputer Applications

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Pre-Law Transfer Guide**

**Advisor - Wallace Drive Campus:** Derrick Griffey (546.549.8482) [dgriffey@gadsdenstate.edu](mailto:dgriffey@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 110 - Finite Mathematics **OR**  
MTH 112 - Precalculus Algebra **OR** Higher level Math
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours **(REQUIRED: Literature OR history sequence)**
- History, Social, or Behavioral Science 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 23**

- ORI 101 - Orientation to College
- Approved Area V electives 22 hours **(Consult advisor)**

**Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Pre-Medicine Transfer Guide**

**Advisors - Ayers Campus:** Nancy Lee (256.835.5497) [nlee@gadsdenstate.edu](mailto:nlee@gadsdenstate.edu);

**Gadsden State Cherokee:** Frances Vann (256.927.1823) [fvann@gadsdenstate.edu](mailto:fvann@gadsdenstate.edu);

Susan Sewell (256.439.6874) [ssewell@gadsdenstate.edu](mailto:ssewell@gadsdenstate.edu);

**McClellan Center:** Kaci Rodgers, (256.238.9355) [kr Rodgers@gadsdenstate.edu](mailto:kr Rodgers@gadsdenstate.edu);

**Wallace Drive Campus:** Rita Collier (256.549.8427) [rcollier@gadsdenstate.edu](mailto:rcollier@gadsdenstate.edu); Brian Geislinger, (256.549.8434)

[bgeislinger@gadsdenstate.edu](mailto:bgeislinger@gadsdenstate.edu); Xianglan (Shelly) Hood (256.549.8431) [shood@gadsdenstate.edu](mailto:shood@gadsdenstate.edu);

Phillip Snider (256.549.8430) [psnider@gadsdenstate.edu](mailto:psnider@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III - Natural Sciences and Mathematics\*: 12**

- CHM 111 - College Chemistry I
- CHM 112 - College Chemistry II
- MTH 125 - Calculus I

### **Area IV - History, Social and Behavioral Sciences\*: 12**

- History 3 hours (Click to view courses ) **(REQUIRED: Literature OR history sequence)**
- History, Social, or Behavioral Science 6 hours
- PSY 200 - General Psychology

### **Area V – Pre-Professional, Pre-Major and Electives\*: 20**

- ORI 101 - Orientation to College
- CHM 221 - Organic Chemistry I
- CHM 222 - Organic Chemistry II
- PHY 201 - General Physics I Trig Based
- PHY 202 - General Physics II Trig Based
- CIS 146 - Microcomputer Applications

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.



## **Pre-Nursing (4-yr)**

**Advisors - Ayers Campus:** Nancy Lee (256.835.5497) [nlee@gadsdenstate.edu](mailto:nlee@gadsdenstate.edu);

**Gadsden State Cherokee:** Frances Vann (256.927.1823) [fvann@gadsdenstate.edu](mailto:fvann@gadsdenstate.edu);

**McClellan Center:** Kaci Rodgers (256.238.9355) [kr Rodgers@gadsdenstate.edu](mailto:kr Rodgers@gadsdenstate.edu);

**Wallace Drive Campus:** Cynthia Freeman (256.549.8432) [cfreeman@gadsdenstate.edu](mailto:cfreeman@gadsdenstate.edu);

Jeff Machen (256.549.8436) [jmachen@gadsdenstate.edu](mailto:jmachen@gadsdenstate.edu);

### **Area I – Written Composition: 6**

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

### **Area II - Humanities and Fine Arts\*: 12**

- Literature 3 hours (**REQUIRED: Literature OR history sequence**)
  - Fine Arts 3 hours
  - Speech 3 hours
  - Humanities and Fine Arts or Literature 3 hours
- Recommended:** PHL 206 - Ethics and Society

### **Area III - Natural Science and Mathematics\*: 11**

- MTH 112 - Precalculus Algebra
- BIO 103 - Principles of Biology I
- CHM 104 - Introduction to Inorganic Chemistry **OR**
- CHM 111 - College Chemistry I

### **Area IV - History, Social and Behavioral Sciences\*: 12**

- History 3 hours (**REQUIRED: Literature OR history sequence**)
- History, Social or Behavioral Sciences 3 hours
- PSY 200 - General Psychology
- PSY 210 - Human Growth and Development

### **Area V - Pre-Professional, Major and Electives\*: 22**

- ORI 101 - Orientation to College
- BIO 201 - Human Anatomy and Physiology I
- BIO 202 - Human Anatomy and Physiology II
- BIO 220 - General Microbiology
- BUS 271 - Business Statistics I **OR**  
MTH 265 - Elementary Statistics
- HEC 140 - Principles of Nutrition
- CIS 146 - Microcomputer Applications

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting System (STARS) located at <http://stars.troy.edu> and the degree requirements of the intended transfer institution.

## **Pre-Pharmacy Transfer Guide**

**Advisors - Ayers Campus:** Nancy Lee (256.835.5497) [nlee@gadsdenstate.edu](mailto:nlee@gadsdenstate.edu);  
**Gadsden State Cherokee:** Frances Vann (256.927.1823) [fvann@gadsdenstate.edu](mailto:fvann@gadsdenstate.edu);  
**McClellan Center:** James Skillman (256.238.9371) [jskillman@gadsdenstate.edu](mailto:jskillman@gadsdenstate.edu);  
**Wallace Drive Campus:** Rita Collier (256.549.8427) [rcollier@gadsdenstate.edu](mailto:rcollier@gadsdenstate.edu);  
Cynthia Freeman (256.549.8432) [cfreeman@gadsdenstate.edu](mailto:cfreeman@gadsdenstate.edu); Jeff Machen (256.549.8436) [jmachen@gadsdenstate.edu](mailto:jmachen@gadsdenstate.edu); Phillip Snider (256.549.8430) [psnider@gadsdenstate.edu](mailto:psnider@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 12**

- CHM 111 - College Chemistry I
- CHM 112 - College Chemistry II
- MTH 125 - Calculus I

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours **(REQUIRED: Literature OR history sequence)**
- History, Social, or Behavioral Science 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 20**

- ORI 101 - Orientation to College
- BIO 103 - Principles of Biology I
- BIO 201 - Human Anatomy and Physiology I
- CHM 221 - Organic Chemistry I
- CHM 222 - Organic Chemistry II
- CIS 146 - Microcomputer Applications

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Pre-Veterinary Medicine Transfer Guide**

**Advisors - Ayers Campus:** Blanca Borrero (256.835.5489) [bborrero@gadsdenstate.edu](mailto:bborrero@gadsdenstate.edu);

**Gadsden State Cherokee:** Frances Vann (256.927.1823) [fvann@gadsdenstate.edu](mailto:fvann@gadsdenstate.edu);

Susan Sewell (256.439.6874) [ssewell@gadsdenstate.edu](mailto:ssewell@gadsdenstate.edu);

**McClellan Center:** Kaci Rodgers (256.238.9355) [krodgers@gadsdenstate.edu](mailto:krodgers@gadsdenstate.edu);

**Wallace Drive Campus:** Cynthia Freeman (256.549.8432) [cfreeman@gadsdenstate.edu](mailto:cfreeman@gadsdenstate.edu);

Jeff Machen (256.549.8436) [jmachen@gadsdenstate.edu](mailto:jmachen@gadsdenstate.edu); Rita Collier (256.549.8427) [rcollier@gadsdenstate.edu](mailto:rcollier@gadsdenstate.edu);

Susan Sewell (256.439.6874) [ssewell@gadsdenstate.edu](mailto:ssewell@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11-12**

- MTH 113 - Precalculus Trigonometry
- CHM 111 - College Chemistry I
- CHM 112 - College Chemistry II

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours **(REQUIRED: Literature OR history sequence)**
- History, Social, or Behavioral Science 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 20**

- ORI 101 - Orientation to College
- CHM 221 - Organic Chemistry I
- CHM 222 - Organic Chemistry II
- PHY 201 - General Physics I Trig Based
- PHY 202 - General Physics II Trig Based
- CIS 146 - Microcomputer Applications

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Psychology Transfer Guide**

**Advisors - Ayers Campus:** Laetitia Hutchinson (256.835.5484) [lhutchinson@gadsdenstate.edu](mailto:lhutchinson@gadsdenstate.edu)

**McClellan Center:** Billy Jenkins (256.238.9373) [bjenkins@gadsdenstate.edu](mailto:bjenkins@gadsdenstate.edu);

**Wallace Drive Campus:** Trudie Guffey (256.549.8484) [tguffey@gadsdenstate.edu](mailto:tguffey@gadsdenstate.edu);

Julie White (256.549.8301) [juliewhite@gadsdenstate.edu](mailto:juliewhite@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours (**REQUIRED: Literature OR history sequence**)
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 110 - Finite Mathematics **OR**  
MTH 112 - Precalculus Algebra **OR** Higher level Math
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 6 hours (**REQUIRED: Literature OR history sequence**)
- PSY 200 - General Psychology
- PSY 210 - Human Growth and Development

### **Area V – Pre-Professional, Pre-Major and Electives\*: 22**

- ORI 101 - Orientation to College
- CIS 146 - Microcomputer Applications
- ECO 231 - Principles of Macroeconomics
- OR**
- ECO 232 - Principles of Microeconomics
- SOC 200 - Introduction to Sociology
- Approved Area V electives 12 hours

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Public Safety Telecommunications A.A.S.**

**Advisor – McClellan Center:** Christina Dilges Isom, (256.238.9362) [cisom@gadsdenstate.edu](mailto:cisom@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts: 3**

- Humanities or Fine Arts 3 hours

### **Area III – Natural Sciences and Mathematics: 9**

- MTH 100 - Intermediate College Algebra **OR** Higher level Math
- CIS 146 - Microcomputer Applications
- CIS Elective 3 hours

### **Area IV – History, Social, and Behavioral Sciences: 3**

- PSY 200 - General Psychology

### **Area V – Professional, Major, and Elective Courses: 46**

- ORI 101 - Orientation to College
- PST 110 - Introduction to Public Safety Communications
- PST 111 - Interpersonal Communications
- PST 112 - Legal Issues in Public Safety Telecommunications
- PST 113 - Introduction to Crisis Intervention
- PST 114 - Introduction to Weapons of Mass Destruction
- PST 115 - Emergency Medical Dispatching
- PST 220 - Technologies in Public Safety Telecommunication and 911
- PST 221 - Role in Hostage Negotiations for Public Safety Communicators
- PST 222 - Handling of Hazardous Materials Event
- PST 223 - Human Resource Management in Public Safety Communications
- PST 224 - Financial Management in Public Safety Communications
- PST 225 - Management Principles in Public Safety Communications
- PST 226 - Advanced Public Safety Communications
- PST 227 - Location Identification
- PST 228 - Technical Writing

### **Total Hours Required for Degree: 67**

**NOTICE(s):** In lieu of CIS 146, competency in basic use of computers is demonstrated by the extensive use of computers in completing online computer courses.

## **Radiologic Technology A.A.S.**

**Advisors – Wallace Drive Campus:** Deborah Gay Utz, (256.549.8468) [gutz@gadsdenstate.edu](mailto:gutz@gadsdenstate.edu);  
Gina Tice, (256.549.8469) [gtice@gadsdenstate.edu](mailto:gtice@gadsdenstate.edu)

### **Area I – Written Composition: 6**

- ENG 101 - English Composition I
- ENG 102 - English Composition II
- (May substitute SPH 106 - Fundamentals of Oral Communication for ENG 102)

### **Area II – Humanities and Fine Arts: 3**

- Humanities and Fine Arts Elective 3 hours  
Student will choose Art, Art History, Foreign Languages, Humanities, Music, Philosophy, Religion, or Theater from STARS.

### **Area III – Natural Sciences and Mathematics: 11**

- BIO 201 - Human Anatomy and Physiology I
- BIO 202 - Human Anatomy and Physiology II
- MTH 100 - Intermediate College Algebra **OR** Higher level Math (**Math 116 is not a higher level Math**)

### **Area IV – History, Social and Behavioral Sciences: 3**

- PSY 200 - General Psychology

### **Area V – Professional, Major and Elective Courses: 52**

In lieu of CIS 146, competency in basic use of computers is demonstrated by extensive use of computers as required in labs and clinicals.

- RAD 111 - Introduction to Radiography
- RAD 112 - Radiographic Procedures I
- RAD 113 - Patient Care
- RAD 114 - Clinical Education I
- RAD 122 - Radiographic Procedures II
- RAD 124 - Clinical Education II
- RAD 125 - Imaging Equipment
- RAD 134 - Clinical Education III
- RAD 135 - Exposure Principles
- RAD 136 - Radiation Protection and Biology
- RAD 212 - Image Evaluation and Pathology
- RAD 214 - Clinical Education IV
- RAD 224 - Clinical Education V
- RAD 227 - Review Seminar

**Total Hours Required for Degree: 75**

## **Realtime Reporting - Broadcast Captioning Specialization A.A.S.**

**Advisors – East Broad Campus:** Leah Elkins, Realtime Reporting Building (256.549.8693)  
[lelkins@gadsdenstate.edu](mailto:lelkins@gadsdenstate.edu); Carrie Robinson, Realtime Reporting Building (256.549.8629)  
[carrierobinson@gadsdenstate.edu](mailto:carrierobinson@gadsdenstate.edu); Michelle Roberts, Realtime Reporting Building (256-549-8694)  
[mroberts@gadsdenstate.edu](mailto:mroberts@gadsdenstate.edu)

### **Area I—Written Composition: 9**

- ENG 101 - English Composition I
- \* ENG 131 - Applied Writing I
- \* ENG 132 - Applied Writing II

### **Area II—Humanities and Fine Arts: 3**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Area III—Natural Science or Mathematics: 9**

- \* BIO 120 - Medical Terminology
- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- \* RTR 170 - Realtime Closed Captioning Technologies

### **Area IV—History, Social and Behavioral Sciences: 4**

Student will choose Economics, Geography, History, Political Science, Psychology, or Sociology 3 hours

- ORI 101 - Orientation to College

### **Area V—Technical Courses: 18**

- \* RTR 110 - Realtime Reporting I / Laboratory
- \* RTR 130 - Realtime Reporting II / Laboratory
- \* RTR 131 - Civil and Criminal Law and Terminology for Real Time Reporters
- \* RTR 150 - Realtime Reporting III / Laboratory

### **Technical Specialty: 33**

- \* RTR 171 - Broadcast Captioning I/Laboratory
- \* RTR 172 - Broadcast Captioning II/Laboratory
- \* RTR 173 - Broadcast Captioning III/Laboratory
- \* RTR 175 - Realtime Closed Captioning Technology II
- \* RTR 226 - Judicial Procedures
- RTR 227 - Moot Court Practicum I
- RTR 257 - Moot Court Practicum II
- \* RTR 292 - Broadcast Captioning Internship
- RTR 184-189 Realtime Lab I-VI (Electives) 2 hours
- RTR 295-299 Selected Topics in RTR (Electives) 5 hours

### **Total Hours Required for Degree: 76**

**NOTICE(s): \*Required by NCRA** For the AAS Degree in Broadcast Captioning, the student must complete a minimum of 76 credit hours—a minimum of 51 in technical courses and a minimum of 25 in general education courses—all of which must be approved by the program advisor. Courses will be selected from those listed above. Admission Requirements: High school diploma or GED, a minimum score of 62\*\* on the English portion of the COMPASS Placement Test, a minimum score of 76 on the reading portion of the COMPASS Placement Test.

**\*\*Subject to change**

**This program is offered at the East Broad Campus only.**

## **Realtime Reporting A.A.S.**

**Advisors – East Broad Campus:** Leah Elkins, Realtime Reporting Building (256.549.8693) [lelkins@gadsdenstate.edu](mailto:lelkins@gadsdenstate.edu); Carrie Robinson, Realtime Reporting Building (256.549.8629) [carrierobinson@gadsdenstate.edu](mailto:carrierobinson@gadsdenstate.edu); Michelle Roberts, Realtime Reporting Building (256-549-8694) [mroberts@gadsdenstate.edu](mailto:mroberts@gadsdenstate.edu)

### **Area I—Written Composition: 9**

- ENG 101 - English Composition I
- \* ENG 131 - Applied Writing I
- \* ENG 132 - Applied Writing II

### **Area II—Humanities and Fine Arts: 3**

- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Area III—Natural Science or Mathematics: 9**

- \* BIO 120 - Medical Terminology
- \* RTR 115 - Realtime Reporting Technology
- MTH 100 - Intermediate College Algebra Level 100 or numerically higher

### **Area IV—History, Social and Behavioral Sciences: 4**

Student will choose Economics, Geography, History, Political Science, Psychology, or Sociology 3 hours

- ORI 101 - Orientation to College

### **Area V—Technical Courses: 18**

- \* RTR 110 - Realtime Reporting I / Laboratory
- \* RTR 130 - Realtime Reporting II / Laboratory
- \* RTR 131 - Civil and Criminal Law and Terminology for Real Time Reporters
- \* RTR 150 - Realtime Reporting III / Laboratory

### **Technical Specialty: 33**

- \* RTR 210 - Realtime Reporting IV / Laboratory
- \* RTR 220 - Realtime Reporting V / Laboratory
- \* RTR 226 - Judicial Procedures
- \* RTR 227 - Moot Court Practicum I
- \* RTR 257 - Moot Court Practicum II
- \* RTR 270 - Realtime Reporting VI / Laboratory
- \* RTR 275 - Realtime Reporting Internship
- RTR 184-189 Realtime Lab I-VI (Electives) 2 hours
- RTR 295-299 Selected Topics in RTR (Electives) 5 hours

### **Total Hours Required for Degree: 76**

**Notice(s):** \*Required by NCRA For the A.A.S. Degree in Realtime Reporting, the student must complete a minimum of 76 credit hours – a minimum of 51 in technical courses and a minimum of 25 in general education courses – all of which must be approved by the program advisor. Courses will be selected from those listed above. Admission Requirements: High school diploma or GED, a minimum score of 62\*\* on the English portion of the COMPASS Placement Test and a minimum score of 76 on the reading portion of the COMPASS Placement Test.

**\*\*Subject to change**

**This program is offered at the East Broad Campus only.**



## **Realtime Reporting - Litigation Assistant Short-Term Certificate**

**Advisors – East Broad Campus:** Leah Elkins, Realtime Reporting Building (256.549.8693) [lelkins@gadsdenstate.edu](mailto:lelkins@gadsdenstate.edu); Carrie Robinson, Realtime Reporting Building (256.549.8629) [carrierobinson@gadsdenstate.edu](mailto:carrierobinson@gadsdenstate.edu); Michelle Roberts, Realtime Reporting Building (256.549.8694) [mroberts@gadsdenstate.edu](mailto:mroberts@gadsdenstate.edu)

### **Required Courses:**

- RTR 110 - Realtime Reporting I / Laboratory
- RTR 115 - Realtime Reporting Technology
- RTR 130 - Realtime Reporting II / Laboratory
- RTR 131 - Civil and Criminal Law and Terminology for Real Time Reporters
- BIO 120 - Medical Terminology
- ENG 131 - Applied Writing I
- ENG 132 - Applied Writing II
- ORI 101 - Orientation to College or Elective

### **Total Hours Required for Certificate: 26**

**NOTICE(s):** For the short-term certificate as Realtime Reporting Litigation Assistant, the student must complete the 26 credit hours from the courses listed above. All courses must be approved by the advisor. Admission Requirements: High school diploma or GED, a minimum score of 62\*\* on the English portion of the COMPASS Placement Test and a minimum score of 76 on the reading portion of the COMPASS Placement Test. \*\*Subject to change

**This program is offered at the East Broad Campus only.**

## **Registered Nursing A.A.S.**

**Advisor – Wallace Drive Campus:** Pam Mayo (256.549.8257) [pmayo@gadsdenstate.edu](mailto:pmayo@gadsdenstate.edu)

### **Area I – Written Composition: 3**

- ENG 101 - English Composition I

### **Area II – Humanities and Fine Arts: 6**

- Speech 3 hours
- HUM Humanities elective 3 hours

### **Area III – Natural Sciences and Mathematics: 15**

- BIO 201 - Human Anatomy and Physiology I
- BIO 202 - Human Anatomy and Physiology II
- BIO 220 - General Microbiology
- MTH 116 - Mathematical Applications **OR** Higher level Math

### **Area IV – History, Social and Behavioral Sciences: 6**

- PSY 200 - General Psychology
- PSY 210 - Human Growth and Development

### **Area V – Professional, Major, & Elective Courses: 42**

- NUR 102 - Fundamentals of Nursing
- NUR 103 - Health Assessment
- NUR 104 - Introduction to Pharmacology
- NUR 105 - Adult Nursing
- NUR 106 - Maternal and Child Nursing
- # NUR 111 - Paramedic to ADN Mobility
- \* NUR 200 - Nursing Career Mobility Assessment
- NUR 201 - Nursing Through the Lifespan I
- NUR 202 - Nursing Through the Lifespan II
- NUR 203 - Nursing Through the Lifespan III
- NUR 204 - Role Transition for the Registered Nurse

NUR ELE\*\*Credits awarded upon completion of LPN-RN Program 15 or 21 hours

### **Total Hours Required for Degree: 72**

**NOTICE(s):** Gadsden State Nursing Program follows the Alabama Community College System nursing curriculum. "Comprehensive Assessment Plan" must be completed.

\* LPN-RN Track I. Upon successful completion of NUR 200, students are eligible for entry into NUR 201. Also, upon successful completion of the LPN-RN Program, students will receive 15 non-traditional credit hours, if necessary.

\*\* LPN-RN Track II. Students who graduated from the Alabama Community College System Practical Nursing Curriculum within the past two years will not be required to take NUR 200. Upon successful completion of the LPN-RN Program, students will receive 21 non-traditional credit hours, if necessary.

#Upon successful completion of the Paramedic to ADN Mobility Program, students will receive 14 non-traditional credit hours.

## **Religion Transfer Guide**

**Advisor - Wallace Drive Campus:** Derrick Griffey (256.549.8482) [dgriffey@gadsdenstate.edu](mailto:dgriffey@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours **(REQUIRED: Literature OR history sequence)**
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 110 - Finite Mathematics **OR**  
MTH 112 - Precalculus Algebra **OR** Higher level Math
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 6 hours
- PSY 200 - General Psychology
- SOC 200 - Introduction to Sociology

### **Area V – Pre-Professional, Pre-Major and Electives\*: 23**

- ORI 101 - Orientation to College
- CIS 146 - Microcomputer Applications
- HIS 216 - History of World Religions
- PSY 200 - General Psychology
- REL 151 - Survey of the Old Testament
- REL 152 - Survey of the New Testament
- HED Elective 3 hours
- Approved Area V Electives 4 hours

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Science Education Transfer Guide**

**Advisors –Ayers Campus:** Nancy Lee (256.835.5497) [nlee@gadsdenstate.edu](mailto:nlee@gadsdenstate.edu);

**Gadsden State Cherokee:** Frances Vann (256.927.1823) [fvann@gadsdenstate.edu](mailto:fvann@gadsdenstate.edu);

**McClellan Center:** James Skillman (256.238.9371) [jskillman@gadsdenstate.edu](mailto:jskillman@gadsdenstate.edu);

**Wallace Drive Campus:** Cynthia Freeman (256.549.8432) [cfreeman@gadsdenstate.edu](mailto:cfreeman@gadsdenstate.edu);

Jeff Machen (256.549.8436) [jmachen@gadsdenstate.edu](mailto:jmachen@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours (**REQUIRED: Literature OR history sequence**)
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11-12**

- MTH 112 - Precalculus Algebra
- CHM 111 - College Chemistry I
- CHM 112 - College Chemistry II

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours (**REQUIRED: Literature OR history sequence**)
- History, Social, or Behavioral Science 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 23**

- ORI 101 - Orientation to College
- BIO 103 - Principles of Biology I
- BIO 104 - Principles of Biology II
- MTH 113 - Precalculus Trigonometry
- PHY 201 - General Physics I Trig Based
- PHY 202 - General Physics II Trig Based
- CIS 146 - Microcomputer Applications

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Social Science Education Transfer Guide**

**Advisors - Ayers Campus:** Todd Hamilton (256.835.5439) [thamilton@gadsdenstate.edu](mailto:thamilton@gadsdenstate.edu)

**McClellan Center:** Kelley Haynes (256.238.9357) [khaynes@gadsdenstate.edu](mailto:khaynes@gadsdenstate.edu)

**Wallace Drive Campus:** Richard Dobbs (256.549.8495) [rdobbs@gadsdenstate.edu](mailto:rdobbs@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours (**REQUIRED: Literature OR history sequence**)
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 110 - Finite Mathematics **OR**  
MTH 112 - Precalculus Algebra **OR** Higher level Math
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 6 hours
- GEO 100 - World Regional Geography
- PSY 200 - General Psychology

### **Area V – Pre-Professional, Pre-Major and Electives\*: 23**

- |  |                                       |
|--|---------------------------------------|
| • ORI 101 - Orientation to College       | • History 6 hours                     |
| • CIS 146 - Microcomputer Applications   | • SOC 200 - Introduction to Sociology |
| • ECO 231 - Principles of Macroeconomics | • Approved Area V electives 4 hours   |
| <b>OR</b>                                |                                       |
| • ECO 232 - Principles of Microeconomics |                                       |

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Sociology Transfer Guide**

**Advisors - Ayers Campus:** Donna Wood (256.835.5421) [dwood@gadsdenstate.edu](mailto:dwood@gadsdenstate.edu);

**McClellan Center:** Billy Jenkins (256.238.9373) [bjenkins@gadsdenstate.edu](mailto:bjenkins@gadsdenstate.edu);

**Wallace Drive Campus:** Derrick Griffey (256.549.8482) [dgriffey@gadsdenstate.edu](mailto:dgriffey@gadsdenstate.edu);

Trudie Guffey (256.549.8484) [tguffey@gadsdenstate.edu](mailto:tguffey@gadsdenstate.edu); Julie White (256.549.8301) [juliwhite@gadsdenstate.edu](mailto:juliwhite@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours (**REQUIRED: Literature OR history sequence**)
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 110 - Finite Mathematics **OR**  
MTH 112 - Precalculus Algebra **OR** Higher level Math
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 6 hours
- PSY 200 - General Psychology
- SOC 200 - Introduction to Sociology

### **Area V – Pre-Professional, Pre-Major and Electives\*: 23**

- ORI 101 - Orientation to College
- CIS 146 - Microcomputer Applications
- SOC 210 - Social Problems
- SOC 247 - Marriage and the Family
- Approved Area V Electives

### **Total Hours Required for Degree: 60-64**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

## **Speech Transfer Guide**

**Advisors – Ayers Campus:** Todd Hamilton (256.835.5439) [thamilton@gadsdenstate.edu](mailto:thamilton@gadsdenstate.edu);

**Gadsden State Cherokee:** Brian Connell (256.927.1824) [bconnell@gadsdenstate.edu](mailto:bconnell@gadsdenstate.edu);

**McClellan Center:** Yolanda Monroe-Robinson (256.238.9344) [ymonroe-robinson@gadsdenstate.edu](mailto:ymonroe-robinson@gadsdenstate.edu);

**Wallace Drive Campus:** Patricia Connell (256.549.8423) [pconnell@gadsdenstate.edu](mailto:pconnell@gadsdenstate.edu); Robert Johnston (256.549.8303) [rjohnston@gadsdenstate.edu](mailto:rjohnston@gadsdenstate.edu); Neil Mullin (256.549.8439) [nmullin@gadsdenstate.edu](mailto:nmullin@gadsdenstate.edu)

### **Area I – Written Composition: 6**

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

### **Area II – Humanities and Fine Arts\*: 12**

- Literature 3 hours (**REQUIRED: Literature OR history sequence**)
- Fine Arts 3 hours
- Speech 3 hours
- Humanities, Fine Arts, Literature **OR** Speech 3 hours

### **Area III – Natural Sciences and Mathematics\*: 11**

- MTH 110 - Finite Mathematics **OR**  
MTH 112 - Precalculus Algebra **OR** Higher level Math
- Natural Science and Lab 8 hours

### **Area IV – History, Social and Behavioral Sciences\*: 12**

- History 3 hours (**REQUIRED: Literature OR history sequence**)
- History, Social, or Behavioral Science 3 hours
- Social and Behavioral Sciences 6 hours

### **Area V – Pre-Professional, Pre-Major and Electives\*: 19-23**

- ORI 101 - Orientation to College
- CIS 146 - Microcomputer Applications **OR** Higher CIS elective
- Electives 15-19 hours

**Total Hours Required for Degree: 60-64**

## **Surgical/Operating Room Technician Short-Term Certificate**

**Advisor – McClellan Center:** Brenda Young, (256.238.9372) [byoung@gadsdenstate.edu](mailto:byoung@gadsdenstate.edu)

### **Area III – Natural Sciences and Mathematics: 7**

- BIO 206 - Human Anatomy
- MTH 116 - Mathematical Applications

### **Area V – Professional, Major and Elective Courses: 21**

- ORI 101 - Orientation to College
- HPS 100 - Safety Issues for Clinical Practice
- HPS 105 - Medical Terminology
- SUR 101 - Introduction to Surgical Technology
- SUR 102 - Applied Surgical Techniques
- SUR 103 - Surgical Procedures
- SUR 104 - Surgical Practicum I

**Total Hours Required for Degree: 28**

**NOTICE(s):** Subject to change due to statewide standardization of Surgical/Operating Room Technician program(s)  
**This program is offered at the McClellan Center only.**

## **Welding Technology Certificate**

**Advisors – Ayers Campus:** Gary Udaka, Welding Technology Building (256.835.5426) [gudaka@gadsdenstate.edu](mailto:gudaka@gadsdenstate.edu)

**East Broad Campus:** Frank Miller, Welding Technology Building (256.549.8653) [fmiller@gadsdenstate.edu](mailto:fmiller@gadsdenstate.edu)

Darren McCrary, Welding Technology Building (256.549.8657) [dmccrary@gadsdenstate.edu](mailto:dmccrary@gadsdenstate.edu)

### **Area I – Written Composition: 3**

- COM 100 - Vocational / Technical English or
- ENG 101 - English Composition I

### **Area II – Humanities and Fine Arts: 3**

- SPC 103 - Oral Communication Skills or
- SPH 106 - Fundamentals of Oral Communication or
- SPH 107 - Fundamentals of Public Speaking or
- SPH 116 - Introduction to Interpersonal Communication

### **Area III – Natural Science or Mathematics: 6**

- MAH 101 - Introductory Mathematics I or
- MTH 100 - Intermediate College Algebra Level 100 or numerically higher
- DPT 100 - Introductory Computer Skills I or
- CIS 146 - Microcomputer Applications

### **Area IV – History, Social and Behavioral Sciences: 1**

- ORT 100 - Orientation for Career Students

### **Area V – Technical Courses: 15**

**Courses listed below are required.**

- WDT 108 - SMAW Fillet/OFC
- WDT 109 - SMAW Fillet/PAC/CAC
- WDT 110 - Industrial Blueprint Reading
- WDT 119 - Gas Metal Arc/Flux Cored Arc Welding
- WDT 120 - Shielded Metal Arc Welding Groove

### **Technical Specialty Approved Area V Electives: 30**

- WDT 115 - GTAW Carbon Pipe
- WDT 116 - GTAW Stainless Pipe
- WDT 122 - SMAW Fillet/OFC Lab
- WDT 123 - SMAW Fillet/PAC/CAC Lab
- WDT 124 - Gas Metal Arc/Flux Cored Arc Welding Lab
- WDT 125 - Shielded Metal Arc Welding Groove Lab
- WDT 155 - GTAW Carbon Pipe Lab
- WDT 156 - GTAW Stainless Pipe Lab
- WDT 157 - Consumable Welding Processes
- WDT 158 - Consumable Welding Processes Lab
- WDT 160 – Robotic Programming & Welding
- WDT 166 - Flux Core Arc Welding (FCAW)
- WDT 167 – Flux Core Arc Welding Lab
- WDT 180 - Special Topics or
- WDT 181 - Special Topics Lab or
- WDT 182 - Special Topics
- WDT 183 - Special Topics
- WDT 183 M - Special Topics Lab
- WDT 184 – Special Topics
- WDT 185 – Special Topics
- WDT 193 - Co-Op or
- WDT 291 - Co-Op or
- WDT 292 - Co-Op
- WDT 217 - SMAW Carbon Pipe
- WDT 218 - Certification
- WDT 219 - Welding Inspection & Testing
- WDT 221 - Pipefitting and Fabrication
- WDT 223 - Blueprint Reading for Fabrication
- WDT 228 - Gas Tungsten Arc Welding
- WDT 229 - Boiler Tube
- WDT 230 - Orbital Gas Tungsten Arc Welding
- WDT 240 - Orbital Gas Tungsten Arc Welding Lab
- WDT 250 - Pipe Preparation for Orbital Welding Lab
- WDT 257 - SMAW Carbon Pipe Lab
- WDT 258 - Certification Lab
- WDT 268 - Gas Tungsten Arc Lab
- WDT 269 - Boiler Tube Lab
- WDT 281 - Special Topics in Welding Technology

### **Total Hours Required for Certificate: 58**

**NOTICE(s):** For the certificate in Welding Technology, the student must complete a minimum of 58 credit hours – 45 in technical courses and 13 in general education courses – all of which must be approved by the advisor. Required courses may vary to provide

options and to meet student needs. Courses will be selected from those listed above. Admission Requirement: The student must be age 17 or older.

### **Welding Technology Pipe Tube Welding Short-Term Certificate**

**Advisors - Ayers Campus:** Gary Udaka, Welding Technology Building (256.835.5426) [gudaka@gadsdenstate.edu](mailto:gudaka@gadsdenstate.edu);  
**East Broad Campus:** Frank Miller, Welding Technology Building (256.549.8653) [fmiller@gadsdenstate.edu](mailto:fmiller@gadsdenstate.edu); Darren McCrary, Welding Technology Building (256.549.8657) [dmccrary@gadsdenstate.edu](mailto:dmccrary@gadsdenstate.edu)

#### **Required Courses**

- WDT 108 - SMAW Fillet/OFC
- WDT 110 - Industrial Blueprint Reading
- WDT 115 - GTAW Carbon Pipe
- WDT 119 - Gas Metal Arc/Flux Cored Arc Welding
- WDT 120 - Shielded Metal Arc Welding Groove
- WDT 125 - Shielded Metal Arc Welding Groove Lab
- WDT 155 - GTAW Carbon Pipe Lab
- WDT 183 M - Special Topics Lab
- WDT 185 – Special Topics Lab
- WDT 217 - SMAW Carbon Pipe
- WDT 223 - Blueprint Reading for Fabrication
- WDT 229 - Boiler Tube
- WDT 257 - SMAW Carbon Pipe Lab
- WDT 269 - Boiler Tube Lab
- \* ORT 100 - Orientation for Career Students

**Total Hours Required for Certificate: 28**

**NOTICE(s):** For the short-term certificate in Welding Technology, the student must complete 28 of the 43 WDT credit hours listed above. All courses must be approved by the advisor. Admission Requirement: The student must be age 17 or older.

**\*Required Course**

### **Welding Technology Short-Term Certificate**

**Advisors – Ayers Campus:** Gary Udaka, Welding Technology Building (256.835.5426) [gudaka@gadsdenstate.edu](mailto:gudaka@gadsdenstate.edu);  
**East Broad Campus:** Frank Miller, Welding Technology Building (256.549.8653) [fmiller@gadsdenstate.edu](mailto:fmiller@gadsdenstate.edu);  
Darren McCrary, Welding Technology Building (256.549.8657) [dmccrary@gadsdenstate.edu](mailto:dmccrary@gadsdenstate.edu)

#### **Required Courses:**

- WDT 108 - SMAW Fillet/OFC
- WDT 109 - SMAW Fillet/PAC/CAC
- WDT 110 - Industrial Blueprint Reading
- WDT 119 - Gas Metal Arc/Flux Cored Arc Welding
- WDT 122 - SMAW Fillet/OFC Lab
- WDT 123 - SMAW Fillet/PAC/CAC Lab
- WDT 124 - Gas Metal Arc/Flux Cored Arc Welding Lab
- WDT 157 - Consumable Welding Processes
- WDT 158 - Consumable Welding Processes Lab
- WDT 160 – Robotic Programming and Welding
- WDT 166 - Flux Core Arc Welding (FCAW)
- WDT 167 – Flux Core Arc Welding Lab
- WDT 185 – Special Topics Lab
- \* ORT 100 - Orientation for Career Students

**Total Hours Required for Certificate: 28**

**NOTICE(s):** For the short-term certificate in Welding Technology, the student must complete 28 credit hours from the 40DT credit hours listed above. All courses must be approved by the advisor. Admission Requirement: The student must be age 17 or older.

**\*Required Course**



## **Word Processing Specialist Short-Term Certificate**

**Advisors – Ayers Campus:** Glenda Copeland (256.835.5446) [gcopeland@gadsdenstate.edu](mailto:gcopeland@gadsdenstate.edu);

**Wallace Drive Campus:** Fay Scott (256.439.6876) [fscott@gadsdenstate.edu](mailto:fscott@gadsdenstate.edu);

Larhea Sims (256.439.6904) [lsims@gadsdenstate.edu](mailto:lsims@gadsdenstate.edu)

### **Area V – Professional, Major and Elective Courses: 25**

- ORI 101 - Orientation to College
- CIS 146 - Microcomputer Applications
- CIS 147 - Advanced Micro Applications
- OAD 101 - Beginning Keyboarding
- OAD 103 - Intermediate Keyboarding
- OAD 104 - Advanced Keyboarding
- OAD 125 - Word Processing
- OAD 126 - Advanced Word Processing
- OAD 218 - Office Procedures

### **Total Hours Required for Certificate: 25**

**NOTICE(s):** \*Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

**Required Courses for the Partnership between Athens and the two-year colleges**

CHM 111 - College Chemistry I  
CHM 112 - College Chemistry II  
CHM 221 - Organic Chemistry I  
CHM 222 - Organic Chemistry II

MTH 113 - Precalculus Trigonometry

PHY 201 - General Physics I Trig Based  
PHY 202 - General Physics II Trig Based

**Fine Arts**

ART 100 - Art Appreciation  
ART 203 - Art History I  
ART 204 - Art History II

MUS 101 - Music Appreciation

THR 120 - Theater Appreciation  
THR 126 - Introduction to Theater

**History**

HIS 101 - Western Civilization I  
HIS 102 - Western Civilization II

HIS 201 - United States History I  
HIS 202 - United States History II

**History, Social and Behavioral Sciences**

ECO 231 - Principles of Macroeconomics  
ECO 232 - Principles of Microeconomics

GEO 100 - World Regional Geography  
GEO 101 - Principles of Physical Geography  
HEC 140 - Principles of Nutrition

HIS 101 - Western Civilization I  
HIS 102 - Western Civilization II  
HIS 201 - United States History I  
HIS 202 - United States History II  
HIS 216 - History of World Religions

POL 211 - American National Government  
POL 220 - State and Local Government

PSY 200 - General Psychology  
PSY 210 - Human Growth and Development  
PSY 230 - Abnormal Psychology

REL 151 - Survey of the Old Testament  
REL 152 - Survey of the New Testament

SOC 200 - Introduction to Sociology  
SOC 208 - Introduction to Criminology  
SOC 209 - Juvenile Delinquency

SOC 210 - Social Problems  
SOC 217 - Criminal and Deviant Behavior  
SOC 247 - Marriage and the Family

**Humanities and**

**Fine Arts**

**Humanities**

ENG 131 - Applied Writing I  
ENG 132 - Applied Writing II  
ENG 251 - American Literature I  
ENG 252 - American Literature II  
ENG 261 - English Literature I  
ENG 262 - English Literature II

HUM 101 - Introduction to Humanities I  
HUM 102 - Introduction to Humanities II

PHL 206 - Ethics and Society

POR 101 - Introductory Portuguese I  
POR 102 - Introductory Portuguese II

REL 151 - Survey of the Old Testament  
REL 152 - Survey of the New Testament

SPA 101 - Introductory Spanish  
SPA 102 - Introductory Spanish II  
(Other Foreign Languages as offered)

**Fine Arts**

ART 100 - Art Appreciation  
ART 109 - Art Museum Survey  
ART 113 - Drawing I  
ART 114 - Drawing II  
ART 121 - Two-Dimensional Composition I  
ART 203 - Art History I  
ART 204 - Art History II  
ART 231 - Watercolor Painting I  
ART 232 - Watercolor Painting II  
ART 233 - Painting I  
ART 234 - Painting II  
ART 253 - Graphic Design I  
ART 254 - Graphic Design II  
ART 258 - Photographic and Media Problems: Digital Media  
ART 299 - Art Portfolio

HUM 101 - Introduction to Humanities I  
HUM 102 - Introduction to Humanities II

MUS 101 - Music Appreciation  
MUS 111 - Music Theory I  
MUS 112 - Music Theory II  
MUS 115 - Fundamentals of Music  
MUS 211 - Music Theory III  
MUS 212 - Music Theory IV

THR 113 - Theater Workshop I  
THR 114 - Theater Workshop II  
THR 120 - Theater Appreciation  
THR 126 - Introduction to Theater  
THR 131 - Acting Techniques I  
THR 132 - Acting Techniques II

## **Humanities, Fine Arts, Literature and Speech**

### **Humanities**

ENG 131 - Applied Writing I  
ENG 132 - Applied Writing II  
ENG 251 - American Literature I  
ENG 252 - American Literature II  
ENG 261 - English Literature I  
ENG 262 - English Literature II

HUM 101 - Introduction to Humanities I  
HUM 102 - Introduction to Humanities II

PHL 206 - Ethics and Society

POR 101 - Introductory Portuguese I  
POR 102 - Introductory Portuguese II

REL 151 - Survey of the Old Testament  
REL 152 - Survey of the New Testament

SPA 101 - Introductory Spanish  
SPA 102 - Introductory Spanish II  
(Other Foreign Languages as offered)

### **Fine Arts**

ART 100 - Art Appreciation  
ART 109 - Art Museum Survey  
ART 113 - Drawing I  
ART 114 - Drawing II  
ART 121 - Two-Dimensional Composition I  
ART 203 - Art History I  
ART 204 - Art History II  
ART 231 - Watercolor Painting I  
ART 232 - Watercolor Painting II  
ART 233 - Painting I  
ART 234 - Painting II  
ART 253 - Graphic Design I  
ART 254 - Graphic Design II  
ART 258 - Photographic and Media Problems: Digital Media  
ART 299 - Art Portfolio

HUM 101 - Introduction to Humanities I

HUM 102 - Introduction to Humanities II

MUS 101 - Music Appreciation  
MUS 111 - Music Theory I  
MUS 112 - Music Theory II  
MUS 115 - Fundamentals of Music  
MUS 211 - Music Theory III  
MUS 212 - Music Theory IV

THR 113 - Theater Workshop I  
THR 114 - Theater Workshop II  
THR 120 - Theater Appreciation  
THR 126 - Introduction to Theater  
THR 131 - Acting Techniques I  
THR 132 - Acting Techniques II

### **Speech**

SPH 106 - Fundamentals of Oral Communication  
SPH 107 - Fundamentals of Public Speaking  
SPH 116 - Introduction to Interpersonal Communication

### **Literature**

ENG 251 - American Literature I  
ENG 252 - American Literature II  
ENG 261 - English Literature I  
ENG 262 - English Literature II

### **Natural Sciences**

AST 220 - Introduction to Astronomy

BIO 103 - Principles of Biology I  
BIO 104 - Principles of Biology II  
BIO 201 - Human Anatomy and Physiology I  
BIO 202 - Human Anatomy and Physiology II  
BIO 206 - Human Anatomy  
BIO 220 - General Microbiology

CHM 104 - Introduction to Inorganic Chemistry  
CHM 105 - Introduction to Organic Chemistry  
CHM 111 - College Chemistry I  
CHM 112 - College Chemistry II  
CHM 221 - Organic Chemistry I  
CHM 222 - Organic Chemistry II

PHS 111 - Physical Science I  
PHS 112 - Physical Science II

PHY 201 - General Physics I Trig Based  
PHY 202 - General Physics II Trig Based  
PHY 213 - General Physics with Calculus I  
PHY 214 - General Physics with Calculus II

## Gadsden State Community College Employees

### President's Cabinet

Dr. Martha G. Lavender (2014) .....	<b>Interim President</b> A.S., Gadsden State Community College B.S.N., Jacksonville State University M.S.N. and Ph.D., University of Alabama at Birmingham
Dr. Valerie Richardson .....	<b>Vice President</b> B.S. and M.S., Jacksonville State University Ed.D., University of Alabama
Vacant .....	<b>Dean of Instructional Services</b>
Dr. James R. Prucnal .....	<b>Dean of Financial and Administrative Services</b> A.S., Gadsden State Junior College B.S., Jacksonville State University M.B.A., Auburn University Ed.D., University of Alabama
Mr. Timothy W. Green .....	<b>Dean of Technical Education and Workforce Development</b> A.A.T., Alabama Technical College B.T., Jacksonville State University M.Ed., Alabama A & M University

### Intercollegiate Athletics

Mike Cancilla .....	<b>Athletic Director</b>
John Butts .....	<b>Women's Basketball Coach</b>
Todd Ginn .....	<b>Men's Basketball Coach</b>
Michael Shane Sanderson .....	<b>Women's Softball Coach</b>
Angela Sanders .....	<b>Women's Volleyball Coach</b>
Ernest Stewart .....	<b>Tennis Coach</b>

### Full-time Faculty and Staff

Abernathy, Barry (1997) .....	<b>Drafting &amp; Design Technology Instructor</b> A.A.T., Harry M. Ayers State Technical College A.A.S., Gadsden State Community College B.S., Jacksonville State University
Abernathy, Linda (1996) .....	<b>Administrative Assistant</b> A.A.S., Gadsden State Community College
Abernathy, Penny (1993) .....	<b>Grants Budget Manager</b> A.S. and A.A.S., Gadsden State Community College
Ables, Linda W. (2007) .....	<b>Spanish Instructor</b> B.A., Samford University M.A., University of Alabama
Adams, Donna A. (2000) .....	<b>Clerk</b>
Adams, Timothy (2003) .....	<b>Aquaculture Technician</b> Certificate, Gadsden State Community College
Aldridge, Karen Nicole (2014) .....	<b>Mathematics Lab Technician</b> B.S.Ed., Jacksonville State University M.S., University of Alabama at Birmingham
Allen, Audra W. (2009) .....	<b>Clerk</b> B.S., Jacksonville State University
Allen, Joy H. (2014) .....	<b>Nursing Instructor</b> B.S., Auburn University M.S.N., Jacksonville State University
Allen, Stephenie C. (2007) .....	<b>Clerk</b> A.A.S., Gadsden State Community College
Anderson, Julie V. (2013) .....	<b>Clerk</b> Certificate and A.A.S., Gadsden State Community College
Angel, Scott (1999) .....	<b>Custodial Employee</b>
Arrington, Cilicia C. (2013) .....	<b>Custodial Employee</b>
Atwell, Jared L. (2010) .....	<b>Computer Systems Technician</b>

Aultman, Sarah L. (2005)	<b>Student Support Services Academic Advisor (Ayers Campus)</b> B.A., California State University--San Marcos M.S., Jacksonville State University
Baker, Johnny B. (2001)	<b>Director of Adult Education Services</b> A.A.S., Gadsden State Community College B.S., Thomas Edison State College M.S., Alabama A & M University
Barksdale, Timothy A. (2014)	<b>Electronic Engineering Technology Instructor</b> Certificate and A.A.S., Northeast Alabama Community College B.Ed., Athens State University
Barnett, David A. (1992)	<b>Electronics Engineering Technology Instructor</b> A.A.S., Jefferson State Junior College B.S.E.E., University of Alabama-Birmingham M.S., University of Alabama-Huntsville
Barnhill, T. Melia (1993)	<b>English Instructor</b> B.A., Murray State University M.A., Western Kentucky University
Batista, Scynea (1992)	<b>Custodial Employee</b>
Bearden, Joshua L. (2012)	<b>History Instructor</b> B.A., Samford University M.A., University of Alabama at Birmingham
Bearden, June R., <b>CAP</b> (1993)	<b>Administrative Assistant</b> A.A.S., Gadsden State Community College
Bechel, Lynda F. (2007)	<b>Computer Systems Technician</b> Certificate and A.S., Chaffey College (California)
Beck, Lindsey B. (2014)	<b>Career Coach</b> B.S., University of Alabama
Black, Bradley S. (2003)	<b>Welding Instructor</b> A.A.S. and Certificate, Gadsden State Community College
Booker, George T., Jr. (2014)	<b>Assistant to the Director, CARCAM</b> A.S., Gadsden State Community College
Borrero, Blanca (2007)	<b>Biology Instructor</b> B.S. and M.S., University of Puerto Rico M.S., Jacksonville State University
Bouldin, Deborah (1994)	<b>Computer Systems Technician</b> Diploma, Harry M. Ayers State Technical College
Bowen, Julie P. (1998)	<b>Chemistry Laboratory Technician</b> A.S., Gadsden State Community College B.S., Auburn University
Bowling, Alison (2004)	<b>Administrative Assistant</b> A.A.S., Gadsden State Community College
Bozeman, Tabitha C. (2014)	<b>English/Developmental Studies Instructor</b> B.A., Jacksonville State University M.A., University of Alabama at Birmingham
Bradford, L. Michele (1992)	<b>Director of Legal Affairs</b> B.S., Livingston University J.D., Cumberland School of Law (Samford University)
Bridges, Jimmy (1993)	<b>Administrative Assistant</b> A.S., Gadsden State Community College
Bridges, Nona, <b>CAP</b> (1994)	<b>Administrative Assistant</b> A.A.S., Gadsden State Community College
Bright, Jennifer L. (2011)	<b>Assistant Accountant</b> B.S., Jacksonville State University
Brightman, George E. (2002)	<b>Maintenance Employee</b>
Brown, Haley C. (2011)	<b>Educational Talent Search Program Outreach Advisor</b> B.S.B.A., Auburn University M.B.A., Jacksonville State University
Brown, Jared E. (2013)	<b>Clerk</b> A.S., Gadsden State Community College
Brown, Kathy L. (1998)	<b>Administrative Assistant</b> A.A.S., Gadsden State Community College B.S., Jacksonville State University

Brown, Patrick T. (2004) .....	<b>Emergency Medical Services Program Director/Instructor</b> B.S., Jacksonville State University
Brown, Susan Williams (1990) .....	<b>Assistant to Dean of Instructional Services/Mathematics Instructor &amp; Division Chair for Mathematics &amp; Engineering</b> B.S. and M.S., Jacksonville State University Ed.D., University of Alabama
Burger, Billa Bowen (2012) .....	<b>Computer Science Instructor</b> B.S.Ed., B.S., and M.S., Jacksonville State University
Burgess, David (1983) .....	<b>Coordinator of Computer Systems</b> A.A.T., Alabama Technical College
Burgess, Dorothy (1990) .....	<b>Librarian</b> B.A., Jacksonville State University M.L.S., University of Alabama
Burney, Bridget B. (1996) .....	<b>Dean of Program Development</b> B.S.Ed. and M.S., Jacksonville State University
Burt, Stacey J. (2005) .....	<b>Clerk</b> A.A.S., Gadsden State Community College
Burtram, Matthew M. (2007) .....	<b>Technical Division Advisor</b> B.A., University of Alabama
Byers, Carl (1991) .....	<b>Valley Street Campus Director</b> B.A., Talladega College M.A., University of Alabama
Byram, Philip L. (2000) .....	<b>Maintenance Technician</b>
Caldwell, Steve (2001) .....	<b>Machine Tool Technology Instructor</b> Diploma and A.O.T., Central Alabama Community College
Camp, Cynthia G., CAP (2008) .....	<b>Administrative Assistant</b> A.A.S., Northeast Alabama State Junior College
Campbell, Eric M. (2006) .....	<b>Air Conditioning/Refrigeration Technology Instructor</b> A.A.S., Gadsden State Community College B.Ed., Athens State University M.A., University of Alabama
Campbell, Kimberly C. (2009) .....	<b>Retention Advisor</b> B.A., Talladega College M.P.A., Jacksonville State University
Cancilla, Michael A. (2007) .....	<b>Athletic Director/Academic Director for Health, Physical Education &amp; Recreation</b> B.S. and M.P.E., Springfield College
Cano, Cynthia (1998) .....	<b>Administrative Assistant</b>
Capel, Catherine Ann (2004) .....	<b>English Instructor</b> B.S.Ed. and M.A., University of Alabama
Carter, Cory W. (1998) .....	<b>Supervisor--Facility Maintenance</b>
Carter, Craig E. (2006) .....	<b>Computer Systems Technician</b> A.A.S., Gadsden State Community College
Carter, Kimberly A. (1996) .....	<b>Director of Purchasing</b> B.S., Alabama A & M University
Carter, Timothy (1987) .....	<b>Software Analyst</b> A.A.S., Gadsden State Community College
Cephus-Vickers, Cheryl (2005) .....	<b>Associate Dean of Student Services/ Director of Counseling Services</b> B.A. and M.A., Fisk University Ed.D., Nova Southeastern University
Clark, Emily B. (2014) .....	<b>Career Coach</b> B.S., Jacksonville State University
Clark, Jacqueline M. (2002) .....	<b>Director of Financial Services</b> B.B.A., University of Montevallo
Clifton, Kristina D. (2012) .....	<b>Cosmetology Instructor</b> Certificate, Gadsden State Community College
Clough, Pamela Watts (1993) .....	<b>Arledge Center Coordinator</b> B.S., Jacksonville State University M.A., University of Alabama

Cobb, Kimberly S. (1988).....	<b>Director of Human Resources</b> A.S., Gadsden State Community College B.S. and M.B.A., Jacksonville State University
Cobb, Tony (1998).....	<b>Computer Science Instructor</b> B.S. and M.A., Jacksonville State University
Cochran, Shelby E. (1993).....	<b>English Instructor</b> B.A. and M.A., Jacksonville State University
Coffey, Staci Oden (1995).....	<b>Nursing Instructor</b> B.S.N., Jacksonville State University M.S.N., University of Phoenix
Cole, Deborah C. (2011).....	<b>Clinical Laboratory Technology Program Instructor</b> B.S., University of Alabama at Birmingham M.S.Ed., Jacksonville State University
Collier, Rita W. (2008).....	<b>Chemistry Instructor</b> B.S., Samford University M.S.Ed., Jacksonville State University Ed.S., University of Alabama
Collins, David (2004).....	<b>Job Developer</b>
Collins, Marilyn D. (1998).....	<b>Administrative Assistant</b> A.A.T., Trenholm State Technical College
Colvin, Shirley (1996).....	<b>Assistant Dean of Instruction--Science</b> B.S. and M.S., Alabama A & M University
Conger, Michele (1994).....	<b>Director of Student Services/Campus Director, Ayers Campus</b> A.S., Gadsden State Community College B.S. and M.A., Jacksonville State University
Connell, Brian W. (2009).....	<b>Speech Instructor</b> B.A., University of Alabama--Birmingham M.A., University of Montevallo
Connell, Patricia Carr (1993).....	<b>Speech/Drama Instructor</b> B.S. and M.A., University of Montevallo
Cooper, Melinda (2003).....	<b>Community Traffic Safety Program Coordinator</b> B.S., Judson College
Copeland, Glenda (1994).....	<b>Office Administration Instructor</b> B.S., and M.S., Jacksonville State University Ed.S., University of West Georgia
Cornutt, Lonnie Franklin (2006).....	<b>Computer Science (Network Administration Instructor/ Coordinator of CISCO Program</b> B.S., Auburn University
Cunningham, Edwina Kay (2014).....	<b>Emergency Medical Services Instructor</b> A.A.S., Gadsden State Community College
Curtis, Sherry (1996).....	<b>Director of Student Support Services/Counselor</b> B.A., Huntington College M.S., Jacksonville State University
D'Eath, Kelly J. (2006).....	<b>Director of Financial Aid, TRA, WIA, VA</b> B.S., Jacksonville State University M.A., University of Alabama
Daugherty, Kathy J. (1994).....	<b>Cosmetology Lab Assistant</b> Diploma, Harry M. Ayers State Technical College
Davis, Candace F. (2014).....	<b>Mathematics Instructor</b> B.S.Ed., Jacksonville State University M.A., University of Alabama
Davis, Dana J. (1998).....	<b>Admissions Counselor</b> B.S., Martin Methodist College (Tennessee) M.S., Jacksonville State University Ed.D., University of Alabama
Davis, D. Stewart (1998).....	<b>Director of Physical Plant</b> A.S., Gadsden State Community College B.S., Faulkner University
Davis, Kelli (2005).....	<b>Nursing Instructor</b> B.S.N. and M.S.N., Jacksonville State University

Davis, Melissa W. (2005) .....	<b>Director of Student Support Services</b> B.S.W., Jacksonville State University M.S.W., University of Alabama
Davis, Melvin A. (2013) .....	<b>Custodial Employee</b> A.A.S., Gadsden State Community College
Denney, James M. (2010) .....	<b>Computer Systems Technician</b> B.S., University of Alabama
Dennis, Angela K. (2007) .....	<b>Custodial Employee</b>
Derrick, Paula Ross (1981) .....	<b>Coordinator of International Programs</b> A.B. and M.A., West Georgia College Ph.D., University of Alabama
Deru, Jennifer Weeks (1976) .....	<b>Clerk</b> A.A.S., Gadsden State Community College
Dettling, Janet (2003) .....	<b>Administrative Assistant</b> A.A.S., Gadsden State Community College
Dobbs, Faith (2008) .....	<b>International Programs Specialist</b> B.S., University of Alabama
Dobbs, Richard A. (1996) .....	<b>History/Political Science Instructor</b> B.S., Troy State University
Dobson, Jennie P., CPS (1992) .....	<b>Assistant to the President/Registrar</b> M.A. and Ph.D., University of Alabama A.S., Gadsden State Community College B.S., University of Alabama-Birmingham
Dorsett, Barbara B. (2011) .....	<b>Biology Instructor</b> B.S., Birmingham-Southern College M.L.I.S., University of Alabama D.M.D., University of Alabama at Birmingham
Dunn, Jerry (2004) .....	<b>Maintenance Technician</b> A.A.S., Gadsden State Community College
Eden, Kenisha (2012) .....	<b>Clerk</b>
Edmondson, Chris K. (2011) .....	<b>Biology Instructor</b> B.S. and M.S., Jacksonville State University
Elam, Beverly B. (2001) .....	<b>Administrative Assistant</b> A.A.S., Gadsden State Community College
Elkins, Leah M. (2002) .....	<b>Realtime Reporting Program Instructor</b> A.A.S., Gadsden State Community College
Ellis, Efferson Jr. (2011) .....	<b>Security Employee</b>
Enders, Elizabeth R. (2007) .....	<b>Administrative Assistant</b> A.A. and Certificate, Pasco-Hernando Community College
Fambrough, Katherine A. (2006) .....	<b>Clerk</b>
Faucett, John (1991) .....	<b>Business/Marketing Instructor</b> B.S. and M.B.A., Jacksonville State University
Ford, Gwen G. (2002) .....	<b>Early Childhood Education/English Instructor</b> B.A., University of Alabama M.Ed., University of West Alabama-Livingston
Ford, Leigh A. (2009) .....	<b>Nursing Instructor</b> A.A.S., Gadsden State Community College B.S.N. and M.S.N., Jacksonville State University
Foster, Cynthia E. (2012) .....	<b>Clerk</b> A.A.S., Volunteer State Community College
Foster, Linda (1992) .....	<b>Clerk</b>
Freeman, Cynthia B. (2002) .....	<b>Biology Instructor</b> B.S., Georgia State University M.S., Jacksonville State University
Freeman, Tia N. (2009) .....	<b>Director of Veterans Upward Bound Program</b> B.S., Birmingham-Southern College M.B.A., Jacksonville State University
Fuller, Belinda (2002) .....	<b>Nursing Instructor</b> B.S.N. and M.S.N., Jacksonville State University
Fulmer, Linda (2002) .....	<b>Assistant Accountant</b> Certificate, Gadsden State Community College
Gaines, Joe (2014) .....	<b>Security Employee</b>



Gaither, Jeffrey L. (2005) .....	<b>Machine Tool Technology Instructor</b> A.A.S., Gadsden State Community College B.Ed., Athens State University
Gaither, Marlene M. (2002) .....	<b>Clerk</b>
Gallardo, Mario E. (2003) .....	<b>Art Instructor/ Chair of the Division of Fine Arts</b> B.F.A., Jacksonville State University M.F.A. and M.A., University of Alabama
Garner, Zora (1999) .....	<b>Cosmetology Instructor</b> Certificate, Harry M. Ayers State Technical College A.S., Gadsden State Community College
Gearhart, Lila (2000) .....	<b>Student Services Outreach Counselor</b> A.A.S., Gadsden State Community College B.S. and M.S., Jacksonville State University
Geislinger, Brian J. (2007) .....	<b>Physics Instructor</b> B.S., Spring Hill College M.S. and Ph.D., University of Alabama--Birmingham
Gibson, Carol Tidwell (1996) .....	<b>Director of Talent Search--Ayers</b> Certificate, Jefferson State Junior College A.A., Walker College B.S., University of North Alabama M.A., Jacksonville State University
Gibson, Robert M. (2006) .....	<b>Public Services Librarian</b> B.S.Ed. and M.L.I.S., University of Alabama
Gilbert, Nancy M. (1992) .....	<b>Biology Instructor</b> B.S., Jacksonville State University M.A., University of Alabama
Gilley, Theresa J. (2003) .....	<b>Administrative Assistant</b> A.A.S., Gadsden State Community College
Gilliland, Michael Lance (2007) .....	<b>Health, Physical Education &amp; Recreation Instructor</b> A.S., Wallace State Community College B.S., University of Alabama at Birmingham M.S.Ed., Jacksonville State University
Gillison-Parker, Kathy (1994) .....	<b>Outreach Advisor</b> A.A.S., Gadsden State Community College B.S., Jacksonville State University
Gilmore, Donnette C. (1998) .....	<b>Clerk</b> A.A.S., Gadsden State Community College
Goggins, Charlotte B. (1993) .....	<b>Financial Aid Supervisor</b> A.A.S., Gadsden State Community College
Gray, Beth (1994) .....	<b>English/Developmental English Instructor/ Coordinator of Academic Education-Ayers Campus</b> B.S., M.S., and Ed.S., Jacksonville State University
Gray, Carol (2002) .....	<b>Clerk</b> A.A.S., Gadsden State Community College
Green, Audrey M. (2005) .....	<b>Nursing Instructor</b> Certificate, Ayers State Technical College A.A.S., Gadsden State Community College B.S.N. and M.S.N., University of Alabama-Huntsville
Green, Timothy W. (1986) .....	<b>Dean of Technical Education and Workforce Development</b> A.A.T., Alabama Technical College B.T., Jacksonville State University M.Ed., Alabama A & M University
Greene, Misty (1997) .....	<b>Clerk</b> A.S., Gadsden State Community College
Greer, Cindy A. (1996) .....	<b>Admissions Counselor</b> B.S., M.S., and Ed.S., Jacksonville State University
Gregg, Kimberly P. (2008) .....	<b>Nursing Instructor</b> B.S.N., Jacksonville State University M.S.N., University of Alabama--Birmingham

Griffey, James Derrick (2008) .....	<b>Sociology/History Instructor/ Chair of the Division of Social Science</b> A.A., Gadsden State Community College B.S.Ed., Jacksonville State University M.A., University of Alabama M.A., Middle Tennessee State University
Grimes, Timothy (1992) .....	<b>Maintenance Technician</b>
Guffey, Trudie R. (2004) .....	<b>Psychology Instructor/Coordinator of Dual Enrollment</b> B.A., Auburn University M.S., Jacksonville State University
Gunn, Marlon T. (2014) .....	<b>Security Employee</b> A.A.S., Gadsden State Community College
Hall, Whitney S. (2014) .....	<b>Career Coach</b> B.A., Howard University
Hamilton, Todd (1998) .....	<b>Speech/English Instructor</b> B.S. and M.S., Jacksonville State University
Hammer, Hugh S. (2001) .....	<b>Aquaculture Instructor</b> B.S., Bowling Green State University M.S. and Ph.D., University of Alabama-Birmingham
Hammonds, Kenneth E. (2013) .....	<b>Custodial Employee</b>
Harbin, R. Elise (2005) .....	<b>Alabama Language Institute Instructor</b> B.A., Rhodes College M.A., Pennsylvania State University
Harden, Katrina J. (1999) .....	<b>Veterans Upward Bound Tutor</b> B.A., Birmingham Southern College
Harden, Roderick H., Jr. (2007) .....	<b>Maintenance Technician</b> A.A.S., Gadsden State Community College
Hardy, Timothy D. (2001) .....	<b>Air Conditioning &amp; Refrigeration Technology Instructor</b> A.A.S., A/C-Refrigeration and A.A.S., Electricity, Gadsden State Community College B.S., Athens State University M.S., Alabama A & M University
Harrell, John T. (2011) .....	<b>Music Instructor</b> B.M., Samford University M.C.M., Southern Baptist Theological Seminary
Harris, Alicia N. (2001) .....	<b>Administrative Assistant</b> A.S., Gadsden State Community College
Harris, Ramona (1999) .....	<b>Mathematics Instructor</b> B.S., Jacksonville State University M.A., Ed.S., and Ph.D., University of Alabama
Harrison, James Christopher (2008) .....	<b>English Instructor</b> B.A., Jacksonville State University M.A., University of Alabama at Birmingham
Hart, Willard (1997) .....	<b>Counselor</b> B.S. and M.S., Jacksonville State University
Hartley, David (1992) .....	<b>Testing Coordinator</b> Diploma, Harry M. Ayers State Technical College
Hartline, Thomas R. (1997) .....	<b>Electronics Instructor/ Co-Division Chair--Gadsden Engineering Technologies</b> A.A.S., Gadsden State Community College B.S., Thomas A. Edison State College M.Ed., Alabama A & M University
Harvey, Melinda (1985) .....	<b>Librarian</b> A.S., Gadsden State Junior College B.S. and M.S., Jacksonville State University M.L.S., Vanderbilt University
Hawkins, Susan P. (2005) .....	<b>Assistant Accountant</b> A.S., Gadsden State Community College
Hayes, Luanne P. (2008) .....	<b>Director of Economic Development-Cherokee/Campus Director</b> B.S., Auburn University
Haynes, Ann M. (2002) .....	<b>Nursing Assistant Program Instructor</b> B.S.N., University of Alabama-Birmingham

Haynes, Cynthia (1992) .....	<b>Administrative Assistant</b> Diploma, Harry M. Ayers State Technical College
Haynes, Kelley Tucker (1998) .....	<b>Computer Science Instructor/Coordinator of McClellan Center</b> B.S. and M.B.A., Jacksonville State University
Heard, Timothy (1994) .....	<b>Security Manager</b>
Heard, Tracy R. (2008) .....	<b>Security Employee</b>
Heishman, Jill K. (2007) .....	<b>Veterans Upward Bound Academic Coordinator/Recruiter</b> A.S., John Logan College B.S., Southern Illinois University at Carbondale
Hendrickson, Robert B. (2008) .....	<b>Art Instructor</b> B.F.A., Auburn University
Hicks, Cathy L (2014) .....	<b>Manager-Scholarship Programs</b> M.F.A., University of Alabama A.S., Gadsden State Community College B.S., University of Alabama
Hicks, Stacy D. (2009) .....	<b>Nursing Instructor</b> A.A.S., Jefferson State Community College M.S.N., Samford University
Hilderbrand, Beverly B., <b>CPS</b> (1994) .....	<b>Center Director/PI, CARCAM</b> A.S., Gadsden State Community College B.S. and M.P.A., Jacksonville State University
Hill, Donald Bruce (2007) .....	<b>Automotive Collision Repair Technology Instructor</b>
Hill, Judith L. (2000) .....	<b>Assistant to Dean of Student Services/ Coordinator of Student Activities</b> B. S. and M.A., University of Alabama Ph.D., University of Mississippi
Hill, Mary Emily (2006) .....	<b>Clerk</b> B.A., University of Montevallo
Hill, Shernevelyne (1998) .....	<b>Manager</b> A.A.S., Gadsden State Community College B.S., University of Alabama
Hollingsworth, John A. (2012) .....	<b>Emergency Medical Services Instructor</b> A.A.S., Gadsden State Community College B.S., University of South Alabama
Hollingsworth, Linda S., <b>CAP</b> (1998) .....	<b>Administrative Assistant</b> B.S., Jacksonville State University
Hollingsworth, Timothy J. (2012) .....	<b>Auto Collision Repair Technology Lab Assistant</b> Certificate, Gadsden State Community College
Hood, Xianglan Y. (2006) .....	<b>Chemistry Instructor</b> B.S. and M.S., Jacksonville State University M.D., Sun Yat-sen University of Medical Sciences (China)
Hossain, Monika W. (2013) .....	<b>Nursing Instructor</b> A.A.S., Gadsden State Community College B.S.N., M.S.N., and D.N.P., University of Alabama--Huntsville
Howard, Deborah L. (2005) .....	<b>Criminal Justice Instructor</b> B.A., University of Montevallo M.S., Faulkner University J.D., Birmingham School of Law
Hutchinson, Laetitia C. (2012) .....	<b>Psychology Instructor</b> B.S., Auburn University M.A., Ball State University
Hyatt, James D., Jr. (2006) .....	<b>Civil Engineering Technology Instructor</b> A.A.S., Gadsden State Community College B.S., Jacksonville State University
Irvin, Billy (1994) .....	<b>Maintenance Technician</b> A.A.T., Harry M. Ayers State Technical College A.A.S., Gadsden State Community College
Isom, Christina Dilges (2003) .....	<b>Public Safety Telecommunication Program Instructor</b> A.S., Frontier Community College B.A., Eastern Illinois University

Jackson, Pamela R. (2008).....	<b>Nursing Instructor</b> Diploma, Ayers State Technical College A.A.S., Gadsden State Community College B.S.N. and M.S.N., University of Alabama–Huntsville
Jacobs, Carolyn (1990).....	<b>Clerk</b> A.S., Gadsden State Community College
Jenkins, Billy J. (2014).....	<b>Psychology Instructor</b> B.S.Ed., University of Montevallo M.A. and Ed.D., University of Alabama Ed.S., Jacksonville State University
Johnson, Jay D. (2000).....	<b>Database Administrator</b> B.S., Jacksonville State University
Johnson, James C., Jr. (2002).....	<b>GED Chief Examiner</b> A.S., Jeff Davis State Junior College B.S. and J.D., Faulkner University M.A., American Military University
Johnson, Pamela H. (1994).....	<b>Associate Dean of Institutional Advancement &amp; Community Services</b> B.S., University of Alabama M.B.A., Jacksonville State University
Johnston, Jessica M. (2001).....	<b>Clerk</b> A.A.S., Gadsden State Community College
Johnston, Robert H., Jr. (2000).....	<b>Speech Instructor</b> B.A., Auburn University M.A., University of Montevallo
Jones, Brenda K. (2005).....	<b>Nursing Instructor</b> B.S.N, Jacksonville State University M.S.N., University of Alabama-Birmingham
Jones, LaDonna K. (2011).....	<b>Nursing Instructor</b> A.A.S., Gadsden State Community College B.S.N. and M.S.N., Jacksonville State University
Jones, Rita A. (2007).....	<b>Educational Talent Search Program Outreach Advisor</b> B.A., Talladega College
Jordan, Margie A. (2012).....	<b>Nursing Instructor</b> B.S.N., Jacksonville State University M.S.N., University of Alabama
Junior, Annette (2001).....	<b>Administrative Assistant</b> A.A.S., Gadsden State Community College
Kendrick, Kathy B. (2006).....	<b>Clerk</b> A.A.S., Gadsden State Community College
Kendrick, Sonya D. (2007).....	<b>Assistant Accountant</b> B.S., Jacksonville State University
Kennedy, Julie M. (2004).....	<b>Library Supervisor</b> B.A., Jacksonville State University M.L.I.S., University of Alabama
Kiger, Charlotte K. (1998).....	<b>English Instructor</b> B.A. and M.A., University of Texas at Arlington
Kilgore, Donna M. (2011).....	<b>Assistant Accountant</b> B.S., University of Alabama
King, Lynette J. (1998).....	<b>Mathematics Instructor</b> B.S. and M.S., Jacksonville State University Ed.S., University of Alabama
King, Susan Moore (2008).....	<b>Biology Instructor</b> B.S. and M.S., Jacksonville State University
Kirby, Timothy (2002).....	<b>Maintenance Technician</b> B.S., Auburn University
LaCount, Amy G. (1999).....	<b>Assistant Coordinator of Student Activities</b> Diploma and A.A.S., Gadsden State Community College B.S. and M.S., Faulkner University

Lancaster, Sheila (1992) .....	<b>Computer Science Instructor/ Division Chairperson for Information Technology</b> A.S., Gadsden State Junior College B.S. and M.A., Jacksonville State University
Langley, Gerri G. (2012) .....	<b>Transcript Evaluator</b> A.A.S., Gadsden State Community College B.S.Ed., Jacksonville State University
Lary, Geraldine McCormick (2002) .....	<b>Clerk</b> B.S., Jacksonville State University
Latimer, Debra A. (2007) .....	<b>Custodial Employee</b>
Leach, Marjorie R. (2009) .....	<b>Clerk</b>
Lee, Nancy M. (2002) .....	<b>Biology Instructor</b> B.S., Jacksonville State University B.S. and M.Ed., University of Montevallo Ed.S. and Ed.D., University of Alabama
Light, Mark A. (1997) .....	<b>Security</b>
Lindsey, Johna (2003) .....	<b>Community Education Specialist</b>
Machen, Jeff (1991) .....	<b>Biology Instructor</b> B.S. and M.S., Jacksonville State University
Maddox, Catrina D. (2009) .....	<b>Clerk</b> A.A.S., Gadsden State Community College
Maddox, Renata N. (2013) .....	<b>Custodial Employee</b>
Maness, Joshua L. (2013) .....	<b>Maintenance Technician</b>
Marshall, Brad (2014) .....	<b>Electrical Technology Instructor</b> A.S., Gadsden State Community College
Martin, Gina C., CPS (1987) .....	<b>Administrative Assistant</b> Certificate, Gadsden State Community College
Mashburn, Joe (1987) .....	<b>Auto Body Repair Instructor</b> B.S., Athens College
Mathis, Kassie W. (2009) .....	<b>Director of Title III</b> B.S., Birmingham-Southern College M.B.A., Jacksonville State University
Mayfield, Jack B., Jr. (2000) .....	<b>Industrial Maintenance Instructor</b> B.S. and M.Ed., Auburn University
Mayfield, Stephanie L. (2014) .....	<b>Student Support Services Tutorial Coordinator</b> B.A. and M.A., Jacksonville State University
Mayo, Pam A. (2007) .....	<b>Nursing Technician</b>
McCormick, Janice J., CPS (1988) .....	<b>Accountant</b> A.S., Gadsden State Community College B.S., Jacksonville State University
McCrary, Darren L. (2012) .....	<b>Welding Instructor</b>
McDaniel, Coy Heath (1999) .....	<b>Carpentry Instructor</b> Certificate, Gadsden State Community College
McDaniel, Danetta E. (2012) .....	<b>Nursing Instructor</b> A.A.S., Allan Hancock College B.S.N. and M.S.N., University of Alabama--Huntsville
McDonald, Robby D. (2014) .....	<b>Mail Clerk</b>
McGee, Anika W. (2001) .....	<b>Educational Talent Search Outreach Advisor</b> B.S. and M.S., Jacksonville State University
McLean, Alexis L. (2014) .....	<b>Alabama Language Institute Instructor</b> B.S., Georgetown University M.P.A., M.P.H., and M.A.Ed., University of Alabama at Birmingham
McLemore, Benjamin Alex (2011) .....	<b>Help Desk/Web Technician</b> Certificate and A.A.S., Snead State Community College
Meloun, Connie W. (1990) .....	<b>Assistant Dean for Health Sciences</b> B.S., Jacksonville State University M.S.N., University of Alabama-Birmingham
Meloun, Thomas J. (2005) .....	<b>Library Specialist</b> A.A.S., Gadsden State Community College B.F.A., St. John's University

Melson, Rickey (2003) .....	<b>Air Conditioning &amp; Refrigeration Instructor</b> A.A.S., Gadsden State Community College B.S. and M.S., Alabama A & M University
Miller, Amy Brooks (2009) .....	<b>Clerk</b> B.A., University of West Florida
Miller, Dewey Frank (1992) .....	<b>Welding Instructor</b> Diploma and A.A.S., Gadsden State Community College B.S. and M.S., Alabama A & M University
Miller, Theresa L. (2000) .....	<b>Clerk</b> A.A.S., Gadsden State Community College B.S.M., University of Phoenix
Millirons, Jason M. (2013) .....	<b>Business Services Analyst</b> A.A.S., Gadsden State Community College B.S., University of Alabama
Mitchell, Janekia King (2002) .....	<b>Advisor</b> B.S., M.S., and Ed.S., Jacksonville State University
Monroe-Robinson, Yolanda D. (2002) .....	<b>Speech Instructor</b> B.A., Huntingdon College M.A., University of Alabama
Moore, Bonnie (2003) .....	<b>Manager</b> A.A.S., Gadsden State Community College
Moore, Ryan A. (2009) .....	<b>Student Support Services Math/ Computer Lab Coordinator</b> B.S. and M.A., University of Alabama
Moore, Timothy W. (2001) .....	<b>Computer Science/Mathematics Instructor</b> B.S. and M.S., Jacksonville State University
Morgan, Misti C. (2008) .....	<b>Administrative Assistant</b> A.S., Gadsden State Community College
Morgan, Tammy Potter (1996) .....	<b>Mathematics Instructor</b> B.S. and M.S., Auburn University
Morris, Linda G. (2014) .....	<b>J-SAMC Grant Implementation Facilitator</b> A.S., Gadsden State Community College B.S., Jacksonville State University
Mullin, Neil (1979) .....	<b>Speech Instructor</b> B.A., St. Ambrose University M.A., University of Georgia
Mullinax, Cynthia (2004) .....	<b>Nursing Instructor</b> B.S.N., Jacksonville State University M.S.N., Georgia State University
Mumper, Michael B. (2013) .....	<b>Custodial Employee</b>
Murdock, David S. (2004) .....	<b>English Instructor</b> B.A., Berry College M.A., Jacksonville State University
Murphy, Scott (1999) .....	<b>Maintenance</b> A.A.S., Gadsden State Community College
Musick, Evelyn R. (2007) .....	<b>Nursing Instructor</b> B.S., Jacksonville State University M.S.N., University of Alabama at Birmingham
Nelson, Laura L. (2006) .....	<b>Therapeutic Massage Instructor</b> Certificate, Genesis School of Therapeutic Massage B.S., Faulkner University M.Ed., Strayer University
Newton, James M. (2001) .....	<b>Maintenance Technician</b> A.A.S., Alabama Technical College
Newton, Timothy S. (2012) .....	<b>Custodial Employee</b>
Noah, Pamela (1985) .....	<b>Administrative Assistant</b> Diploma, Harry M. Ayers State Technical College B.S., Athens State University
O'Rear, Christopher L. (2012) .....	<b>Music Instructor</b> B.A., Winthrop University M.M., Samford University D.M.A., University of Alabama

Oden, Rhoda (1983) .....	<b>Mathematics Instructor</b> B.S., Auburn University M.S., Jacksonville State University
Olander, Joshua J. (2005).....	<b>Biology Instructor (Therapeutic Massage Program)</b> B.S. and M.S., Jacksonville State University
Osborn, Jesse C. (1999) .....	<b>Mathematics Instructor</b> A.S., Gadsden State Community College B.S., Jacksonville State University M.S., University of Alabama
Owens, Danny (1995) .....	<b>Custodial Services</b>
Owens, Ida Pearl (2008) .....	<b>Upward Bound Program Outreach Advisor (Ayers Campus)</b> B.S.Ed, University of Alabama M.S.Ed., Jacksonville State University
Ozor-Ilo, Paulinus (1999) .....	<b>Computer Science Instructor</b> B.S., and M.S., Alabama A&M University
Page, John G., III (2002).....	<b>Residence Hall Director</b> A.S., Gadsden State Community College B.S., Jacksonville State University
Partee, Steve J. (2005) .....	<b>Electrical Technician</b>
Payton, Jamie (1997) .....	<b>Accounting Instructor</b> A.S., Gadsden State Community College B.S. and M.B.A., Jacksonville State University
Pendley, Tina M. (2008).....	<b>Clerk</b> Diploma, Gadsden State Community College
Porter, Ann (1991).....	<b>Student Support Services Tutorial Coordinator</b> B.S., University of Alabama-Birmingham
Prucnal, James R. (1978) .....	<b>Dean of Financial and Administrative Services</b> A.S., Gadsden State Junior College B.S., Jacksonville State University M.B.A., Auburn University Ed.D., University of Alabama
Ragland, Doris A. (1998).....	<b>Custodial Employee</b> Certificate, Gadsden State Technical Institute
Ray, Donald W. (2009).....	<b>Security Employee</b>
Reynolds, Deborah L. (1998) .....	<b>Electrical Engineering Technology Instructor</b> A.A.S., Gadsden State Community College B.S., Thomas A. Edison State College
Reynolds, Janet (1996) .....	<b>Clerk</b> A.S., Gadsden State Community College
Rhea, Teresa C. (2000) .....	<b>Associate Dean of Student Services/ Institutional Effectiveness</b> B.S., M.A. and Ed.D., University of Alabama
Richardson, Valerie (1999) .....	<b>Vice President</b> B.S. and M.S., Jacksonville State University Ed.D., University of Alabama
Richey, Darren "Dru" (2007).....	<b>Computer Systems Technician</b>
Riddle, Terri A. (2001).....	<b>Administrative Assistant</b> A.A.S., Gadsden State Community College
Rinehart, Terri L. (2005).....	<b>Administrative Assistant</b>
Roberts, Michelle S. (2012).....	<b>Acting Realtime Reporting Program Instructor</b> A.A.S., Gadsden State Community College
Robinson, Sue (1990) .....	<b>Nursing Instructor</b> B.S., Jacksonville State University M.S.N. and Ph.D., University of Alabama-Birmingham
Robinson, Tony Keith (2014) .....	<b>Director of Educational Talent Search</b> A.S., Snead State Community College B.S.Ed. and M.S.Ed., Jacksonville State University
Rodgers, Kaci L. (2008) .....	<b>Biology Instructor</b> A.S., Gadsden State Community College B.S. and M.S., Jacksonville State University
Rogers, Bridget A. (2009) .....	<b>Nursing Instructor</b> B.S., Jacksonville State University

Rogers, Rachael Snead (2013).....	<b>Nursing Instructor</b> A.A.S., Gadsden State Community College B.S.N. and M.S.N., Jacksonville State University
Rogers, Sharon H. (1999).....	<b>Director of Upward Bound Program--Ayers</b> B.A. and M.P.A., Jacksonville State University
Ross, Angela (2003).....	<b>Administrative Assistant</b> Certificate and A.A.S., Gadsden State Community College
Ross, Brian C. (2001).....	<b>Network/Communications Analyst</b> A.A.S., Gadsden State Community College
Rudolph, Sandra T. (2002).....	<b>Manager</b> A.S., Gadsden State Community College
Rutledge, Patricia (1988).....	<b>Upward Bound Project Director</b> A.S., Gadsden State Community College B.S. and M.S., Jacksonville State University
Sanders, Valera (2004).....	<b>Clerk</b> A.A.S., Ayers State Technical College
Sanford, Chris (1989).....	<b>Athletic Weight Room/Contest Manager</b> A.S., Gadsden State Community College
Satcher, Pamela B. (2013).....	<b>Career Resource Specialist</b> A.S., Southern Union State Community College B.S., Jacksonville State University M.S.W., University of Alabama
Scott, Janette Fay (2000).....	<b>Office Administration Instructor</b> B.S., Jacksonville State University M.B.A., Auburn University M.Ed., University of West Georgia
Sears, Dennis (1996).....	<b>Art Instructor</b> A.S., Okaloosa Walton Junior College B.A., Huntingdon College M.F.A., University of Florida
Selman, Glenda (1982).....	<b>English Instructor</b> B.A., Huntingdon College M.A., Samford University Ph.D., Florida State University
Sherrouse, Daniel L. (2008).....	<b>Computer Systems Technician</b> Certificate and A.S., Southwest Florida College
Shortnacy, Brenda J. (2007).....	<b>Clerk</b>
Sims, Larrhea B. (1993).....	<b>Office Administration Instructor</b> B.S., Alabama State University M.Ed., Bowling Green State University
Skaggs, Thomas Wade (2006).....	<b>HVAC Technician</b> A.A.S., Gadsden State Community College
Skillman, James R., II (2006).....	<b>Biology Instructor</b> B.S. Troy State University M.S., Jacksonville State University
Slaten, Jessica (1998).....	<b>Financial Manager</b> B.S. and M.B.A., Jacksonville State University
Smedley, Rachel M. (2013).....	<b>Nursing Instructor</b> B.S.N., Jacksonville State University M.S.N., Jacksonville State University
Smith, Cal G. (2007).....	<b>Mathematics Instructor</b> B.S. and M.S.Ed., Jacksonville State University
Smith, Donald (1999).....	<b>Director of Buildings and Grounds</b> B.S., Jacksonville State University
Smith, Harold David (2001).....	<b>Machine Tool Technology Instructor</b> Diploma, Alabama Technical College B.S., Jacksonville State University
Smith, Karen Blythe (1990).....	<b>Associate Dean for Instructional Services</b> B.S. and M.S., Jacksonville State University Ed.D., University of Alabama



Smith, Kay (1991) .....	<b>Director of Public Relations and Marketing</b> B.S., Auburn University M.S., Jacksonville State University
Smith, Susan W. (2013) .....	<b>Clerk</b> A.A.S., Gadsden State Community College
Smith, Wallace Lee (2014) .....	<b>Maintenance Technician</b>
Snider, Phillip D. (2004) .....	<b>Biology Instructor</b> B.S.Ed. and M.S.Ed., Jacksonville State University
Snow, Donice G., <b>CPS</b> (1991) .....	<b>Administrative Assistant</b> Certificate and A.A.S., Gadsden State Community College
Spurlin, Larry Chad (2010) .....	<b>Masonry Instructor</b>
St. John, Brian K. (2008) .....	<b>Security Employee</b>
Steed, Derrick Chad (2009) .....	<b>Coordinator, Academic and Student Support Services</b> B.S.W., Jacksonville State University
Stephens, Wesley T. (2007) .....	<b>Computer Systems Technician</b> A.A.S., Gadsden State Community College
Steward, Chiquita T. (2004) .....	<b>Accountant</b> B.S., Jacksonville State University
Stone, John P. (1999) .....	<b>Clerk</b> A.S., Gadsden State Community College B.S., Jacksonville State University
Stringer, Eric (1995) .....	<b>Community Education Liaison</b> B.S., Auburn University M.B.A., American InterContinental University
Stuelp, Stephan F. (2006) .....	<b>Diesel Mechanics Instructor</b> Diploma, Alabama Technical College
Sullins, Laura Ann (2014) .....	<b>English/Speech Instructor</b> B.A. and M.A., Jacksonville State University M.A., University of Alabama-Birmingham
Sutton, M. Jennifer (2008) .....	<b>Administrative Assistant</b> B.A., University of Alabama
Swann, Laura K. (2009) .....	<b>Career Coach</b> B.S., Jacksonville State University M.S., Troy University
Sweatt, Meagan Elston (2009) .....	<b>Upward Bound Program Outreach Advisor</b> B.S.W., Jacksonville State University M.S., University of West Alabama
Talley, Pamela (2000) .....	<b>Clerk</b> A.A.S., Gadsden State Community College
Taylor, Steve (2003) .....	<b>Maintenance Technician</b>
Teague, Diana C. (2013) .....	<b>Clerk</b>
Tharp, Candace G. (2008) .....	<b>Clerk</b> A.A.S., Gadsden State Community College
Thomas, Carol Elaine (2010) .....	<b>Adult Education Instructor</b> B.A. and M.S.Ed., Jacksonville State University
Thompson, Candice C. (2000) .....	<b>Accountant</b> B.S., Jacksonville State University
Thompson, Shirley R. (2007) .....	<b>Clerk</b> A.A.S., Gadsden State Community College
Thornton, Julian G. (2006) .....	<b>English Instructor</b> B.A., M.A., and M.S.Ed., Jacksonville State University
Thrower, Tony (1998) .....	<b>Electricity/Electronics Instructor</b> A.A.T., Harry M. Ayers State Technical College
Tice, Gina C. (1999) .....	<b>Radiologic Technology Program Instructor</b> A.S., Pensacola Junior College B.S., University of West Florida M.S., Midwestern State University
Tillis, Angela W. (1998) .....	<b>Purchasing Agent</b> A.S., Gadsden State Community College
Tucker, Ginger (2000) .....	<b>Administrative Assistant</b> B.S., Mississippi University for Women

Tucker, Susan K. (2004) .....	<b>Nursing Instructor</b> B.S.N. and M.S.N, University of Alabama at Birmingham D.N.P., University of Alabama
Udaka, Gary (1995).....	<b>Welding Instructor</b> Certificate, Gadsden State Community College B.S. and M.S., Alabama A & M University
Underhill, Laura E. (2012) .....	<b>Biology Lab Supervisor</b> B.S. and M.S., Jacksonville State University
Utz, Deborah Gay (1995).....	<b>Director/Instructor--Radiologic Technology</b> A.S., Gadsden State Junior College B.S. and M.Ed., University of Alabama Birmingham
Vallejo, Jana B. (2012).....	<b>Psychology Instructor</b> A.S., Gadsden State Community College B.S. and M.S., Jacksonville State University
Vann, Frances S. (2008).....	<b>Biology Instructor</b> B.S. and M.S.Ed., University of Alabama
Varner, Lori A. (2007).....	<b>Administrative Assistant</b> B.A., Louisiana State University
Vaughn, Brandy L. (2001) .....	<b>Computer Systems Technician</b> A.S., Gadsden State Community College B.S., Jacksonville State University
Waddell, Harold (1996).....	<b>Auto Mechanics Instructor</b> A.S., Gadsden State Community College B.S., Athens State College
Waits, Angela W. (2000) .....	<b>Business Statistics Instructor/ Division Chairperson for Business</b> B.S. and M.B.A., Jacksonville State University
Waits, Philip (1979).....	<b>Accounting Technology Instructor</b> B.S., and M.B.A., Jacksonville State University
Watson, Melissa D. (2014).....	<b>Nursing Assistant Program Instructor</b> B.S.N., Jacksonville State University
Webb, Audrey W. (2011).....	<b>Automotive Manufacturing/ Industrial Automation Technology Instructor</b> B.S.E., University of Alabama--Huntsville
West, Zacari T. (2013) .....	<b>Maintenance Employee</b>
Wheeler, Ann T. (2004).....	<b>Clinical Laboratory Technology Instructor</b> A.S., Gadsden State Community College B.S., Auburn University
Wheeler, Sara E. (2009) .....	<b>Mathematics Instructor</b> B.S., University of Alabama in Huntsville M.S., Jacksonville State University
White, Julie I. (2007).....	<b>Psychology Instructor</b> B.S. and M.S., Jacksonville State University
White, Melinda (1996).....	<b>Cosmetology Instructor/ Co-Division Chair--Ayers Applied Technologies</b> B.S., Athens State University
Whittington, Tina J. (2000).....	<b>Human Services/Psychology Instructor</b> B.A., University of South Alabama M.S.W., Tulane University
Wilborn, Danny R. (2000).....	<b>Mathematics Instructor/ADA Compliance Officer</b> B.S. and M.S., Jacksonville State University Ed.S. and Ed.D., University of Alabama
Wilcutt, Carol R., <b>CAP</b> (1991) .....	<b>Administrative Assistant</b> A.A.S., Gadsden State Community College
Wilkerson, Wanda (1997).....	<b>Library Specialist</b>
Williams, Andrew Brady (2011).....	<b>Maintenance Technician</b>
Williams, Blake L. (2013) .....	<b>Educational Talent Search Program Outreach Advisor</b> B.S.Ed., Jacksonville State University
Williams, Cynthia L. (2002) .....	<b>Early Childhood Education Instructor</b> B.S., University of Alabama M.A.E., University of Alabama Birmingham
Williams, Diana S. (1984).....	<b>Administrative Assistant</b>

Williams, Jennifer T. (2010) .....	<b>Transcript Evaluator</b> B.S., Jacksonville State University
Williams, Ronald D. (2007) .....	<b>Maintenance Technician</b>
Williams, Teresa E. (2002).....	<b>Maintenance Technician (Painter)</b> A.A.S., Gadsden State Community College
Wilson, David S. (2008) .....	<b>Security Employee</b> Diploma, Gadsden State Community College
Wilson, Esther (1982).....	<b>Mathematics Instructor</b> A.S., Gadsden State Junior College B.S., Judson College M.A., Jacksonville State University
Wilson, James W. (2008).....	<b>Mechanical Design Technology Instructor</b> A.A.S., Gadsden State Community College B.S. and M.S., Alabama A & M University
Wilson, Tomekia L., <b>CAP</b> (2001).....	<b>Manager</b> A.A.S., Gadsden State Community College B.S., Jacksonville State University
Wood, Donna (1998).....	<b>Computer Science Instructor</b> B.S., and M.B.A., Jacksonville State University Ed.D., University of Alabama
Woodard, Linda G. (1998).....	<b>Network/Communications Analyst</b> Diploma, Harry M. Ayers State Technical College
Woodgett, Rosalind M. (2005).....	<b>Clerk</b> A.S., Gadsden State Community College B.S., Athens State University
Woody, Baisha K. (2007) .....	<b>Office Careers Instructor</b> A.S., Beville State Community College B.S., Alabama State University M.B.A., University of Phoenix
Worthington, Leslie (2012).....	<b>English Instructor/ Division Chair for Language and Humanities</b> B.A., Auburn University M.A., Auburn University Ed.S., Troy University Ph.D., Auburn University
Wright, Brent C. (2014) .....	<b>Economics Instructor</b> B.A. and M.B.A., Auburn University
Wyatt, Shannon D. (2008).....	<b>Clerk</b> A.A.S., Gadsden State Community College
Yohe, James D. (2007) .....	<b>Economics Instructor</b> B.A., University of Nevada, Las Vegas M.S. and Ph.D., Auburn University
Young, Brenda (2001).....	<b>S.U.R. Instructor</b> Diploma, Harry M. Ayers State Technical College A.A.S., Gadsden State Community College
Zahorscak, Suzanne B. (2002).....	<b>Education Specialist</b> A.S., Gadsden State Community College B.S., Jacksonville State University M.S., Alabama A & M

# Appendices

## **Appendix A**

### **Assurances of Compliance with Federal Laws**

#### **Equal Opportunity in Education and Employment**

Gadsden State Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VII of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Gadsden State Community College to be in accordance with Title IX of the Education Amendments of 1972, which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

Gadsden State Community College is committed to equal opportunity in employment and education and does not discriminate on the basis of sex, race, color, religion, or national origin, or against qualified handicapped persons. Gadsden State complies with non-discrimination regulations under Title VI and Title VII, Civil Rights Acts of 1964; Title IV, Education Amendments of 1972; and Section 504, Rehabilitation Act of 1973. Inquiries concerning this policy may be directed to Michele Bradford, Director of Legal Affairs, Gadsden State Community College, P.O. Box 227, Gadsden, Alabama 35902-0227, telephone 256.439.6822.

#### **Americans with Disabilities Act (ADA)**

The Americans with Disabilities Act (ADA) prohibits discrimination against any qualified person regardless of his/her disability. The College strives to create a welcoming environment and will work in good faith to meet the needs of all populations. Reasonable and appropriate accommodations for qualified disabled students, applicants, employees, and visitors will be met unless to do so would present an undue hardship to the College or lower the academic standards of the College. For additional information, students may see the "Disability Services" section of this catalog or contact Danny Wilborn, the Gadsden State ADA Coordinator, at 256.439.6912.

#### **Notice of Facility/Program Accessibility**

Individuals with mobility impairments should contact the ADA contact on or nearest their campus to obtain information regarding limitations to physical accessibility of some buildings and programs and to obtain accommodations as needed. Students with mobility impairments are encouraged to contact their campus ADA contact person before completing their academic schedules.

#### **Copyright and Fair Use Policy**

Copyright is the ownership and control of the intellectual property in original works of authorship. The laws of the United States (Title 17, United States Code) provide protection to the owner of copyright. This protection is available to both published and unpublished works. Public Law 94-553, Section 6, generally gives the owner of copyright the exclusive right to, and to authorize others to reproduce in copies, prepare derivative works, distribute copies, perform publicly, and display publicly the copyrighted work. In compliance with the Millennium Copyright Act, the Head of Library Services has been appointed as the College's agent to receive notification of claimed infringement from a copyright owner.

Copyright law governs any print or non-print reproduction of copyrighted material. It is illegal for anyone to violate any of the rights provided by law to the owner of copyright. One major limitation on the law, however, is the doctrine of "fair use." Whether use of copyrighted materials falls under the "fair use" exception depends on these four factors: purpose of the use, nature of the work, amount of copying, and effect of the copying on the potential value of the work. Another limitation can be a "compulsory license," which permits limited uses of copyrighted works in return for the payment of fees or royalties.

Faculty, staff, and students of the College must comply with the provisions of the state and federal intellectual property laws such as the Copyright Act. Procedures for obtaining copyright permissions for course materials have been established and must be followed. Copies of this procedure and other information explaining the Copyright Act as it pertains to copying both course materials and material for personal use are available in campus libraries and on the College web page.

### **Drug Abuse Prevention Policy**

GSCC is committed to the maintenance of a drug-free environment for both employees and students. For additional information, those interested should contact the Director of Counseling and Advising Services, whose office is located on the Wallace Drive Campus, or telephone 256.549.8376.

### **Drug-Free Workplace Policy**

As a recipient of federal contracts and grants, Gadsden State Community College complies with the requirements of Public Law 100-690 for a drug-free workplace. The College enforces the following policy:

*The unlawful manufacture, distribution, dispensation, or use of a controlled substance is prohibited by Gadsden State Community College on any property owned, leased, or controlled by Gadsden State Community College or during any activity conducted, sponsored, or authorized by or on behalf of Gadsden State Community College. A "controlled substance" shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.).*

### **Family Educational Rights and Privacy Act of 1974 as Amended**

Under the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA), Gadsden State Community College may disclose certain student information as "directory information." Directory information includes a student's name, address, telephone number, date of birth, academic honors, and major fields of study, as well as information about a student's participation in officially recognized activities and sports, the weight and height of members of athletic teams, the date of attendance by students, degrees and awards received, and the most recent previous educational agency or institution attended by a student. If any student objects to the release of such information, that student should notify the Registrar in person and in writing within three weeks after the beginning of each semester. The Registrar's Office is located in Allen Hall on the Wallace Drive Campus.

#### **Notification of Student Rights under FERPA**

FERPA affords students certain rights with respect to their education records. These rights include the following:

1. The right to inspect and to review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Gadsden State Community College to comply with the requirements of FERPA; and
5. The right to obtain a copy of Gadsden State Community College's student records policy, which is available at the Records Office.

#### **School Officials and Legitimate Educational Interest**

A school official is defined as a college employee, person or a student assisting another school official in performing his or her tasks.

A school official with a legitimate educational interest may be granted access to confidential student information if the official needs the information to fulfill his/her professional responsibility. This includes:

- Performing appropriate tasks that are specified in his/her position description or by a contract agreement
- Performing a task related to a student's education
- Performing a task related to the discipline of a student
- Providing services for the student, such as counseling, job placement or financial aid.

Legitimate educational interest does not convey inherent rights to any and all student information.

### **Intellectual Property Policy Regarding Ownership of Student Work**

The College recognizes and values creativity and innovation as part of the learning process. Similarly, the College recognizes the importance of, and wishes to encourage, the transfer of new knowledge, generated in the College, to the private sector for the public good. At the same time, as a publicly funded institution, the College must be a good steward of the public resources provided to it, and must safeguard against the use of public funds for private gain. This policy addresses the rights to, interest in, and protection and transfer of intellectual property created by the College's students. For purposes of this policy:

"Intellectual property" means inventions, discoveries, innovations, and copyrightable works.

"Invention" means a tangible or intangible discovery, whether or not reduced to practice, and tangible research products, whether or not patentable or copyrightable. Such research products include, but are not

limited to, computer programs, integrated circuit designs, industrial designs, databases, technical drawings, biological materials, and other technical creations.

“Copyrightable works” mean original works of authorship fixed in tangible media of expression. Ownership of an intellectual property created by a student enrolled at the College, such as written compositions, musical scores, sculptures, paintings, photographs, films, videotapes, and computer software, shall be vested in the student unless the student has been employed by the College to create the intellectual property.

### **Submitted Work as Part of Course Requirements**

1. When a student submits work as a course requirement, the student retains ownership of the work, but ownership of the physical or electronic document shall be vested in the College. The College is granted a perpetual, royalty-free license by the submitting student to make copies of the work for administrative and educational purposes.
2. The College and its students recognize that some intellectual property may arise or be developed by students from interaction with the instructor and other students. Under those circumstances, the intellectual property may not be the exclusive property of the student.
3. When a student’s work has been accepted for publication by a journal or a publisher, absent an agreement to the contrary, the work becomes the property of the publisher.

### **Computer Programs**

1. Computer programs that are written within the scope of employment duties with the College become the property of the College.
2. When a program is developed for a course project or assignment, ownership is retained by the student with the College having a perpetual and royalty-free license to make and distribute copies to faculty, staff, and students for administrative and educational purposes.

### **Equipment**

1. If College resources (material, workspace) have been used to construct or design equipment, the equipment becomes the property of the College.
2. Equipment constructed without the use of college resources or designed as part of a course is the property of the student.

### **Office of Legal Affairs**

The mission of the Office of Legal Affairs is to ensure that all departments of the College are in compliance with all policies of the State Board of Education, the Department of Postsecondary Education, the College, and State and Federal laws and to provide leadership for the College’s diversity initiatives by monitoring, evaluating, and supporting diversity efforts, increasing communication, and supporting core programs and services. For additional information, individuals should contact the Office of Legal Affairs at 256.439.6822.

### **Rehabilitation Act of 1973**

GSCC offers equal opportunity in its employment, admissions, and educational programs and activities in compliance with Section 504 of the Rehabilitation Act of 1973. The Gadsden State Coordinator of Section 504 is Danny Wilborn, telephone 256.439.6912. Additional information appears in the “Americans with Disabilities Act” and “Disability Services” sections of this catalog.

### **Policy Against Harassment and Discrimination**

Gadsden State Community College is committed to protecting its students, staff, and visitors from sexual harassment, discrimination, intimidation, and exploitation as prohibited by Title IX of the Education Amendments of 1972 and of Title VII (Section 703) of the Civil Rights Act of 1964. Anyone who believes herself or himself to be subjected to such sexual harassment, discrimination, intimidation, and/or exploitation should contact the Title IX Coordinator, Michele Bradford. Inquiries regarding this policy should be directed to Michele Bradford, Director of Legal Affairs, Gadsden State Community College, Joe Ford Center, P.O. Box 227, Gadsden, AL 35902-0227; telephone 256.439.6822; fax 256.439.6812; e-mail [mbradford@gadsdenstate.edu](mailto:mbradford@gadsdenstate.edu). **NOTICE: The Policy Against Harassment and Discrimination is included in its entirety in the “College Regulations” section of this catalog.**

### **Sexual Misconduct Policy**

Gadsden State Community College is committed to providing a non-discriminatory and harassment-free educational, living and working environment for all members of the Gadsden State community, including students, faculty, administrators, staff, and visitors. This policy prohibits all forms of sexual or gender-based harassment, discrimination or misconduct, including sexual violence, sexual assault, and stalking and intimate partner violence. Misconduct of this nature is contrary to Gadsden State’s institutional values and prohibited by local, state and federal laws, College

policies, and the policies of the Alabama State Board of Education. Anyone who believes that they have been subjected to or have witnessed any form of sexual violence, should immediately report it to local law enforcement and Safety and Security, who will also make report to the Title IX Coordinator, Michele G. Bradford, J.D., (256) 439-6822.

### **Statement of Nondiscrimination**

It is the official policy of the Alabama State Board of Education and Gadsden State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any of its programs, activities, or employment. Inquiries related to this policy may be directed to Michele Bradford, Director of Legal Affairs, Gadsden State Community College, Joe Ford Center, P.O. Box 227, Gadsden, AL 35902-0227; telephone 256.439.6822; fax 256.439.6812; e-mail [mbradford@gadsdenstate.edu](mailto:mbradford@gadsdenstate.edu).

### **Title IX**

It is the policy of Gadsden State Community College to be in accordance with Title IX of the Education Amendments of 1972 which states that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." Any person alleging to have been discriminated against in violation of Title IX may present a complaint to the Title IX coordinator. The Title IX Coordinator for Gadsden State Community College is Michele Bradford, Director Legal Affairs, Joe Ford Center, P. O. Box 227, Gadsden, AL 35902-0227; telephone 256.439.6822; fax 256.439.6812; e-mail [mbradford@gadsdenstate.edu](mailto:mbradford@gadsdenstate.edu).



## Appendix B Scholarships

In addition to the several financial aid programs, the Alabama GI Dependents' Scholarship Program, and the Taxpayer Relief Act of 1997 described previously, students may be able to obtain scholarship assistance. Scholarships are awarded based on past academic/technical achievement, participation in extracurricular and leadership activities, and exhibited talents. Scholarship offers are contingent upon applicant meeting admission requirements and are based on available funding. To be eligible for institutional waivers, students must be U.S. citizens or resident aliens. For more information regarding scholarships to Gadsden State Community College, students should call 256.549.8203. For information on transfer scholarships, students should call 256.549.8329.

**Academic Scholarships** are partial to full tuition awards offered each year. Awards are based on a combination of high school GPA and ACT scores. A minimum high school GPA of 90 is recommended.

**Alabama Automotive Manufacturers Association (AAMA) Dr. Bernard J. Schroer Scholarships** are facilitated through the Consortium for Alabama Regional Center for Automotive Manufacturing (CARCAM), supporting individuals pursuing a career/technical education certificate or associate degree in the Alabama Community College System in preparation for a career in the automotive manufacturing industry. Additional criteria and scholarship applications are available at [www.carcam.org](http://www.carcam.org).

**Ambassador Scholarships** provide tuition for selected students who are willing to work as representatives of the College. A minimum collegiate GPA of 3.0 is required. Selection criteria include academic merit, club/organization participation, and extracurricular activity. A 500-word essay expressing how life experiences have contributed to the applicant's preparation to become a Gadsden State Community College Ambassador is required. In addition, the selection process may include an interview with the Ambassador Selection Committee.

**Athletic Scholarships** are offered to students who excel in various sports. Interested students should contact the Gadsden State Athletic Department by calling 256.549.8310.

**Ayers Employee Fund** provides assistance to students taking courses on the Ayers Campus. Priority is given to students in declared majors and those within one semester of graduation. A minimum 2.5 GPA is required.

**Bingo Scholarships** are awarded to Etowah County residents. A minimum 2.5 GPA is required. Awards are awarded on a term-by-term basis.

**Barry Boatwright Memorial Scholarship** provides tuition for a student in a science-related major. Selection is made by the Science Department.

**James L. Brown Free Enterprise Scholarship** provides assistance to a rising sophomore business student. This scholarship is awarded annually by the Business Department.

**Buffalo Rock Endowment Scholarship** is awarded for fall and spring semesters to a deserving student. A minimum 2.5 GPA is required.

**Bush Memorial Endowment Scholarship** is awarded for one term to a deserving student. A minimum 2.5 GPA is required.

**Cherokee County Chamber of Commerce Scholarships** are awarded to graduates of Cherokee County public high schools and to non-traditional students who are residents of Cherokee County. Scholarship recipients must take classes at Gadsden State Cherokee.

**Citizen Baptist Medical Center Volunteer Program Scholarships** provide partial tuition assistance to graduating high school seniors who attend high school in Talladega County. Applicants must have an overall high school GPA of 2.75 or higher, demonstrate leadership ability and community involvement, and express a desire to enter a medical field. Financial need is also taken into consideration during the selection process.

**Larry Joe Chesnut Memorial Scholarship** is awarded in memory of Larry Joe Chesnut to a second-year student with a minimum 2.0 GPA.

**Children of Blind Parents** may be eligible for full scholarships. Recipients are selected by the State Department of Education, from which applications are available.

**Compass Bank Endowment Scholarship** is awarded for one term. Preference is given to bank employees and dependents. A minimum 2.5 GPA is required.

**Jerry L. Culberson Nursing Scholarships** are awarded to Cherokee County residents who have been accepted into the nursing program and who plan to attend nursing classes at Gadsden State Cherokee. Applicants must demonstrate academic success by meeting all progression requirements of the nursing program and must have a demonstrated financial need.

**Culp Industries Endowment Scholarship** is awarded to an employee or dependent of an individual who has been employed at the company for at least one year. A graduating high school student must have a minimum 2.5 GPA to apply and must maintain a 2.5 GPA to continue to receive this scholarship. Applicants must complete the Free Application for Federal Student Aid (FAFSA).

**Donation Scholarships** are awarded for one term. Priority consideration is given to students in their last term prior to graduation. A minimum 2.0 GPA is required.

**John Duncan Memorial Endowment Scholarships** are awarded to residents of Etowah County. Applicants must demonstrate academic aptitude.

**Early College Enrollment Program (ECEP) Scholarships** provide free tuition to eligible juniors and seniors of participating local high schools. Students who, have a minimum grade point average of 2.5, and have interest in enrolling in a technical college degree program are eligible to apply.

**EMS Endowment Scholarships** provide assistance that can be used for tuition and/or required books to students in the Emergency Medical Services program.

**Victor Ficker Endowment Scholarship** provides tuition assistance to qualified students. Preference is given to students demonstrating financial need who do not qualify for federal financial aid.

**Amy Floyd Honorary Scholarship** provides books and required supplies for a second-year RN student. Selection is made by the Nursing Department and awarded based on financial need and academic standing.

**Joe Ford Memorial Endowment Scholarships** provide tuition assistance to full-time students, who are residents of Etowah County.

**Gadsden Rotary Endowment Scholarship** is awarded to an Etowah County resident for one term only. A minimum 2.5 GPA is required.

**Gadsden Sportsman Club Scholarships** provide tuition and/or books for Etowah County students. A minimum 2.5 GPA is required. Selection is made by the Gadsden Sportsman Club.

**Gadsden State Community College Alumni Association Scholarships** provide tuition assistance for qualified students. Qualifications include a minimum 2.5 GPA, sophomore status, and participation in extracurricular and community activities. Preference is given to students whose parent(s) and/or grandparent(s) are Gadsden State alumni. Selection is made by the Gadsden State Community College Alumni Association.

**Gadsden State Community College Faculty and Staff Scholarships** provide assistance for one term. A minimum 2.5 GPA is required.

**Gadsden State Community College Foundation** offers scholarships for tuition, fees, and books to students attending Gadsden State Community College, as approved by the Foundation's Board of Directors. Questions may be referred to the Public Relations Department at 256.549.8224.

**GED One Free Class Scholarships** provide one free class (up to 3 credit hours) to students who have passed the GED in the State of Alabama after July 2002. Eligibility is determined by the Alabama Department of Postsecondary Education, which is the State office for the GED Testing Program.

**GED Scholarships** are awarded at the fall and spring GED graduations to graduates based on GED test scores and demonstrated need. The scholarships cover full tuition for up to two years. A minimum 2.5 GPA is required to maintain scholarship eligibility.

**Godfrey Family Foundation Scholarships** are awarded to second-year RN students. These scholarships can be used for tuition and books. The scholarship program was established in memory of Jane Killian Godfrey by the Godfrey family. Recipients must be residents of Etowah County and must maintain a 3.0 GPA for the first year of the RN program. Selection is made by the Nursing Department.

**Griffith Memorial Nursing Scholarship** was established by the Griffith family in honor of their mother, Sue McMeekin Griffith, who was a former Gadsden State faculty member. This scholarship is awarded to second-year RN students. An adequate GPA to predict completion of the nursing program, as well as to predict licensure as a registered nurse, is required. Selection is made by the Nursing Department.

**Jonathan Harris Memorial Scholarship** is awarded to a deserving Special Education graduate of Etowah High School. Recipient is recommended by Etowah High School.

**Honors Scholar Program** offers scholarships to high-achieving and talented students who are seeking more intellectually challenging and creative college experiences. The classes in the program and the diploma will show designations as "Honors" and "Honors Scholar," respectively. A minimum high school GPA of 85 and a composite ACT score of 25 or SAT score of 1200 are preferred. Selection is made by the Honors Scholarship Committee.

**Mary F. Lambert Scholarship** was established by August Lehi and friends of Mary Lambert to provide scholarships to students majoring in Realtime Reporting. A minimum 2.5 GPA is required. Selection is made by the Realtime Reporting Department.

**Leadership in Childcare Scholarships** provide tuition and selected fees to childcare center directors, teachers, and home providers to enroll in a Child Development/Early Education program. The program is funded by the Alabama Department of Human Resources as a result of an initiative of the Alabama Childcare Consortium. To be eligible to apply for this assistance, a student must be a resident of Alabama, employed in a legally operating childcare facility in Alabama caring for children ages birth through 12 years old, have a high school diploma or GED, and be at least 19 years of age. Applicants must consult with the Child Development Program instructor and obtain his/her signature on the scholarship application prior to submitting the application. Applications are obtained from and eligibility is determined by the Alabama Department of Human Resources.

**Manufacturing Enrichment Scholarship** is available to a high school senior who has completed geometry (or equivalent) and who has an interest in pursuing a career in the manufacturing industry. Selection is made by the Gadsden Alabama Technology Network.

**Mary Martin Endowment Scholarship** provides tuition assistance for one term to a student with a minimum 2.5 GPA.

**Newell Massey Memorial Scholarship** provides tuition assistance for one term.

**E. O. McCord Endowment Scholarship** provides tuition assistance for fall and spring semesters. First consideration is given to a second-year paralegal major. Next consideration is given to a second-year education or religion major. A minimum 2.5 GPA is required.

**Rena and Edgar McCord Endowment Scholarship** provides tuition assistance to a deserving student.

**Meadows Memorial Scholarship** was established in memory of Shirley Meadows and is awarded to a deserving Clinical Laboratory Technology (CLT) student. The recipient is selected by the CLT Department.

**Cam Menzies Memorial Scholarship** provides a partial tuition scholarship to a deserving sophomore student in the Realtime Reporting Program who is selected by the Realtime Reporting Department.

**Minority (HBCU) Scholarships** are awarded to entering freshmen and currently enrolled minority students. A minimum 2.5 GPA is required. The recipient is selected by the Minority Scholarship Committee. Preference is given to African-American students attending classes on the Valley Street Campus, which has been designated as a Historically Black College and University (HBCU).

**Miss Gadsden State Community College Scholarship** is awarded annually to the winner of the Miss Gadsden State Pageant. The scholarship covers tuition for two semesters (up to 32 hours) beginning in the spring semester of the selection year.

**Lucian Newman Endowment Scholarship** is awarded to an EMS Basic graduate who has demonstrated outstanding potential and intends to pursue a career in Emergency Medical Services. The scholarship provides funds that cover partial tuition, fees, and/or textbooks expenses. Recipients must maintain National Registry status and a minimum 3.0 GPA.

**Lucian Newman, Jr., Award** is a partial scholarship awarded to an EMS Basic graduate. Recipient must maintain National Registry status and a minimum 3.0 GPA.

**Rebecca Nunnally Memorial Scholarship** is awarded annually to a nursing student. Selection is made by the Nursing Department.

**Operation Family Shield Scholarship Program** was established in 2003 for spouses and dependents of the Alabama National Guard or reservists called to active duty. The scholarship has been expanded in support of Operation Noble Eagle, Operation Iraqi Freedom, and the Global War on Terrorism. The scholarship provides tuition (excluding fees) during the term of the activation. Tuition scholarships shall be available only after all other forms of federal financial assistance have been exhausted. Applicants must complete FAFSAs. Documentation required includes official copies of military orders, marriage licenses, birth certificates, and IRS tax returns. Certification from the appropriate military office should be obtained each semester to verify continued activation.

**Opportunity Scholarships** provide full or partial tuition assistance to qualified students based on demonstrated financial need. Students must complete FAFSAs to determine eligibility. A minimum 2.5 collegiate GPA is required.

**Nan Pentecost Scholarship** was established by Eric Pentecost in honor of his wife, Nan. This scholarship provides partial tuition assistance for a second-year nursing student. Selection is made by the Nursing Department.

**Performing Arts Scholarships** provide full or partial tuition to students who excel in dance, band, chorus, drama, or art. Awards will be on the basis of audition/portfolio. Recipients will be expected to perform while attending Gadsden State Community College on scholarship and must register for the appropriate scholarship-related classes each semester. A minimum 2.2 collegiate GPA is required.

**Joe Robertson Memorial Scholarship** is awarded in memory of Joseph T. Robertson, a former Gadsden State history instructor. The scholarship pays partial tuition for a history or education major. A minimum 2.75 GPA is required. Selection is made by the History Department.

**Sanders-Burgard Scholarships** were established by Gadsden physician E. Max Sanders, M.D., and Martha Burgard Sanders. These scholarships may be applied toward tuition and books for students. Consideration will be given to students with financial need.

**Senior Adult Scholarship Program** allows students 60 years of age or older, who have met admissions requirements, to receive tuition waivers (excluding fees) for college credit courses on a space-available basis only. Space-available basis requires registration during the drop/add period.

**Skills Training Scholarships and Tuition Assistance Programs** may be available for students participating in Skills Training programs. For information regarding Pathways for Responsible Fatherhood, Fatherhood Initiative, Telemon, and other tuition assistance programs, students may contact the Skills Training Department at 256.549.8640.

**Student Government Association (SGA) Scholarship** provides tuition for up to 16 credit hours for two semesters for the elected president.

**Student Nursing Association (SNA) Scholarships** are funded by the SNA and awarded by the Nursing Department.

**Technical Faculty and Staff Scholarships** are presented to deserving Technical Division students, with consideration given for financial need.

**Technology Scholarships** are awarded to students pursuing technical degrees or certificates. Partial to full-tuition scholarships are available. At least 75% of classes must be within the technical major, and a minimum 2.5 GPA is required. Recipients are recommended by the Technical Scholarship Committee.

**Nell Thomas Memorial Nursing Scholarship** is awarded yearly to a second-year RN student with consideration given to a student with financial need. Recipients are selected by the Nursing Department.

**Transfer Scholarships** are available to most universities. In the twelve month period prior to completing academic work at Gadsden State, the student should inquire at the intended university or on the university's web site regarding scholarship opportunities. Scholarship awards are made by the sponsoring institutions; however, a few institutions permit the Gadsden State Community College Honors Committee to make recommendations regarding the recipients. Students may apply for transfer scholarships at the Student Activities Office in February in anticipation of transferring for the following Fall semester. The following institutions traditionally offer scholarships according to the details listed for each:

- **Jacksonville State University - The Presidential Transfer Scholarship**  
Students who graduate an Alabama two-year college institution with a 3.5 GPA or better may apply prior to the scholarship priority deadline for a tuition scholarship to JSU. The scholarship covers 12 hours of tuition fall and spring semesters and is renewable for the second year with appropriate GPA. The scholarship may not be combined with any other institution-provided scholarships. Interested students may join the FUSION program while at Gadsden State. The application deadline is strictly enforced and should be available on the JSU scholarship website.
- **The University of Alabama - Birmingham - Honors Choice Scholarship**  
Students with a 3.5 or higher GPA are welcomed to apply for this transfer scholarship. One Honors Choice Scholarship is recommended by the Honors Committee. This scholarship is valued at \$1500 per year and is renewable for a second year. Transfer awards at UAB may not be combined with other institution-provided scholarships. The UAB Scholarship Office determines the best option for each student.
- **The University of Alabama - Huntsville - World of Kathy Chan & Christel L. McCanless**  
Students with 3.5 or higher GPA are encouraged to apply directly through UAH Scholarship Office for these and other transfer opportunities, and students are also encouraged to complete a Gadsden State Transfer Scholarship Application. The Chan and McCanless Scholarships are designated for Gadsden State students, so recommendation from the Gadsden State Honors Committee is frequently a deciding factor. The Chan and McCanless Scholarships are typically \$1800 per year and are renewable for a second year. These scholarships are permitted to be combined or "stacked" with other awards since they are privately funded.
- **The University of Alabama - Presidential Scholarship**  
Students with a 3.5 cumulative GPA or higher *who have earned or will earn an associate degree by August* from Gadsden State are encouraged to apply directly to UA for the Presidential Scholarship and also complete a Gadsden State Transfer Application. This scholarship covers the cost of tuition for up to four semesters, so its value changes depending on tuition. There is one scholarship designated for a Gadsden State student.
- **University of Montevallo - President's Scholarship & Dean's Scholarship**  
Students with a 3.25 GPA or higher are considered for these transfer scholarships. The Dean's Scholarship requires the recipient to live in on-campus housing. The President's Scholarship does not designate where the student lives. These scholarships offer \$3000 per year and are renewable for a second year. Phi Theta Kappa members receive an additional \$1000. One student for each scholarship is recommended by the Honors Committee.
- **Troy University**  
Troy University has three types of scholarships specifically to assist transfer students. Students should apply directly to Troy to be considered for any of these. However, one scholarship is designated specifically for a Gadsden State student. The Phi Theta Kappa Transfer Scholarship is \$1,100 per year to the student who is selected by the Gadsden State Chapter. The student *must have completed two years of academic work, have a minimum GPA of 3.5, and be nominated by the Phi Theta Kappa advisor*. The student may not receive any other institutional scholarship from Troy University.

**Upward Bound Bridge Scholarships** pay tuition for one or two classes (depending on available funds) in the summer semester for participating students. This scholarship program assists graduating high school seniors in "bridging" the gap between high school and college.

**Jim Vanderford Technical Scholarships** are awarded to students pursuing technical degrees or certificates, and a minimum 2.5 GPA is required. Recipients are recommended by the Technical Scholarship Committee.

**Vietnam Veterans of America, Chapter 637** awards scholarships to second-year students. Priority is given to students with family members who are veterans. A minimum 2.5 GPA is required. Recipients are selected by the Vietnam Veterans of America, Chapter 637.

**Wells Fargo Scholarships** are provided through a grant funded by the Wells Fargo Foundation. Grant scholarships are provided to individuals with low-to-moderate income (unemployed or underemployed) for instruction and training for employment. Selection is made based on the grant guidelines.

**Jesse L. Walker, Jr., Business Scholarship** is awarded to a rising sophomore business student. Selection is made by the Business Department.

**Mascot (Swoop) Scholarship** provides partial tuition for up to two students who are willing to work as costumed Cardinal mascots for the College. A minimum collegiate GPA of 2.2 is required for selection and maintaining the scholarship. Selection process includes recommendation(s), an interview, and an audition with a Selection Committee.

**Ruby and R. M. Walker Fund** provides full or partial tuition scholarships to students based on need and/or academic achievement. Preference is given to students pursuing science or health occupations and who do not qualify for federal financial aid.

**West/Pentecost Endowment Scholarship** was established by Eric Pentecost in honor of his former Boy Scout leader, W. C. West. This scholarship provides partial tuition assistance to a second-year Electrical Technology or Electronic Engineering Technology student. Selection is made by the Technology Department.

**Jerry W. Worthy & Larry T. Memorial Scholarship** provides tuition, books, and supplies for a second-year nursing student. Selection is made by the Nursing Department.

**Peggy Yurk Memorial Nursing Scholarships** provide assistance to students in the final year of the nursing program. Recipients are selected by the Nursing Department.

## Appendix C

### Honors and Recognition

Gadsden State recognizes both academic and non-academic student achievement in a variety of ways during the graduation ceremony and on Honors Day, usually in April. Listed below are the awards and scholarships typically presented to Gadsden State students throughout the year. More information appears in this catalog under the sections entitled “Academic Honors” and “Scholarships.”

**James B. Allen Award** – presented to an outstanding student nominated by faculty and then selected by a faculty committee

**President's Cups** – presented to students who have demonstrated unique success in all academic and technical phases of college life

**Outstanding Achievement Awards** – presented to students who have excelled in their fields of study

Outstanding Air Conditioning and Refrigeration Technology Students

Outstanding Ambassador(s)

Outstanding Art Student

Outstanding Auto Collision Repair Technology Students

Outstanding Automotive Manufacturing Technology Student

Outstanding Automotive Services Technology Students

Outstanding Carpentry Student

Outstanding Civil Engineering Technology Student

Outstanding Computer Science Student

Outstanding Cosmetology Esthetics Technology Students

Outstanding Cosmetology Nail Technology Students

Outstanding Cosmetology Technology Students

Outstanding Diesel Technology Student

Outstanding Drafting and Design Technology Student

Outstanding Electrical Technology Students

Outstanding Electronic Engineering Technology Students

Outstanding Engineering Student

Outstanding Industrial Automation Technology Students

Outstanding International Student

Outstanding Machine Tool Technology Students

Outstanding Math Major Award

Outstanding Mechanical Design Technology Student

Outstanding Music Student

Outstanding Paralegal Student

Outstanding Physical Education Student

Outstanding Realtime Reporting Technology Student

Outstanding Science Student

Outstanding Student Government Association Officer(s)

Outstanding Welding Technology Students

**All Alabama Academic Team**

**Alpha Beta Gamma Scholarship** — presented to an Alpha Beta Gamma member for outstanding academic achievement and service to the College and the community

**Cam Menzies Award of Excellence** — presented to the outstanding second-year Realtime Reporting student

**Chad Hawkins Educational Foundation Scholarship** — presented to an outstanding freshman

**Circle K Awards**

**Dr. Jesse L. Walker, Jr., Business Faculty Scholarship** — presented to an outstanding business student to continue the sophomore year at GSCC

**Dr. Lucian Newman, Jr., Award** — presented to an outstanding student in Emergency Medical Services

**Jacksonville State University Scholarships**

**James L. Brown Free Enterprise Scholarship** — presented to an outstanding business student to continue the sophomore year at GSCC

**Lambda Epsilon Chi** — (Paralegal Honorary Society)

**Larry Chesnut Award**

**Linda Roberts Memorial Award** — presented to an outstanding office administration graduate

**Nightingale Award** — presented to an outstanding nursing student from the technical campus

**Phi Beta Lambda Scholarship** — presented to a Phi Beta Lambda member for outstanding academic achievement and service to the College and the community

**Phi Theta Kappa Awards**

**Sue McMeekin Griffith Nursing Scholarship**

**Technical Faculty and Staff Scholarship** — presented to a deserving Technical Division student with financial needs

**University of Alabama Transfer Scholarship**

**University of Alabama at Birmingham Transfer Scholarship**

**University of Alabama in Huntsville Transfer Scholarship**

**University of Montevallo Transfer Scholarships**

**VICA Awards**

**Who's Who in American Junior Colleges** — presented to students who have distinguished themselves in various areas of campus life, selected by faculty committee

## Appendix D

### Student Organizations

GSCC encourages students to organize clubs for entertainment, recreation, networking, and community service, as well as for interaction and learning beyond the classroom experience. If students and/or faculty members wish to create a new club and if sufficient student interest in such a club exists to sustain the organization, the group must obtain a faculty/staff sponsor and approval of the Coordinator of Student Activities. Following such approval, the group must present its constitution or bylaws to the Coordinator of Student Activities within a year of probationary status before it is recognized as a sustainable campus organization. Membership in a student organization can be restricted if qualifications are clearly spelled out in the bylaws of the club so long as these restrictions do not violate the College's policies on discrimination.

The following organizations are currently chartered:

Alpha Beta Gamma	ROTC – Reserve Officers Training Corps
Ambassadors	Realtime Reporting
Baptist Campus Ministries (BCM)	Residence Hall Association (RHA)
Cardinal Spirit	Rho Theta Sigma
Circle K	Science-Math-Engineering (SME)
Chess Club	Skills USA
Drama Club	Southern Belle Dancers
Fellowship of Christian Athletes	Student Alabama Education Association (SAEA)
Gadsden State Fishing Cardinals	Student Government Association (SGA)
Gadsden State Student Democrats	Student Veterans Association (SVA)
Gadsden State Student Republicans	Students Without Borders
Gadsden State Singers	Transit
Gadsden State Student Nursing Association	Veterans Upward Bound (VUB)
Gadsden State Show Band	
Generation Truth	
Honor's Program	
Institute of Electrical & Electronic Engineers (IEEE)	
Intramural	
Lambda Epsilon Chi	
Massage Therapy Club	
Medical Lab Technology Society (MLT)	
Miss Gadsden State Pageant	
National Society of Leadership and Success (Sigma Alpha Pi)	
National Technical Honor Society	
Paralegal Association	
Phi Beta Lambda (PBL)	
Phi Theta Kappa (PTK)	
Pre-Athletic Trainer Club	
Red Cross Club	



## Appendix E

### Safety and Security

1. **Crime Reporting and Timely Warnings:** Numerous and diligent efforts are made to advise members of the campus community about crime-related problems. The College's duty to inform students of threatening situations is taken seriously, and as a result, information related to crime and criminal activity is provided to the community in an accurate and timely fashion. Because awareness is essential to effective crime reduction, the College will release information that can be used by students and other College community members to reduce their chances of becoming victims. The Office of Safety and Security will issue timely warnings or safety alerts to campus community members informing them of incidents/crimes impacting the College community and/or surrounding property. This information is disseminated to the College community members via use of electronic mail messages, electronic sign, information flyers posted at highly visible locations throughout campus, Cardinal Alert and crime prevention presentations by Safety and Security personnel, Freshman Focus, all campus orientations, and on-line orientations required of all students.
2. **Reporting of Criminal Actions or Emergencies:** To report a crime or emergency, community members should call your campus security number or 911. To obtain information or request an escort or for any other security service, community members should call your campus security number. Safety and Security personnel also have the ability to notify county emergency dispatchers regarding emergency situations occurring on campus.
3. **Campus Enforcement Authority:** All students and employees are encouraged to report promptly all on-campus crime and suspicious activities to the Office of Safety and Security. While off campus, students and employees are encouraged to contact the local law enforcement authorities. Security officers have no arrest authority beyond that of an ordinary citizen; however, they may address offenses and refer them to the local law enforcement authorities. The Office has a good working relationship with the local police and sheriffs where campuses are located. The College and this office diligently cooperate with law enforcement agencies to maximize the effectiveness of police services to the campus community. The Vice President at GSCC coordinates disciplinary action for matters that are violations of College rules.
4. **Sexual Assault Prevention Program and Procedures:** GSCC will act swiftly to protect the rights of all its members. In the event of sexual assault, various campus and area resources are available to victims. The College supports the victim's right to choose which avenues of assistance are best for the individual. These resources include the following: The Office of Safety and Security, where all crimes, including sexual assaults, should be reported (a designated employee is assigned to assist victims of sexual assault); the Vice President; the Title IX Coordinator; the local police agency with jurisdiction; and the Emergency Department of the local hospital. An individual who has been sexually assaulted has the following rights:
  - A. An opportunity to contact the local law enforcement authorities. GSCC will assist the student in this notification;
  - B. Transport to the nearest medical facility approved for the collection of rape evidence;
  - C. Awareness of pastoral and professional mental health counseling on campus or in the community;
  - D. Alternative academic and living arrangements if requested and reasonably available.Due to the severity of incidents of sexual assault, the College strongly encourages individuals who have been sexually assaulted to contact the police. Reporting the incident to the police immediately will greatly increase the possibility of successful prosecution if criminal charges are brought. Preserving all evidence of a sexual assault is extremely important.

An individual who has been sexually assaulted will be offered the opportunity to make a formal complaint against the offender through the College's disciplinary process pursuant to the Student Code of Conduct. The College may pursue charges regardless of whether any criminal charges are filed. The College will initiate internal proceedings in incidents of sexual assault when a student requests such proceedings and/or when subsequent investigation produces evidence of a violation of College policy.

Individuals have the right to have any questions about College policy and the College judicial process answered. If an individual who reports a sexual assault is harassed by anyone in connection with the incident in question, the harassment should be reported immediately. An individual has the option to have a victim's advocate and/or any other advisor with them at all times throughout such procedures. The accuser and the accused are entitled to the same opportunities to have others present during judicial disciplinary proceedings. Both the accuser and the accused shall be informed of the institutional disciplinary proceeding (the College's final determination and any sanction against the accused) brought alleging a sex offense.

5. **Sexual Offender Registry and Access to Related Information:** In accordance with the Campus Sex Crimes Act of 2002, institutions of higher education are required to issue a statement advising the campus community where information about registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of

higher education in that state at which the person is employed, carries on a vocation, or is a student. In the State of Alabama, information regarding registered sex offenders may be obtained from local municipal police departments, the county sheriff's office, or the Alabama Highway Patrol. This information can also be found online if one visits <http://dps.alabama.gov/Community> and searches under the Sex Offender Registry.

6. **Access to College Facilities:** Most of the College's buildings and facilities are accessible to members of the college community, guests, and visitors during normal business hours, (Monday through Friday), except holidays. Faculty and staff who wish to enter any facilities after hours should notify the Office of Safety and Security.
7. **Guidelines for Violence Threat Response:** Employees who believe they have been subjected to acts of violence, threatened acts of violence, including hostile behavior, physical or verbal abuse, or possession of weapons or dangerous materials of any kind, or who witness or have knowledge of any actions that could be perceived as violent should immediately report the incident to the President, Director of Safety and Security or other appropriate administrator. Students should report such actions to the Vice President or the Director of Safety and Security. All complaints will be promptly investigated, and appropriate action will be taken.

Employees or students who are witnesses to a violent act are advised to resist personal involvement in the situation, to leave the immediate area, and to immediately report the event to a Security employee.

The President, along with the Director of Safety and Security, will evaluate what has occurred and will proceed with an internal investigation.

Pending the circumstances under investigation, the President, along with the Director of Safety and Security, may need to remove from the premises employees or students who are involved in a physical or verbal altercation.

The President must notify the General Counsel of the Department of Postsecondary Education upon the occurrence of or upon the report of an incident under this policy and must keep the General Counsel informed as to the progress of the investigation and its outcome.

It is the intent of the State Board of Education and the President of Gadsden State Community College to provide a safe workplace and a safe educational environment, free of acts or threatened acts of violence, including hostile behavior, physical or verbal abuse, or possession of weapons or dangerous materials of any kind on College property or while one is conducting College business. This policy applies to employees, contractors, students, visitors, or anyone else. Additionally, this policy provides a planned and immediate response to such incidents. Violence or threats of violence will not be tolerated.

Third Party Influences: Contractors, and/or visitors purposefully threatening the safety of others on College premises are subject to immediate removal from the premises and/or prosecution under the law.

Employees: To ensure both safe and efficient operations, the State Board of Education expects and requires all College employees to display common courtesy and to engage in safe and appropriate behavior on the job at all times. Any involvement in acts or threatened acts of violence, including hostile behavior, physical or verbal abuse, or possession of weapons or dangerous materials of any kind is considered unacceptable behavior that violates this standard of appropriate behavior in the workplace and in the educational environment.

Employees are responsible for their conduct on College premises, whether they are on or off duty. State Board of Education and institutional rules of conduct and behavior expectations also apply when employees are traveling on College business, as well as any time employees are working for or are representing the Alabama Community College System away from the premises.

The College will promptly investigate any physical or verbal altercation, threats of violence, or other conduct by employees that threatens the health or safety of other employees or students or the public or otherwise might involve a breach of or departure from the conduct standards in this policy. A search of property may be conducted, under appropriate circumstances. All incidents of physical altercations or threats of violence are treated as gross misconduct and will result in disciplinary action up to and including termination of employment for employees and disciplinary action up to and including expulsion for students.

Retaliation in any form against an individual who exercises their right to make a complaint under this policy or who provides information in the investigation of a complaint is strictly prohibited and will result in appropriate disciplinary action up to and including termination of employment for employees and appropriate disciplinary action up to and including expulsion for students.

8. **Cardinal Alert:** Cardinal Alert is an emergency notification service that will allow Gadsden State to contact all enrolled students and employees via cell phone, text message, home phone, and e-mail. For follow-up emergency information to the College community, all of the above media to include postings on our web site, television, and radio will be utilized. The service will be used only when there is imminent danger to the campus, i.e., tornado warnings, chemical spills, orders to evacuate or shelter in place, and active shooters.

## Parking and Traffic Regulations

A student, faculty, or staff member – whether full-time or part-time, whether in a special course or in a regular course – who intends to operate an automobile or other vehicle on any Gadsden State campus, whether or not he/she is the owner, must comply with the following parking and traffic regulations:

1. The campus parking, traffic, and safety regulations in effect at Gadsden State Community College, as well as all applicable state laws and city ordinances, will be **enforced by the Campus Security at all times**. These regulations, laws, and ordinances apply to ALL persons while they are on a Gadsden State campus. If a vehicle is properly registered with the College, a student may park in any designated parking place except those having **blue, yellow, or white** curbing. White curbs are reserved for faculty and other staff members only, blue curbs are for handicapped parking with a permit, and yellow curbs are no parking at any time.
2. **Motor Vehicle Registration:** All students, faculty and staff using a motor vehicle on any Gadsden State campus must register it with the Safety and Security Office. The student vehicle registration fee is included in the tuition fee. The driver will be issued a hanging tag ("hangtag"), which is to be hung from the inside rearview mirror of the vehicle. Only one free hangtag will be issued to each person. It is the driver's responsibility to keep this hangtag available for use in the vehicle that is driven on campus. However, the hangtag may be moved from one vehicle to another vehicle if necessary. If a hangtag is lost or stolen, the driver must purchase a new one. The fee for an additional hangtag is \$10.00.
3. **Types of Hangtags:** Two types of hangtags are issued by Safety and Security on all campuses: the *Faculty/Staff* and the *Student*. If the driver is disabled or if the driver is driving for a disabled person, the vehicle may be parked in a space reserved for the disabled (blue curb) so long as the vehicle bears both a student hangtag and a decal for the disabled. This decal may be obtained through the Office of the Revenue Commissioner, Etowah County Court House. All student hangtags expire on August 31 of year indicated on hangtag.
4. **General Regulations:** When issued a hangtag, the owner of the hangtag will be held responsible for any violation in which the vehicle bearing this hangtag is involved. In the event of mechanical failure of a vehicle, the owner should inform the Information Desk of the vehicle's location; the owner will be responsible for its removal as soon as available services will permit. The Office of Safety and Security may cancel the registration of any vehicle.
5. **Regulations of Moving Vehicles and Fees Assessed:** The following are violations of the College's traffic regulations, with the fee assessed for each violation noted:

A. Exceeding 15 mph on campus	25.00
B. Failing to stop at a STOP sign	25.00
C. Failing to YIELD	25.00
D. Going the WRONG WAY on a one-way street	25.00
E. Making an illegal U-turn	25.00
F. Reckless driving	100.00
6. **Parking Violations and Fees Assessed:** The following are violations of the parking and safety regulations, with the fee assessed for each violation noted:

A. No hangtag	15.00
B. Parking in inappropriate space:	
i. White curbs-Reserved for Faculty/Staff only	15.00
ii. Blue curbs-Handicapped only with permit	50.00
iii. Yellow curbs-No Parking at any time	25.00
C. Backing into a parking space or pulling through	25.00
D. Improper parking	15.00
E. Improper display of hangtag	15.00
F. Giving false information on the application form	25.00
G. Removing vehicle boot immobilizer	25.00
H. No parking on grass	15.00
I. Parking in fire hydrant restricted area	25.00
J. Parking in visitor only (no students allowed)	15.00
K. Allowing other students to use your hangtag	15.00

(Plus any fines they may incur)

**NOTE: All assessed fees listed in Items 5 and 6 above will be doubled if they are not paid within seven (7) calendar days of the assessment. Students should also see Item 8 below.**

7. **Vehicle Boot Immobilizer:** Violations of these regulations may result in the vehicle being immobilized with an auto boot. In case of vehicle immobilization, do not attempt to move the vehicle. Contact Campus Security.

8. **Additional Penalties:** Students receiving more than three (3) citations in a 24-months period will have their fines doubled on all subsequent fines.
9. **Appeal Procedure:** Anyone desiring to appeal traffic or parking citations may appeal to the Campus Security (256.549.8200) within seven (7) days after receiving the citation. The decision of the Campus Security Department may be appealed in writing within five (5) days to the Traffic and Parking Committee, appointed by the College President. The decision of the Traffic and Parking Committee is final.
10. GSCC assumes **no responsibility for damage** to any vehicle brought to campus.

## Appendix G

### Policy Against Harassment and Discrimination

#### Introduction

The College is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site or in any division or department by any employee, student, agent, or non-employee on college property and while engaged in any College-sponsored activities. It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the College community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at the College.

A nondiscriminatory environment is essential to the mission of the College. A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee. It is essential that the College maintain an environment that affords equal protection against discrimination, including sexual harassment. Employees and students who are found in violation of this policy shall be disciplined as appropriate to the severity of the offense. Employees and students of the College shall strive to promote a college environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure a professional environment and to guarantee equal educational opportunities for all students.

For these purposes, the term "**harassment**" includes, but is not necessarily limited to:

**Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.**

Harassment of employees or students by non-employees is also a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the Title IX Coordinator, or to the Staff Member of the area in which the incident or the alleged incident occurred.

The employees of the College determine the ethical and moral tone for the College through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between College personnel of different ranks which involve partiality, preferential treatment, or the improper use of position shall be avoided. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an instructor and any student for whom the instructor has responsibility, between any supervisor and an employee, or between a College employee and a student where preferential treatment results. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall be aware that any amorous relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who shall be held accountable for unprofessional behavior. This policy encourages faculty, students, and employees who believe that they have been the victims of discrimination or sexual harassment to contact the Title IX Coordinator at the institution. Any reprisals shall be reported immediately to the Title IX Coordinator or to the Cabinet Member of the area in which the incident or alleged incident occurred.

#### Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not generally refer to a single sexual joke, offensive epithet or request for a date. Instead, it is conduct and/or behavior of a sexual nature which rises to the nature that it interferes with the work or education of its victims and their co-

workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of either sex.

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature.

There are two kinds of sexual harassment: Quid Pro Quo and Hostile Environment. **Quid Pro Quo** describes a situation in which a student or employee is confronted with sexual demands to keep his or her job or to obtain a promotion or raise, a higher grade, or an educational benefit and occurs when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities, or when submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual. **Hostile Environment** typically involves sexually offensive conduct that makes it difficult or unpleasant for an employee or a student. It occurs when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

1. Physical assault or unwanted touching;
2. Direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition, or privilege of employment or a student's academic status;
3. Direct propositions of a sexual activity;
4. Subtle pressure for sexual activity;
5. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following: (i) comments of a sexual nature or (ii) sexually explicit statements, questions, jokes, or anecdotes;
6. Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed, including one or more of the following: (i) touching, patting, pinching, hugging, or brushing against another's body; (ii) commentary of a sexual nature about an individual's body or clothing; or (iii) remarks about sexual activity or speculations about previous sexual experience(s);
7. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not; and
8. Displaying objects or pictures which are sexual in nature and that would create a hostile or offensive employment or educational environment and serve no educational purpose related to the subject matter being addressed.

It is important to point out that the conduct should be judged from an objective standard in that the facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of a specific individual. All students and employees should report any harassment and/or discrimination that they may experience and/or observe. No student or employee should assume that an official of the College knows about his or her particular situation.

## Resolution of Harassment and Discrimination Complaints

### Procedure for Reporting Complaints

1. Any member of the College community who believes that he or she has been the victim of sexual harassment or illegal discrimination should immediately bring the matter to the attention of the Title IX Coordinator, or to any academic or administrative officer, dean, director, supervisor, or advisor, who will then forward the complaint to the Title IX Coordinator or the person designated by the President to coordinate the investigation of such complaints. Upon receipt of the complaint, the Title IX Coordinator shall meet and interview the complainant. During this initial meeting, in addition to gathering the additional information needed to initiate an investigation into the complaint, the Title IX Coordinator shall explain the procedure and shall present a copy of this Harassment and Discrimination Policy. The President and the Vice Chancellor for Legal and Human Resources of the Alabama Department of Postsecondary Education shall be promptly notified of the complaint.
2. The complainant should present the complaint as promptly as possible after the alleged sexual harassment or discrimination occurs. The complainant should submit a written statement of the allegations.
3. It is the intention of this policy to resolve complaints of sexual harassment and illegal discrimination as promptly as possible after the complaint and/or report is made. All complaints and/or reports will be investigated and resolved within forty-five (45) days of receipt; except in extraordinary cases that require

more time for completion of the investigation. Both the complainant and alleged offender shall be given periodical updates as to the status of the investigation.

4. The investigation record shall consist of formal and informal statements from the alleged victim, the alleged offender, witnesses identified by the victim or offender, and others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the accused a full opportunity to respond to the allegations.
5. Complaints may be resolved through informal or formal procedures. Informal means are encouraged at the beginning point, but the choice of where to begin rests with the complainant. If the Title IX Coordinator, or the person designated by the President to handle the complaint, believes that the matter is sufficiently grave because of the nature of the alleged offense, or because the complainant seeks to have a sanction imposed, then formal procedures shall be initiated.

### **Informal Procedures**

1. The Title IX Coordinator may notify the alleged offender of the complaint and take whatever steps deemed appropriate to affect an informal resolution that is acceptable to both parties.
2. The parties may choose to participate in mediation. If the complaint is resolved informally, no record of the complaint will be entered in the alleged offender's personnel file or student record. However, the Title IX Coordinator will keep a record of the complaint and the resolution. All such records will remain confidential.
3. If the results of the investigation and informal resolution of the complaint are accepted by the alleged victim and he or she desires no further action against the alleged offender, then no further action be taken. The alleged offender will receive a statement explaining the resolution of the investigation as conducted under this policy and procedure.
4. Some reports of sexual harassment and discrimination may not be appropriate for informal resolution and may require a formal investigation at the discretion of the Title IX Coordinator, or the person designated by the President to coordinate the investigation of the complaint. Substantial weight will be given to the wishes of the complainant when determining whether to investigate a complaint. However, GSCC may investigate a complaint without the complainant's and/or alleged victim's consent when circumstances so warrant.

### **Formal Action**

If the complaint cannot be resolved on an informal basis, the formal complaint procedure will be implemented. The issues involved in the complaint should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or the institution when the initial complaint was filed.

1. If the formal complaint is against an employee of the College, it shall remain with the Title IX Coordinator for investigation and disposition pursuant to applicable law and grievance/discipline procedures.
2. If the formal complaint is against a student, not acting in an instructional or other employment capacity, the Vice President shall refer complaint to the Title IX Coordinator for disposition pursuant to applicable law and grievance/discipline procedures.
3. If the formal complaint is against a person not considered an employee or student of the College, it shall be directed to the Title IX Coordinator for disposition pursuant to applicable law and grievance/discipline procedures.
4. If conflicts or other problems exist with the Title IX Coordinator handling the formal complaint, the complaint may be filed with the President.
5. In the event of complaints against employees, the Title IX Coordinator will notify the accused in writing of the complainant's decision to take formal action. Formal action will consist of the Title IX procedures as set forth:
6. The original and two copies of Grievance Form A must be filed with the Title IX Coordinator within 30 calendar days following the date of the alleged violation(s). The alleged violation(s) must be clearly and specifically stated. The complainant is advised to keep a copy of all forms. **NOTICE: Forms are available online at [www.gadsdenstate.edu](http://www.gadsdenstate.edu) under *Enrolled Students*.**
7. The Title IX Coordinator will have 30 calendar days following date of receipt of Grievance Form A to investigate, hold a formal hearing, and make a written report of findings to complainant. Form A must be used for the report. Copies of Form A must be provided to the Title IX Coordinator and the President. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested.
8. Complainant must, within 15 calendar days following receipt of the findings, file with the President and Title IX Coordinator 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 decision. Copies of Form B must be provided to the Title IX Coordinator and the President. If complainant fails to file notice of appeal by the end of the 15th calendar day following receipt of the findings, the right to further appeal will be forfeited. **NOTICE: Forms are available online at [www.gadsdenstate.edu](http://www.gadsdenstate.edu) under *Enrolled Students*.**
9. The President 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 complainant. Form B

must be used for the report. Copies of Form B must be provided to the Title IX Coordinator and the Chancellor. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested.

10. Complainant must, within 15 calendar days following receipt of President's report, file with the President and Title IX Coordinator a written notice of acceptance or appeal of the report. If 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 President. Copies of Form C must be provided to the Title IX Coordinator and the Chancellor. If complainant fails to file notice of appeal by the end of the 15th calendar day following receipt of the President's report, the right to further appeal will be forfeited. If the last day for filing the notice of appeal falls on either a Saturday, Sunday or a legal holiday, complainant will have until the close of the first following the 15th calendar day to appeal. **NOTICE: Forms are available online at [www.gadsdenstate.edu](http://www.gadsdenstate.edu) under *Enrolled Students*.**
11. The Chancellor will have 30 calendar days following the date of receipt of complainant's notice of appeal to investigate complainant's allegations and the report of the President, hold a formal hearing, and make a written report of findings to the complainant. Form C must be used for the report. Copies of Form C must be provided to the Title IX Coordinator. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested.

### **Harassment and Discrimination Review Committee**

The Committee shall review the Policy Against Harassment and Discrimination and training programs annually and make recommendation for changes to the Title IX Coordinator.

### **Confidentiality and Assurance Against Retaliation**

Every effort possible shall be made to ensure confidentiality of information received as part of an investigation. Complaints will be handled on a "need to know" basis with a view toward protecting the interest of all parties involved. The College will do everything consistent with enforcement of this policy and with the law to protect the privacy of all parties involved and to ensure that all involved are treated fairly.

This policy seeks to encourage students, faculty, and other employees to express freely, responsibly, and in an orderly way, opinions and feelings about any problem or complaint of harassment and discrimination. An employee or student bringing a complaint or assisting in investigating a complaint will not be adversely affected in terms of conditions of employment or enrollment. Any act of reprisal, including internal interference, coercion, and restraint, by a Gadsden State employee or by one acting on behalf of the College, violates this policy and will result in appropriate disciplinary action.

### **Disciplinary Sanction**

A conclusion that harassment or discrimination has occurred shall subject the offender to appropriate disciplinary action and may result in, but is not limited to, his/her suspension, discharge, dismissal, or a "no-trespass" warrant. It is the intent of this policy to provide for a prompt and thorough investigation of any complaints. The time limits set forth within these guidelines are subject to change as needed to ensure a satisfactory conclusion to the investigation.



## **Appendix H**

### **Sexual Misconduct Policy**

This policy prohibits all forms of sexual or gender-based harassment, discrimination or misconduct, including sexual violence, sexual assault, and stalking and intimate partner violence. Misconduct of this nature is contrary to Gadsden State's institutional values and prohibited by local, state and federal laws, College policies, and the policies of the Alabama State Board of Education. Any individual who is found to have violated this policy may face disciplinary sanctions up to and including expulsion or termination of employment.

All College community members are strongly encouraged to report information regarding any incident of sexual harassment, sexual violence, stalking or intimate partner violence directly to the Safety and Security and the Title IX Coordinator. The College cannot take appropriate action unless an incident is reported to a "responsible employee" of the College. Upon receipt of a report, the College will take prompt and effective action by: providing interim remedies and support for individuals who make a report or seek assistance under this; conducting a review of the conduct under Title IX of the Education Amendments of 1972; addressing the safety of individuals and the campus community; and as warranted, pursuing resolution through informal measures or formal disciplinary action against the accused.

Retaliation against any person who makes a complaint or participates in the complaint process is a violation of College policy, and should be reported to the Title IX Coordinator. A finding of retaliation may result in disciplinary action independent of any sanctions imposed as a result of the underlying allegations of discrimination and/or harassment.

#### **Scope of Policy**

The policy applies to all College community members, including students, faculty, administrators, staff, volunteers, vendors, independent contractors, visitors and any individuals regularly or temporarily employed, studying, living, visiting, conducting business or having any official capacity with the College or on College property.

This policy applies to conduct occurring on College property or at College-sanctioned events or programs that take place off campus. In situations in which both the Complainant and Respondent are members of the College community, this policy will apply regardless of the location of the incident. In particular, off campus conduct that is likely to have a substantial adverse effect on, or poses a threat of danger to, any member of the College community or College is covered under this policy.

#### **Privacy vs. Confidentiality**

The College is committed to protecting the privacy of all individuals involved in a report of sexual harassment, sexual violence, and stalking or intimate partner violence. All College employees who are involved in the College's Title IX response receive specific instruction about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report.

Privacy and confidentiality have distinct meanings under this policy.

**Privacy:** Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those College employees who "need to know" in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

**Confidentiality:** Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.

When a report involves suspected abuse of a minor under the age of 18, the College is required by law to notify local law enforcement and the local agency for child protective services.

**Request for Confidentiality:** Where a Complainant requests that his/her name or other identifiable information not be shared with the Respondent or that no formal action be taken, the College will balance this request with its dual obligation to provide a safe and non-discriminatory environment for all College community members and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before action is taken against a Respondent. In making this determination, the College may consider the seriousness of the conduct, the

respective ages and roles of the Complainant and Respondent, whether there have been other complaints or reports of harassment or misconduct against the Respondent, and the rights of the Respondent to receive notice and relevant information before disciplinary action is sought.

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant. Where the College is unable to take action consistent with the request of the Complainant, the Title IX Coordinator or a member of the Title IX team will inform the Complainant about the chosen course of action, which may include the College seeking disciplinary action against a Respondent. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against a Respondent or revealing the identity of the Complainant.

### Prohibited Conduct and Definitions

The College prohibits all forms of sexual and gender-based harassment, including sexual violence and intimate partner violence. Each of these terms encompasses a broad range of behavior. In general, sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to incapacitation. Intimate partner violence refers to any act of violence or threatened act of violence, sexual or otherwise, against a person who is or has been involved in a sexual, dating, domestic or other intimate relationship with that person.

Within these broad categories, the College prohibits the following specific conduct:

- A. **Sexual Harassment:** Any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when:
1. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, evaluation of academic work, or participation in any aspect of a College program or activity;
  - or
  2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
  3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e. it is sufficiently serious, pervasive or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both a subjective and objective standard.

A single isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical.

Sexual harassment also includes gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature.

Examples of conduct that may constitute sexual harassment as defined above may include a severe, persistent or pervasive pattern of unwelcome conduct of one or more of the following:

- Physical conduct: Unwelcome touching, sexual/physical assault, restraining or blocking movements, unwanted sexual advances
  - Verbal conduct: Making or using derogatory comments, epithets, slurs or humor, verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
  - Visual conduct: Leering, making sexual gestures, displaying of suggestive objects or pictures, cartoon or posters, severe, visual displays of suggestive, erotic, or degrading sexually oriented images
  - Written conduct: letters, notes or electronic communications containing comments, words, or images described above
  - Quid pro quo conduct: Direct propositions of a sexual nature between those for whom a supervisory or other authority relationship exists, offering employment benefits in exchange for sexual favors, making submission to sexual advances an actual or implied condition of employment, work status, promotion, grades, or letters of recommendation, including subtle pressure for sexual activity with requests for private meetings with no academic or work purpose
- B. **Sexual Assault:** Having or attempting to have sexual intercourse with another individual:
- By force or threat of force;

- Without effective consent; or
  - Where that individual is incapacitated.
- C. **Sexual Exploitation:** Occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to: *observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved; non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved; exposing one's genitals or inducing another to expose their own genitals in non-consensual circumstances; knowingly exposing another individual to a sexually transmitted disease or virus without his or her knowledge; sexually-based stalking and/or bullying; and inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.*
- D. **Stalking:** A course of physical or verbal conduct directed at another individual that could be reasonably regarded as likely to alarm, harass, or cause fear of harm or injury to that person or to a third party. Stalking includes cyber-stalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.
- E. **Intimate Partner Violence**  
Intimate partner violence is often referred to as dating violence, domestic violence or relationship violence. Intimate partner violence includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic or other intimate relationship with the Respondent.

### Coordination with Law Enforcement

The College encourages Complainants to pursue criminal action for incidents of sexual harassment, sexual violence and intimate partner violence that may also be crimes. The College will assist a Complainant in making a criminal report and cooperate with law enforcement agencies if a Complainant decides to pursue the criminal process to the extent permitted by law. Neither law enforcement's determination whether or not to prosecute a Respondent, nor the outcome of any criminal prosecution, are determinative of whether a violation of this policy has occurred. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

### Investigation

The College will seek to complete the investigation within 20 (twenty) business days of receiving the complaint, but this time frame may be extended depending on the complexity of the circumstances of each case. Information gathered during the investigation will be used to evaluate the responsibility of the Respondent, provide for the safety of the Complainant and the College campus community, and impose remedies as necessary to address the effects of the conduct cited in the report. Where there is sufficient information set forth that, if proven, would constitute a violation of policy, the College will have the discretion to institute Formal Resolution proceedings against the Respondent. At the conclusion of the investigation, the College will notify all parties that the investigation is complete and provide information about next steps in the process.

### Informal Resolution

Informal resolution is designed to eliminate a hostile environment without taking disciplinary action against a Respondent. Where the Title IX assessment concludes that informal resolution may be appropriate, the College will take immediate and corrective action designed to eliminate a hostile environment. Informal resolution may not be used in cases involving sexual violence or assault.

Participation in informal resolution is voluntary and either party can request to end informal resolution at any time.

### Formal Resolution

Disciplinary action against a Respondent may only be taken through Formal Resolution procedures. Because the relationship of students, staff, and faculty to the College differ in nature, the procedures that apply when seeking disciplinary action necessarily differ as well. Each of the procedures, however, is guided by the same principles of fundamental fairness and respect for all parties, which require notice, an equitable opportunity to be heard, and an equitable opportunity to respond to a report under this policy.

### Time Frame for Resolution

The College seeks to resolve all reports within 45 days of the initial report. All time frames expressed in this policy are meant to be guidelines rather than rigid requirements. Extenuating circumstances may arise that require the extension of time frames, including extension beyond 45 days. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses,

the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances.

## Formal Resolution

Formal resolution of a complaint under the Sexual Harassment and Assault Policy will occur through the use of a Hearing Panel.

### A. Hearing Panel

The hearing panel consists of the deputy Title IX Coordinators. The Hearing Panel is supported by the Coordinator, who is present at hearing panel meetings, but is not a voting member of the panel. The Coordinator will meet with all involved parties prior to the hearing, be present during the hearing to serve as a resource for the hearing panel on issues of policy and procedure, and to ensure that policy and procedure are appropriately followed throughout the hearing.

### B. Advisors, Support Persons, and Attorneys

In any hearing, the Complainant and Respondent may choose to be assisted by an advisor. The advisor may accompany the student to any College investigative, administrative or adjudicative meeting, including the panel hearing. The advisor may not speak to the panel during the hearing.

A Complainant or Respondent may choose to seek the advice and assistance of an attorney but the attorney may not participate in investigatory interviews, informal resolution proceedings, or formal resolution via administrative hearing or Hearing Panel. Similarly, the College will not recognize or enforce agreements between the parties outside of these procedures.

### C. Pre-Hearing Procedures

#### 1. Notice of Charges

following the determination that there is sufficient information to move forward with a hearing, the Coordinator will send letters to both the Complainant and the Respondent. The letter will provide a brief summary of the conduct at issue and the specific provision of the policy violation(s) that are alleged to have taken place.

#### 2. Pre-Hearing Meeting with Complainant and Respondent

The Coordinator will contact the Complainant and Respondent to schedule separate meetings to explain the hearing process. If the Complainant and/or Respondent have elected to have advisors throughout the hearing process, the advisor is encouraged to accompany the Complainant/Respondent to this initial meeting.

#### 3. Notice of Hearing

Once each party has met with the Coordinator, a Notice of Hearing is sent to the Complainant and the Respondent. The hearing will be scheduled within ten (10) business days of the date of the Notice of Hearing. Under extenuating circumstances, this time frame may be extended.

#### 4. Pre-Hearing Review of Documents

The Complainant and the Respondent will each have the opportunity to review all investigative documents, subject to the privacy limitations imposed by state and federal law, at least two (2) business days prior to the hearing.

#### 5. Witnesses

The Complainant, Respondent, and the hearing panel all have the right to call witnesses. Witnesses must have observed the conduct in question or have information relevant to the incident and cannot be called solely to speak about an individual's character.

### D. Hearing Panel Procedures

#### 1. Attendance at Hearing

If a party does not attend a hearing for any non-emergency or compelling reason, the hearing may be held in his/her absence.

A Respondent will not be permitted to withdraw from the College prior to the conclusion of an investigation or formal resolution under this policy. If a Respondent chooses not to participate, the College will move forward with the hearing and imposition of sanction, if any, in absentia. The Respondent's academic transcript will be marked Withdrawal Pending Disciplinary Action, or, if finally resolved in absentia, with the final outcome in accordance with regular practice under this policy.

#### 2. Participants in Hearing Procedures

The hearing panel is a closed hearing; it is not open to the public. The individuals who may appear before the hearing panel are: the Complainant; the Respondent; any individual serving as an approved advisor or support person; and any individuals appearing as witnesses.

#### 3. Hearing Panel Procedures

The hearing is an informal proceeding not comparable to a criminal trial; it is the mechanism by which the College assesses, and as appropriate, takes formal disciplinary action regarding a violation of College policy. These procedures are entirely administrative in nature and are not considered legal

proceedings. Neither party may audio or video record the proceedings, nor is formal legal representation allowed.

The hearing panel must review all pertinent information regarding the incident in question prior to the date of the hearing panel. Relevant information supporting the violation(s) alleged may be offered in the form of written statements, documents, items, or oral information from the Complainant, the Respondent, and witnesses.

At the conclusion of the presentation of all witnesses, the Complainant and Respondent will each be given a brief final opportunity to address any outstanding issues of fact. .

4. **Deliberation**

After all of the information has been presented, all parties will be dismissed and the hearing will be formally concluded.

The panel members will conduct their deliberations in private. The panel must complete their deliberations within two (2) business days, but every attempt will be made to complete the deliberations promptly. The Coordinator may remain for deliberations, but may not participate in the deliberations and may not vote.

If the panel finds the Respondent responsible, the panel will then recommend appropriate sanctions. The Coordinator will review the recommendations and impose an appropriate sanction.

The findings of the hearing panel will be reduced to writing. The findings will detail the findings of fact and the basis/rationale for the decision of the hearing panel, making reference to the evidence that led to the finding.

E. **Sanctions**

A hearing panel that finds a Respondent responsible for a violation of this policy may recommend appropriate sanctions that may include:

1. **Warning:** Notice, in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
2. **Censure:** A written reprimand for violating the Code of Student Conduct or other College policy. The student is officially warned that continuation or repetition of prohibited conduct may be cause for additional conduct action including probation, suspension, or expulsion from the College.
3. **Disciplinary Probation:** Exclusion from participation in privileged activities for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other College policy violations may result in further disciplinary action.
4. **Restitution:** Repayment to the College or to an affected party for damages resulting from a violation of this Code. To enforce this sanction, the College reserves the right to withhold its transcripts and degrees or to deny a student participation in graduation ceremonies and privileged events.
5. **Suspension:** Exclusion from College premises, attending classes, and other privileges or activities for a specified period of time, as set forth in the suspension notice. Notice of this action will remain in the student's conduct file. Conditions for readmission may be specified in the suspension notice.
6. **Expulsion:** Permanent termination of student status and exclusion from College premises, privileges, and activities. This action will be permanently recorded on the student's academic transcript.
7. **Withholding Degree:** The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code, including the completion of all sanctions imposed, if any.

The hearing panel may deviate from the range of recommended sanctions, based upon a full consideration of the following factors: (1) the Respondent's prior discipline history; (2) how the College has sanctioned similar incidents in the past; (3) the nature and violence of the conduct at issue; (4) the impact of the conduct on the Complainant; (5) the impact of the conduct on the community, its members, or its property; (6) whether the Respondent has accepted responsibility for his actions; (7) the need to deter similar conduct by others; and (8) any other mitigating or aggravating circumstances, including the College's values.

The imposition of sanctions will take effect immediately and will not be stayed pending the resolution of the appeal.

F. **Outcome Letter**

The outcome of the hearing panel will be final and communicated to the Complainant and Respondent in writing, usually within four (4) business days from the date the hearing is concluded. The notification of each party should occur at or near the same time.

For reports involving sexual violence, the Complainant will be fully informed of any sanctions. For all other reports under this policy, the Complainant will be informed of only those sanctions that directly relate to the Complainant, consistent with FERPA and other applicable law.

The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is not dependent, the College will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The College also reserves the right to designate which College officials have a need to know about individual conduct complaints pursuant to FERPA requirements.

G. **Appeals**

Either party may appeal the decision of the hearing panel to the President. The appeal must be in writing and filed within five (5) business days of receiving the outcome letter. The appeal shall consist of a plain, concise and complete written statement outlining the grounds for appeal and all relevant information to substantiate the basis for the appeal.

Each party will be given the opportunity to respond in writing to the other party's appeal. Any response by the opposing party must be submitted to the President within three (3) business days from receipt of the appeal.

Sanctions imposed are implemented immediately unless the President stays implementation pending the outcome of the appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

The President will render a written decision on the appeal to the Complainant and Respondent within ten (10) business days from the date of the submission of all appeal documents by both parties. The President's decision is final.

H. **Records**

The Title IX Coordinator will retain records of all reports and complaints, regardless of whether the matter is resolved by means of Title IX assessment, informal resolution or formal resolution. Complaints resolved by means of Title IX assessment or informal resolution are not part of a student's conduct file or academic record or of an employee's personnel file.

Affirmative findings of responsibility in matters resolved through formal resolution are part of a student's conduct record and an employee's personnel record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record or an employee's personnel file.

## **Appendix I**

### **Policies on Computer Use and Internet Access**

#### **Acceptable Use Policy for Technology Resources**

The College provides technology resources for use by students, faculty, staff, and the general public. This technology includes but is not limited to, all College computing equipment, software, systems, networks, electronic mail, website, and Internet access. These resources are the property of the College and are provided to the campus community to support the College's mission and institutional goals. The College reserves the rights to grant, restrict, or deny privileges and access to technology resources.

Use of the technology resources must be consistent with the stated mission, goals, policies, procedures, and priorities of the College. Use of College resources is a privilege and requires that users agree to abide by all relevant College policies and procedures, as well as all applicable federal, state, and local laws. Users are expected to conduct themselves in a responsible and ethical manner at all times.

Any use of College technology resources for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Respect for intellectual property or copyright, ownership of data, security measures, and personal rights and privacy must always be demonstrated.

It should be clear that all personal use of computers to access pornographic websites will result in appropriate disciplinary action and may result in civil and criminal penalties for users. Personal use of computers for business purposes is prohibited and may constitute violation of the Alabama Ethics law. It is illegal to download music through the College computer network system. Employees who are found to be illegally downloading music will be subject to federal and state laws pertaining to such acts.

#### **Email Monitoring**

GSCC may monitor all information stored, transmitted, received, or contained in the College email systems. Workplace files, Internet use, and email may be monitored by the College. Information flowing through or stored on computers within the network is not considered confidential and is subject to monitoring by network administrators.

#### **Personal Blogs and Websites**

This policy is also applicable to content that you publish on the Internet (e.g. your contributions to blogs, message boards and social networking or content-sharing sites) even if created, updated, modified or contributed to outside of working hours or when using personal IT systems.

When you post content to the Internet that identifies you as an employee of the College and discusses your work, the College, or employees of the College, it is expected that you will conduct yourself appropriately and in a manner that is consistent with the policies of the College and the Alabama State Board of Education.

If you already have a personal blog or website which indicates in any way that you work for the College, or you intend to create a personal blog or website that will identify you as an employee of the College, you should report this to your immediate supervisor. Any blog or posting that clearly identifies that you work for the College in which you express any idea or opinion should also include a disclaimer stating that the views expressed are personal and do not represent the views or opinions of the College. Online publications which do not identify the author as an employee of the College and does not mention the College and are purely concerned with personal matters will normally fall outside the scope of this policy.

Violation of College and Alabama State Board of Education policies on Internet sites is subject to investigation and sanctions within this policy and other applicable policies.

#### **Computer Hardware/Software**

Any personally-owned computing property or peripheral equipment (including wireless devices) brought to the College cannot be connected to the College network without the approval of the employee's Supervisor and Computer Services. Personally-owned software cannot be loaded onto a College-owned computer unless it is directly related to the job position and is approved by the Supervisor. If any approved personally-owned computer software is loaded onto a College-owned computer, the license and documents must remain with the College computer on campus in the event of an audit. Computer software may be audited by Computer Service and others.

## **Security and Privacy**

Immediately report any suspected breach in the security of the network to appropriate College personnel (e.g. an instructor, lab assistant, or system administrator). Users of campus networks are responsible for safeguarding their user IDs and passwords and for all activity generated from their accounts. Users are expected to comply with system administrator requests for information about computing and IT activities.

The College complies with the provisions of the Family Educational Rights and Privacy Act (FERPA), which prohibits the release of educational records without student permission. The College takes reasonable measures to protect the security and privacy of its computing resources and accounts assigned to individuals but cannot guarantee security and privacy. The College is a public institution and subject to the Alabama Open Records Act. Communications and other documents created by means of College technology resources may be released to appropriate authorities, and all information stored electronically may be made available in administrative or judicial proceedings.

Users should be aware that privacy and security cannot be guaranteed in any networked environment. The College reserves the right to monitor network traffic generally and individual traffic if necessary.

The President or his/her designee may authorize access to employee or student e-mail or computer files if it is believed necessary to prevent or correct improper use, satisfy a legal obligation, or ensure proper operation of the electronic resources.

## **College Website Disclaimer**

The College makes no guarantees that the services of the website will be error-free or uninterrupted or that it will meet the needs of the user. The College cannot be responsible for loss of service or data due to events such as computer failure, loss of power, or security violations. By using the website, the user agrees to abide by all College policies and by state and federal laws. The information offered represents the offerings and requirements of the current catalog, but the right is reserved to make necessary changes in course offerings, curricula, and academic policies. The material obtained from the College website is not intended to create a contract between the user and the College.

Freedom of expression is an inalienable human right and the foundation of democracy. Freedom of expression includes both freedom of speech and the right to receive information. The College will not deny access to a medium that provides free speech as long as it does not infringe upon the rights of another person or violate any state or federal laws or any policies of the College.

The College website provides links to sites of interest and use on the Internet. The College makes no warranties about the accuracy or currency of any information on its website(s) that may be accessed from its services. The College bears no responsibility for material accessed through news groups, chat rooms, bulletin boards, or other web resources not sponsored by the College. All liability is disclaimed for data, information, or opinions expressed through these mediums.



## **Appendix J**

### **Copyright and Fair Use Policy**

Copyright is the ownership and control of the intellectual property in original works of authorship. The laws of the United States (Title 17, United States Code) provide protection to the owner of copyright. This protection is available to both published and unpublished works. Public Law 94-553, section 6, generally gives the owner of copyright the exclusive right to, and to authorize others to: reproduce in copies, prepare derivative works, distribute copies, perform publicly, and display publicly the copyrighted work.

Copyright law governs any print or non-print reproduction of copyrighted material. It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. One major limitation, however, is the doctrine of "fair use". Whether use of copyrighted materials falls under the "fair use" exception depends on these four factors: purpose of the use, nature of the work, amount of copying, and effect of the copying on the potential value of the work. Another limitation can be a "compulsory license," which permits limited uses of copyrighted works in return for the payment of fees or royalties.

Faculty, staff, and students of the College must comply with the provisions of the state and federal intellectual property laws, such as the Copyright Act. Procedures for obtaining copyright permissions for course materials have been established and should be followed. Copies of this procedure and other information explaining the Copyright Act as it pertains to copying both course materials and material for personal use are available in campus libraries and on the College web page.

#### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of the copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than 4750 and nor more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov) , especially their FAQ's at [www.copyright.gov/help.faq](http://www.copyright.gov/help.faq).

#### **Reporting Copyright Infringement**

Under direction of the Digital Millennium Copyright Act (DMCA), the designated agent of the College to receive notice of alleged copyright infringement is the Head of Library Services, whose office is located in Meadows Library, P.O. Box 227, Gadsden, AL 35902-0227.

#### **Digital Millennium Copyright Act Policy**

##### **Statement**

GSCC complies with the provisions of the Digital Millennium Copyright Act (DMCA) and respects all rights that exist in any material protected by the copyright laws of the United States while also encouraging usage of the material that furthers the educational mission of the College. This site provides guidance to faculty, staff, and students on the usage of copyrighted materials.

Federal law (Title 17 of the US code and the Digital Millennium Copyright Act), contains provisions that prohibit the downloading, uploading, or distribution of copyrighted material in any form without permission or a license to do so from the copyright holder except in accordance with the exemptions provided under the copyright law. Gadsden State neither condones nor supports in any way the use of copyrighted material in ways that are contrary to copyright law. For more information, please read the College's Copyright Policy.

### **Designated Agent**

In accordance with the Digital Millennium Copyright Act (DMCA), an agent must be designated to receive notification of claimed copyright infringements. Gadsden State's designated agent is Michael Gibson, Public Services Librarian.

### **Claims**

The DMCA specifies that all infringement claims must be in writing (either electronic mail or paper letter) and must include the following:

- A physical or electronic signature of the copyright holder or a person authorized to act on his or her behalf;
- A description of the copyrighted work claimed to have been infringed, or, if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site;
- A description of the material that is claimed to be infringing or to be the subject of infringing activity, and information reasonably sufficient to permit the service provider to locate the material;
- Information reasonably sufficient to permit the service provider to contact the complainant, such as an address, telephone number, and, if available, an electronic mail address;
- A statement that the complainant has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and
- A statement that the information in the notification is accurate, and under penalty of perjury, that the complainant is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

### **Procedure to Resolve the Matter**

#### **Complaints involving students:**

The designated agent will meet with the student whose computer contains the information that is the subject of the complaint. The student will be informed of the College's Copyright, Computer Use, and DMCA policies and asked to produce proof that they have explicit permission or license to use the material in the manner described in the complaint.

If the student does not produce the proper documentation, the student will be instructed to remove the specific material and other similar material from his or her computer. When the student complies with this request, the student will sign a document acknowledging removal of the copyrighted material.

If the student does not comply with the request, access to the student's College's email account and use of the College's computer technology will be blocked and the issue will be referred to the Vice President under the Student Code of Conduct and discipline-Non Academic Policy.

#### **Complaints involving employees:**

The designated agent will meet with the employee whose computer contains the information that is the subject of the complaint. The employee will be informed of the College's Copyright, Computer Use, and DMCA policies and asked to produce proof that they have explicit permission or license to use the material in the manner described in the complaint.

If the employee does not produce documentation, the employee will be instructed to remove the specific material and other similar material from his or her computer. When the employee complies with this request, the employee will sign a document acknowledging removal of the copyrighted material.

If he/she refused or does not comply with the designated agent's request, the employee's access to or from the employee's College's account or computer will be blocked and the action will be referred to the employee's supervisor or Cabinet Member.

**The designated agent will notify the complainant of how the issue was resolved.**

**The designated agent will retain records for three years from the date of receiving the complaint.**

### **Commonly Asked Questions**

#### **• How does the Digital Millennium Copyright Act (DMCA) affect me?**

The distribution of copyrighted material from your computer, including music, games, and videos, for which you do not have owner's permission is a violation of federal law (DMCA) and college policy. A purpose of copyrighted law, including the DMCA, is to encourage creative work by giving creators exclusive rights (with some limits) to distribute their products.

- **What do I need to know about downloading music, videos, games, and other media?**

In April, 2003, four college students paid fines ranging from \$12,000-\$17,500 in a settlement of a file-sharing suit brought by the Recording Industry Association of America (RIAA). The RIAA complained that the students were illegally distributing copyrighted music, sharing thousands of copyrighted MP3 music files.

Downloading files puts you at risk personally if you are found to possess copyrighted material that you have not obtained legally. It may also result in harm to your system if you download a malicious computer program disguised as a movie or other media. The widespread use of file-sharing programs to download and distribute media for recreational purposes has generated a high volume of network traffic and damaged the performance of other applications used for college work. To preserve bandwidth, the college uses a technique called "bandwidth shaping" to limit network traffic for specific peer-to-peer programs.

If you are using a peer-to-peer (P2P) file-sharing program (1) or have set up an ftp server, make sure that you are not "serving" copyright-protected materials to the world. If the College is notified by policing organizations such as RIAA, MPAA, or their agents (2) that you are serving copyright-protected materials from your computer, you will be requested to appear at College's Discipline Office to discuss the complaint. Failure to appear could result in deactivation of your college privileges.

- **Is it okay to use a peer-to-peer service legally to download files that aren't protected by copyright?**

Many music, games, and videos downloaded through file-sharing programs fall into the category of copyright infringement. That is, the users downloading the files do not have the permission of the copyright owner. In addition, peer-to-peer file-sharing programs do not determine whether requests for media files are requests for copyright-licensed or freely-sharable materials. This means that if you copy music to your computer from a CD you purchased and are signed on to a peer-to-peer service with file-sharing enabled; you are making the copyrighted music you purchased available to others. YOU are distributing copyrighted material and the copyright owner can hold you liable for a copyright violation.

Copyright owners frequently hire agents to scan college networks for copyright materials that are available to others from computer systems on the college network. The College receives many notices from these organizations alleging copyright infringement. They focus on college campuses because of the high level of file-sharing activity. The DMCA makes Internet Service Providers (ISPs) liable if they do not act to ensure removal of infringing materials when they receive notice of copyright infringement. The college is an ISP for many at the college who use campus network services.

The DMCA provides procedures that may be used by ISPs in dealing with claims of copyright infringement. A member of the college community learns that s/he has been named in a notice of copyright infringement when the college IT account access is denied. The deactivation message contains instructions to contact the campus Discipline Officers to discuss the copyright infringement. Access to a college account is reinstated after the meeting with the college Discipline Officer has taken place and the allegedly infringing material has been removed. The college is sensitive to the academic work that results from deactivating account in response to copyright infringement notices.

- **Does the DMCA make the use of peer-to-peer services illegal?**

It is not against the law or campus policies to use peer-to-peer file-sharing programs or to swap materials that are not copyright-protected. It is against the rules to download and/or distribute copyright-protected material. If you are using a peer-to-peer file-sharing program, make sure that you are not "serving" the copyright-protected materials to the world.

Most file-sharing programs have worldwide file sharing turned on by default when they are installed. If you have copyright-protected materials on your computer, you need to disable file sharing so that the programs are no longer serving these materials from your computer.

There are other good reasons to disable file-sharing. File-sharing sites often covertly package Spyware software that gathers personal information without your knowledge. This means that you may be giving hackers access to your personal files and programs when you use file-sharing services. As stated above, the college network staff restricts P2P traffic to preserve bandwidth for college work.

- **I don't like the DMCA: What can I do?**

There is a great deal of debate about the DMCA and copyright law in the digital age. If you disagree with the law, learn more about it and become involved in trying to change the law. A Digital Media Consumers' Right Act was re-introduced in Congress in January, 2003. This act would make "fair use" exceptions to the DMCA. Supporters of this act include Intel, Verizon, Philips Electronics North America Corporation, Sun Microsystems, Gateway, the Consumer Electronics Association, Computer and Communications Industry Association, the Association for Computing Machinery, the Computer Research Association, and a variety of trade associations representing technology companies, the American Library Association, the American Association of Universities, the National Humanities Alliance, the Digital Future Coalition, the Consumers Union, the Home Recording Rights Coalition, the Electronic Frontier Foundation, Public Knowledge, the National Writers Union, and other organizations representing the public interest and the consumers of digital media.

## **Appendix K**

### **Policies and Procedures on Work Orders**

Gadsden State students or employees may request work to be performed by some vocational/technical programs. The item to be repaired must be personal property and must not be intended for resale. Similarly, the job to be performed must be to and/or on the student's or employee's personal property.

To request that such work be performed, obtain a Work Order Request form from the Business Office located on the East Broad Campus or on the Ayers Campus. (This form can also be accessed on the College website.) Submit the completed form to the program instructor. Because work is performed as part of the vocational/technical training program, the program instructor has the right to accept or refuse work. If a job is estimated to cost more than \$2500, the academic director/division chairperson will confer with the President before accepting the job. Work that is accepted is performed on the following priority basis:

1. students enrolled in courses of the program that is to perform the work;
2. the College;
3. Gadsden State employees;
4. active/retired public employees/officials;
5. other Gadsden State students; and,
6. tax-supported or charitable organizations.

If after 90 days the Work Order Request has not been accepted, it will be void.

If the requested work is to be performed, the student/employee must make payments to the College to ensure that amounts due will not exceed \$200.00 at any time. If charges are less than \$5.00, a minimum fee of \$5.00 (plus tax) will be due, and payment must be made before the owner can receive the property. If the student/employee fails to honor the obligation for payment of amounts due, including penalties and fines, the College will use every legal means to collect the amounts due. In addition, the student/employee will be responsible for collection costs and attorney's fees.

The College is not held responsible for work performed. College students and employees may operate—at the risk of the person requesting the service—the person's vehicle if it is being worked on for the purpose of inspecting repairs. The College is not responsible for any stolen items. Any completed live-work project that is not paid for and picked up within 90 days after the College's initial notification of completion, the property will be deemed abandoned and considered property of the College.

## Appendix L

### Social Media Policy

#### **Introduction and Objective**

Many current and future students, faculty, staff, alumni, and donors are utilizing mediums, such as *Facebook*, *Twitter*, *LinkedIn*, and *YouTube*, to stay connected. GSCC believes that having a presence in these areas will allow the College to interact more effectively with students and the community. In order to operate within these mediums effectively, GSCC has developed a social media policy to ensure that any and all interactions on behalf of GSCC represent the College's best interests.

The GSCC Social Media Policy only applies to social media accounts created to represent GSCC's groups, departments, programs, entities, classes, etc., and does not apply to an individual student, faculty, or staff member's personal (non-professional) account.

#### **College Officially Recognized Social Media Accounts**

In order to be recognized by the College as an official social media account, the account administrator(s) must seek approval from the office of the supervising cabinet member.

The Public Relations and Marketing Office will review all social media applications and/or accounts to ensure that the proposed site adheres to the College's social media policy. Once the social media account has been approved, any questions with regard to college wide publications should be referred to the Public Relations and Marketing Office. Once a social media account has been officially recognized, the group can request to be listed on the official GSCC *Facebook* page under the "likes and interests" section.

#### **Individual Professional Accounts**

GSCC does not discourage individuals from creating individual professional social media accounts (i.e. *Facebook* pages for an instructor's class); however, if a member of the faculty or staff creates an individual page related to the role that he or she represents at the College, a disclaimer statement must be clearly displayed on the page as indicated in the disclaimer section below.

#### **Disclaimers**

All officially recognized social media accounts must include the following disclaimers.

##### **Disclaimers Related to Specific Types of Accounts:**

- *Group, Division, or Program Accounts:* "The comments and postings on this site are those of the site administrator(s) and do not necessarily reflect GSCC opinions, strategies, or policies."
- *Individual Professional Accounts:* The disclaimer is as follows: "The views and opinions expressed here are those of \_\_\_\_\_ and not those of GSCC. The intended use is not for advertising or endorsement of personal opinions, products, causes, or political candidates or ideas."

##### **Other Disclaimers that Must Be Displayed On Officially Recognized Pages:**

- **User-generated Content and Disclaimer**  
GSCC accepts no responsibility or liability for any data, text, software, music, sound, photographs, images, video, messages, or any other materials or content generated by users and publicly posted on this page.
- **Inappropriate Content**  
Anyone who believes this page includes inappropriate content should report it to the site manager first, then to the Public Relations and Marketing Office.
- **Disclaimer for content on linked sites**  
GSCC accepts no liability or responsibility whatsoever for the contents of any target site linked from this page.
- **Terms of Use**  
By posting content on this page, you represent, warrant and agree that no content submitted, posted, transmitted, or shared by you will infringe upon the rights of any third party, including but not limited to copyright, trademark, privacy; or contain defamatory or discriminatory or otherwise unlawful material. GSCC reserves the right to alter, delete or remove (without notice) the content at its absolute discretion for any reason whatsoever.

- **Copyright**

The content on this page is subject to copyright laws. Unless you own the rights in the content, you may not reproduce, adapt or communicate without the written permission of the copyright owner nor use the content for commercial purposes.

**Personal (Non-Professional) Accounts**

With regard to personal (non-professional) social media accounts for students, faculty and staff, the College is not responsible for monitoring any material or content posted or interactions that take place within in the social media environment. However, if any violations of student or employee conduct are brought to the College's attention, the individual(s) could be subject to the appropriate sanctions as listed in the student and employee handbooks.

**Officially Recognized Account Administrators**

All social media accounts officially recognized by GSCC must have a GSCC faculty or staff member as an administrator at all times.

Should an official GSCC account administrator leave the College for any reason or no longer wish to be an account administrator, the supervising cabinet member will designate another Gadsden State employee to be an account administrator. The Public Relations and Marketing Office must be notified when a new administrator takes over.

GSCC employees identified as administrators of accounts are held responsible for managing and monitoring content of their officially recognized accounts.

**General Guidelines**

- All content on officially recognized pages must be in accordance with all policies outlined in the Student and Employee Handbooks including those related to personal information, privacy laws, and intellectual property.
- Representation of personal opinions as being endorsed by the College or any of its organizations is strictly prohibited.
- The GSCC name or logo may not be used to promote any opinion, product, cause, or political candidate.
- Any content posted to any social media site must be owned or otherwise under the control of the person posting that content. All content posted is protected by fair use policies.
- Misleading or false information will not be posted and the College is not accountable for any claims resulting from such content.
- GSCC has the right to remove any content for any reason from officially recognized pages, i.e., content that the College deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
- Citations must be included when using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos with a link provided to the original material, if applicable.
- All information and activities posted must be in compliance with policies of the State Board of Education, the Department of Postsecondary Education, the College, and local, state, and federal laws. Issues of non-compliance must be immediately reported.

**Contact Information**

Questions about this policy should be directed to the Public Relations and Marketing Office.

## Course Descriptions 2014-2015

- ABR 111 Non-Structural Repair 3 hours: 1T, 5L**  
Students are introduced to basic principles of non-structural panel repairs. Topics include shop safety, identification and use of hand/power tools, panel preparation, sheet metal repairs, and materials.  
Pre-Requisite As required by program.
- ABR 114 Non-Structural Panel Replacement 3 hours: 1T, 5L**  
Students are introduced to the principles of non-structural panel replacement. Topics include replacement and alignment of bolt-on panels, full and partial panel replacement procedures, and attachment methods.  
Pre-Requisite As required by program
- ABR 122 Surface Preparation 3 hours: 1T, 5L**  
This course introduces students to methods of surface preparation for vehicular refinishing. Topics include sanding techniques, metal treatment, selection of undercoats, and proper masking procedures.  
Pre-Requisite As required by program
- ABR 123 Paint Application and Equipment 3 hours: 1T, 5L**  
This course introduces students to methods of paint application and equipment used for vehicular refinishing. Topics include spray gun and related equipment use, paint mixing, matching, and applying the final topcoat.  
Pre-Requisite As required by program
- ABR 151 Safety and Environmental Practices 3 hours: 1T, 5L**  
This course is designed to instruct the student in the safe use of tools, equipment, and appropriate work practices. Topics include OSHA requirements, the right to know laws, EPA regulations as well as state and local laws. This is a CORE course. Pre-Requisite As required by college
- ABR 154 Automotive Glass and Trim 3 hours: 1T, 5L**  
This course is a study of automotive glass and trim. Emphasis is placed on removal and replacement of structural and nonstructural glass and automotive trim. Upon completion, students should be able to remove and replace automotive trim and glass. Pre-Requisite As required by program
- ABR 156 Automotive Cutting and Welding 3 hours: 1T, 5L**  
Students are introduced to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc, oxy-acetylene cutting, resistance type spot welding, and Metal Inert Gas (MIG) welding. Upon completion, students should be able to safely perform automotive cutting and welding procedures.
- ABR 157 Automotive Plastic Repairs 3 hours: 1T, 5L**  
This course provides instruction in automotive plastic repairs. Topics include plastic welding (airless, hot and chemical), use of flexible repair fillers, identification of types of plastics, and determining the correct repair procedures for each. Upon completion, students should be able to correctly identify and repair the different types of automotive plastics. Pre-Requisite As required by program
- ABR 181 Special Topics in Auto Body 3 hours: 6L**  
This course is guided independent study in special projects to give the student additional training in a specific area selected by the instructor. Emphasis is placed on individual student needs to improve or expand skills. Upon course completion, students should be able to demonstrate skills to meet specific needs.  
Pre-Requisite As required by program
- ABR 182 Special Topics in Auto Body 3 hours: 6L**  
This course is guided independent study in special projects to give the student additional training in a specific area selected by the instructor. Emphasis is placed on individual student needs to improve or expand skills. Upon course completion, students should be able to demonstrate skills to meet specific needs.  
Pre-Requisite As required by program
- ABR 183 Special Topics in Auto Body 2 hours: 4L**  
This course is guided independent study in special projects to give the student additional training in a specific area selected by the instructor. Emphasis is placed on individual student needs to improve or expand skills. Upon course completion, students should be able to demonstrate skills to meet specific needs.

- ABR 213 Automotive Structural Analysis 3 hours: 1T, 5L**  
Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage.  
Pre-Requisite As required by program
- ABR 214 Automotive Structural Repair 3 hours: 1T, 5L**  
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.  
Pre-Requisite As required by program
- ABR 223 Automotive Mechanical Components 3 hours: 1T, 5L**  
This course provides instruction in collision related mechanical repairs. Emphasis is placed on diagnosis and repairs to drive train, steering/suspension components, and various other mechanical repairs.  
Pre-Requisite As required by program
- ABR 224 Automotive Electrical Components 3 hours: 1T, 5L**  
This course provides instruction in collision related electrical repairs and various restraints systems, including seat belts, seat belt tensioners, and airbags. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair, use of wiring diagrams, airbag modules, and impact sensors.  
Pre-Requisite As required by program
- ABR 255 Steering and Suspension 3 hours: 1T, 5L**  
This course introduces students to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension angles and the effect of body/frame alignment on these components and angles. Pre-Requisite As required by program
- ABR 258 Heating and AC in Collision Repair 3 hours: 1T, 5L**  
This course is a study of automotive air conditioning, heating, and cooling systems. Topics include automotive air conditioning, heating and cooling systems theory, component replacement and system service.  
Pre-Requisite As required by program
- ABR 261 Restraint Systems 3 hours: 1T, 5L**  
Both the function and design of various restraints and passive restraints systems, including seat belts, seat belt tensioners, and airbags, will be discussed. Topics include airbag modules and impact sensors for both front and side airbag systems. Students learn about using service manuals, flow charts, and wiring diagrams during the diagnosis and repair process. Pre-Requisite As required by program
- ABR 265 Paint Defects and Final Repair 3 hours: 1T, 5L**  
This course introduces students to methods of identifying paint defects, causes, cures, and final detailing. Students learn to troubleshoot and correct paint imperfections. Pre-Requisite As required by program
- ABR 267 Shop Management 3 hours: 1T, 5L**  
This course introduces the students to the basic principles of body shop management. Emphasis is placed on management structure, customer/insurance company relations, sound business practices, principles of cycle time, and basic collision/damage estimation. Upon completion, students should be able to understand the principles of operating a collision repair facility. Pre-Requisite As required by program
- ABR 269 Estimating and Damage Analysis 3 hours: 1T, 5L**  
This course introduces the students to the principles of collision/damage estimation. Topics include cost and time estimations, determinations of repair or replacement of parts, and whether to use new, used, or aftermarket parts. Upon completion of this course students should be able to provide a hand written or computerized damage report/estimate. Pre-Requisite As required by college
- ABR 281 Special Topics in Auto Body 3 hours: 9L**  
This course is guided independent study in special projects to give the student additional training in a specific area selected by the instructor. Emphasis is placed on individual student needs to improve or expand skills. Upon course completion, students should be able to demonstrate skills to meet specific needs.  
Pre-Requisite As required by program
- ABR 291 Auto Body Repair Co-Op 3 hours: 15i**  
This course is designed to provide practical shop experience for advanced students through part-time employment in the collision repair industry. Emphasis is placed on techniques used in collision repair facilities. Upon completion, students should have gained skills necessary for entry-level employment. Pre-Requisite Advisor approval



- ABR 292 Auto Body Repair Co-Op 3 hours: 15i**  
 This course is designed to provide practical shop experience for advanced students through part-time employment in the collision repair industry. Emphasis is placed on techniques used in collision repair facilities. Upon completion, students should have gained skills necessary for entry-level employment. Pre-Requisite Advisor approval
- ABR 293 Auto Body Repair Co-Op 3 hours: 15i**  
 This course is designed to provide practical shop experience for advanced students through part-time employment in the collision repair industry. Emphasis is placed on techniques used in collision repair facilities. Upon completion, students should have gained skills necessary for entry-level employment. Pre-Requisite Advisor approval
- ACR 111 Principles of Refrigeration 3 hours: 1T, 4L**  
 This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system.  
 Pre-Requisite As determined by College CORE
- ACR 112 HVACR Service Procedures 3 hours: 1T, 4L**  
 This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils, and correct methods of charging and recovering refrigerants. Upon completion, students should be able to recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws. Pre-Requisite As determined by College
- ACR 113 Refrigeration Piping Practices 3 hours: 1T, 4L**  
 This course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning, and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should comprehend related terminology and be able to fabricate pipe, tubing, and pipe fittings. Pre-Requisite As determined by College CORE
- ACR 119 Fundamentals of Gas Heating Systems 3 hours: 1T, 4L**  
 This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications. Pre-Requisite As determined by College
- ACR 120 Fundamentals of Electric Heating Systems 3 hours: 1T, 4L**  
 This course covers the fundamentals of electric furnace systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, students should be able to install and service electric furnaces, heat pumps, and solar and hydronics systems. Pre-Requisite As required by College
- ACR 121 Principles of Electricity for HVACR 3 hours: 1T, 4L**  
 This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion, students should understand and be able to apply the basic principles of HVACR circuits and circuit components. Pre-Requisite As determined by College CORE
- ACR 122 HVACR Electric Circuits 3 hours: 1T, 4L**  
 This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, student should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits. Pre-Requisite As determined by College CORE
- ACR 123 HVAC/R Electrical Components 3 hours: 1T, 4L**  
 This course introduces students to electrical components and controls. Emphasis is placed of the operations on motors, relays, contactors, starters, and other HVAC electrical components. Upon completion, students should be able to install electrical components and determine their proper operation.  
 Pre-Requisite As required by College CORE
- ACR 125 Fundamentals of Gas and Electrical Heating Systems 6 hours: 2T, 8L**  
 This course provides instruction on general service and installation for common gas and electrical heating systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, students will be able to install and service gas and electrical heating systems in a wide range of applications. This course is a suitable substitution for ACR 119 and 120 if those both courses are taken. Pre-Requisite As required by college.

- ACR 126 Commercial Heating Systems 3 hours: 1T, 4L**  
This course covers the theory and application of larger heating systems. Emphasis is placed on larger heating systems associated with commercial applications such as gas heaters, boilers, unit heaters, and duct heaters. Upon completion, student should be able to troubleshoot and perform general maintenance on commercial heating systems. Pre-Requisite As required by College
- ACR 127 HVACR Electric Motors 3 hours: 1T, 4L**  
This course covers the basic maintenance of electric motors used in HVAC/R systems. Topics include types of motors, motor operations, motor installation, and troubleshooting motors. Upon completion, students should be able to install and service HVAC/R electric motors. Pre-Requisite As required by College
- ACR 128 Heat Load Calculations 3 hours: 3T**  
This course focuses on heat flow into and out of building structures. Emphasis is placed on determining heat gain/heat loss of a given structure. Upon completion, students should be able to calculate heat load and determine HVAC equipment size requirements. Pre-Requisite As required by College
- ACR 130 Computer Assisted HVAC Troubleshooting 1 hour: 2L**  
This course focuses on troubleshooting procedures. Emphasis is placed on the proper use of test equipment and machine/electrical malfunctions. Upon completion, students should be able to diagnose and repair service problems in HVAC equipment. Pre-Requisite As required by College
- ACR 132 Residential Air Conditioning 3 hours: 1T, 4L**  
This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, students will be able to service and repair residential air conditioning systems. Pre-Requisite As determined by College
- ACR 133 Domestic Refrigeration 3 hours: 1T, 4L**  
This course covers domestic refrigerators and freezers. Emphasis is placed on installation, removal, and maintenance of components. Upon completion, students should be able to service and adjust domestic refrigeration units. Pre-Requisite As required by College
- ACR 134 Ice Machines 3 hours: 1T, 4L**  
This course introduces students to commercial ice machines. Emphasis is placed on components, electrical and mechanical operation sequences, control adjustment procedures, preventive maintenance, repairs, and installation procedures. Upon completion, student should be able to install, service and repair commercial ice machines. Pre-Requisite As required by College
- ACR 135 Mechanical/Gas/Safety Codes 3 hours: 3T**  
This course is to enhance the student's knowledge of the International Fuel Gas Code and International Mechanical Code as well as fire and job safety requirements. Emphasis is placed on code book content and compliance with installation requirements. Upon completion, students should be able to apply code requirements to all work. Pre-Requisite As required by College
- ACR 138 Customer Relation in HVAC 3 hours: 3T**  
This course covers the basic aspects of customer relations needed by the HVAC technician. Topics include employability skills associated with job performance, record keeping, service invoices, certification requirements, local ordinances, and business ethics. Upon completion, students should be able to get a job and keep it. Pre-Requisite As required by college.
- ACR 141 Environmental Systems 4 hours: 2T, 4L**  
This course provides students with knowledge and skills of environmental chambers. Topics include theory of the refrigerant components and refrigerant circuits, programmable controllers, electrical pressure and calibration instruments and places emphasis on safety. Upon course completion, students should be able to apply environmentally-safe practices. Pre-Requisite As required by College
- ACR 144 Basic Drawing and Blueprint Reading in HVAC 3 hours: 3T**  
This course covers basic drawing and blueprint reading as applied to the HVAC industry. Emphasis is on three-view drawings, basic duct systems, and isometric piping. Upon course completion, students should be able to perform basic drawings related to HVAC systems and read pertinent blueprints. Pre-Requisite As required by College
- ACR 147 Refrigerant Transition and Recovery Theory 3 hours: 3T**  
This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certifications. Upon completion, students should be prepared to take the EPA 608 certification examination. Pre-Requisite As determined by College

<b>ACR 148</b>	<b>Heat Pump Systems</b>	<b>3 hours: 1T, 4L</b>
Instruction received in this course centers around the basic theory and application of heat pump systems and components. Upon completion students will be able to install and service heat pumps in a wide variety of applications. Pre-Requisite As determined by College		
<b>ACR 149</b>	<b>Heat Pump Systems II</b>	<b>3 hours: 1T, 4L</b>
This is a continuation course of the basic theory and application of heat pump systems. Topics include the electrical components of heat pumps and their function. Upon completion student should be able to install and service heat pumps. Pre-Requisite As determined by College		
<b>ACR 152</b>	<b>Heat Pump Systems</b>	<b>6 hours: 2T, 8L</b>
This course provides instruction on the operation and servicing of heat pump systems. Emphasis is placed on theory and application of refrigerants for heat pump systems and basic service of components. Students should possess a strong foundation of electrical principles and theory. Upon completion students will be able to install and service heat pumps. NOTE: Information in this course is identical to ACR 148 and 149 and may be used as an alternative to those courses. Pre-Requisite As required by college.		
<b>ACR 181</b>	<b>Special Topics in ACR I</b>	<b>3 hours: 3T</b>
This course provides specialized instruction in various areas related to the air conditioning and refrigeration industry. Pre-Requisite As required by College		
<b>ACR 182</b>	<b>Special Topics in ACR II</b>	<b>3 hours: 6L</b>
This course provides students with opportunities to experience hands-on application of specialized instruction in various areas related to the air conditioning and refrigeration industry. Pre-Requisite As required by College		
<b>ACR 183</b>	<b>Special Topics in ACR</b>	<b>1 hour: 1T</b>
This course provides students with opportunities to experience hands-on application of specialized instruction in various areas related to the air conditioning and refrigeration industry. Pre-Requisite As required by College		
<b>ACR 184</b>	<b>Special Topics in ACR</b>	<b>1 hour: 2L</b>
This course provides students with opportunities to experience hands-on application of specialized instruction in various areas related to the air conditioning and refrigeration industry. Pre-Requisite As required by College		
<b>ACR 185</b>	<b>Special Topics in ACR</b>	<b>2 hours: 2T</b>
This course provides students with opportunities to experience hands-on application of specialized instruction in various areas related to the air conditioning and refrigeration industry. Pre-Requisite As required by College		
<b>ACR 186</b>	<b>Special Topics in ACR</b>	<b>2 hours: 4L</b>
This course provides students with opportunities to experience hands-on application of specialized instruction in various areas related to the air conditioning and refrigeration industry. Pre-Requisite As required by College		
<b>ACR 192</b>	<b>HVAC Apprenticeship/Internship</b>	<b>3 hours: 15i</b>
This course is designed to provide basic hands-on experiences in the work place. The student is provided with a training plan developed by the employer and instructor working together to guide the learning experience. Upon course completion, students should be able to work independently and apply related skills and knowledge. This course involves a minimum of 15 work hours per week. Pre-Requisite As required by College		
<b>ACR 200</b>	<b>Review for Contractors Exam</b>	<b>3 hours: 3T</b>
This course prepares students to take the State Certification Examination. Emphasis is placed on all pertinent codes, piping procedures, duct design, load calculation, psychometrics, installation procedures, and air distribution. Upon completion, students should be prepared to take the Contractors Exam. Pre-Requisite As required by College		
<b>ACR 202</b>	<b>Special Refrigeration Systems</b>	<b>3 hours: 1T, 4L</b>
This course is designed to give the students the basic knowledge of a variety of commercial refrigeration systems. Topics include expandable refrigeration evaporator systems, combination spray and compressor system, open cycle ammonia, CO2 pellets, vortex tubes, reach-in coolers, and soft-serve ice cream machines. Upon completion, students should be able to perform general troubleshooting and maintenance on various commercial refrigeration systems. Pre-Requisite As determined by College		
<b>ACR 203</b>	<b>Commercial Refrigeration</b>	<b>3 hours: 1T, 4L</b>
This course focuses on commercial refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components, and application of refrigeration systems. Upon completion, students should be able to service and repair commercial refrigeration systems. Pre-Requisite As determined by College		

**ACR 205 System Sizing and Air Distribution 3 hours: 1T, 4L**

This course provides instruction in the load calculation of a structure and system sizing. Topics of instruction include heat loss, heat gain, equipment and air distribution sizing, and factors making acceptable indoor air quality. Upon course completion, students should be able to calculate system requirements.

Pre-Requisite As determined by College

**ACR 209 Commercial Air Conditioning Systems 3 hours: 1T, 4L**

This course focuses on servicing and maintaining commercial and residential HVAC/R systems. Topics include system component installation and removal and service techniques. Upon completion, the student should be able to troubleshoot and perform general maintenance on commercial and residential HVAC/R systems.

Pre-Requisite As determined by College

**ACR 210 Troubleshooting HVACR Systems 3 hours: 1T, 4L**

This course provides instruction in the use of various meters and gauges used in the HVACR industry. Emphasis is placed on general service procedures, system diagnosis, and corrective measure, methods of leak detection, and system evacuation, charging and performance checks. Upon completion students should be able to perform basic troubleshooting of HVAC/R.

Pre-Requisite Determined by College unless stated otherwise

Co-Requisite Determined by College unless stated otherwise

**ACT 246 Microcomputer Accounting 3 hours**

This course utilizes the microcomputer in the study of financial accounting principles and practices. Emphasis is placed on the use of software programs for financial accounting applications. Upon completion of this course, the student will be able to use software programs for financial accounting applications.

Pre-Requisite BUS 241 CORE

**ACT 247 Advanced Accounting Applications on the Microcomputer 3 hours**

In this course, students use the microcomputer in managerial accounting. Emphasis is on a variety of software programs for managerial accounting applications. Upon completion of this course, the student will be able to use various managerial accounting software programs. Pre-Requisite BUS 241

**ACT 249 Payroll Accounting 3 hours**

This course focuses on federal, state and local laws affecting payrolls. Emphasis is on payroll accounting procedures and practices, and on payroll tax reports. Upon completion of this course, the student will be able to apply knowledge of federal, state and local laws affecting payrolls. Pre-Requisite BUS 241 or permission of the instructor

**ACT 253 Individual Income Tax 3 hours**

This course focuses on the fundamentals of the federal income tax laws with primary emphasis on those affecting the individual. Emphasis is on gross income determination, adjustments to income, business expenses, itemized deductions, exemption, capital gains/losses, depreciation, and tax credits. Upon completion of this course, the student will be able to apply the fundamentals of the federal income tax laws affecting the individual. CORE

**ACT 256 Cost Accounting 3 hours**

This course familiarizes the student with cost accounting principles and techniques. Emphasis is on procedures to provide data for job order and continuous process types of industries, determination of unit costs, and preparation of cost reports. Upon completion of this course, the student will be able to apply cost accounting principles and techniques. Pre-Requisite BUS 241

**ART 100 Art Appreciation 3 hours: 3T**

This course is designed to help the student find personal meaning in works of art and to develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original works of art. Upon completion, students should understand the fundamentals of art and the materials used, as well as have a basic overview of the history of art.

**ART 109 Art Museum Survey 3 hours: 3T**

This course covers the art experience through supervised visits to museums and art galleries. Emphasis is placed on learning through critical study. Upon completion, students should be able to write a critical analysis of the art work experience that demonstrates an understanding of aesthetics.

**ART 113 Drawing 3 hours: 6E**

This course provides the opportunity for students to develop perceptual and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter, and techniques. Upon completion, students should demonstrate and apply the fundamentals of art to various creative-drawing projects.

**ART 114 Drawing II**

**3 hours: 6E**

This course advances the students' drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique, and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal feelings and thoughts. Pre-Requisite ART 113

**ART 121 Two-Dimensional Composition**

**3 hours: 6E**

This course introduces the basic concepts of two-dimensional images. Emphasis is placed on the elements and principles of design, understanding and familiarization with art materials, and the arrangements and relationships between them. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.

**ART 127 Three-Dimensional Composition**

**3 hours: 6E**

This course introduces art materials and principles of design that acquaint the beginner with the fundamentals of three-dimensional art. Emphasis is placed on the use of art fundamentals and the creative exploration of materials in constructing three-dimensional art works. Upon completion, students should demonstrate basic technical skills and a personal awareness of the creative potential inherent in three-dimensional art forms.

**ART 175 Digital Photography**

**3 hours**

This course introduces students to digital imaging techniques. Emphasis is placed on the technical application of the camera, digital photographic lighting methods, and overall composition. Upon completion, students should be able to take digital images and understand the technical aspects of producing high quality photos.

**ART 203 Art History I**

**3 hours: 3T**

This course covers a study of the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion, students should be able to communicate a knowledge of time periods and chronological sequence, including a knowledge of themes and styles and of the impact of society on the arts.

**ART 204 Art History II**

**3 hours: 3T**

This course covers a study of the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time periods and chronological sequence, including a knowledge of themes and styles and of the impact of society on the arts.

**ART 231 Watercolor Painting I**

**3 hours: 6E**

This course introduces materials and techniques appropriate to painting on paper with water-based medium. Emphasis is placed on developing the technical skills and the expressive qualities of watercolor painting. Upon completion, students should be able to demonstrate a basic proficiency in handling the techniques of watercolor and how it can be used for personal expression. Pre-Requisite ART 113 or permission of the instructor

**ART 232 Watercolor Painting II**

**3 hours: 6E**

This course advances the skills and techniques of painting on paper using water-based medium. Emphasis is placed on exploring the creative uses of watercolor and developing professional skills. Upon completion, students should be able to demonstrate and compile a body of original watercolor paintings that reflect a personal awareness of the medium's potential. Pre-Requisite ART 231

**ART 233 Painting I**

**3 hours: 6E**

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and to discuss various approaches to the media and the creative processes associated with painting. Pre-Requisite ART 113 or permission of the instructor

**ART 234 Painting II**

**3 hours: 6E**

This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas. Pre-Requisite ART 233

**ART 253 Graphic Design I**

**3 hours each: 6E**

These courses introduce and explore the art of visual communication through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography, and production technology. Upon completion, students should demonstrate a knowledge of the fundamentals of art and an understanding of the relationship between materials, tools, and visual communication.

- ART 254 Graphic Design II 3 hours each: 6E**  
 These courses introduce and explore the art of visual communication through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography, and production technology. Upon completion, students should demonstrate a knowledge of the fundamentals of art and an understanding of the relationship between materials, tools, and visual communication. Pre-Requisite ART 253
- ART 258 Photographic and Media Problems: Digital Media 3 hours**  
 This course deals with special problems in the student's area of interest. Emphasis is placed on design, technique and results. Upon completion the student will be able to produce professional quality photographs in one particular area of photography.
- ART 263 Museum Practice I 1-4 hours**  
 This course provides an introduction to a variety of museum works, with practical training supervised by museum staff. Topics may include promotion, shipping, labeling and hanging of a museum exhibit as well as the study of the work itself. Upon completion, students should understand the activities surrounding a museum exhibit and be able to explain how the experience advanced their knowledge of communicating through art.
- ART 264 Museum Practice II 1-4 hours**  
 This course provides further study of museum artworks, with practical training supervised by museum staff. Topics may include promotion, shipping, labeling and hanging of a museum exhibit as well as the study of the work itself. Upon completion, students should understand the activities surrounding a museum exhibit and be able to explain how the experience advanced their knowledge of communicating through art.
- ART 291 Supervised Study in Studio Art 3 hours**  
 This course is designed to enable the student to continue studio experiences in greater depth. Topics are presented, but are variable based on instructor/student discussions. This class involves the incorporation of the vast amounts of accumulated knowledge of art techniques and ideologies obtained from other art classes. Special problems are assigned and finished works of art are created with portfolio presentation in mind.
- ART 299 Art Portfolio 3 hours: 6E**  
 This course is designed to help the art major in the preparation and presentation of an art portfolio. Emphasis is placed on representing the student's potential as an artist in order to interest employers, clients, or schools. Upon completion, students should be able to make a professional presentation of their design and communication skills.
- AST 220 Introduction to Astronomy 4 hours: 3T, 2E**  
 This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent development. Emphasis is placed on the coverage of astronomical instruments and measuring technologies, the solar system, the Milky Way galaxy, important extra galactic objects and cosmology.
- AUM 101 Fundamentals of Automotive Technology 3 hours: 1T, 5L**  
 This course provides basic instruction in Fundamentals of Automotive Technology.  
 Pre-Requisite As determined by College CORE
- AUM 112 Electrical Fundamentals 3 hours: 1T, 5L**  
 This course introduces the principles and laws of electricity. Emphasis is placed on writing diagrams, test equipment, and identifying series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits. Pre-Requisite As determined by college CORE
- AUM 121 Braking Systems 3 hours: 1T, 5L**  
 This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on practical application of brakes. Pre-Requisite As determined by College CORE
- AUM 122 Steering and Suspension 3 hours: 1T, 5L**  
 This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. Pre-Requisite As determined by College CORE
- AUM 124 Automotive Engines 3 hours: 1T, 5L**  
 This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four-stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation. Pre-Requisite As determined by College CORE

- AUM 130 Drive Train and Axles 3 hours: 1T, 5L**  
This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.  
Pre-Requisite As determined by College CORE
- AUM 133 Motor Vehicle Air Conditioning 3 hours: 1T, 4L**  
This course provides basic instruction in theory, operation, and repair of automotive heating and air- conditioning systems. Emphasis is placed on the understanding and repair of vehicle air- conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement. Pre-Requisite As determined by College
- AUM 162 Electrical and Electronic Systems 3 hours: 1T, 5L**  
This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components.  
Pre-Requisite As determined by college. CORE
- AUM 181 Special Topics 1 hour: 3L**  
These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive or related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of his/her choice. Pre-Requisite As determined by College
- AUM 182 Special Topics 2 hours: 6L**  
These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive or related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of his/her choice. Pre-Requisite As determined by College
- AUM 183 Special Topics 2 hours: 2T**  
These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive, or related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice. Pre-Requisite As determined by college.
- AUM 191 Co-Op 2 hours: 10i**  
These courses constitute a series wherein the student works on a part-time basis in a job directly related to automotive mechanics. In these courses the employer evaluates the student's productivity, and the student submits a descriptive report of his/her work experiences. Upon completion, the student will demonstrate skills learned in an employment setting. Pre-Requisite As determined by College
- AUM 212 Advanced Electrical and Electronic Systems 3 hours: 1T, 5L**  
This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of advanced electrical and electronic systems, subsystems, and components. Pre-Requisite As required by college.
- AUM 220 Advanced Automotive Engines 3 hours: 1T, 5L**  
This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals. Pre-Requisite As required by College
- AUM 224 Man Transmission and Transaxle 3 hours: 1T, 4L**  
This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.  
Pre-Requisite As required by College
- AUM 230 Auto Transmission and Transaxle 3 hours: 1T, 4L**  
This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and power flow of automatic transmissions and repairing or replacing internal and external components. Pre-Requisite As required by College CORE

**AUM 239 Engine Performance 3 hours: 1T, 5L**

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. Pre-Requisite As required by College CORE

**AUM 244 Engine Performance and Diagnostics 3 hours: 1T, 5L**

This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and drivability.

Pre-Requisite As required by College CORE

**AUM 246 Automotive Emissions 3 hours: 1T, 5L**

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components. Pre-Requisite As required by College

**AUM 281 Special Topics 3 hours: 9L**

These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive or related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of his/her choice.

**AUM 291 Co-Op 3 hours: 15i**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to automotive mechanics. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting. Pre-Requisite As determined by College

**AUT 100 Introduction to Automotive Concepts 3 hours: 3T**

An introduction to automotive manufacturing concepts is the focus of this course. This course reviews the history of automotive manufacturing and discusses the automotive manufacturing processes for various automotive assembly and sub-assembly plants. It outlines the historical development of automotive manufacturing in Alabama. Finally, the electro-mechanical systems and body components of a typical vehicle will be examined.

Pre-Requisite As determined by College

Co-Requisite As determined by College CORE

**AUT 102 Lean Manufacturing and Industrial Safety 3 hours: 3T**

This course will introduce students to manufacturing fundamentals. It introduces various tools and techniques typically used in Lean manufacturing. It also will provide Occupational Safety and Health Administration (OSHA) certification instruction. OSHA standards will include electrical, Lock Out/Tag Out, hazardous communications, personal protective equipment, machine guarding, and walking and working surfaces.

Pre-Requisite As determined by College

Co-Requisite As determined by College CORE

**AUT 104 Blueprint Reading for Manufacturing 3 hours: 3T**

This course provides the students with terms and definitions, theory and orthographic projection, and other information required to interpret drawings used in the manufacturing and industrial trade areas. Topics include multiview projection, pictorial drawings, dimensions and notes, lines and symbols, tolerances, industrial applications, scales, and quality requirements. Upon completion, students should be able to interpret blueprint drawings used in the manufacturing and industrial trades. This course may be tailored to meet specific local industry needs.

Pre-Requisite As determined by College

Co-Requisite As determined by College CORE

**AUT 106 Quality Control and Inspection Techniques 3 hours: 3T**

This course provides the student with a basic understanding of quality assurance including the history of the quality movement in the United States; national and international standards for quality management systems; the impact of quality on an organization's performance; group problem solving; and statistical methods, such as statistical process control (SPC); process capability studies, quality tools, idea-generating tools, and corrective and preventive actions.

Pre-Requisite As determined by College

Co-Requisite As determined by College



**AUT 110 DC Fundamentals 3 hours: 1T, 4L**

This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principles. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohm's law to solve for voltage, current, and resistance, electrical sources, power, inductors, and capacitors. Students will perform lockout/tagout procedures, troubleshoot circuits and analyze series, parallel, and combination DC circuits using the electrical law as and basic testing equipment to determine unknown electrical quantities.

Pre-Requisite As determined by college  
Co-Requisite As determined by college CORE

**AUT 111 AC Fundamentals 3 hours: 1T, 4L**

This course is designed to provide students with a working knowledge of basic alternating current (AC) electrical principles. Topics include basic concepts of electricity, electrical components, basic circuits, measurement instruments, the laws of alternating current, and electrical safety with lockout procedures. Hands on laboratory exercises are provided to analyze various series, parallel, and combination alternating current configurations containing resistors, inductors, and capacitors. Upon course completion, students will be able to describe and explain alternating current circuit fundamentals such as RLC circuits, impedance, phase relationships, and power factors. They should be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems.

Pre-Requisite AUT 110  
Co-Requisite As determined by college

**AUT 114 Introduction to Programmable Logic Controllers 3 hours: 2T, 3L**

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs. This a CORE course. Pre-Requisite As determined by College Co-Requisite As determined by College CORE

**AUT 116 Introduction to Robotics 3 hours: 2T, 2L**

This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance.

Pre-Requisite As determined by College Co-Requisite As determined by College CORE

**AUT 117 AC/DC Machines 3 hours: 2T, 3L**

This course covers the theory and operation of DC motors single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab. Pre-Requisite As required by program.

**AUT 118 Introduction to Engineering Technology 3 hours: 3T**

This course is designed to introduce the student to the basic concepts, terminology, and procedures associated with applied analytical skills needed to succeed in higher level courses. Topics include engineering notation, use of scientific calculator, basic algebra, triangulation methods, basic geometry, and basic laws of electricity.

Pre-Requisite As determined by College Co-Requisite As determined by College

**AUT 121 Elements of Industrial Control 3 hours: 3T**

This course covers the basics of automatic control of industrial systems using the programmable logic controller. Topics include relay logic, ladder logic, and the development of ladder logic using software. Upon completion of this course and AUT 122, a student will be able to configure and program a PLC.

Pre-Requisite As determined by College Co-Requisite AUT 122

**AUT 122 Elements of Industrial Control Lab 2 hours: 4L**

This course covers the basics of automatic control of industrial systems using the programmable logic controller. Topics include relay logic, ladder logic, motor controls, and the development of ladder logic using software. Upon completion of this course and the associated theory course a student should be able to configure and program a PLC. Pre-Requisite As determined by College Co-Requisite AUT 121

**AUT 130 Fundamentals of Industrial Hydraulics and Pneumatics 3 hours: 2T, 3L**

This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot, and repair hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulics/pneumatics.

Pre-Requisite As determined by College Co-Requisite As determined by College

**AUT 132 Principles of Technology 3 hours: 2T, 2L**

This course provides an introduction to the application of the principles of physics in technology. Topics include fundamentals of mechanics, properties of matter, heat and temperature, electricity and magnetism, optics, and modern physics. Pre-Requisite As determined by College Co-Requisite As determined by College

**AUT 134 Industrial Motors 3 hours: 1T, 4L**

This course focuses on basic information regarding industrial electrical motors. Upon completion students will be able to troubleshoot, remove, replace, and perform routine maintenance on various types of motors.

Pre-Requisite As determined by College Co-Requisite As determined by College

**AUT 136 Principles of Refrigeration 3 hours: 1T, 4L**

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system. Pre-Requisite As determined by college

**AUT 138 Principles of Industrial Mechanics 3 hours: 1T, 4L**

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment.

Pre-Requisite As required by college

**AUT 142 Industrial Wiring 3 hours: 1T, 4L**

This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.

Pre-Requisite As required by college.

**AUT 150 Introduction to Machine Shop 3 hours: 2T, 2L**

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. Pre-Requisite As determined by College Co-Requisite AUT 151

**AUT 151 Introduction to Machine Shop I Lab 3 hours: 6L**

This course provides practical application of the concepts and principles of machining operations learned in AUT 150. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. Pre-Requisite As determined by College Co-Requisite AUT 150

**AUT 155 Metrology 3 hours: 2T, 2L**

This course covers the use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate correct use of measuring instruments. This course is aligned with NIMS Certification Standards.

Pre-Requisite As determined by College Co-Requisite As determined by College

**AUT 186 Principles of Industrial Maintenance Welding and Metal Cutting 3 hours: 1T, 4L**

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. Pre-Requisite As required by college Co-Requisite As determined by college

- AUT 193 Special Topics (Electrical/Electronic) 1 hour: 2L**  
This course is designed to allow students an opportunity to study directly related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job-related problems using technical skills and knowledge. Pre-Requisite As determined by College Co-Requisite As determined by College
- AUT 194 Special Topics (Electrical/Electronic) 2 hours: 4L**  
This course is designed to allow students an opportunity to study directly related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job-related problems using technical skills and knowledge. Pre-Requisite As determined by College Co-Requisite As determined by College
- AUT 195 Special Topics (Electrical/Electronic) 3 hours: 6L**  
This course is designed to allow students an opportunity to study directly related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job-related problems using technical skills and knowledge.  
Pre-Requisite As determined by College Co-Requisite As determined by College
- AUT 221 Advanced Programmable Logic Controllers 3 credit hours**  
This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system. Pre-Requisite As determined by college
- AUT 222 Advanced Instrumentation 3 hours: 3T**  
This course provides introduction to the field of process control and instrumentation. Topics covered include sensors, transducers, signal conditioning, control devices, an introduction to ladder logic, and PLCs. Upon completion of this course and AUT 223, a student will be able to analyze a simple industrial process control system.  
Pre-Requisite As determined by College Co-Requisite AUT 223
- AUT 223 Advanced Instrumentation Lab 2 hours: 4L**  
A companion to AUT 222, this course emphasizes hands-on experience for the student using transducers and sensors, as well as control of processes. Upon completion of this course and AUT 222, a student will be able to analyze a simple industrial process control system.  
Pre-Requisite As determined by College Co-Requisite AUT 222
- AUT 230 Preventive and Predictive Maintenance 3 hours: 1T, 4L**  
This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.  
Pre-Requisite As determined by College Co-Requisite As determined by College
- AUT 234 Industrial Motor Controls I 3 hours: 1T, 4L**  
This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.  
Pre-Requisite As determined by College Co-Requisite As determined by College
- AUT 236 Variable Speed Motor Drives 3 hours: 2T, 2L**  
This course provides instruction in the fundamentals of variable speed drives, industrial motors, and other applications of variable speed drives. Topics include fundamentals of variable speed control, AC frequency drives, DC variable speed drives, installation procedures, and ranges. Upon course completion, students will understand the principles of operation of variable speed drive systems, function of components of each system, and the set-up and installation and troubleshooting techniques for variable speed drives.  
Pre-Requisite As determined by College Co-Requisite As determined by College

**AUT 262 Computer Integrated Manufacturing**

**3 hours: 3T**

This course is a basic introduction to concepts related to the computer integrated manufacturing (CIM) process. Students cover the design requirements associated with such a cell (center), how a center is integrated into the full system, and the technician's role in the process improvement of not only the cell but the full CIM system. Related safety and inspection and process adjustment are also covered.

Pre-Requisite As determined by College Co-Requisite As determined by College

**AUT 291 Automotive Cooperative Education**

**1 hour: 5i**

This course is designed to give students practical, on-the-job experiences in all phases of automotive manufacturing under the supervision of a qualified professional. Grades are based on the successful completion of the work experience as judged by the students' work, supervisor, and faculty coordinator.

Pre-Requisite As determined by College Co-Requisite As determined by College

**AUT 292 Automotive Cooperative Education**

**2 hours: 10i**

This course is designed to give students practical, on-the-job experiences in all phases of automotive manufacturing under the supervision of a qualified professional. Grades are based on the successful completion of the work experience as judged by the students' work, supervisor, and faculty coordinator.

Pre-Requisite As determined by College Co-Requisite As determined by College

**AUT 293 Automotive Cooperative Education**

**3 hours: 15i**

This course is designed to give students practical, on-the-job experiences in all phases of automotive manufacturing under the supervision of a qualified professional. Grades are based on the successful completion of the work experience as judged by the students' work, supervisor, and faculty coordinator.

Pre-Requisite As determined by College Co-Requisite As determined by College

**BIO 103 Principles of Biology I**

**4 hours: 3T, 2E**

This is an introductory course for science and non-science majors. It covers 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 protista.

**BIO 104 Principles of Biology II**

**4 hours: 3T, 3E**

This is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. Pre-Requisite BIO 103

**BIO 120 Medical Terminology**

**3 hours: 3T**

This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciation, and meanings of prefixes, suffixes, and roots

**BIO 201 Human Anatomy and Physiology I**

**4 hours: 3T, 2E**

This course covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. Pre-Requisite BIO 103

**BIO 202 Human Anatomy and Physiology II**

**4 hours: 3T, 2E**

This course covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. Pre-Requisite 201

**BIO 206 Human Anatomy**

**4 hours: 3T, 2E**

This course covers the basic structure and function of the human body. Emphasis is placed on the structure of the organ systems, cells, and tissues. Mammalian dissection and histological studies are featured in the required laboratory. Pre-Requisite BIO 103

**BIO 220 General Microbiology**

**4 hours: 2T, 4E**

This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques distribution, culture, identification, and control.

Pre-Requisite BIO 103

<b>BIO 251</b>	<b>Directed Studies in Biology II</b>	<b>4 hours: 4C</b>
This course permits the student, with the approval of the instructor, to study and/or to research a topic in biology appropriate to the student's interest. Pre-Requisite Permission of instructor		
<b>BIO 271</b>	<b>Human Gross Anatomy/Pathophysiology</b>	<b>4 hours; 1t, 3e</b>
This course uses a system by system approach to discuss the manifestations, terminology, diagnosis, and mechanisms of disease. Human cadaver dissection is used to gain an in-depth knowledge of human anatomy and physiology. A 180-minute laboratory is required. Pre-Requisite BIO 201 and permission of instructor.		
<b>BUS 100</b>	<b>Introduction to Business</b>	<b>3 hours</b>
This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.		
<b>BUS 146</b>	<b>Personal Finance</b>	<b>3 hours</b>
This course is a survey of topics of interest to the consumer. Topics include budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchase, retirement planning, estate planning, investing and consumer purchases		
<b>BUS 186</b>	<b>Elements of Supervision</b>	<b>3 hours</b>
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.		
<b>BUS 189</b>	<b>Human Relationships</b>	<b>3 hours</b>
This course enables employees to better understand actions and motivations within the organizational structure. Topics include general principles of human behavior operating in the workplace.		
<b>BUS 215</b>	<b>Business Communication</b>	<b>3 hours</b>
This course covers written, oral, and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.		
<b>BUS 241</b>	<b>Principles of Accounting I</b>	<b>3 hours</b>
This course is designed to provide a basic theory of accounting principles and practices used by services and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.		
<b>BUS 242</b>	<b>Principles of Accounting II</b>	<b>3 hours</b>
This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis, introductory cost accounting, and use of information for planning, control, and decision making. Pre-Requisite BUS 241		
<b>BUS 263</b>	<b>The Legal and Social Environment of Business</b>	<b>3 hours</b>
This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment, personal property.		
<b>BUS 271</b>	<b>Business Statistics I</b>	<b>3 hours</b>
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 hypotheses testing. Pre-Requisite Two years of high school algebra, intermediate algebra, or appropriate score on math placement test		
<b>BUS 272</b>	<b>Business Statistics II</b>	<b>3 hours</b>
This course is a continuation of BUS 271. Topics include sampling theory, statistical inference, regression and correlation, chi-square, analysis of variance, time series index numbers, and decision theory. Pre-Requisite BUS 271		
<b>BUS 276</b>	<b>Human Resource Management</b>	<b>3 hours</b>
This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.		

**BUS 291 Alternating Business Co-Op I 3 hours each: 15i each**

This three-course sequence allows students to alternate semesters of full-time work in a job closely related to the student's academic major with semesters of full-time academic work. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on the employer's evaluation of student productivity, evaluative reports submitted by the student, and the development and assessment by the student of a learning contract.

**BUS 292 Alternating Business Co-Op II 3 hours each: 15i each**

This three-course sequence allows students to alternate semesters of full-time work in a job closely related to the student's academic major with semesters of full-time academic work. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on the employer's evaluation of student productivity, evaluative reports submitted by the student, and the development and assessment by the student of a learning contract.

**BUS 293 Alternating Business Co-Op III 3 hours each: 15i each**

This three-course sequence allows students to alternate semesters of full-time work in a job closely related to the student's academic major with semesters of full-time academic work. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on the employer's evaluation of student productivity, evaluative reports submitted by the student, and the development and assessment by the student of a learning contract.

**BUS 296 Business Internship I 3 hours each: 15il each**

This two-course sequence allows the student to work part-time on a job closely related to the student's academic major while attending classes on a full-time basis. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on a term paper, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

Pre-Requisite A minimum of 6 semester hours completed and a minimum GPA of 2.0 ("C")

**BUS 297 Business Internship II 3 hours each: 15i each**

This two-course sequence allows the student to work part-time on a job closely related to the student's academic major while attending classes on a full-time basis. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on a term paper, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

Pre-Requisite A minimum of 6 semester hours completed and a minimum GPA of 2.0 ("C")

**CAR 111 Construction Basics 3 hours: 3T**

This course introduces the student to the opportunities in and the requirements of the construction industry. Topics include economic outlook for construction, employment outlook, job opportunities, training, apprenticeship, entrepreneurship, construction tools, materials, and equipment, job safety, and OSHA standards. Upon course completion, students should be able to identify the job market, types of training, knowledge of apprenticeship opportunities, construction tools, materials, equipment, and safety procedures.

Pre-Requisite As determined by College CORE

**CAR 112 Floors, Walls, and Site Prep 3 hours: 3T**

This course introduces the student to site preparation, floor and wall layout, and construction. Topics include methods of site preparation, measurement and leveling tools, framing, layouts, and components of wall and floor framing to include beams, girders, floor joists, sub-flooring, partitions, bracing, headers, sills, doors, and corners. Upon course completion, students will be able to identify various types of wall and floor framing systems and their components, identify building lines, set backs, and demonstrate a working knowledge of leveling applications.

Pre-Requisite As determined by College CORE

**CAR 113 Floors, Walls, and Site Prep Lab 3 hours: 9L**

In this course the student will engage in applications of site preparation, floor and wall layout, and construction. Emphasis is placed on following job safety, procedures, the use of required tools and equipment, performing site preparation, laying out and framing a floor system, and laying out and erecting walls. Students will use various measurement and leveling tools, identify and install beams, girders, floor joists, sub-flooring and install various wall components, such as partitions, bracing, headers, sills, doors and windows, and corners. Upon course completion, students should be able to follow proper safety procedures, identify building lines and set backs, ensure proper site preparation, layout and frame a floor, and layout, frame, and erect walls.

Pre-Requisite As determined by College CORE

**CAR 114 Construction Basics Lab**

**3 hours: 9L**

This course provides practical and safe application of hand, portable power, stationary, and pneumatic tools; use of building materials, fasteners, and adhesives; and job site safety. Emphasis is placed on the safe use of hand, power, and pneumatic tools; proper selection of lumber, plywood, byproducts, nails, bolts, screws, adhesives, fasteners, and other construction materials; and job safety. Upon course completion, students should be able to identify hand, power, stationary, and pneumatic tools, as well as demonstrate their safe use; identify and select appropriate wood and non-wood building products; and use nails, fasteners, and adhesives properly.

Pre-Requisite As determined by program CORE

**CAR 121 Introduction to Blueprint Reading**

**3 hours: 3T**

This course introduces the student to the basic concepts of blueprint reading. Topics include scales, symbols, site plans, notations, schedules, elevations, sections, specifications, and detail drawings. Upon course completion, the student should be able to identify drawings, to scale various drawings, to identify different types of lines, symbols, and notations, as well as plot plans, describe easements, understand building code concepts, locate utilities, and explain various aspects of all types of plans and drawings.

Pre-Requisite As determined by program Co-Requisite As required by program CORE

**CAR 122 Concrete and Forming**

**3 hours: 3T**

This course introduces the student to concrete, its properties and uses, and procedures for designing concrete forms. Topics include making and pouring concrete, constructing concrete forms, reinforcement methods, finishing concrete, and job safety. Upon completion, students should be able to list safety rules for the job site, list what concrete is made of, describe how concrete forms are built and how concrete is poured, reinforced, and finished.

Pre-Requisite As determined by program CORE

**CAR 123 Concrete and Forming Lab**

**3 hours: 9L**

This course provides practical experience in mixing concrete, building forms, using reinforcing materials, pouring and finishing concrete, and demonstrating proper safety techniques at the job site. Emphasis is placed on job site safety, concrete forming, mixing, pouring, finishing, and reinforcing. Upon completion, the student should be able to demonstrate job safety, set forms, reinforce, mix, pour, and finish concrete correctly.

Pre-Requisite As determined by program CORE

**CAR 131 Roof and Ceiling Systems**

**3 hours: 3T**

This course focuses on framing ceilings and roofs. Emphasis is placed on various types of ceiling and roofing frames, rafters, trusses, ceiling joists, roof decking, and roofing materials. Upon completion, students should be able to explain how to frame a roof and ceiling, identify proper installation methods of roofing materials, and describe applicable safety rules. Pre-Requisite As determined by program CORE

**CAR 132 Interior and Exterior Finishing**

**3 hours: 1T, 6L**

This course introduces the student to interior and exterior finishing materials and techniques. Topics include interior trim of windows and doors, ceiling and wall moldings, exterior sidings, trim work, painting, and masonry finishes. Upon completion, students should be able to identify, describe the uses of, and install different types of doors, windows, and moldings; identify and install the types of exterior sidings and trim; and describe the different types of paint and their proper application.

Pre-Requisite As determined by program Co-Requisite As determined by program CORE

**CAR 133 Roofing and Ceiling Systems Lab**

**3 hours: 9L**

This course provides students with practical experience in roof and ceiling layout, framing, and installation. Upon completion, the student should be able to layout and frame a roof and ceiling, cut and install rafters and joists, install trusses, cut and apply roof decking and roofing materials, and apply job site safety.

Pre-Requisite As determined by program CORE

**CAR 191 Internship in Carpentry**

**3 hours each: 15i each**

These courses provide exposure to carpentry practices in non-employment situations. Emphasis is placed on techniques used in the carpentry profession. These courses allow students to refine the skills that they will need for entry-level employment. Pre-Requisite As determined by program Co-Requisite As determined by program

**CAR 192 Internship in Carpentry**

**3 hours each: 15i each**

These courses provide exposure to carpentry practices in non-employment situations. Emphasis is placed on techniques used in the carpentry profession. These courses allow students to refine the skills that they will need for entry-level employment. Pre-Requisite As determined by program Co-Requisite As determined by program

- CAR 193 Internship in Carpentry 3 hours each: 15i each**  
These courses provide exposure to carpentry practices in non-employment situations. Emphasis is placed on techniques used in the carpentry profession. These courses allow students to refine the skills that they will need for entry-level employment. Pre-Requisite As determined by program Co-Requisite As determined by program
- CAR 202 Special Projects in Carpentry 2 hours: 2L**  
This course allows the student to plan, execute, and present results of individual projects in carpentry. Emphasis is placed on enhancing skill attainment in the carpentry field. This culminating course allows students to independently apply skills attained in previous courses.  
Pre-Requisite As determined by program Co-Requisite As determined by program
- CAR 203 Special Projects in Carpentry 2 hours: 2L**  
This course allows the student to plan, execute, and present results of individual projects in carpentry. Emphasis is placed on enhancing skill attainment in the carpentry field. This culminating course allows students to independently apply skills attained in previous courses.  
Pre-Requisite As determined by program Co-Requisite As determined by program
- CAR 205 Special Projects in Carpentry 3 hours: 2T, 3L**  
This course allows the student to plan, execute, and present results of individual projects in carpentry. Emphasis is placed on enhancing skill attainment in the carpentry field. This culminating course allows students to independently apply skills attained in previous courses.  
Pre-Requisite As determined by program Co-Requisite As determined by program
- CAR 206 Special Projects in Carpentry 2 hours: 2L**  
This course allows the student to plan, execute, and present results of individual projects in carpentry. Emphasis is placed on enhancing skill attainment in the carpentry field. This culminating course allows students to independently apply skills attained in previous courses.  
Pre-Requisite As determined by program Co-Requisite As determined by program
- CAR 214 Introduction to Cabinetry 3 hours: 7L**  
This course is an introductory cabinetry course. Emphasis is placed on design and construction of cabinetry. Upon completion, the student should be able to design and to build cabinets according to specification.  
Pre-Requisite As determined by program Co-Requisite As determined by program
- CAR 224 Floor, Wall, and Ceiling Specialties 3 hours: 7L**  
This course focuses on advanced interior applications for floors, walls, and ceilings. Topics may include paneling, hard wood floors, drop ceilings, acoustical ceilings, tray ceilings, and box ceilings. Upon completion, the students should have a working knowledge of the specialties covered. This is an advanced course.  
Pre-Requisite As determined by program Co-Requisite As determined by program
- CAR 226 Metal Framing 3 hours: 9L**  
This course introduces the students to metal framing of floors, walls, ceilings, and roofs. Emphasis is placed on metal frame construction. Upon completion, students are expected to be able to describe components and proper application of metal framing, properly construct floors, walls, ceilings, and roofs.  
Pre-Requisite As determined by program Co-Requisite As determined by program
- CAR 228 Stairs, Molding, and Trim 3 hours: 7 L**  
This course focuses on the basics of stair design, layout, and construction. Topics also include cutting and installing stair trim and molding. Upon course completion, students should be able to layout, cut, and construct stairs and to install trim and molding. Pre-Requisite As determined by program Co-Requisite As determined by program
- CAR 230 Residential Repair and Remodeling 3 hours: 3T**  
This course focuses on the methods used for a repair or remodeling project. Topics include design, estimation of materials, cost, time, manpower, and bid preparation. Upon completion, the students should be able to demonstrate an ability to design a repair or remodeling project according to code; accurately quote material, cost, time, and manpower requirements; and obtain all necessary permits for construction.  
Pre-Requisite As determined by program Co-Requisite As determined by program



**CAR 232 Construction Project Management**

**3 hours: 3 T**

This course focuses on the basic information necessary for successfully managing a construction project. Topics include basic building blocks of scheduling, refining a schedule, communications, techniques for estimating time to complete projects, timely delivery of materials, appropriate manpower scheduling, and use of construction management software. Upon completion, students are expected to understand the meaning and purpose of project planning and management, use of a schedule in management, and be able to communicate and coordinate work activities. The students should also be able to develop a comprehensive estimate for the completion of a construction project. Pre-Requisite As determined by program Co-Requisite As determined by program

**CET 100 Engineering Blueprints**

**3 hours: 3T**

This course introduces the student to the various types of engineering drawings. Topics include architectural, civil, electrical, electronic, and mechanical engineering blueprints. Upon completion of this course, students will be able to identify techniques, symbols, language, and purpose of the engineering drawings covered.

Pre-Requisite As required by program

**CET 101 Introduction to Engineering Technology**

**3 hours: 3T**

This course introduces the student to the vocabulary and math used in engineering technology. Topics include engineering terminology and technical mathematics as applied to engineering technology. Upon completion, students should be able to solve problems in engineering technology and to use engineering terminology.

Pre-Requisite As required by program CORE

**CET 105 Introduction to Microstation**

**3 hours: 2T, 2L**

This course teaches the basic techniques and concepts used in setting up a computer-aided drafting software program on a personal computer to make technical drawings. Students use Microstation in application of drawing/design techniques. Students will be expected to draw proper basic, multi-view drawings using Microstation by the completion of the course. Pre-Requisite As required by program.

**CET 111 Fundamentals of Surveying**

**3 hours: 1T, 4L**

This course introduces the theory and practice of plane surveying and presents the basics associated with measuring angles and distances. Topics include the care and use of instruments, taping, differential and profile leveling, transit, stadia, and transit-tape surveys. Upon completion, students will be able to apply the theory and practice of plane surveying to determine boundaries, areas, and volumes of land measurements.

Pre-Requisite As required by program CORE

**CET 112 Intermediate Surveying**

**3 hours: 2T, 2L**

This course is a continuation of CET 111, with emphasis on route surveying. Topics include design and layout of horizontal and vertical curves, super elevation, and site distances. Upon completion, students will be able to design and to lay out roadways. Pre-Requisite CET 111 CORE

**CET 121 Engineering Materials**

**3 hours: 3T**

This course introduces the student to the applications and characteristics of materials commonly used in engineering design. Topics include wood, steel, concrete, and asphalt. Upon completion, students will be able to identify and to explain the characteristics and uses of the various building materials and to complete basic design or inspection of these materials. Pre-Requisite As required by program

**CET 131 Highway Design and Construction**

**3 hours: 3T**

This course presents an overview of street and highway design, from concept to construction. Topics include highway planning, financing, design, and construction, as well as driver, vehicle, and traffic characteristics; highway capacity; sight distances; design of cross section and grade line; and drainage. Upon completion, students will be able to determine the best and the most economical highway routes and construction.

Pre-Requisite As determined by instructor, MDT 105, CET 112 CORE

**CET 181 Special Topics in Civil Engineering Technology**

**1 hour, 2L**

These courses provide specialized instruction in various areas related to civil engineering technology. Emphasis is placed on meeting students' needs. Pre-Requisite As determined by instructor

**CET 183 Special Topics in Civil Engineering Technology**

**2 hours, 6L**

These courses provide specialized instruction in various areas related to civil engineering technology. Emphasis is placed on meeting students' needs. Pre-Requisite As determined by instructor

**CET 213 Topographical Surveying and Drawing**

**3 hours: 1T, 4L**

This course introduces the student to the application of surveying and drafting principles to depict accurately a section of terrain with respect to elevations, distance, and contour lines. Topics include cross sections, contour lines, and stadia. Upon completion, students will be able to complete a topographical survey of a piece of property and draw a contour map of the property. Pre-Requisite CET 111 and/or as required by program

**CET 214 Hydraulics**

**3 hours: 3T**

This course introduces fluid mechanics, with primary emphasis on water and sewer. Topics include water at rest, open channel flow, and head losses in piping systems. Upon completion, students will be able to design a sanitary sewer and storm water system. Pre-Requisite CET 101 and/or as required by program CORE

**CET 215 Statics**

**3 hours: 3T**

This course is an overview of the principles of mechanics-statics whereby the external and the internal forces acting on a body may be analyzed and their effects ascertained. Topics such as coplanar and non-coplanar systems, parallel and non-parallel, and concurrent and non-concurrent forces will be examined. Upon completion, students will be able to analyze simple to moderately complex structures and to determine the effects of these forces on the members of various systems. Pre-Requisite CET 101 CORE

**CET 216 Advanced Surveying**

**3 hours: 6L**

This course presents complex principles and practices used in high precision civil engineering survey projects. Topics include Alabama law as applied to modern surveying, minimum technical standards, use of electronic surveying equipment, and Global Positioning Systems (GPS). Upon completion of the course, the student should be able to complete a survey using minimum technical standards accurate to 1:10,000. Pre-Requisite CET 111, CET 112

**CET 217 Strength of Materials**

**3 hours: 3T**

This course presents a look at the techniques used in the analysis and design of structural elements in systems with a view toward equipping the student to select structural members that are safe and economical. Topics include the study of stress strain curves, material properties and uses, and both bolted and welded connections. Upon completion of this course, the student should be able to identify stresses in various structural members.

Pre-Requisite CET 215 CORE

**CET 221 Construction Equipment**

**3 hours: 1T, 4L**

This course is a study in the use and economics of various types of construction equipment. Topics include owning and operating costs, rental rates, application, production maintenance, and equipment safety. Upon completion, the student should be able to evaluate the most economical and efficient uses of construction equipment.

**CET 222 Residential Land Development**

**3 hours: 1T, 4L**

This course is an overview of engineering principles concerning various types of land development for residential use. Topics include single-family, garden-home, and multi-family development master planning. Upon completion of this course, students will be able to design various types of residential developments.

Pre-Requisite MDT 105 and/or as required by program

**CET 223 Site Planning and Development**

**3 hours: 1T, 4L**

This course is an overview of the engineering principles of site grading and development. Topics include building orientation, parking, traffic flow, drainage, site grading, and earthwork. Upon completion of this course, students will be able to design a site to include grading, drainage, parking, and building orientation.

Pre-Requisite MDT 105 and/or as required by program

**CET 240 Geographic Information Systems**

**3 hours: 3T**

This course is designed to introduce the student to the Geographic Information System (GIS) software. Topics will include storing, managing, and displaying spatial features and geographic data, coordinate systems, vector and raster data models, spatial data editing, and attribute data management. Upon completion students should be able to manipulate and edit GIS data. Pre-Requisite As required by program.

**CET 281 Special Topics in Civil Engineering Technology**

**3 hours: 6L**

This course provides specialized instruction in various areas related to civil engineering technology. Emphasis is placed on meeting students' needs. Pre-Requisite As determined by College

**CET 281A-H Special Topics in Civil Engineering Technology** **3 hours: Contact hours will vary**

This course provides specialized instruction in various areas related to civil engineering technology. Emphasis is placed on meeting students' needs. Pre-Requisite As determined by College

**CET 284A Cooperative Education**

**1 hours, 5I**

This course is designed to provide paid cooperative work experience directly related to the civil engineering technology field. The average hours worked each week will determine the number of credit hours allowed. Grades are based on the successful completion of the work experience as judged by the student's work supervisor and the faculty coordinator. Pre-Requisite As required by program

**CET 284B Cooperative Education**

**2 hours, 10I**

This course is designed to provide paid cooperative work experience directly related to the civil engineering technology field. The average hours worked each week will determine the number of credit hours allowed. Grades are based on the successful completion of the work experience as judged by the student's work supervisor and the faculty coordinator. Pre-Requisite As required by program

**CET 284D Cooperative Education**

**3 hours, 15I**

This course is designed to provide paid cooperative work experience directly related to the civil engineering technology field. The average hours worked each week will determine the number of credit hours allowed. Grades are based on the successful completion of the work experience as judged by the student's work supervisor and the faculty coordinator. Pre-Requisite As required by program

**CHD 100 Introduction to Early Care Education of Children**

**3 hours**

This course is an introduction to the child care profession, and it includes the six functional areas of the Child Development Associate (CDA) credential. Emphasis is placed on using positive guidance techniques, setting up a classroom, and planning a schedule. Upon completion, students should be able to create and to modify children's environments to meet individual needs, to use positive guidance to develop positive relationships with children, and to promote children's self-esteem, self-control, and self-motivation.

**CHD 201 Child Growth and Development Principles**

**3 hours**

This course is a systematic study of child growth and development from conception through early childhood. Emphasis is placed on principles underlying physical, mental, emotional, and social development and on methods of child study and practical implications. Upon completion, students should be able to use knowledge of how young children differ in their development and approaches to learning to provide opportunities that support the physical, social, emotional, language, cognitive, and aesthetic development of children. CORE

**CHD 202 Children's Creative Experiences**

**3 hours**

This course focuses on fostering creativity in preschool children and on development a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math, and movement, with observation of and participation with young children required. Upon completion, students should be able to select and implement creative and age-appropriate experiences for young children.

Pre-Requisite CHD 100

**CHD 203 Children's Literature and Language Development**

**3 hours**

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading, and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate, and demonstrate activities that support a language-rich environment for young children. CORE

**CHD 204 Methods and Materials for Teaching Children**

**3 hours**

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social science concepts. Upon completion, students should be able to demonstrate basic methods of creating learning experiences using appropriate techniques, materials, and realistic expectations. Pre-Requisite CHD 100 CORE

**CHD 205 Program Planning for Educating Young Children**

**3 hours**

This course is designed to give students practice in lesson and unit planning, writing behavioral objectives, and evaluating activities taught to young children. Emphasis is placed on identifying basic aspects of cognitive development and how children learn. Upon completion, students should be able to plan and implement developmentally appropriate curriculum and instructional practices based on knowledge of individual differences and the curriculum goals and content.

**CHD 206 Children's Health and Safety**

**3 hours**

This course introduces basic health, nutrition, and safety management practices for young children. Emphasis is placed on setting up and maintaining a safe, healthy environment for young children, including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. Upon completion, students should be able to prepare a healthy, safe environment to plan nutritious meals and snacks, and to recommend referrals if necessary. CORE

**CHD 208 Administration of Child Development Programs**

**3 hours**

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. Upon completion, students should be able to identify elements of a sound business plan, to demonstrate familiarity with basic record keeping techniques, and to identify elements of a developmentally appropriate program.

- CHD 209 Infant and Toddler Education Programs 3 hours**  
This course focuses on child development from infancy to thirty months of age, with emphasis on planning programs using developmentally appropriate material. Emphasis is placed on positive ways to support an infant's social, emotional, physical, and intellectual development. Upon completion, students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children.
- CHD 210 Educating Exceptional Young Children 3 hours**  
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; and emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with young exceptional children. CORE
- CHD 211 Child Development Seminar 1 hour**  
This course provides students with knowledge of a variety of issues and trends related to the childcare profession. Subject matter will vary according to industry and student needs. Upon completion students should be able to discuss special topics related to current trends and issues in child development.  
Pre-Requisite As determined by college.
- CHD 211A Music for Preschoolers 1 hour**  
This course provides students with a wealth of songs and activities to include music in the curriculum of the early childhood classroom. Basic music theory is discussed as well as including music to teach in all subject areas of the curriculum.
- CHD 211B Parent Involvement 1 hour**  
This course is designed to aid students in helping parents feel comfortable in the classroom and encouraging the parents to become involved in their children's education. There is discussion on the different types of parenting and various options to allow the parent to take an active role in the education of their child.
- CHD 211D Science Throughout the Year Seminar 1 hour**  
This course includes topics and activities related to teaching science to young children during the course of the school year. Upon completion the students will be able to plan a science curriculum that is appropriate to the developmental needs of children 3 to 8 years old.
- CHD 211E Pre-Reading in the Classroom 1 hour**  
This course exposes students to the many skills that must be mastered before reading can occur. Those skills begin at birth. The students are exposed to many activities that should occur in the birth-3 year old classroom that are pre-reading activities. Ideas are given as to how to create a print rich classroom environment.
- CHD 211F Early Childhood Curriculum 1 hour**  
This course provides students with the knowledge of how to prepare and implement curriculum for young children birth-8 years. It also will expose students to all different types of curriculum taught in the area schools and pre-schools.
- CHD 211H Early Childhood Classroom 1 hour**  
This course provides students with the knowledge of how to set up a developmentally appropriate early childhood classroom. Students are exposed to many creative ways to decorate a classroom to make sure all the basic information young children must learn is displayed appropriately. Students study various classroom lay-outs and which ones are most appropriate for each different age of children. Upon completion the students should be able to set up a developmentally appropriate classroom for any age young child.
- CHD 211I Books, Books, Books, 1 hour**  
This course includes exposure to multiple children's books appropriate for children ages birth-8 years. It includes topics and activities related to teaching reading. Upon completion, students will be able to plan lessons using children's books. Skills will be pulled from these books and will supplement other directed teaching activities.
- CHD 211J Early Childhood Make and Take Seminar 1 hour**  
This course is designed to aid students in creating a developmentally appropriate classroom. Upon completion students will have created manipulatives, props, and activities to equip a literacy rich and developmentally appropriate classroom for young children.
- CHD 211K Literacy Centers 1 hour**  
This course provides students with the knowledge of how to prepare literacy centers in the classroom for children birth-8 years of age. Included in this course are what is required for a child to become a reader and a writer.

- CHD 211M Special Needs 1 hour**  
This course is an update on current trends and issues affecting young children with special needs. It also aids teachers in early identification and detection of problems as early as possible. It includes all areas of teaching related to children with all types of special needs.
- CHD 211N Hands-on Math 1 hour**  
This course provides topics and activities related to teaching math to young children. Upon completion, the students will be able to plan a math curriculum that is appropriate to the developmental needs of children 3 years - 8 years old.
- CHD 211P Reading, Writing, and Arithmetic 1 hour**  
This course provides students with examples of how to incorporate all these subject areas into different thematic units which can be taught throughout the year. This course introduces students to many activities that specifically teach skills but are considered play to children.
- CHD 211Q Teaching ESL (Literacy and Language) 1 hour**  
This course provides students with knowledge of working with children and parents who are learning English as a second language. Various aspects of different cultures are covered as well as learning simple phrases to aid in communication. Language development is discussed as well as multicultural themes.
- CHD 211R Technology with Preschoolers 1 hour**  
This course addresses the rising concern of using developmentally appropriate technology with young children. This course explores the many sites for ideas of developmentally appropriate lesson plans for young children and using appropriate sites for teaching and practice of basic skills. Topics include using YouTube, Facebook, Pinterest, and other social media in the classroom and with parents. Upon completion, the students should be able to select a variety of age appropriate and developmentally appropriate sites to be used in the classroom and with parents.
- CHD 212 Child Development Associate Seminar 2 hours**  
This course includes topics from competency areas required for individuals working toward or renewing CDA credentials. Industry needs determine course topics. Upon completion students will demonstrate competency in meeting course objectives. Pre-Requisite Permission of instructor
- CHD 214 Families and Communities 3 hours**  
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 and practice techniques for developing these important relationships and effective communication skills.
- CHD 215 Supervised Practical Experience in Child Development 3 hours: 6E**  
This course includes current topics in the child development field as an update for the professional caregiver. The needs of industry determine course topics. Upon completion, students should demonstrate competencies designed to assess course objectives. Pre-Requisite Advisor approval
- CHD 217 Math and Science for Young Children 3 hours**  
This course will provide students information on children's conceptual development and the fundamental basic concepts of both math and science. Students will learn various techniques for planning, implementing and evaluating developmentally appropriate activities. Students will also learn more about the integrated curriculum.
- CHD 219 Supervised Practical Experience 2 hours**  
This course provides hands-on, supervised experienced in an approved program for young children. Emphasis is placed on performance of daily duties which are assessed by the college instructor and the cooperating teacher. Upon completion, students will be able to demonstrate competency in a child care setting. Pre-Requisite As determined by college
- CHD 220 Parenting Skills 3 hours**  
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.
- CHM 104 Introduction to Inorganic Chemistry 4 hours: 3T, 3E**  
This is a survey course of general chemistry for students who do not intend to major in science or engineering; it 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, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Pre-Requisite MTH 098 or equivalent math placement score

**CHM 105 Introduction to Organic Chemistry**

**4 hours: 3T, 3E**

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics 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. Pre-Requisite CHM 104 or CHM 111

**CHM 111 College Chemistry I**

**4 hours: 3T, 3E**

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics 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. Pre-Requisite MTH 112 (Precalculus Algebra or equivalent math placement score)

**CHM 112 College Chemistry II**

**4 hours: 3T, 3E**

This is the second course in a two-semester sequence designed primarily for the science or engineering student who is 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 chemistry including the metals, nonmetals, semimetals, coordination compounds, transition compounds, and post-transition compounds.

Pre-Requisite CHM 111 (College Chemistry I)

**CHM 221 Organic Chemistry**

**4 hours: 3T, 3E**

This is the first course in a two-semester sequence. Topics include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

Pre-Requisite CHM 112 (College Chemistry II)

**CHM 222 Organic Chemistry II**

**4 hours: 3T, 3E**

This is the second course in a two-semester sequence. Topics include nomenclature; structure; physical and chemical properties; synthesis; typical reactions for aliphatic, alicyclic, aromatic, and biological compounds; and polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. The required laboratory will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. Pre-Requisite CHM 221 (Organic Chemistry I)

**CIS 096 Introduction to Computers**

**3 hours**

This course is designed to introduce students to basic computer terminology, hardware, input/output devices, memory, and processing. Students will learn basic keyboarding skills in addition to learning how to manage files. Windows as a graphical user interface and operations and applications that use the Windows environment are emphasized. This course does not satisfy the general education component of most degrees, does not apply towards degree completion, and cannot be used as an elective.

Pre-Requisite Compass Placement Scores at a minimum of ENG 093 and RDG 085

**CIS 113 Spreadsheet Software Applications**

**3 hours**

This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets.

**CIS 146 Microcomputer Applications**

**3 hours**

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages.

Pre-Requisite CIS 096 OR DPT 100 OR Compass Placement Score at ENG 093 and RDG

**CIS 147 Advanced Micro Applications**

**3 hours**

This course is a continuation of CIS 146 in which students utilize the advanced features of topics in CIS 146 and introduce additional topics of office suite software. Advanced features of word processing, spreadsheets, database, and presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. Pre-Requisite CIS 146

<b>CIS 148</b>	<b>Post Advanced Micro Applications</b>	<b>3</b>
<p>This course builds on concepts associated with various microcomputer applications with emphasis on advanced features commonly found in software applications. Advanced features of word processing, spreadsheets, database, and presentation packages are introduced. Features such as macros, Visual Basic Applications, and online features are included in the content of the course. Upon completion, the student will be able to apply the advanced features of selected software to the workplace. This course will help prepare students for the MOS certification.</p>		
<p>Pre-Requisite Instructor Permission</p>		
<b>CIS 165</b>	<b>Network Lab</b>	<b>1 hour</b>
<p>This lab is designed to allow instructors to provide additional implementation of networking concepts as needed. This course may be duplicated with an alpha suffix added to the course number.</p>		
<p>Pre-Requisite Co-Requisite As required by college.</p>		
<b>CIS 165A</b>	<b>Network Lab</b>	<b>1 hour</b>
<p>This lab is designed to allow instructors to provide additional implementation of networking concepts as needed.</p>		
<p>Pre-Requisite Permission of instructor Co-Requisite CIS 268 Software Support</p>		
<b>CIS 165B</b>	<b>Network Lab</b>	<b>1 hour</b>
<p>This lab is designed to allow instructors to provide additional implementation of networking concepts as needed.</p>		
<p>Pre-Requisite Permission of instructor Co-Requisite CIS 269 Hardware Support</p>		
<b>CIS 165D</b>	<b>Network Lab</b>	<b>1 hour</b>
<p>This lab is designed to allow instructors to provide additional implementation of networking concepts as needed.</p>		
<p>Pre-Requisite Permission of instructor Co-Requisite CIS 270 CISCO I</p>		
<b>CIS 165E</b>	<b>Network Lab</b>	<b>1 hour</b>
<p>This lab is designed to allow instructors to provide additional implementation of networking concepts as needed.</p>		
<p>Pre-Requisite Permission of instructor Co-Requisite CIS 272 CISCO III</p>		
<b>CIS 165F</b>	<b>Network Lab</b>	<b>1 hour</b>
<p>This lab is designed to allow instructors to provide additional implementation of networking concepts as needed.</p>		
<p>Pre-Requisite Permission of Instructor Co-Requisite</p>		
<b>CIS 199</b>	<b>Network Communications</b>	<b>3 hours</b>
<p>This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing selected networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs (Local Area Networks and WANs (Wide Area Networks), Client/Server technology, the Internet, Intranets, and network troubleshooting. Upon completion of this course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. They will receive hands-on experience building a mock network in the classroom.</p>		
<p>Pre-Requisite CIS 146 Co-Requisite 165F</p>		
<b>CIS 201</b>	<b>Introduction to Computer Programming</b>	<b>3 hours</b>
<p>This course presents fundamental programming concepts. Included in this course are problem solving and algorithms, various design tools, programming structures, variable data types and definitions, modularization, and selected programming languages. Techniques are introduced to enable students to develop programs.</p>		
<p>Pre-Requisite Intermediate algebra</p>		
<b>CIS 203</b>	<b>Introduction to the Information Highway</b>	<b>3 hours</b>
<p>This course introduces the student to the basic principles of the information highway. Students will be exposed to different network information, commercial information services and the use of appropriate editors or software to introduce construction of Web environments. Pre-Requisite CIS 146 or equivalent experience</p>		
<b>CIS 207</b>	<b>Introduction to Web Development</b>	<b>3 hours</b>
<p>This course introduces basic Web page development techniques. Topics include HTML, scripting languages, and commercial software packages used in the development of Web pages. Pre-Requisite CIS 146</p>		
<b>CIS 208</b>	<b>Intermediate Web Development</b>	<b>3 hours</b>
<p>This course builds upon basic skills in Web authoring. Various Web authoring tools are introduced. Upon completion students will be able to use these tools to enhance Web sites.</p>		
<p>Pre-Requisite CIS 203 Co-Requisite CIS 207</p>		

**CIS 209 Advanced Web Development**

**3 hours**

This is an advanced Web design course emphasizing the use of scripting languages to develop interactive Web sites. Upon completion students will be able to create data driven Web sites. This course helps prepare students for the Certified Internet Webmaster (CIW) Foundations certification. Pre-Requisite CIS 203 and CIS 207

**CIS 212 Visual BASIC**

**3 hours**

This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics such as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Pre-Requisite Intermediate Algebra

**CIS 213 Advanced Visual BASIC Programming**

**3 hours**

This course is a continuation of CIS 212 using Visual BASIC as the language to cover advanced topics. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Pre-Requisite CIS 212

**CIS 222 Database Management Systems**

**3 hours**

This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web.

Pre-Requisite Permission of Instructor

**CIS 251 C++ Programming**

**3 hours**

This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing. Pre-Requisite Intermediate algebra and CIS 201

**CIS 268 Software Support**

**3 hours**

This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

Pre-Requisite Permission of instructor Co-Requisite CIS 165A

**CIS 269 Hardware Support**

**3 hours**

This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

Pre-Requisite Permission of instructor Co-Requisite CIS 165B

**CIS 270 CISCO I**

**3 hours**

This course is the first part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. This course concentrates on the physical part of networking including basic electronics, computer basics, network basics, addressing, number conversions cabling, and planning. After completing this course the student will be able to: identify the functions of each layer of the OSI reference model; describe data link and network addresses; define and describe the function of the MAC address; explain the five conversion steps of data encapsulation; describe the different classes of IP addresses and subnetting; identify the functions of the TCP/IP network-layer protocols.

Pre-Requisite Permission of instructor Co-Requisite CIS 165D

**CIS 271 CISCO II**

**3 hours**

This course is the second part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. This course concentrates on router configuration. After completing this course the student will be able to: prepare the initial configuration of a router and enable IP; control router passwords and identification; configure IP addresses; add the RIP and IGRP routing protocols to a configuration. Pre-Requisite CIS 270

**CIS 272 CISCO III**

**3 hours**

This course is the third part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. This course concentrates on LAN design, routing switching, and network administration. After completing this course the student will be able to describe LAN segmentation using bridges, routers, and switches; distinguish between cut-through and store and forward LAN switching; describe the operation of the Spanning Tree Protocol and its benefits; describe the benefits of virtual LANs. Pre-Requisite CIS 271 Co-Requisite CIS 165E



- CIS 273 CISCO IV 3 hours**  
 This course is the fourth part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. This course concentrates on WANs and Wan design. After completing this course the student will be able to: differentiate between LAPB, Frame Relay, ISDN HDLC, PPP, and DDR; list commands to configure Frame Relay LMI, maps, and subinterfaces; identify PPP operations to encapsulate WAN data on Cisco routers; identify ISDN protocols, function groups, reference points, and channels; describe Cisco's implementation of ISDN BRI.  
 Pre-Requisite CIS 272
- CIS 274 Advanced Networking Lab 1 hour**  
 This lab is designed to allow instructors to provide additional application of networking concepts as needed. This course may be duplicated with an alpha suffix added to the course number.  
 Pre-Requisite As required by College  
 Co-Requisite As directed by instructor to accompany second-year networking courses
- CIS 274A Advanced Networking Lab 1 hour**  
 This lab is designed to allow instructors to provide additional application of networking concepts as needed.  
 Pre-Requisite As required by College Co-Requisite CIS 276
- CIS 274B Advanced Networking Lab 1 hour**  
 This lab is designed to allow instructors to provide additional application of networking concepts as needed.  
 Pre-Requisite As required by College
- CIS 274D Advanced Networking Lab 1 hour**  
 This lab is designed to allow instructors to provide additional application of networking concepts as needed.  
 Pre-Requisite As required by College.
- CIS 274E Advanced Networking Lab 1 hour**  
 This lab is designed to allow instructors to provide additional application of networking concepts as needed.  
 Pre-Requisite As required by College
- CIS 276 Server Administration 3 hours**  
 This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hand-on experience in managing and maintaining a network operating system environment.  
 Pre-Requisite Permission of instructor Co-Requisite CIS 274A
- CIS 280 Network Security 3 hours**  
 This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures.  
 Pre-Requisite Permission of instructor Co-Requisite CIS 274B
- CIS 281 Systems Analysis and Design 3 hours**  
 This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, designing, implementing, and documenting computer systems. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.  
 Pre-Requisite Prior programming experience
- CIS 285 Object-Oriented Programming 3 hours**  
 This course is an advanced object-oriented programming course that covers advanced program development techniques and concepts in the context of an object-oriented language, such as C++ or Java. Subject matter includes object-oriented analysis and design, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation, and file manipulation. Upon completion, the student should be able to develop a hierarchical class structure necessary to the implementation of an object-oriented software.
- CIS 286 Computerized Management Information Systems 3 hours**  
 The nature of computerized management information systems, problems created by the computer relative to personnel, components of computer systems, programming, and application of computers to business problems.  
 Pre-Requisite CIS 146

- CIS 289 Wireless Networking 3 hours**  
The purpose of this course is to allow students to explore current issues related to wireless technology. Students will be able to develop and maintain wireless networks using advancements in current technology.
- CIS 296 Special Topics 1-3 hours**  
This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate specified skills.  
Pre-Requisite Permission of Instructor
- CIS 297 CO-OP for CIS II 1-3 hours**  
This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technologies environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract.  
Pre-Requisite As required by program. Must be approved by major advisor one semester prior to enrollment and must be applicable to major.
- CIS 299 Directed Studies in Computer Science 3 hours**  
This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics specified by the instructor. Pre-Requisite Permission of the instructor
- CIT 211 Teaching and Curriculum Development 3 hours: 3T**  
This course focuses on principles of teaching, teaching maturity, professional conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans.
- CIT 212 Teacher Mentorship 3 hours: 9L**  
This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods.
- CIT 213 Cosmetology Instructor Co-Op 3 hours: 6L**  
The course provides students with additional opportunities to observe instructors and develop teaching materials and skills.
- CIT 214 Lesson Plan Methods and Development 3 hours: 1T, 6L**  
During this course students have the opportunity to further apply knowledge of lesson planning and lesson delivery by using lesson plans they have developed from previous courses or this course. Emphasis is placed on the use of lesson plans in various classroom and laboratory settings. Upon completion, students will be able to teach a variety of cosmetology classes using various techniques. This course serves as a suitable substitute for CIT 221. If used as a substitute, this course becomes a core course.
- CIT 221 Lesson Plan Implementation 3 hours: 9L**  
This course is designed to provide practice in preparing and using lesson plans. Emphasis is placed on organizing, writing, and presenting lesson plans using the four-step teaching method. Upon completion, students should be able to prepare and present a lesson using the four step teaching method.
- CIT 222 Audio Visual Materials and Methods 3 hours: 3T**  
This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, the student should be able to prepare teaching aids and determine their most effective use.
- CIT 223 Audio Visual Materials and Methods Applications 3 hours: 9L**  
This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and the use of different categories of instructional aids. Upon completion, the student should be able to prepare and effectively present different types of aids for use with a four step lesson plan.

**CLT 100 Phlebotomy 2 hours: 1T, 1CL**

This course covers the basic techniques used in the collection of blood specimens. Presentation includes equipment and additives, basic anatomy, and techniques for safe and effective venipuncture. Upon completion, students should be able to perform venipuncture correctly. Pre-Requisite Admission to program and permission of instructor

**CLT 111 CLT Urinalysis and Body Fluids 4 hours: 2T, 2L**

This course focuses on the theory and techniques in the examination of urine and other body fluids. The student is introduced to the physical and chemical properties of these fluids as well as microscopic examination of sediment and the identification of cells and crystals. Upon completion, students should be able to perform basic urinalysis and correlate laboratory results to renal disorders and other disease states.

Pre-Requisite Admission to program and permission of instructor

**CLT 111L CLT Urinalysis and Body Fluids**

Lab for CLT 111

**CLT 121 CLT Hematology 5 hours: 3T, 2L**

In this course the theory and techniques of hematology are covered. The student is presented with blood components, normal and abnormal cell morphology, hemostasis, and selected automated methods. Upon completion, students should be able to perform various procedures, including preparation and examination of hematologic slides, and to relate results to specific disorders.

Pre-Requisite Admission to program and permission of instructor

**CLT 121L CLT Hematology**

Lab for CLT 121

**CLT 131 Laboratory Techniques 4 hours: 3T, 1L**

This course covers the basic principles and techniques used in the clinical laboratory. Emphasis is placed on terminology, basic microscopy, safety, and computations. Upon completion, the students should be able to perform various basic laboratory analyses and to utilize basic theories of laboratory principles.

Pre-Requisite Admission to program and permission of instructor

**CLT 131L Laboratory Techniques**

Lab for CLT 131

**CLT 141 CLT Microbiology 5 hours: 3T, 2L**

The student is presented with the theories, techniques, and methods used in basic bacteriology. Focus is on bacterial isolation, identification, and susceptibility testing. Upon completion, students should be able to select media, isolate and identify microorganisms, and discuss modern concepts of epidemiology.

Pre-Requisite Admission to program and permission of instructor

**CLT 141L CLT Microbiology I**

Lab for CLT Microbiology I

**CLT 142 CLT Microbiology II 4 hours: 3T, 1L**

The student is presented with the theories, techniques, and methods used in basic parasitology, mycology, and virology. Emphasis is placed on special bacteria, identification, life cycles, culture growth, and pathological states of infection and infestation. Upon completion, students should be able to identify certain parasites, to demonstrate various staining and culture procedures, and to discuss the correlation of certain microorganisms to pathological conditions. Pre-Requisite Admission to program and permission of instructor

**CLT 142L CLT Microbiology II**

Lab for CLT Microbiology II

**CLT 151 CLT Clinical Chemistry 5 hours: 3T, 2L**

This course emphasizes theories and techniques in basic and advanced clinical chemistry. Coverage includes various methods of performing biochemical analyses on clinical specimens. Upon completion, students should be able to apply the principles of clinical chemistry, to evaluate quality control, and to associate abnormal test results to clinical significance. Pre-Requisite Admission to program and permission of instructor

**CLT 151L CLT Clinical Chemistry**

Lab for CLT Clinical Chemistry

**CLT 161 Integrated Laboratory Simulation**

**2 hours, 2L**

This course provides an opportunity for the student to perform clinical laboratory procedures from all phases of laboratory testing as a review of previous laboratory courses. Emphasis is placed on organization of tasks, timing, accuracy, and simulation of routine operations in a clinical laboratory. Upon completion, students should be able to organize tasks and to perform various basic laboratory analyses with accuracy and precision.

Pre-Requisite Admission to program and permission of instructor

**CLT 181 CLT Immunology**

**2 hours: 1T, 1L**

Theory and techniques in immunology are presented to the student. Emphasis is placed on the basic principles of the immune system, serologic testing, the production of specific antibodies and their use in the identification of infectious organisms. Upon completion, students should be able to relate basic principles of immunology, to describe techniques for analytical methods utilizing immunological concepts, and to correlate results of analyses to certain disease states. Pre-Requisite Admission to program and permission of instructor

**CLT 181L CLT Immunology**

Lab for CLT Immunology

**CLT 191 CLT Immunohematology**

**5 hours: 3T, 2L**

Theory and techniques in immunohematology are presented to the student. The course covers antigen and antibody reactions including blood typing, antibody detection and identification, and compatibility testing. Upon completion, students should be able to apply theories and principles of immunohematology to procedures for transfusion and donor service, and to correlate blood-banking practices to certain disease states.

Pre-Requisite Admission to program and permission of instructor

**CLT 191L CLT Immunohematology**

Lab for CLT Immunohematology

**CLT 286 Special Topics in Clinical Lab Technology**

**1 hour; 1T**

This is a seminar course in which students work independently on a project related to Clinical Lab Technology.

Pre-Requisite Admission to program and permission of instructor

**CLT 293 CLT Clinical Seminar**

**2 hours: 2T**

This course is a cumulative review of clinical laboratory science theory. The seminar consists of an on-campus summation of previous classes emphasizing recall, application of theory, correlation, and evaluation of all areas of clinical laboratory science. Upon completion, students should be able to apply theory of analytical methods; to recognize normal, abnormal, and erroneous results; and to relate laboratory results to pathological conditions.

Pre-Requisite Admission to program and permission of instructor

**CLT 294 Clinical Laboratory Practicum I**

**3 hours: 3CL**

This supervised practicum is within the clinical setting and provides laboratory practice in hematology and urinalysis. Emphasis is placed on clinical skills and performance in areas such as specimen preparation and examination, instrumentation, reporting of results, and management of data and quality control. Upon completion, students should be able to process specimens, perform analysis utilizing various methods including instrumentation, report results, manage data and quality control using information systems.

Pre-Requisite Admission to program and permission of instructor

**CLT 295 Clinical Laboratory Practicum II**

**3 hours: 3CL**

This supervised practicum is within the clinical setting and provides laboratory practice in microbiology. Emphasis is placed on clinical skills and performance in areas such as recovery, isolation, culturing, and identifying microorganisms. Upon completion, students should be able to isolate, culture, and analyze microorganisms utilizing various methods; to report results; to manage data and quality control using information systems.

Pre-Requisite Admission to program and permission of instructor

**CLT 296 Clinical Laboratory Practicum III**

**3 hours: 3CL**

This supervised practicum is within the clinical setting and provides laboratory practice in serology and immunohematology. Emphasis is placed on clinical skills and performance in areas such as detection and identification of antibodies, the typing of blood, and compatibility testing of blood and blood components. Upon completion, students should be able to perform the screening for and the identification of antibodies, to perform compatibility testing, and to record and to manage data and quality control using information systems.

Pre-Requisite Admission to program and permission of instructor

- CLT 297 Clinical Laboratory Practicum IV 3 hours: 3CL**  
 This supervised practicum is within the clinical setting and provides laboratory practice in clinical chemistry. Emphasis is placed on clinical skills and performance in areas such as computerized instrumentation and the ability to recognize technical problems. Upon completion, students should be able to perform biochemical analyses by various methods (including testing utilizing computer-oriented instrumentation), to report test results, and to manage patient data and quality control statistics using information systems.  
 Pre-Requisite Admission to program and permission of instructor
- CNC 103 Manual Programming 6 hours: 2T, 8L**  
 This course will emphasize calculations for CNC machine tools. Topics include G & M codes, radius programming and cutter compensations. Students will learn to write a variety of CNC programs which can be used on the job as reference programs. Pre-Requisite As required by program
- CNC 104 CNC Milling Operations 6 hours: 3T, 6L**  
 This is a course in programming, and operations of the CNC Milling Machines. Applications include maintenance, safety, and production of machine parts through programming set up and operation. Students will learn to produce finished parts on the CNC milling machines.
- CNC 215 Quality Control and Assurance 3 hours: 2T, 2L**  
 This is an advanced course in parts inspection using Geometric Dimensioning and Tolerancing, and familiarization of the Coordinate Measuring Machine. Topics include part set-up, tolerance applications, maximum material and least material conditions, perpendicularity and point of inspection. Upon completion, students should be able to inspect machined parts demonstrating an understanding of G.D.T. and C.M.M. Pre-Requisite As required by program
- CNC 232 Basic Tool and Die 4 hours: 2T, 4L**  
 This course introduces the application and use of jigs fixtures and stamping dies. Emphasis is placed on design and manufacture of simple jigs, and stamping dies. Upon completion, students should be able to design and build simple jigs, fixtures, and stamping dies. Pre-Requisite MTT 102
- COM 100 Vocational / Technical English 3 hours**  
 This course, which is designed specifically for students in technical programs, teaches the basic communication skills of listening, speaking, reading, writing, and thinking. The emphasis is on grammar, usage, punctuation, and mechanics, as well as on the total writing process, so that the students learn to write effective sentences, paragraphs, memos, letters, resumes, abstracts, and reports. This course does not satisfy the general education component of a degree.
- COS 111 Introduction to Cosmetology 3 hours: 3T**  
 This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally, students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course. Pre-Requisite As required by College Co-Requisite COS 112 CORE
- COS 112 Introduction to Cosmetology Lab 3 hours: 9L**  
 In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory component from COS 111. Pre-Requisite As required by College Co-Requisite COS 111 CORE
- COS 113 Theory of Chemical Services 3 hours: 3T**  
 During this course students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics. Pre-Requisite As required by College CORE
- COS 114 Chemical Services Lab 3 hours: 6L**  
 During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting.  
 Pre-Requisite As required by College CORE

- COS 115 Hair Coloring Theory 3 hours: 3T**  
 In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student will be able to identify all classifications of hair coloring and the effects on the hair.  
 Pre-Requisite As required by College Co-Requisite COS 116 CORE
- COS 116 Hair Coloring Lab 3 hours: 6L**  
 In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.  
 Pre-Requisite As required by College Co-Requisite COS 115 CORE
- COS 117 Basic Spa Techniques 3 hours: 3T**  
 This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage, skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care.  
 Pre-Requisite As required by College Co-Requisite COS 118 CORE
- COS 118 Basic Spa Techniques Lab 3 hours: 9L**  
 This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care.  
 Pre-Requisite As required by College Co-Requisite COS 117 CORE
- COS 119 Business of Cosmetology 3 hours: 3L**  
 This course is designed to develop job-seeking and entry-level management skills for the beauty industry. Topics include job seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.  
 Pre-Requisite As required by College
- COS 123 Cosmetology Salon Practices 3 hours: 9L**  
 This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting. Pre-Requisite As required by College
- COS 125 Career and Personal Development 3 hours: 3T**  
 This course provides the study and practice of personal development and career building. Emphasis is placed on building and retaining clientele, communication skills, customer service, continuing education, and goal setting. Upon completion, the student should be able to communicate effectively and practice methods for building and retaining clientele. Pre-Requisite As required by College
- COS 133 Salon Management Technology 3 hours: 1T, 4L**  
 This course is designed to develop entry-level management skills for the beauty industry. Topics include job-seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon. Pre-Requisite As required by College
- COS 134 Advanced Esthetics 3 hours: 1T, 4L**  
 This course includes an advanced study of anatomy and physiology relating to skin care, cosmetic chemistry, histology of the skin, and massage and facial treatments. Upon completion, the student should be able to discuss the functions of the skin, effects of chemicals on skin, different types of massage and benefits, and key elements of the basic facial treatment. Pre-Requisite As required by College

- COS 135 Advanced Esthetics Applications 3 hours: 6L**  
This course provides advanced practical applications related to skin care. Principal topics include massage techniques, various facial treatments, proper product application through skin analysis, and introduction to ingredients and treatments used by the esthetician. Upon completion, the student should be able to perform various massage techniques, prescribe proper type of facial treatment and product, and demonstrate facials using any of the eight functions of the facial machine. Pre-Requisite As required by College
- COS 141 Applied Chemistry for Cosmetology 3 hours: 3T**  
This course focuses on chemistry relevant to professional hair and skin care products, hair and its related structures, permanent waving, chemical hair relaxing, and hair coloring. Topics include knowledge of basic chemistry, pH scale measurements, water, shampooing and cosmetic chemistry, physical and chemical changes in hair structure. Upon completion, the student should be able to define chemistry, types of matter, and describe chemical and cosmetic reactions as related to the hair and skin structure. Pre-Requisite As required by College
- COS 142 Applied Chemistry for Cosmetology Lab 3 hours: 6L**  
This course provides practical applications of the knowledge and skills learned in reference to chemical reactions, as well as the chemical application to the hair and skin. Emphasis is placed on knowledge of basic chemistry, pH scale, cosmetic chemistry, and physical and chemical changes in the hair and skin structure. Upon completion, the student should be able to determine the proper chemical product for each prescribed service. Pre-Requisite As required by College
- COS 143 Specialty Hair Preparation Techniques 3 hours: 1T, 6L**  
This course focuses on the theory and practice of hair designing. Topics include creating styles using basic and advanced techniques of back combing, up sweeps, and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for hair designing. Pre-Requisite As required by College
- COS 144 Hair Shaping and Design 3 hours: 1T, 4L**  
In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs. Pre-Requisite As required by College
- COS 145 Hair Shaping Lab 3 hours: 6L**  
This covers the study of the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs using safety and sanitary precautions. Pre-Requisite As required by College
- COS 146 Hair Additions 3 hours: 1T, 4L**  
This course focuses on the practice of adding artificial hair. Topics include hair extensions, weaving, and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for attaching human and synthetic hair. Pre-Requisite As required by College
- COS 150 Manicuring 3 hours: 1T, 6L**  
This course focuses on the theory and practice of nail care. Topics include sanitation, nail structure, nail disorders and diseases, manicuring, pedicuring, nail wrapping, sculptured nails, and acrylic overlays. Pre-Requisite As required by College
- COS 151 Nail Care 3 hours: 1T, 6L**  
This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services. Pre-Requisite As required by College
- COS 152 Nail Care Applications 3 hours: 9L**  
This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, manicuring, and pedicuring. Upon completion, the student should be able to perform nail care procedures. Pre-Requisite As required by College
- COS 153 Nail Art 3 hours: 1T, 4L**  
This course focuses on the advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to identify the different types of sculptured nails and recognize the different techniques of nail art. Pre-Requisite As required by College

- COS 154 Nail Art Applications 3 hours: 6L**  
This course provides practice in advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to perform the procedures for nail sculpturing and nail art.  
Pre-Requisite As required by College
- COS 158 Employability Skills 3 hours: 3T**  
This course provides the study of marketable skills to prepare the student to enter the world of work. Emphasis is placed on resumes, interviews, client and business relations, personality, computer literacy, and attitude. Upon completion, the student should be prepared to obtain employment in the field for which they have been trained.  
Pre-Requisite As required by College
- COS 161 Special Topics in Cosmetology 1 hour: 1T**  
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.  
Pre-Requisite As required by College
- COS 162 Special Topics in Cosmetology 3 hours: 6L**  
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.  
Pre-Requisite As required by College
- COS 163 Facial Treatments 3hours: 1T, 4L**  
This course includes all phases of facial treatments in the study of skin care. Topics include treatments for oily, dry, and special skin applications. Upon completion, students will be able to apply facial treatments according to skin type.  
Pre-Requisite As required by College
- COS 164 Facial Machine 3 hours: 6L**  
This is a course designed to provide practical experience using the vapor and facial machine with hydraulic chair. Topics include the uses of electricity and safety practices, machine and apparants, use of the magnifying lamp, and light therapy. Upon completion, the student will be able to demonstrate an understanding of electrical safety and skills in the use of facial machines. Pre-Requisite As required by College
- COS 165 Related Subjects Estheticians 3 hours: 6L**  
This course includes subjects related to the methods for removing unwanted hair. This course includes such topics as electrolysis information and definitions, safety methods of permanent hair removal, the practice of removal of superfluous hair, and the use of depilatories. Upon completion of this course, students will be able to apply depilatories and practice all safety precautions. Pre-Requisite As required by College
- COS 167 State Board Review 3hours: 1T, 6L**  
Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and entry-level employment.  
Pre-Requisite As required by College
- COS 168 Bacteriology and Sanitation 3 hours: 1T, 6L**  
In this skin care course, emphasis is placed on the decontamination, infection control, and safety practiced in the esthetics facility. Topics covered include demonstration of sanitation, sterilization methods, and bacterial prevention. Upon completion, the student will be able to properly sanitize facial implements and identify non-reusable items.  
Pre-Requisite As required by College
- COS 169 Skin Functions 3 hours: 6L**  
This course introduces skin functions and disorders. Topics include practical application for skin disorder treatments, dermabrasion, and skin refining. Upon completion of this course, students will be able to demonstrate procedures for acne, facials and masks for deeper layers and wrinkles. Pre-Requisite As required by College
- COS 181 Special Topics 3 hours: 3T**  
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.  
Pre-Requisite As required by College
- COS 182 Special Topics 3 hours: 6L**  
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.  
Pre-Requisite As required by College



- COS 190 Co-Op 3 hours: 6L**  
This course is designed to provide exposure to cosmetology practices in non-employment situations. Emphasis is on dependability, attitude, professional judgment, and practical cosmetology skills. Upon completion, the student should have gained skills necessary for entry-level employment. Pre-Requisite As required by College
- COS 191 Co-Op 3 hours: 9L**  
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Pre-Requisite As required by College
- COS 291 Co-Op 3 hours: 9L**  
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Pre-Requisite As required by College
- CRJ 100 Introduction to Criminal Justice 3 hours**  
This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.
- CRJ 110 Introduction to Law Enforcement 3 hours**  
This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.
- CRJ 130 Introduction to Law and Judicial Process 3 hours**  
This course provides an introduction to the basic elements of substantive and procedural law and the stages in the judicial process. It includes an overview of state and federal court structures.
- CRJ 140 Criminal Law and Procedure 3 hours**  
This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with attention to the Alabama Code areas of criminal procedure essential to the criminal justice professional.
- CRJ 146 Criminal Evidence 3 hours**  
This course considers the origins of the law of evidence and current rules of evidence. Types of evidence, their definitions, and uses are covered, as well as the functions of the court regarding evidence.
- CRJ 150 Introduction to Corrections 3 hours**  
This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.
- CRJ 160 Introduction to Security 3 hours**  
This course surveys the operation, organization, and problems in providing safety and security to business enterprises. Private, retail, and industrial security is covered.
- CRJ 208 Introduction to Criminology 3 hours**  
This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. The study includes criminal personalities, principles of prevention, control, and treatment.
- CRJ 209 Juvenile Delinquency 3 hours**  
This course examines the causes of delinquency. It also reviews programs of prevention and control of juvenile delinquency, as well as the role of the courts.
- CRJ 216 Police Organization and Administration 3 hours**  
This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered.
- CRJ 217 Criminal and Deviant Behavior 3 hours**  
This course is an analysis of criminal and deviant behavior with emphasis on sociological and psychological theories of crime causation. Pre-Requisite Advisor approval CRJ / SOC 208 or SOC 200
- CRJ 220 Criminal Investigation 3 hours**  
This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in investigation are emphasized.

- CRJ 280A Internship in Criminal Justice 3 hours each: 15i each**  
 This course involves practical experience with a criminal justice agency under faculty supervision. Permission of the instructor is required. This course may be repeated with the approval of the department head.
- CRJ 280B Internship in Criminal Justice 3 hours each: 15i each**  
 This course involves practical experience with a criminal justice agency under faculty supervision. Permission of the instructor is required. This course may be repeated with the approval of the department head.
- CRJ 280D Internship in Criminal Justice 3 hours each: 15i each**  
 This course involves practical experience with a criminal justice agency under faculty supervision. Permission of the instructor is required. This course may be repeated with the approval of the department head.
- CRJ 290 Selected Topics: Seminar in Criminal Justice 3 hours**  
 This course involves reading, research, writing, and discussion of selected subjects relating to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval of the department head.
- DDT 104 Basic Computer Aided Drafting and Design 3 hours: 1T, 4L**  
 This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using "hands-on" applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy.  
 Pre-Requisite As required by program CORE
- DDT 111 Fundamentals of Drafting and Design Technology 3 hours: 1T, 4L**  
 This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching and drawing. Pre-Requisite As required by program CORE
- DDT 114 Industrial Blueprint Reading 3 hours: 3T**  
 This course provides students with basic blueprint reading for various industrial applications. Topics include orthographic projection, dimensions and tolerances, symbols, industrial application, scales, and notes. This course may be tailored to meet a specific industry need. Pre-Requisite As required by program
- DDT 115 Blueprint Reading for Machinists 3 hours: 3T**  
 This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the machine trades. Topics include multi-view projection, pictorial drawings, dimensions and notes, lines and symbols, and sketching. Upon completion, students should be able to interpret blueprint drawings used in the machine trades. Pre-Requisite As required by program
- DDT 116 Blueprint Reading for Construction 3 hours: 3T**  
 This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the construction trades. Topics include multi-view projection, dimensions and notes, lines and symbols, sketching, foundations plans, site plans, floor plans, elevations, sections, details, schedules, electrical plans, and specifications. Upon completion, students should be able to interpret blueprint drawings used in the construction trades. Pre-Requisite As required by program
- DDT 117 Manufacturing Processes 3 hours: 3T**  
 This course in materials and processes includes the principles and methodology of material selection, application, and manufacturing processes. Emphasis is directed to solids to include material characteristics, castings, forging, and die assemblies. Upon completion, students should be able to discuss and understand the significance of materials' properties, structure, basic manufacturing processes, and to express and interpret material specifications.  
 Pre-Requisite As required by program
- DDT 124 Basic Technical Drawing 3 hours: 1T, 4L**  
 This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry.  
 Pre-Requisite As required by program CORE
- DDT 127 Intermediate Computer Aided Drafting and Design 3 hours: 1T, 4L**  
 This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software.  
 Pre-Requisite As required by program. CORE

**DDT 128 Intermediate Technical Drawing 3 hours: 1T, 4L**

This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include multi-view working drawings with advanced dimensioning, basic tolerancing, and pictorial drawings. CORE

**DDT 131 Machine Drafting Basics 3 hours: 1T, 4L**

This course in machine drafting and design provides instruction in the largest specialty area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working drawings. Upon completion, students should be able to organize, lay out, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

Pre-Requisite As required by College

**DDT 132 Architectural Drafting 3 hours: 1T, 4L**

This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drawing. Topics include design considerations, lettering, terminology, site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings. Pre-Requisite DDT 104 unless otherwise stated by College

**DDT 133 Basic Surveying 3 hours: 1T, 4L**

This course covers the use of surveying instruments, mathematical calculations, and the theory of land surveying. Topics include USGS benchmarks, measuring horizontal and vertical angles and distances, terms, and recording and interpreting field notes. Upon completion, students should be able to recognize benchmarks and measure, specify, and record field notes. Pre-Requisite As required by program

**DDT 181 Special Topics in Drafting and Design Technology 3 hours: 1T, 4L**

This course provides specialized instruction in various areas related to the drafting industry. Emphasis is placed on meeting students' needs. Pre-Requisite As required by program

**DDT 182 Special Topics in Drafting and Design Technology 3 hours: 1T, 4L**

This course provides students with opportunities to apply drafting and design concepts.

Pre-Requisite As required by program

**DDT 193 Drafting Internship 3 hours: 15I**

This course is limited to those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 15 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation.

Pre-Requisite As required by program

**DDT 211 Intermediate Machine Drafting 3 hours: 1T, 4L**

This second course in machine drafting and design provides more advanced instruction in the largest specialty area of drafting. Topics include applications of previously developed skills in the organization and development of more complex working drawings, use of vendor catalogs and the Machinery's Handbook for developing specifications, and use of standardized abbreviations in working drawings. Pre-Requisite DDT 131 and/or as required by program

**DDT 212 Intermediate Architectural Drafting 3 hours: 1T, 4L**

This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include floor construction and detailing, foundation, wall, and roof construction and detailing; use of standards manuals; perspective drawings; electrical plans; plumbing plans; and building materials, with emphasis on residential and some light commercial applications. Upon completion, students should be able to draw and specify advanced-level plans including various architectural details. Pre-Requisite As required by college.

**DDT 220 Advanced Technical Drawing 3 hours: 1T, 4L**

This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis will be placed on accepted dimensioning and tolerancing practices including Geometric Dimensioning and Tolerancing for both the Customary English System and the ISO System. Upon completion, students should be able to apply dimensions, tolerances, and notes to drawings to acceptable standards, including Geometric Dimensioning and Tolerancing, and produce drawings using and specifying common threads and various fasteners, including welding methods. Pre-Requisite As required by college.

**DDT 226 Technical Illustration 3 hours: 1T, 4L**

This course provides the student with various methods of illustrating structures and machine parts. Topics include axonometric drawings; exploded assembly drawings; one-point, two-point, and three-point perspectives, surface textures, and renderings. Upon completion, students should be able to produce drawings and illustrations using the previously described methods. Pre-Requisite As required by College

**DDT 233 Intermediate 3D Modeling 3 hours: 1T, 4L**

This course provides instruction in 3D Design Modeling utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D surface and solids modeling, along with the development of 2D detail drawings from 3D models. Upon completion, students should be able to generate 3D surface and solid models and 2D orthographic production drawings from created solid models. Pre-Requisite As required by College

**DDT 235 Specialized CAD 3 hours: 1T, 4L**

This course allows the student to plan, execute, and present results of individual projects in Specialized CAD topics. Emphasis is placed on enhancing skill attainment in Specialized CAD skill sets. The student will be able to demonstrate and apply competencies identified by the instructor. Pre-Requisite As required by College

**DDT 237 Current Topics in CAD 3 hours: 1T, 4L**

This course serves to introduce changing technology and current CAD subjects and software and the computing hardware needed to utilize new products. Topics include current trends in how industries use CAD applications, new developments, improvements, and progressions within specific CAD applications, as well as the necessary hardware. Upon completion, students should be able to use more updated software in a specific CAD application and be more aware of improvements in CAD software and how to apply advancing technology in improving their CAD proficiency.

**DDT 239 Independent Studies 3 hours: 6L**

This course provides practical application of prior attained skills and experiences as selected by the instructor for the individual student. Emphasis is placed on applying knowledge from prior courses toward the solution of individual drafting and design problems. With completion of this course, the student will demonstrate the application of previously attained skills and knowledge in the solution of typical drafting applications and problems.

Pre-Requisite As required by College

**DDT 268 Drafting Internship 2 hours: 10I**

This course allows the student to alternate semesters of full-time work in a job closely related to the student's major with semesters of full-time school. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

Pre-Requisite As required by program

**DEM 104 Basic Engines 3 hours: 1T, 4L**

This course is designed to give the student knowledge of the diesel engine components and auxiliary systems, the proper way to maintain them, and the proper procedures for testing and rebuilding components. Emphasis is placed on safety, theory of operation, inspection, and measuring and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.

Pre-Requisite As required by College Co-Requisite As required by College CORE

**DEM 105 Preventive Maintenance 3 hours: 1T, 4L**

This course provides instruction on how to plan, develop, and install equipment surveillance and reliability strategies. Descriptions of various maintenance techniques for specialized preventive programs are discussed and computerized parts and equipment inventories and fleet management systems software are emphasized. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

Pre-Requisite As required by College Co-Requisite As required by College

**DEM 111 Equipment Safety / Mechanical Fundamentals 3 hours: 1T, 4L**

This course provides instruction in the fundamentals of vehicle operation and safety when basic service work is to be performed in the shop. Topics include service manuals, mechanical fundamentals, preventive maintenance and component adjustment. Upon completion, students should be able to demonstrate knowledge of the fundamentals of vehicle operation and safety in the shop.

Pre-Requisite As required by College Co-Requisite As required by College

**DEM 114 Fluid Power Components 3 hours: 2T, 2L**

This course is designed to provide the fundamental knowledge of hydraulic and pneumatic components currently in use on mobile as well as stationary equipment. Instruction is provided in the identification and repair of various pumps, motors, valves, heat exchangers, and cylinders. Upon completion, students should be able to diagnose, service, and repair hydraulic and pneumatic components.

Pre-Requisite As required by College Co-Requisite As required by College

**DEM 116 Track Vehicle Drive Trains 3 hours: 1T, 4L**

This course provides instruction in track vehicles and drive trains. Emphasis is placed on track frame roller, rail, steering clutch, axle, and driveline building and repair. Upon completion, students should be able to identify, research specifications, repair, and adjust drive train components.

Pre-Requisite As required by College Co-Requisite As required by College

**DEM 119 Bearings and Lubricants 3 hours: 1T, 4L**

This course focuses on roller, ball, and shell bearing design and application. Topics include vehicle and industrial bearings and lubrication requirements. Upon course completion, students should diagnose related problems and service and replace bearings. Pre-Requisite As required by College Co-Requisite As required by College

**DEM 122 Heavy Vehicle Brakes 3 hours: 1T, 4L**

This course covers the theory and repair of braking systems used in medium and heavy-duty vehicles. Topics include hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy vehicles.

Pre-Requisite As required by College Co-Requisite As required by College CORE

**DEM 123 Pneumatics and Hydraulics 3 hours: 1T, 4L**

This course provides instruction in the identification and repair of components found in hydraulic and pneumatic systems. Topics include schematics and symbols used in fluid power transmission and the troubleshooting of components in these systems. Upon completion, students should be able to diagnose, adjust, and repair hydraulic and pneumatic system components.

Pre-Requisite As required by College Co-Requisite As required by College

**DEM 124 Electronic Engine Systems 3 hours: 1T, 4L**

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.

Pre-Requisite As required by College Co-Requisite As required by College

**DEM 125 Heavy Vehicle Drive Trains 3 hours: 1T, 4L**

This course introduces operational principles of mechanical medium and heavy-duty vehicle transmissions. Topics include multiple counter shafts, power take offs, slider idler clutches, friction clutches, mechanical transmission power components, and hydraulics. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions. Pre-Requisite As required by College Co-Requisite As required by College CORE

**DEM 127 Fuel Systems 3 hours: 1T, 4L**

This course is designed to provide practice in troubleshooting, fault code diagnosis, information retrieval, calibration, repair and replacement of fuel injectors, nozzles, and pumps. Emphasis is placed on test equipment, component functions, and theory. Upon completion, students should be able to diagnose, service, and repair fuel systems and governors. Pre-Requisite As required by college Co-Requisite As required by college

**DEM 128 Heavy Vehicle Drive Train Lab 3 hours: 9L**

This lab provides reinforcement of material covered in DEM 116 or DEM 125. The students will apply the knowledge they learned on driveshafts, power take-offs, standard transmissions, fluid drives, torque converters, clutch assemblies, drive axles, and special drives through experiential learning techniques. Upon completion, students should be able to diagnose, inspect, remove, repair or replace, and install heavy vehicle drive train components.

Pre-Requisite As required by College Co-Requisite As required by College

**DEM 129 Diesel Engine Lab 3 hours: 9L**

This lab allows the student to refine the skills required to repair diesel engines.

Pre-Requisite As required by College Co-Requisite As required by College

**DEM 130 Electrical/Electronic Fundamentals 3 hours: 1T, 4L**

This course introduces the student to basic Electrical / Electronic concepts and fundamentals. It provides the principles of electricity, magnetism, and Ohm's Law. Emphasis is placed on batteries, starting, charging, and lighting circuits, which include series, parallel, and series-parallel circuits. Troubleshooting and repair of wiring harnesses, starting motors, charging systems, and accessories are included, along with the computerized monitoring of vehicle systems. Upon completion, students should be able to identify components, test systems, and repair minor electrical problems according to manufacturers' literature.

Pre-Requisite As required by College Co-Requisite As required by College CORE

**DEM 131 Electrical/Electronic Fundamentals II 3 hours: 2T, 2L**

This course is a continuation of the Electrical/Electronic Fundamentals course providing advanced instruction on the principles of electricity, magnetism and Ohm's Law. Batteries, starting, charging, and lighting circuits including series, parallel, and series-parallel circuits are covered in-depth. Advanced instruction is provided on the troubleshooting and repair of wiring harnesses, starting motors, charging systems, and accessories.

Pre-Requisite As required by college.

**DEM 134 Computer Controlled Engine and Power Train Systems 3 hours: 3T**

This course introduces the student to the fundamentals of operation of computer controlled engine and power train systems. Pre-Requisite As required by College Co-Requisite As required by College

**DEM 135 Heavy Vehicle Steering and Suspension Systems 3 hours: 1T, 4L**

This course introduces the theory and principles of medium and heavy-duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components, and perform front and rear wheel alignments on medium and heavy duty vehicles.

Pre-Requisite As required by College Co-Requisite As required by College

**DEM 137 Heating, A/C, and Refrigeration Systems 3 hours: 1T, 4L**

This course provides instruction in fundamentals, diagnosis, and repair of cab and cargo heating and refrigeration systems. Topics include operation theory, safety, maintenance, recycling and recovery procedures, recharging procedures, troubleshooting procedures, refrigerant leaks, and system repairs.

Pre-Requisite As required by College Co-Requisite As required by College

**DEM 145 Electrical Schematics and Symbols 3 hours: 3T**

This course introduces the student to electrical symbols and schematics. It prepares the student to utilize wiring diagrams and schematics to troubleshoot electrical problems. Upon completion students should be able to understand electrical circuits by reading wiring diagrams.

Pre-Requisite As required by college Co-Requisite As required by college

**DEM 151 Injector and Nozzle Fundamentals 3 hours: 3T**

This course introduces the student to the fundamentals of operation of fuel injection nozzles and injectors. HUEI injector operation is included. Pre-Requisite As required by College Co-Requisite As required by College

**DEM 155 Preventive Maintenance II 3 hours: 2T, 2L**

This course is a continuation of the Preventive Maintenance course providing advanced instruction on planning, developing and installing equipment for surveillance and reliability strategies. Advanced instruction is provided on various maintenance techniques for specialized preventive programs and computerized parts as well as equipment inventories and fleet management systems software. Pre-Requisite As required by college.

**DEM 158 Pneumatics and Hydraulics II 3 hours: 2T, 2L**

This course provides instruction in the identification and repair of components found in hydraulic systems. Topics include schematics, circuits, and symbols used in fluid power transmission and the troubleshooting of components in these systems. Upon completion, students should be able to diagnose, adjust, and repair hydraulic system components. Pre-Requisite As required by College Co-Requisite As required by College

**DEM 180 Special Projects in Commercial Vehicles 3 hours; 3T**

This course provides specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting students' needs. Pre-Requisite As required by college Co-Requisite As required by college

**DEM 181 Special Topics in Electrical 3 hours: 6L**

This course provides specialized instruction on various areas related to the electrical systems of the diesel mechanics industry. Emphasis is placed on meeting student's needs.

Pre-Requisite As required by college Co-Requisite As required by college

- DEM 182 Special Topics in Engines 3 hours: 9L**  
 This course provides specialized instruction in various areas related to engines in the diesel mechanics industry. Emphasis is placed on meeting student's needs.  
 Pre-Requisite As required by college Co-Requisite As required by college
- DEM 183 Special Topics in Power Train 3 hours: 6L**  
 This course provides specialized instruction in various areas related to the power train in the diesel mechanics industry. Emphasis is placed on meeting student's needs.  
 Pre-Requisite As required by college Co-Requisite As required by college
- DEM 184 Special Topics in Heavy Duty Brakes, Steering, and Suspension 3 hours: 9L**  
 This course provides specialized instruction in various areas related to heavy-duty brakes, steering, and suspension systems in the diesel mechanics industry. Emphasis is placed on meeting students' needs.  
 Pre-Requisite As required by College Co-Requisite As required by College
- DEM 186 Special Projects in Commercial Vehicles 3 hours: 1T, 4L**  
 This course provides specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student's needs. Pre-Requisite As required by college Co-Requisite As required by college
- DEM 187 Industrial Safety 1 hour: 1T**  
 This course provides specialized instruction on the safety issues and requirements of the Occupational Safety and Health Administration (OSHA) as related to the diesel mechanics industry. Emphasis is placed on identifying and correcting potential safety issues relating to OSHA requirements as well as the accompanying administration of the requirements. Pre-Requisite As required by college.
- DEM 191 Special Projects in Diesel Mechanics 3 hours; 1T, 4L**  
 This course provides information on current trends in diesel mechanics as they relate to employment responsibilities. Topics may vary by term to reflect relevant training needs of the industry.  
 Pre-Requisite As required by college Co-Requisite As required by a college
- DEM 192 Co-Op Elective 3 hours: 15i**  
 This course allows the student to work parallel in a job closely to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.  
 Pre-Requisite As required by College Co-Requisite As required by College
- DEM 196 Co-Op Elective 1 hour: 5i**  
 This course allows the student to work parallel in a job closely to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.  
 Pre-Requisite As required by College Co-Requisite As required by College
- DEM 196A Co-Op Elective 1 hour: 5i**  
 This course allows the student to work parallel in a job closely to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.  
 Pre-Requisite As required by College Co-Requisite As required by College
- DEM 196B Co-Op Elective 1 hour: 5i**  
 This course allows the student to work parallel in a job closely to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.  
 Pre-Requisite As required by College Co-Requisite As required by College
- DEM 197 Co-Op Elective 2 hours: 10i**  
 This course allows the student to work parallel in a job closely to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.  
 Pre-Requisite As required by College Co-Requisite As required by College

**DPT 100 Introductory Computer Skills I**

**3 hours**

This course places emphasis on the usage of personal computers and software applications for personal and workplace use. Topics include impact of computers in business and industry, word processing, spreadsheets, ethical issues, database, and related concepts. Upon completion, the student will be able to demonstrate computer skills as applied to occupational-related fields. This course does not satisfy the general education component of most degrees and may not be used by Computer Science majors as an elective.

Pre-Requisite COMPASS Writing score of 23 and COMPASS Reading score of 45 OR passing grades in ENG 092

**ECO 231 Principles of Macroeconomics**

**3 hours**

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

**ECO 232 Principles of Microeconomics**

**3 hours**

This course is an introduction to microeconomic theory, analysis, and applications. Topics include scarcity the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.

**EET 100 Introduction to Engineering Technologies**

**3 hours: 3T**

This course is designed to introduce the student to the basic concepts, terminology, and procedures associated with applied analytical skills needed to succeed in higher level courses. Topics include engineering notation, use of scientific calculator, triangulations methods, and the basic laws of electricity. Pre-Requisite As required by program

**EET 103 DC Fundamentals**

**3 hours: 2T, 3L**

This course provides an in depth study of direct current (DC) electronic theory. Topics include atomic theory, magnetism, properties of conductors and insulators, and characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuit variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot DC circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction.

Pre-Requisite As determined by College CORE

**EET 104 AC Fundamentals**

**3 hours: 2T, 3L**

This course provides an in depth study of alternating current (AC) electronic theory. Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Topics include electrical safety and lockout procedures, specific AC theory functions such as RLC, impedance, phase relationships, and power factor. Students will be able to define terms, identify waveforms, solve complex mathematical problems, construct circuits, explain circuit characteristics, identify components, and make accurate circuit measurements using appropriate measurement instruments. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems.

Pre-Requisite EET 103 CORE

**EET 109 Electrical Blueprint Reading I**

**3 hours: 3T**

This course will enable the student to obtain a working knowledge of the elements of blueprint reading; the ability to interpret electrical, mechanical, and architectural drawings; and the ability to visualize the entire building structure in relationship to the electrical systems. Pre-Requisite As required by program CORE

**EET 114 Concepts of Solid State Electronics**

**5 hours: 3T, 4L**

This course is an introduction to semiconductor fundamentals and applications to electronic devices. Course covers the basic operations and applications to include rectifier circuits, transistors, and thyristors. Coverage is given to safety, use, and care with hazardous materials and personal as well as material and environmental considerations. Upon completion, students will be able to construct and test for proper operation of various types of solid state devices. Pre-Requisite EET 103

**EET 115 Concepts of Digital Electronics**

**5 hours: 3T, 4L**

This course provides instruction in digital electronics. Topics include number systems and codes, a review of Boolean algebra, logic elements, digital circuits, programmable logic circuits, and memory and computing circuits. This course provides laboratory exercises to analyze, construct, test, and troubleshoot digital circuits. Pre-Requisite EET 103



<b>EET 116</b>	<b>Concepts of Electronic Circuits</b>	<b>5 hours: 3T, 4L</b>
This course covers the commonly utilized circuits found in all areas of electronics. These include various rectifiers, filters, voltage regulating circuits, operational amplifier circuits, ICs, and oscillator circuits. Upon completion students will be able to construct and test various types of electronic circuits. Pre-Requisite EET 114		
<b>EET 119</b>	<b>Circuit Fabrication I</b>	<b>1 hour: 2L</b>
This course provides instruction in fabrication of functional circuits and is an introduction to device construction and fabrication. Utilizing discrete components, students will fabricate functional circuits. Topics include soldering, cable construction, coaxial cable connection and termination, component mounting, cases and chassis, printed circuit board design, layout, fabrication and repair, as well as soldering techniques, care of tools, wire splicing, wire wrapping, connector maintenance, and related shop safety. Upon completion of this course, students should be able to perform basic circuit and project construction. Pre-Requisite As determined by College CORE		
<b>EET 122</b>	<b>Transmission Fundamentals</b>	<b>3 hours: 3T</b>
This course is designed to give the student a working knowledge of telephone voice and data transmission over wires or carrier, including the fundamentals of signaling, supervision, and loop treatment. Pre-Requisite As required by program		
<b>EET 172</b>	<b>Transmission Fundamentals Lab</b>	<b>2 hours: 4L</b>
This is a concurrent lab for EET 122. Experiments are designed to teach testing and analysis of transmission signals. Pre-Requisite As required by program		
<b>EET 178</b>	<b>Power Systems</b>	<b>3 hours: 3T</b>
This covers the theory and practical application of telephone power equipment. Ferroresonate power supplies, batteries, and signaling equipment maintenance are included. Pre-Requisite As required by program		
<b>EET 192</b>	<b>Installation Practices</b>	<b>3 hours: 1T, 4L</b>
This course is designed to familiarize the student with the wiring procedures of communication and power cable. Topics include color codes, proper use of hand and power tools, safety, and National Electrical Code requirements. Pre-Requisite As required by program		
<b>EET 195</b>	<b>Selected Topics in Electronics Engineering Technology</b>	<b>1 hours, 1T</b>
These are selected courses offered in areas of special interest to full and part-time students. Emphasis will be placed on principles and skills identified by the instructor. Upon course completion, the student should demonstrate the ability to apply theory and principles in constructing, testing, or modifying electronic circuits or systems. Pre-Requisite As required by program		
<b>EET 196</b>	<b>Selected Topics in Electronics Engineering Technology</b>	<b>2 hours, 2T</b>
These are selected courses offered in areas of special interest to full and part-time students. Emphasis will be placed on principles and skills identified by the instructor. Upon course completion, the student should demonstrate the ability to apply theory and principles in constructing, testing, or modifying electronic circuits or systems. Pre-Requisite As required by program		
<b>EET 197</b>	<b>Selected Topics in Electronics Engineering Technology</b>	<b>3 hours, 3T</b>
These are selected courses offered in areas of special interest to full and part-time students. Emphasis will be placed on principles and skills identified by the instructor. Upon course completion, the student should demonstrate the ability to apply theory and principles in constructing, testing, or modifying electronic circuits or systems. Pre-Requisite As required by program		
<b>EET 207</b>	<b>Intro to Robotics</b>	<b>3 hours: 3T</b>
This course provides an introduction to robots for students preparing to work in environments using robots. Topics covered include the service and repair of robots and the applications and uses of robots. Upon completion of this course and EET 212, a student will be able to program and operate a simple robot. Pre-Requisite EET 104, INT 103, or AUT 111		
<b>EET 208</b>	<b>Fiber Optics</b>	<b>3 hours: 3T</b>
This course covers basic fiber optic transmissions principles including optical devices and light propagation through glass fibers. Connectors and splicing fibers are integrated, along with data transmission measurement. Pre-Requisite EET 103, INT 101, or AUT 110		
<b>EET 212</b>	<b>Intro to Robotics Lab</b>	<b>2 hours: 4L</b>
Companion to EET 207. Emphasizes hands-on experience with actual robots. Upon completion of this course and EET 207 a student will be able to program and operate a simple shoot. Pre-Requisite As determined by College Co-Requisite EET 207		

- EET 213 Process Control and Instrumentation 3 hours: 3T**  
 This course provides an introduction to the field of process control and instrumentation. Topics covered include sensors, transducers, signal conditioning, control devices, process meters and PID controllers. Upon completion of this course and EET 238 a student will be able to analyze a simple industrial process control system.  
 Pre-Requisite Advisor approval Co-Requisite EET 238
- EET 224 Elements of Industrial Control with PLCs 3 hours: 3T**  
 This course covers the basics of automatic control of industrial systems using the programmable logic controller. Topics include relay logic, ladder logic, motor controls, and the development of ladder logic using software. Upon completion of this course and the associated lab a student will be able to configure and program a PLC. Pre-Requisite EET 104, INT 103, or AUT 111
- EET 225 Electronics Communications 3 hours: 3T**  
 This course is a study of electronic circuits used for communication. Topics include amplitude modulation, frequency modulation, single sideband operation, and performance measurements. Upon completion of this course, a student will be able to analyze and operate a simple communication system. Pre-Requisite EET 104, INT 103, or AUT 111
- EET 229 Elements of Industrial Control with PLCs Lab 2 hours: 4L**  
 This course covers the basics of automatic control of industrial systems using the programmable logic controller. Topics include relay logic, ladder logic, motor controls, and the development of ladder logic using software. Upon completion of this course and the associated theory course a student should be able to configure and program a PLC. Pre-Requisite EET 104, INT 103, or AUT 111 Co-Requisite EET 224
- EET 230 Communications Basics 3 hours: 3T**  
 An introduction to electronic communication. Topics include AM and FM modulation and demodulation, RF amplifiers, mixers, heterodyning and frequency shifting, and oscillators. Upon completion of this course and EET 231 students should be able to describe operate, and troubleshoot basic communication circuits. Pre-Requisite EET 116
- EET 231 Communications Basics Laboratory 1 hour: 3L**  
 Companion to EET 230. Topics include RF amplifiers, oscillators, mixers, AM and FM modulation and demodulation. Upon completion of this course and EET 230 a student will be able to describe operate, and troubleshoot basic communication circuits. Pre-Requisite EET 116 Co-Requisite EET 230
- EET 238 Process Control and Instrumentation Lab 2 hours: 4L**  
 This course, the companion to EET 213, emphasizes hands-on experience for the student using transducers and sensors, as well as control of processes. Upon completion of this course and EET 213, a student will be able to analyze a simple industrial process control system.  
 Pre-Requisite As required by program Co-Requisite EET 213
- EET 240 Communications Advanced 3 hours: 3T**  
 A continuation of EET 230. Topics include transmission lines, antennas, microwave systems, radar, and FDM. Upon completion of this course and EET 241, a student will be able to describe and analyze transmission lines, antennas, microwave systems, radar, and FDM. Pre-Requisite EET 230 and EET 231
- EET 241 Communications Advanced Laboratory 1 hour: 3L**  
 A continuation of EET 231. Topics include wave guides, antennas, coaxial cables, klystrons, and radar. Upon completion of this course and EET 240 a student will be able to describe and analyze transmission lines, antennas, microwave systems, radar, and FDM. Pre-Requisite EET 230 and EET 231 Co-Requisite EET 240
- EET 249 CET Preparation 3 hours: 3T**  
 This course is designed to prepare students for the Associate Certified Electronics Technicians (CET) examination. This course covers a wide spectrum of materials presented in the electronics program. Upon completion, students should be prepared to take the CET exam. Prerequisite As required by program
- EET 252 Electronic Service Lab 1 hour: 2L**  
 An introduction to product service technique. Emphasis is placed on the repair, calibration, and operation of a wide variety of test equipment, instruments and systems. Upon completion of this course and EET 253 a student will be able to repair an actual electronic device
- EET 253 Electronic Service Lab 2 hours: 1T, 3L**  
 This course can be substituted for EET 252 or used as a continuation of the practical applications begun in EET 252 (Electronic Servicing Lab). Pre-Requisite EET 252 or as required by program
- EET 254 Microcomputer Systems Basic 3 hours: 3T**  
 This course is a fundamental study of the systems and subsystems in a microcomputer and covers the core Hardware requirements for A+ certification. Pre-Requisite As determined by College

- EET 255 Microcomputer Systems Basic I Lab 2 hours: 4L**  
 This course is a practical application of the techniques learned in EET 254. Upon completion, students should have the core computer hardware skills necessary for acquiring A+ certification. Pre-Requisite As determined by College
- EET 256 Microcomputer Systems Advanced I 3 hours: 3T**  
 This course is a continuation of EET 254 and 255. Topics covered in this course include operating systems and networking. Students are prepared to acquire A+ certification after completion of this course.
- EET 257 Microcomputer Systems Advanced I Lab 2 hours: 4L**  
 This course is a continuation of EET 256 and provides opportunities for practical application of the techniques learned in EET 256. Upon completion, students should be prepared to acquire A+ certification.
- EET 260 Microprocessors Interfacing 3 hours: 3T**  
 A continuation of EET 250. Emphasis is placed on interfacing microprocessor systems. Upon completion of this course and EET 261 a student will be able to interface a microprocessor. Pre-Requisite EET 115
- EET 261 Microprocessors Interfacing Laboratory 1 hour: 2L**  
 A continuation of EET 251. Emphasis is placed on interfacing microprocessor systems. Upon completion of this course and EET 260 a student will be able to interface a microprocessor. Pre-Requisite EET 250 and EET 251
- EET 262 Industrial Automation Project 3 hours: 6L**  
 This course is a technical elective which gives students the opportunity to work on projects with area industries. The nature and size of the projects undertaken will vary and will typically require assistance from other technical disciplines such as engineering, mechanical design, and machine tool. Upon completion of this course, a student will be able to apply skills learned in preceding courses. Pre-Requisite As required by program
- EET 276 Elements of Industrial Control with PLCs II 3 hours: 3T**  
 This course includes the advanced principles of PLCs, including hardware, programming, variable speed drives, and troubleshooting. Emphasis is placed on developing advanced working programs and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.  
 Pre-Requisite As required by program Co-Requisite EET 277
- EET 277 Elements of Industrial Control with PLCs II Lab 2 hours: 4L**  
 This course includes the advanced principles of PLCs, including hardware, programming, variable speed drives, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.  
 Pre-Requisite As required by program Co-Requisite EET 276
- EET 281 Special Topics in Electronic Engineering Technology 3 hours: 3T**  
 This course provides specialized instruction in various areas related to electronic engineering technology. Emphasis is placed on meeting students' needs. Pre-Requisite As required by program
- EET 290 Electronics Project 3 hours: 6L**  
 This course integrates skills and knowledge from other courses. Upon course completion, a student will be able to design, fabricate, analyze, program, and/or operate an electronic system under faculty supervision. Emphasis will be placed on skills identified by the instructor. Pre-Requisite Advisor approval
- EET 294 Co-Op Education 3 hours: 15i**  
 This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Pre-Requisite As required by college
- EET 294A Co-Op Education 1 hours, 5i**  
 This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Pre-Requisite Advisor approval
- EET 294B Co-Op Education 2 hours, 10i**  
 This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, to demonstrate employability skills, and to perform satisfactorily work-related competencies. Pre-Requisite Advisor approval

- EET 294D Co-Op Education 3 hours, 15i**  
 This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, to demonstrate employability skills, and to perform satisfactorily work-related competencies. Pre-Requisite Advisor approval
- EGR 100 Engineering Orientation 1 hour: 1T**  
 This course is designed to make beginning engineering students aware of the many facets of engineering, of their relation to society, and of the objectives of the engineering curriculum. It is designed to stimulate interest in engineering and student-instructor dialogue. Pre-Requisite As required by program
- EGR 125 Modern Graphics for Engineers 3 hours: 1T, 4E**  
 This course provides an introduction to manual and computer-assisted techniques of graphic communication employed by professional engineers. Topics include lettering, instrumental and computer-aided drafting; technical sketching, orthographic projection, pictorial, sectional, and auxiliary views, and dimensioning. Pre-Requisite As required by program
- ELT 110 Wiring Methods 3 hours: 1T, 4L**  
 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. Pre-Requisite As required by program CORE
- ELT 114 Residential Wiring Methods 3 hours: 2T, 3L**  
 This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. Pre-Requisite As required by program CORE
- ELT 115 Residential Wiring Methods II 3 hours: 2T, 3L**  
 This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. Pre-Requisite ELT 114 CORE
- ELT 117 AC/DC Machines 3 hours: 1T, 4L**  
 This course covers the theory and operation of DC motors single and three-phase AC motors, and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three-phase motors, wiring diagrams, starting devices, and practical application in the lab. Pre-Requisite As required by program CORE
- ELT 118 Commercial/Industrial Wiring I 3 hours: 1T, 4L**  
 This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles. Pre-Requisite As required by program CORE
- ELT 122 Advanced AC/DC Machines 3 hours: 2T, 3L**  
 This course focuses on single and three phase motors and also introduces students to DC motors. Emphasis is placed on field wiring various types of AC and DC motors, troubleshooting procedures, and utilization of test equipment. Upon completion, students should be able to explain, wire, troubleshoot, and test all types of AC and DC electric motors. Pre-Requisite ELT 117
- ELT 181 Special Topics in Electrical Technology 3 hours: 3T**  
 These courses provide specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting students' needs. Pre-Requisite As required by program
- ELT 182 Special Topics in Electrical Technology 3 hours: 3T**  
 These courses provide specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting students' needs. Pre-Requisite As required by program
- ELT 183 Special Topics in Electrical Technology-NCCER Certification 3 hours: 3T**  
 These courses provide specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting student needs. Pre-Requisite As required by program
- ELT 192 Practicum/Intern/Co-op 1 hour: 5I**  
 This course provides practical experience in the field early in the student's training as an electrician's helper on the job, working a special project, or conducting research in a directed area of the field. Emphasis is placed on gaining hands-on experience with tools of the trade, as well as a better understanding of NEC directives. Upon completion, students should possess a higher state of proficiency in the basic skills of connecting electrical wiring and conduit. This course may be repeated with the instructor's permission. Pre-Requisite As required by program

- ELT 193 Practicum/Intern/Co-op 2 hours: 10I**  
This course provides practical experience the electrical craft as an electrician's helper on the job, working a special project or conducting research in a directed area of the field. Emphasis is placed on gaining hands-on experience with tools of the trade, as well as a better understanding of NEC directives. Upon completion, students should possess a higher state of proficiency in the basic skills of connecting electrical wiring and conduit. This course may be repeated with the instructor's permission. Pre-Requisite As required by program
- ELT 200 Special Projects 3 hours: 6L**  
This course provides additional time and or practice for the electrical technology major or a project which will enhance his/her abilities to perform required tasks. Emphasis is placed on the upgrading of the student's skills and abilities. Upon completion, students should be able to perform at a higher ability within his/her chosen field of study. Pre-Requisite As required by program
- ELT 206 OSHA Safety Standards 3 hours: 3T**  
This course provides the student with the knowledge of OSHA safety standards as required by this organization and as these standards relate to the job site. Emphasis is placed on overall safety practices, construction-site safety practices, and safety procedures required by Federal/State laws. Upon completion, students should be able to understand the requirements of OSHA as it relates to general and specific construction sites. Pre-Requisite As required by program
- ELT 209 Motor Controls I 3 hours: 1T, 4L**  
This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams. Pre-Requisite As required by program CORE
- ELT 212 Motor Controls II 3 hours: 2T, 3L**  
This course covers complex ladder diagrams of motor control circuits and the uses of different motor starting techniques. Topics include wye-delta starting, part start winding, resistor starting and electronic starting devices. Upon completion, the students should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors. Pre-Requisite ELT 209 or INT 212
- ELT 216 Motor Repair and Winding 3 hours: 2T, 3L**  
This course provides the student with the knowledge to troubleshoot, repair and rewind the internal components of AC and DC electric motors. Emphasis is placed on the proper procedures to follow when rewinding AC and DC motors. Upon completion, students should be able to troubleshoot, repair and rewind most AC and DC motors. Pre-Requisite As required by program
- ELT 217 Transformers 3 hours: 2T, 3L**  
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. Upon completion, the student should be able to perform calculations relating to transformers, make proper Delta and WYE connections, and understand the basic polarity and voltage tests for each application. Pre-Requisite As required by program
- ELT 223 Cable Splicing and Installation 3 hours: 2T, 3L**  
This course provides instruction in splicing and installing low and medium voltage power cable, hi-voltage cable, fiber optic cable, communication and voltage wiring systems. Emphasis is placed on sizes conductors and the use of proper connectors and materials used in splicing and connecting. Upon completion, students should be able to properly size, splice, connect and insulate all types of cables. Pre-Requisite ELT 221 and/or as required by program.
- ELT 231 Introduction to Programmable Controllers 3 hours: 2T, 3L**  
This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs. Pre-Requisite As required by program

**ELT 232 Advanced Programmable Controllers 3 hours: 2T, 3L**

This course includes the advanced principles of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

Pre-Requisite As required by program Co-Requisite ELT 231

**ELT 234 PLC Applications 3 hours: 3T, 3L**

This course introduces advanced PLC programming techniques. Topics include tags, parallel processing, program optimization, and advanced math instructions. Emphasis is placed on optimizing PLC functions. Upon completion students will be able utilize advanced instructions to control PLC functions. Pre-Requisite As determined by college.

**ELT 241 National Electric Code 3 hours: 3T**

This course introduces 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. Upon completion, students should be able to locate with the NEC requirements for a specific electrical installation. Pre-Requisite As required by program

**ELT 242 Journeyman Master Prep Exam 3 hours: 3T**

This course is designed to help prepare a student to take either the Journeyman or the Master Certification Exam. Emphasis is placed on review of electrical concepts and/or principles, practice tests, and test-taking procedures. Upon completion, students should be able to pass the Journeyman/Master Certifying Exam.

Pre-Requisite As required by program

**ELT 243 Electrical Cost Estimating 3 hours: 3T**

This course provides an in-depth study of calculating wiring materials required and labor needed by man-hours to complete a job. Emphasis is placed on how to document scope of work required, use various take-off sheets, and correct means by which to arrive at total job costs. Upon completion, students should be able to perform actual calculations of sample jobs including overhead and operating costs. Pre-Requisite As required by program

**ELT 244 Conduit Bending and Installation 3 hours: 2T, 3L**

This course provides students the knowledge to properly bend electrical metallic tubing, rigid galvanized and intermediate metal conduit, and PVC conduit. Emphasis is placed on the theory and practical application of conduit bending methods. Upon completion, students should be able to get measurements, layout, and successfully bend conduit using hand type, mechanical, and hydraulic benders. Pre-Requisite As required by program

**ELT 245 Electrical Grounding Systems 3 hours: 3T**

This course provides the knowledge to understand how to properly ground an electrical system. Emphasis is placed on, but not limited to the following: residential installations, commercial installations, and the function of independent grounding elements. Upon completion, students should be able to explain and design a simple grounding system.

Pre-Requisite As required by program

**EMS 100 Cardiopulmonary Resuscitation 1 hour: 1T**

This course provides students with concepts related to areas of basic life support, including coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implementing appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

**EMS 105 First Responder 3 hours: 3T**

This course provides theory in emergency procedures as contained in the current National Standard Training Curriculum (NSTC) for the First Responder. The course is an introduction to the emergency medical services system and provides fundamentals for students to improve the quality of emergency care provided as the first person to an emergency scene until emergency medical services arrive. Completion of specific student competencies, as outlined in the current NSTC for the First Responder, is required for successful course completion.

**EMS 107 Emergency Vehicle Operator Ambulance 1 hour: 1T**

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 operate safely all types of ambulances. Topics include introduction to NSTC for ambulance operators; legal aspects of ambulance operation; communication and reporting; roles and responsibilities; ambulance types and operation; ambulance inspection, maintenance, and repair; navigation and route planning; basic maneuvers and normal operating situations; operations in emergency mode and unusual situations; special considerations in safety; and the run. Completion of specific student competencies, utilizing NSTC guidelines, is required for successful completion of this course.

Pre-Requisite A valid driver's license and program approval

**EMS 113 Infection Control for Health Professionals 1 hour: 1T**

This course is designed for students planning to enter a health-related field of study or a public service occupation. The course focuses on the sources of communicable diseases and describes methods for prevention of transmission of bloodborne and airborne pathogens. Topics include prevention; universal precautions (body-substance isolation) and asepsis; immunization; exposure control; disposal; labeling; transmission; exposure determination; post-exposure reporting; and an exposure control plan. The course is taught following current guidelines set forth by the Occupational Safety and Health Administration (OSHA). Upon course completion, students should be able to participate in the clinical setting, identify potential sources of bloodborne and airborne pathogens, and use appropriate universal precautions.

**EMS 118 Emergency Medical Technician Clinical 9**

This course is required to apply for certification as an Emergency Medical Technician. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA National Emergency Medical Services Education Standards.

**EMS 119 Emergency Medical Technician Clinical 1**

This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam.

**EMS 150 EMT Basic Refresher 2 hours: 2T**

This course provides students with theory in review of the current National Standard Training Curriculum (NSTC) for the EMT-Basic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. Students are required to complete specific competencies, as outlined by the NSTC, for successful course completion.

Pre-Requisite Completion of an NSTC course for EMT-Basic or program approval

**EMS 155 Advanced Emergency Medical Technician 8**

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a co-requisite. Co-Requisite EMS 156

**EMS 156 Advanced Emergency Medical Technician Clinical 2**

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a co-requisite. Co-Requisite EMS 155

**EMS 189 Applied Anatomy and Physiology for the Paramedic 4**

This course introduces human anatomy and physiology and includes concepts related to basic chemistry; fluid, electrolyte, and acid-base balance; functions of cells, tissues, organs, and systems; pathophysiology; and associated medical terminology. Emphasis is placed on applying content to signs, symptoms, and treatments; and situations commonly seen by paramedics. Upon course completion, students should be able to demonstrate a basic understanding of the structure and function of the human body.

Pre-Requisite As required by program.

NOTE: EMS 189 or BIO 201 is a prerequisite for the first Paramedic course.

**EMS 240 Paramedic Operations 2**

This course focuses on the operational knowledge and skills needed for safe and effective patient care within the paramedic's scope of practice. Content areas include: research, paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, medical terminology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules.

Pre-Requisite EMS 189 or BIO 201

**EMS 241 Paramedic Cardiology 3**

This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. The course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.

**EMS 242 Paramedic Patient Assessment 3**

This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation and assessment based management.

**EMS 243 Paramedic Pharmacology 1**

This course introduces basic pharmacological agents and concepts with an emphasis on drug classifications and the knowledge and skills required of a paramedic for safe, effective medication administration. Content areas include: general principles of pharmacology and pharmacologic pathophysiology; venous and intraosseous access techniques, the metric and apothecary system; computation of dosage and solution problems, administration of pharmacologic agents; pharmacokinetics and pharmacodynamics, and nasogastric tube placement.

**EMS 244 Paramedic Clinical I 1**

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electro-therapy, I.V./I.O. initiation and medication administration.

**EMS 245 Paramedic Medical Emergencies 3**

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient.

**EMS 246 Paramedic Trauma Management**

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma.



<b>EMS 247</b>	<b>Paramedic Special Populations</b>	<b>2</b>
<p>This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.</p>		
<b>EMS 248</b>	<b>Paramedic Clinical II</b>	<b>3</b>
<p>This course is required to apply for certification as a Paramedic. This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 245, 246, and 247 and knowledge and proficiency from previous clinical experiences. This course helps prepare students for the National Registry Paramedic Exam. The student will have the opportunity to use the basic and advanced skills of the Paramedic in the clinical setting under the direct supervision of licensed healthcare professionals. Requires licensure at the AEMT level.</p>		
<b>EMS 253</b>	<b>Paramedic Transition to the Workforce</b>	<b>2</b>
<p>This course is designed to meet additional state and local educational requirements for paramedic practice. Content includes: ACLS, PALS or PEPP, ITLS or PHTLS, prehospital protocols, transfer drugs, and other courses as dictated by local needs or state requirement.</p>		
<b>EMS 254</b>	<b>Advanced Competencies for Paramedics</b>	<b>2</b>
<p>This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.</p>		
<b>EMS 255</b>	<b>Paramedic Field Preceptorship</b>	<b>5</b>
<p>This course is required to apply for certification as a paramedic. This course provides students with field experiences to enhance knowledge and skills learned throughout the paramedic program. This course helps prepare students for the National Registry Paramedic Exam. Students will utilize paramedic skills in a field setting under the direct supervision of a licensed paramedic. Requires licensure at the AEMT level and completion of EMS 240, 241, 242, 243, 244, 245, 246, 247, and 248.</p>		
<b>EMS 256</b>	<b>Paramedic Team Leadership</b>	<b>1</b>
<p>This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entry-level paramedic.</p>		
<b>EMS 265</b>	<b>Paramedic Refresher</b>	<b>3 hours: 3T</b>
<p>This course provides students with a review of material contained in the current National Standard Training Curriculum (NSTC) for the Paramedic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. Students are required to complete specific competencies for successful course completion.</p> <p>Pre-Requisite Completion of an NSTC course for the Paramedic or program approval</p>		
<b>EMS 266</b>	<b>Advanced CV Life Support Provider</b>	<b>1 hour: 1T</b>
<p>This 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. 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.</p> <p>Pre-Requisite LPN, RN, EMT-Intermediate, or Paramedic status or program approval</p>		
<b>EMS 267</b>	<b>International Trauma Life Support</b>	<b>1 hour: 1T</b>
<p>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-handling 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.</p> <p>Pre-Requisite LPN, RN, EMT-Intermediate, or Paramedic status or program approval</p>		

**EMS 269 Pediatric Medical Life Support**

**1 hour: 1T**

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. 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. Pre-Requisite LPN, RN, EMT-Intermediate, or Paramedic status or program approval

**ENG 080 English Laboratory**

**1 hour**

This course, which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on English assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in English courses. A student's success in this course is measured by success in those other English courses in which the student is enrolled.

**ENG 080E Pronunciation and Listening II**

**2 hours**

This course is designed for students with a low level of English skills but a level higher than those of students in ESL 080D. Emphasis is placed on practice dialogues, tapes, and video in phonetic instruction and listening comprehension. Upon completion, students will demonstrate improvement in the ability to speak and to understand standard spoken English.

**ENG 080H Composition I, II**

**2 hours each**

These are beginning courses in writing for non-native English speakers, with Composition II a level higher than Composition I. They provide instruction in basic sentence patterns and progress through fully developed essays. Upon completion of both courses, students will demonstrate improvement in the use of standard written English.

**ENG 080J Computer-Based TOEFL Preparation I**

**2 hours each**

These courses teach student advanced skills necessary especially for the Computer-Based Test of English as a Foreign Language (TOEFL). Emphasis is placed on listening comprehension, grammar and structure, and reading. Upon completion of both courses, students will demonstrate improvement in test scores on the TOEFL (CBT) or equivalent test.

**ENG 080K Computer-Based TOEFL Preparation II**

**2 hours each**

These courses teach student advanced skills necessary especially for the Computer-Based Test of English as a Foreign Language (TOEFL). Emphasis is placed on listening comprehension, grammar and structure, and reading. Upon completion of both courses, students will demonstrate improvement in test scores on the TOEFL (CBT) or equivalent test.

**ENG 092 Basic English I**

**3 hours**

This course is a review of basic writing skills and basic grammar. Emphasis is placed on the composing process of sentences and paragraphs in standard American written English. Students will demonstrate these skills chiefly through the writing of well-developed, multi-sentence paragraphs. NOTICE: This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees, certificates, and diplomas. Additionally, the grade a student earns in a developmental course (A, B, C, or U) does not factor into the student's GPA (grade point average).

**ENG 093 Basic English II**

**3 hours**

This course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays.

Pre-Requisite A grade of "S" (Satisfactory) in ENG 092 or a minimum score of 23 on the English writing section of the ACT COMPASS

**ENG 101 English Composition I**

**3 hours**

English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage.

Pre-Requisite Successful completion of ENG 093 or a score of 62 or better on the English writing section and successful completion of the reading section of the ACT COMPASS or a score of 20 or better on the ACT (or equivalent SAT score)

- ENG 102 English Composition II 3 hours**  
English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage.  
Pre-Requisite A grade of "C" or better in ENG 101 or the equivalent
- ENG 130 Technical Report Writing 3 hours**  
This course provides instruction in the production of technical and/or scientific reports. Emphasis is placed on research, objectivity, organization, composition, documentation, and presentation of the report. Students will demonstrate the ability to produce a written technical or scientific report by following the prescribed process and format. Pre-Requisite ENG 101 or the equivalent
- ENG 131 Applied Writing I 3 hours**  
This course is a study of various types of written documents required in scientific, technical, and other specialized fields. Emphasis is placed on the production of such documents, including research, documentation, graphical displays, the abstract, appropriate diction, grammar, punctuation, and audience. Students will demonstrate the ability to produce effective reports, letters, memoranda, and similar documents.  
Pre-Requisite Appropriate score on the English section of ACT COMPASS or equivalent
- ENG 132 Applied Writing II 3 hours**  
A continuation of ENG131, this course is a study of various types of written documents required in scientific, technical, and other specialized fields. Emphasis is placed on the production of such documents, including research, documentation, and graphical displays, the abstract, appropriate diction, grammar, punctuation, and audience. Students will demonstrate the ability to produce effective reports, letters, memoranda, and similar documents.  
Pre-Requisite ENG 131
- ENG 246 Creative Writing I 3 hours each**  
These courses provide instruction and practice in the writing of critical analyses of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be ready by or to the class.  
Pre-Requisite ENG 102 or permission of the instructor
- ENG 247 Creative Writing II 3 hours each**  
These courses provide instruction and practice in the writing of critical analyses of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be ready by or to the class.  
Pre-Requisite ENG 102 or permission of the instructor
- ENG 248 Creative Writing III 3 hours each**  
These courses provide instruction and practice in the writing of critical analyses of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be ready by or to the class.  
Pre-Requisite ENG 102 or permission of the instructor
- ENG 249 Creative Writing IV 3 hours each**  
These courses provide instruction and practice in the writing of critical analyses of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be ready by or to the class.  
Pre-Requisite ENG 102 or permission of the instructor
- ENG 251 American Literature I 3 hours**  
This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Pre-Requisite ENG 102 or equivalent
- ENG 252 American Literature II 3 hours**  
This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Pre-Requisite ENG 102 or equivalent

**ENG 261 English Literature I**

**3 hours**

This course is a survey of English literature from the Anglo-Saxon period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Pre-Requisite ENG 102 or equivalent

**ENG 262 English Literature II**

**3 hours**

This course is a survey of English literature from the Romantic Age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Pre-Requisite ENG 102 or equivalent

**ENG 271 World Literature I**

**3 hours**

This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Pre-Requisite ENG 102 or equivalent

**ENG 272 World Literature II**

**3 hours**

This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the anesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Pre-Requisite ENG 102 or equivalent

**ENG 299 Directed Studies in Language and Literature**

**3 hours**

This course, which may be repeated for credit so long as the topics differ, provides the student the opportunity to study an English-language or literary topic chosen by the student in consultation with the instructor. Emphasis is placed on the student's investigating the topic and reporting the results of the investigation. The student will demonstrate knowledge of the topic through a written or an oral presentation.

**ESL 010 Pronunciation & Listening I**

**3 hours each**

This course is the first pronunciation and listening course and is designed for students with a low level of English skills. This course emphasizes practice dialogues, tapes, and video in phonetic instruction and listening comprehension. Upon completion, students will demonstrate improvement in the ability to speak and understand standard spoken English.

**ESL 011 Pronunciation & Listening II**

**3 hours each**

This course is a beginning pronunciation and listening course and is designed for students with a low level of English skills (but higher than student in 010). This course emphasizes practice dialogues, tapes and video in phonetic instruction and listening comprehension. Upon completion, students will demonstrate improvement in the ability to speak and understand standard spoken English

**ESL 012 Introduction to T.O.E.F.L. I**

**3 hours each**

This course introduces students to skills necessary for the Test of English as a Foreign Language. This course emphasizes practice dialogues, tapes, and video in listening comprehension, grammar and structure, and reading. Upon completion, students will demonstrate improvement in test scores on the Test of English as a Foreign Language or equivalent test

**ESL 021 English Grammar / Structure II**

**3 hours each**

These are beginning courses in American English grammar. ESL 021 is a level higher than ESL 020. Both provide instruction in the basics of English grammar and structure. Upon completion, students will demonstrate improvement in the use of standard American English grammar.

**ESL 023 English Grammar / Structure IV**

**3 hours each**

These are intermediate courses in American English grammar. ESL 023 is a level higher than ESL 022. They provide a review of the basics of English grammar and structure, and introduce additional structures. Upon completion, students will demonstrate improvement in the use of American English grammar

**ESL 025 English Grammar / Structure VI**

**3 hours each**

These are advanced courses in American English grammar. ESL 025 is a level higher than ESL 024. They provide a review of basic and intermediate English grammar and structure, and introduce additional advanced structures. Upon completion, students will demonstrate improvement in the use of American English grammar.

**ESL 031 Composition II**

**3 hours each**

These are the beginning courses in writing for non-native speakers. These courses provide instruction in basic sentence patterns and progresses through fully developed paragraphs. Upon completion, students will demonstrate improvement in use of standard written English.

**ESL 033 Composition IV**

**3 hours each**

These are the intermediate courses in writing for non-native speakers at a level higher than 031. These courses provide instruction in basic paragraphs with emphasis on style as well as grammatical construction. Upon completion, students will demonstrate improvement in use of standard written English.

**ESL 035 Composition VI**

**3 hours each**

These are the advanced courses in writing for non-native speakers at a level higher than 033. These courses provide instruction in basic paragraphs and progresses though fully developed essays with emphasis on style as well as grammatical construction. Upon completion, students will demonstrate improvement in use of standard written English.

**ESL 041 Reading and Writing II**

**3 hours each**

These are beginning courses in reading and writing for non-native English speakers, with ESL 041 a level higher than ESL 040. They provide instruction in a variety of readings and instruction in basic writing skills. Upon completion, students will demonstrate improvement in English reading and comprehension, as well as improvement in English writing skills.

**ESL 043 Reading and Writing IV**

**3 hours each**

These are intermediate courses in reading and writing for non-native English speakers, with ESL 043 a level higher than ESL 042. They provide instruction in a variety of readings and instruction in basic writing skills. Upon completion, students will demonstrate improvement in English reading and comprehension, as well as improvement in English writing skills

**ESL 045 Reading and Writing VI**

**3 hours each**

These are advanced courses in reading and writing for non-native English speakers, with ESL 045 as a level higher than ESL 044. They provide instruction in a variety of readings and instruction in basic writing skills. Upon completion, students will demonstrate improvement in English reading and comprehension, as well as improvement in English writing skills.

**ESL 051 Conversational English II**

**3 hours each**

These are beginning courses in oral communication skills for non-native English speakers, with ESL 051 as a level higher than ESL 050. They provide instruction through practice dialogues and grammatical exercises, as well as through free conversation. Upon completion of both courses, students will show improvement in oral communication skills.

**ESL 053 Conversational English IV**

**3 hours each**

These are intermediate courses in oral communication skills for non-native English speakers, with ESL 053 as a level higher than ESL 052. They provide instruction through practice dialogues and grammatical exercises, as well as through free conversation. Upon completion of both courses, students will show improvement in oral communication skills.

**ESL 055 Conversational English VI**

**3 hours each**

These are advanced courses in oral communication skills for non-native English speakers, with ESL 055 a level higher than ESL 054. They provide instruction through practice dialogues and grammatical exercises, as well as through free conversation. Upon completion of both courses, students will show improvement in oral communication skills

**ESL 061 Beginning Vocabulary**

**3 hours each**

This is the beginning level course in American English vocabulary. This course provides instruction in acquiring functional vocabulary. Upon completion, students will demonstrate an improvement in functional vocabulary retention and usage and knowledge of vocabulary learning strategies

**ESL 063 Advanced Vocabulary**

**3 hours each**

This is the advanced level course in American English vocabulary. ESL 063 is a level higher than ESL 062. This course provides instruction in acquiring academic vocabulary. Upon completion, students will demonstrate an improvement in advanced academic vocabulary retention and usage and knowledge of advanced vocabulary learning strategies.

**ETP 265 Entrepreneurial Marketing**

**3**

This Course is designed to help students learn about best practices in Entrepreneurial Marketing. Topics include the analysis of marketing opportunities, identification of the target audience, and the development of a marketing strategy, brand positioning and an integrated marketing plan. Upon completion, students should be able to demonstrate an understanding of marketing issues that are unique to new ventures and small business.

Pre-Requisite As required by program

**ETP 266 Entrepreneurial Finance**

**3T**

This course is designed to teach students the accounting issues that are important to the business owner, not the accounting practitioner. Topics include start-up funding, sources of financing, identifying and preventing fraud, buying and valuing ventures, and harvesting the value created in business ventures. This course also covers the creation of personal financial statements and pro forma financial statements which are crucial components of a business plan.

Pre-Requisite As required by program.

**ETP 267 Innovation and Creativity**

**3T**

This course is designed to develop in students a mindset for thinking creatively and prepare them to create their own businesses or revitalize a business that has lost its direction by learning to observe things from different perspectives and to reason from different viewpoints in order to develop effective solutions to problems.

Pre-Requisite As required by program.

**ETP 268 Business Planning**

**3T**

This capstone course is designed to build upon information from previous courses. Students will complete a business plan, pieces of which were constructed in previous courses. Additionally, teams of students will compete in a business simulation. As a part of this activity, teams will submit regular "management" reports discussing the results of the decisions they have made. Upon completion, students will be prepared to lead their own venture.

Pre-Requisite As required by program.

**ETP 279 Small Business Management**

**3T**

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel. Pre-Requisite As required by program.

**FHS 101 Principles of Aquaculture**

**3 hours: 2T, 1M**

This course is an introduction to aquaculture, including an examination of its origin and history, basic principles, and current trends. Students will study topics such as biological fundamentals of aquatic plants and animals, water management, growing and processing of aqua crops, and aqua business management. This course also includes hands-on activities, laboratory activities, and fieldwork. Upon completion, students should be familiar with the aquaculture industry and basic culture principles of aquatic organisms.

**FHS 102 Water Chemistry for Aquaculture**

**3 hours: 2T, 1M**

This course introduces students to those aspects of water quality considered most important to the aquaculturist, including dissolved oxygen, pH, alkalinity, water hardness, and salinity. Students will study topics such as the importance of water quality, the effects of environment on water quality, and ways of monitoring and maintaining water quality. In addition to theory this course includes hands-on activities, laboratory testing, aquarium/pond maintenance and fieldwork. Upon completion, students should be familiar with field and laboratory techniques involved in the collection, analysis, and reporting of data using water quality instrumentation.

**FHS 112 Biology and Diseases of Aquaculture Species**

**3 hours: 2T, 1M**

This course introduces students to the general biology and diseases of commercially important finfish and crustacean species. Students will study topics such as anatomy, physiology, nutrition, and reproduction in normal fish or crustaceans and in animals infected with disease agents such as bacteria, viruses, or protozoans. This course also includes hands-on activities, dissection, laboratory activities and fieldwork. Upon completion, students should be able to diagnose sick aquatic organisms, to identify the disease-causing pathogens, and to treat or to prevent further disease problems.

- FHS 114 Aquaculture Hatchery / Pond Management 3 hours: 2T, 1M**  
This course is an introduction to contemporary hatchery and pond management issues. Students will study topics such as breeding strategies for indoor culture, system designs for indoor culture, fry and fingerling production, harvesting, and processing. This course also includes hands-on activities, hatchery activities and fieldwork. Upon completion, students should be able to culture various commercially important species, such as channel catfish, tilapia, and freshwater shrimp.
- FHS 140 Aquaculture Practicum 3 hours: 3M**  
This course provides students the opportunity to apply previously-learned aquaculture techniques in a functional setting. Upon completion, students should have refined their job skills necessary to compete in today's aquaculture industry.
- FHS 141 Aquaculture Practicum II 2 hours: 2M**  
This course provides students the continuing opportunity to apply previously learned aquaculture techniques in a functional setting and extends the practical lessons begun in FHS 140.
- GEO 100 World Regional Geography 3 hours: 3T**  
This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials.
- GEO 101 Principles of Physical Geography 4 hours: 3T, 2E**  
Physical Geography I 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 the sun. Laboratory is required.
- GEO 102 Principles of Geography II**  
The following courses were not found in the supplied content but, were listed in program requirements. Please review and provide us, if possible, with the correct information.
- HEC 140 Principles of Nutrition 3 hours**  
This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as factors in health, ecology, and economy is included. Implications of nutrition for children may be stressed.
- HEC 250 Management in Family Living 3 hours**  
This course covers goals and values in family living, basic principles of decision making, and management of resources to achieve goals in family life.
- HED 224 Personal and Community Health 3 hours**  
This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized.
- HED 226 Wellness 3 hours**  
This course provides health-related education to those individuals seeking advancement in the areas of personal wellness. The course has five major components: fitness and health assessment, physical work capacity, education, reassessment, and retesting.
- HED 230 Safety and First Aid 3 hours**  
This course presents the development of a safety education program within an organization (e.g., school, office, shop) and provides instruction in the identification and treatment of physical injuries and emergency care. Students who complete the American Red Cross requirements in this course are awarded CPR certification and standard Red Cross cards.
- HED 231 First Aid 3 hours**  
This course provides instruction for the immediate, temporary care that should be given to the victims of accidents and sudden illness. Emphasis is placed on standard and advanced requirements of the American Red Cross and/or the American Heart Association. CPR training is also included.
- HED 232 Care and Prevention of Athletic Injuries 3 hours (3-0)**  
This course provides a study of specific athletic injuries, their treatment, and preventive measures.

<b>HED</b>	<b>277</b>	<b>CPR Recertification</b>	<b>1 hour</b>
This course presents instruction and review of up-dated information concerning cardiopulmonary resuscitation (CPR). Students must demonstrate the skills needed to meet the requirements for recertification in Basic Cardiac Life Support (BCLS) as required by the American Heart Association.			
<b>HIS</b>	<b>101</b>	<b>Western Civilization I</b>	<b>3 hours</b>
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.			
<b>HIS</b>	<b>102</b>	<b>Western Civilization II</b>	<b>3 hours</b>
This course is a continuation of HIS 101; it surveys the development of the modern western world from the era of the Renaissance and Reformation to the present.			
<b>HIS</b>	<b>121</b>	<b>World History I</b>	<b>3 hours</b>
This course surveys social, intellectual, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era.			
Pre-Requisite As required by program			
<b>HIS</b>	<b>122</b>	<b>World History II</b>	<b>3 hours</b>
This course is a continuation of HIS 121; it covers world history, both western and non-western, from the early modern era to the present. The course surveys social, intellectual, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the early modern era to the present. Pre-Requisite As required by program			
<b>HIS</b>	<b>201</b>	<b>United States History I</b>	<b>3 hours</b>
This course surveys United States history during the colonial, revolutionary, early national, and antebellum periods. It concludes with the Civil War and Reconstruction.			
<b>HIS</b>	<b>202</b>	<b>United States History II</b>	<b>3 hours</b>
This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.			
<b>HIS</b>	<b>216</b>	<b>History of World Religions</b>	<b>3 hours</b>
This course presents a comparison of the major religions of the world from a historical perspective. Emphasis is placed on the origin, development, and social influence of Christianity, Judaism, Islam, Hinduism, Buddhism, and others.			
<b>HIS</b>	<b>256</b>	<b>African-American History</b>	<b>3 hours</b>
This course focuses on the experience of African-American people in the western hemisphere, particularly the United States. It surveys the period from the African origins of the slave trade during the period of exploration and colonization to the present. The course presents a comparison between the African experience in the United States and in Mexico and South America.			
<b>HIS</b>	<b>260</b>	<b>Alabama History</b>	<b>3 hours</b>
This course surveys the development of the state of Alabama from pre-historic times to the present. The course presents material on the discovery, exploration, colonization, territorial period, ante-bellum Alabama, reconstruction, and modern history			
<b>HIT</b>	<b>230</b>	<b>Medical Coding Systems I</b>	<b>3 hours: 3T</b>
This course is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes. Instruction includes description of classification and nomenclature systems; coding diagnoses and procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted).			
Pre-Requisite BIO 120 Medical Terminology Co-Requisite HIT 231 CORE			
<b>HIT</b>	<b>231</b>	<b>Medical Coding Skills Laboratory</b>	<b>1 hours: 3S</b>
This course provides laboratory practice in medical coding. The course allows the student to become proficient at skills learned in classification and coding systems theory classes. Student competency is demonstrated by accuracy in medical coding. Pre-Requisite BIO 120 Medical Terminology Co-Requisite HIT 230			



**HIT 232 Medical Coding Systems II**

**3 hours: 3T**

This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes. Instruction includes coding diagnoses and procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; validating coded clinical information, DRG assignment and case mix/severity of illness data. Student competency includes demonstration of coding principles and applications (manual and/ or computer assisted).

Pre-Requisite HIT 230 Medical Coding Systems I and HIT 231 Medical Coding Skills Lab I

Co-Requisite HIT 233 CORE

**HIT 233 Medical Coding Skills Laboratory**

**1 hours: 3S**

This course provides laboratory experience in medical coding. The course allows the student to become proficient at skills learned in medical coding systems theory classes. Student competency is demonstrated by accuracy and speed in medical coding simulation.

Pre-Requisite HIT 230 Medical Coding Systems and HIT 231 Medical Coding Skills Lab I

Co-Requisite HIT 232

**HPS 100 Safety Issues for Clinical Practice**

**1 hour: 1T**

This course focuses on microbial and physical safety for clinical practice. Emphasis is placed on guidelines established by the Occupational Safety and Health Administration (OSHA) and the Alabama State Department of Public Health; topics include prevention of transmission of blood-borne and air-borne pathogens, as well as prevention of injuries during clinical practice. Upon completion of this course, the student should be able to participate in the clinical setting implementing measures that will prevent injuries and using appropriate universal precautions.

**HPS 103 Foundation Competencies for Health Sciences**

**3 hours: 3T**

This course is designed to assist the student in developing the knowledge, skills, and abilities necessary to be successful in health-related disciplines. Content focuses on development and use of effective study and test-taking skills, assertiveness training, stress management, values clarification, diversity, ethical-legal concepts, problem-solving and communication skills. Upon completion of this course, the student will demonstrate the knowledge, skills, and abilities needed to be successful in the student role.

**HPS 104 General Pharmacology for the Health Sciences**

**2 hours: 1T, 3S**

This course introduces the student to basic pharmacological agents common to all disciplines in the health sciences. Emphasis is placed on drug classifications and knowledge and skills required for safe, effective administration of select drugs. Upon completion of this course, the student should be able to recognize indications and contraindications of pharmacological agents, to categorize drugs, to calculate dosages accurately, and to demonstrate safe drug administration techniques. Pre-Requisite Regular admission status

**HPS 105 Medical Terminology**

**3 hours: 2T, 2S**

This course is an application for the language of medicine. Emphasis is placed on terminology associated with health care, spelling, pronunciation, and meanings associated with prefixes, suffixes, and roots as they relate to anatomical body systems. Upon completion of this course, the student should be able to correctly abbreviate medical terms and appropriately use medical terminology in verbal and written communication.

**HPS 107 Trends and Issues Related to the Health Sciences**

**1 hour: 1T**

This course is an overview of current trends and issues common to the health-related disciplines. Emphasis is placed on ethical, legal, educational, economic, cultural, social, and regulatory trends and issues influencing health care.

Upon completion of this course, the student should be able to compare and contrast the effects that trends and issues have on health-related disciplines and patient care. Pre-Requisite Regular admission status

**HPS 109 Asepsis**

**1 hour: 2S**

This interdisciplinary course provides the student the opportunity to study pathological organisms as they relate to health, illness, and maintenance of physiological integrity. The principles and skills of clean and sterile technique, universal precautions, medical isolation, and OSHA guidelines are included. Related medical terminology may be presented through computer-assisted instruction. Upon completion of this course, the student should be able to apply these principles in a variety of clinical settings. Pre-Requisite Regular admission status

**HPS 113 Spanish for Health Care Professionals I**

**3 hours: 3T**

This course provides an introduction to Spanish with a focus on the basic communication skills and vocabulary needed by health professionals when a non-English speaking Hispanic enters a health care setting. Topics include soliciting identification information, history taking, performance of physical exam and giving instructions on general care and follow-up.

**HPS 114 Basic Pharmacology**

**2 hours: 2T**

This course is an introduction to basic pharmacology. Content includes classifications, indications, contraindications, desired effects, and side effects, of medications used during diagnostic procedures and the prevention and treatment of common illnesses. Upon completion of the course, the student should be able to relate basic pharmacological concepts to the maintenance of health.

**HPS 117 Phlebotomy**

**5 hours: 1T, 3S, 9C**

This course is designed to train individuals to properly collect and process blood and other clinical specimens for laboratory testing and to interact with health care personnel, clients, and the general public. Presentation includes equipment and additives, basic anatomy, and techniques for safe and effective venipuncture. The phlebotomy clinical will be a supervised practicum within the clinical setting that provides laboratory practice in phlebotomy. Emphasis will be placed on collection techniques, specimen processing, work flow practices, referrals, and utilizing laboratory information systems. This course will prepare individuals to write the Phlebotomist Certification Examination.

**HPS 122 CPR, First Aid, Infection Prevention, and Safety Issues for Clinical Practices 3 hours**

This course focuses on administration of cardiopulmonary resuscitation, first aid techniques, prevention of infection and prevention of injuries in the clinical setting. Emphasis is placed on airways, and infant and child CPR. First aid topics include first aid care for bleeding wounds, poisoning, soft tissue and bone injuries, fractures, insect stings, animal bites, minor burns, hot and cold related injuries, and other medical emergencies. Infection prevention includes the study of pathological organisms as related to health, illness, and study of the chain of infection. Other topics include clean and sterile techniques, universal precautions, and medical isolation. Emphasis is also placed on the guidelines established by Occupational Safety and Health Administration (OSHA) and the Alabama State Department of Public Health. Topics include prevention of transmission of blood-borne and airborne pathogens as well as prevention of injuries during clinical practice. Upon completion of this course the student should be able to practice safely in the clinical setting by promoting safety, and prevention of infection and responding.

**HPS 124 Personal and Professional Development**

**3 hours**

This course is designed to assist the student in preparing for a job search as well as developing the skills to be a successful employee. Emphasis is on communication skills, developing resumes, improving interview techniques, setting career goals, conducting job searches, as well as self-esteem and improving personal and professional image. The concept of wellness and the role stress and stress management play in personal wellness and the job performance are examined. Problem solving, conflict resolution and decision-making skills are emphasized as well as work ethic and time management in the role of a successful employee. Upon completion, the student will be able to demonstrate confidence in seeking employment, preparing a professional development plan and possessing valuable skills as an effective employee.

**HUM 101 Introduction to Humanities I**

**3 hours**

This is the first course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, religion, and philosophy which relates to a unifying theme.

Pre-Requisite As required by program

**HUM 102 Introduction to Humanities II**

**3 hours**

This is the second course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, religion, and philosophy which relates to a unifying theme.

Pre-Requisite As required by program

**HUM 299 Directed Studies in the Humanities**

**3 hours**

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.

**HUS 101 Introduction to Human Services**

**3 hours: 3T**

This course provides an introduction to human services and related theories and systems. Emphasis is placed on the roles and functions within the existing human services organizations by utilizing service learning or field trips to the different organizations, and guest lecturers representing different human service occupations. Upon completion of this course, students should be familiar with the many agencies and institutions which deliver human services and the components of their delivery systems.

Pre-Requisite Admission to Human Services Program and permission of instructor

**HUS 102 Introduction to Casework**

**3 hours: 3T**

In this course the basic principles and procedures in problem resolution are examined through the presentation of cases, problems, and solutions. Emphasis is placed on the application and effective role of the case aide. Upon completion of this course, the student will be familiar with the procedures for making referrals and sharing information with the professional staff. Pre-Requisite Admission to Human Services Program and permission of instructor

**HUS 110 Special Education Issues and Interventions**

**3 hours: 3T**

This course is designed to present basic concepts and practices in special education. Emphasis is placed on the acceptance of persons with disabilities and/or special instruction needs. The use of behavior modification and other behavioral training techniques will be included. Upon completion of this course, the student should be able to optimize learning opportunities for the gifted/talented student and to utilize techniques to enhance the quality of life for persons with disabilities. Pre-Requisite Admission to Human Services Program and permission of instructor

**HUS 112 Activity Therapy**

**3 hours: 3T**

This course provides an overview of various activity therapies. Emphasis is on the use of activity therapies to increase self-esteem, dignity, social interaction and for physical, social, emotional and intellectual development. Upon completion of this course, the student will be able to present different therapies and techniques for use in agencies, hospitals, and other settings. Pre-Requisite Admission to Human Services Program and permission of instructor

**HUS 113 Group Dynamics**

**3 hours: 3T**

This course introduces the concepts related to the functioning of small and large groups. Emphasis is on the understanding of behavior and the role of the group leader and members in the group process. The effects of verbal and non-verbal communication on behavior are included. Upon completion of this course, the student should have an understanding of the role and function of groups, both as a member and facilitator.

Pre-Requisite Admission to Human Services Program and permission of instructor

**HUS 131 Problems of Children and Youth**

**3 hours: 3T**

This course provides the student with the understanding of the emotional, social, psychological, and physical needs of children and youth. Emphasis is placed on the influences and responsibilities of natural and surrogate parents and the nature and cause of the more common problems of children and youth. Upon completion of this course, the student should be able to assist with problem prevention and common problem resolution for these age groups.

Pre-Requisite Admission to Human Services Program and permission of instructor

**HUS 133 Geriatrics**

**3 hours: 3T**

This course introduces the need for making adjustments to retirement. Course topics include activities, hobbies and community agencies available for the aged. Emphasis is placed on common psychological and physical problems for the aging. Upon completion of this course, the student will have learned the many services available to the elderly and techniques to help them accept the changes in later life.

Pre-Requisite Admission to Human Services Program and permission of instructor

**HUS 138 Counseling from a Cultural Perspective**

**3 hours: 3T**

This course introduces problems facing minorities and the importance of the counselor's knowledge of, and sensitivity to, the minority client experience. Emphasis is placed on how the counselor and mental health practitioner can maximize effectiveness when working with a culturally diverse population. Upon completion of this course, the student will have an understanding of how to establish a counseling relationship with culturally diverse clients.

Pre-Requisite Admission to Human Services Program and permission of instructor

**HUS 211 Introduction: Alcohol and Drug Prevention and Abuse**

**3 hours: 3T**

This course is an introduction to the factors involved in the prevention, use, and abuse of alcohol and drugs. Emphasis is on a basic orientation to the field of alcohol and drug education and treatment. Upon completion of this course, the student will be aware of the importance of the historical, physiological, sociological, psychological and economic factors involved in substance abuse.

Pre-Requisite Admission to Human Services Program and permission of instructor

**HUS 212 Prevention Resources in Drug and Alcohol Abuse**

**3 hours: 3T**

This course will examine the roles and functions of helping professionals and paraprofessionals concerned with prevention of and solutions to alcohol and drug abuse. Emphasis will be placed on abuse as a community problem and the need for organized efforts toward prevention. Topics will include local, state and federal alcohol and drug abuse prevention programs. Upon completion of this course the student will be able to utilize available material in creating new approaches to educating the community, group, and individuals in the area of alcohol abuse. The student will also have an awareness of resources available and the need for community, regional and state cooperation in abuse prevention. Pre-Requisite Admission to Human Services Program and permission of instructor

**HUS 214 Working with the Chemically Dependent**

**3 hours: 3T**

This course introduces the purpose, structure and techniques employed in working with the chemically dependent and other persons involved. Emphasis is placed on the role of the helper(s) as well as the professional obligation of the counselor. Upon completion of this course, the student will be familiar with classical therapy techniques as well as more current approaches. Pre-Requisite Admission to Human Services Program and permission of instructor

- HUS 215 Working with the Family of the Chemically Dependent 3 hours: 3T**  
This course provides an in-depth study of the therapeutic techniques used in working with the family of the chemically dependent with careful exploration given to the psychodynamics of family interaction. Topics include the etiology, perpetuation, and treatment of alcoholism. Emphasis is placed on family and group counseling techniques. Upon completion the student will have the ability to conduct therapeutic sessions with the family of the chemically dependent. Pre-Requisite Admission to Human Services Program and permission of instructor
- HUS 216 Relapse Prevention 3 hours: 3T**  
This course focuses on information needed to prevent an addiction relapse. Topics include identifying client needs and assisting in utilizing available support systems and community resources. Emphasis will be placed on procedures and strategies utilized by a counselor to identify client high risk situations, triggers, warning signs, coping skills, strengths and weaknesses. Upon completion the student will be able to work with a client to establish immediate and long term goals, treatment plans, resources, and coping skills necessary to prevent relapse. Pre-Requisite Admission to Human Services Program and permission of instructor
- HUS 217 Alcoholism and Drug Abuse Seminar 3 hours: 3T**  
This course provides a review of research in the field of alcoholism and drug abuse. Emphasis is placed on current trends and issues within the field. Upon completion of this course, the student will be able to discuss current research, both orally and in writing. Pre-Requisite Admission to Human Services Program and permission of instructor
- HUS 222 Group Counseling Techniques 3 hours: 3T**  
This course provides instruction on group techniques used for facilitating individuals in seeking a variety of social experiences and interests. Emphasis is placed on meeting needs such as status, security and other emotional feelings in a non-threatening atmosphere. Upon completion of this course the student will have attained leadership techniques and skills that enable them to effectively work through the group process. Pre-Requisite Admission to Human Services Program and permission of instructor
- HUS 223 Guidance and Counseling Technique 3 hours: 3T**  
This course provides an introduction to the role and function of guidance and counseling with various types of clients. Emphasis is placed on the different models of behavior. Pre-Requisite Admission to Human Services Program and permission of instructor
- HUS 224 Clinical Internship I 3 hours: 15CI**  
This course includes field experience in agencies, treatment centers, hospitals, institutions, outpatient clinics, etc. Emphasis is placed on "hands-on" experience under the supervision of professional staff workers. Upon completion of this course, the student will have an understanding of the role of the human service worker through an observational experience with professional staff. Pre-Requisite Admission to Human Services Program and advisor approval
- HUS 225 Clinical Internship II 3 hours: 15CI**  
This course includes field experience in agencies, treatment centers, hospitals, institutions, outpatient clinics, etc. Emphasis is placed on implementing previously learned theory and techniques. The student will work under the supervision of the agency's professional staff. Upon completion of this course, the student will be able to apply theories and techniques to practice in the clinical setting. Pre-Requisite Admission to Human Services Program and advisor approval
- HUS 226 Clinical Internship III 3 hours: 15CI**  
This course provides additional field experience in agencies, treatment centers, hospitals and other treatment facilities. Emphasis is placed on implementing previously learned theory and techniques under the supervision of the agency's professional staff. Upon completion of this course, the student will be able to apply theories and techniques to practice in the clinical setting. Pre-Requisite Admission to Human Services Program and advisor approval
- IDS 115 Forum 1 hour**  
In this course, credit is given in recognition of attendance at academic lectures, concerts, and other events. IDS 115 requires attendance at designated events chosen from various lectures, cultural events, and other programs given at the college or in the community. Students may repeat this course for credit.
- IDS 200 College Scholars Bowl Workshop 1 hour**  
This course offers the student preparation, practice, and participation in the College Scholars Bowl program and competition. Students may repeat this course for credit.

**INT 101 DC Fundamentals 3 hours: 2T, 3L**

This course provides an in depth study of direct current (DC) electronic theory. Topics include atomic theory, magnetism, properties of conductors and insulators, and characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuit variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot DC circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction.

Pre-Requisite As required by College CORE

**INT 103 AC Fundamentals 3 hours: 2T, 3L**

This course provides an in depth study of alternating current (AC) electronic theory. Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Topics include electrical safety and lockout procedures, specific AC theory functions such as RLC, impedance, phase relationships, and power factor. Students will be able to define terms, identify waveforms, solve complex mathematical problems, construct circuits, explain circuit characteristics, identify components, and make accurate circuit measurements using appropriate measurement instruments. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems.

Pre-Requisite INT 101 CORE

**INT 104 Principles of Technology 3 hours: 2T, 2L**

This course provides an introduction to the application of the principles of physics in technology. Topics include fundamentals of mechanics, properties of matter, heat and temperature, electricity and magnetism, optics, and modern physics. Pre-Requisite As required by program

**INT 111 Industrial Mechanics 3**

The following courses were not found in the supplied content but, were listed in program requirements. Please review and provide us, if possible, with the correct information.

**INT 113 Industrial Motor Control I 3 hours: 1T, 4L**

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.

Pre-Requisite As determined by College.

**INT 117 Principles of Industrial Mechanics 3 hours: 2T, 3L**

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair, and maintenance functions on industrial production equipment.

Pre-Requisite As determined by College CORE

**INT 118 Fundamentals of Industrial Hydraulics and Pneumatics 3 hours: 2T, 3L**

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems.

Pre-Requisite As determined by College CORE

**INT 126 Preventive Maintenance 3 hours: 1T, 4L**

This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts. Pre-Requisite As determined by College

**INT 127 Principles of Industrial Pumps and Piping Systems 3 hours: 2T, 2L**

This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation; maintenance and troubleshooting; and piping systems and their installation. Upon course completion, students will be able to install, maintain, and troubleshoot industrial pumps and piping systems. Pre-Requisite As determined by College

- INT 128 Principles of Industrial Environmental Controls 3 hours: 2T, 2L**  
This course focuses on basic knowledge and skills to service and perform routine troubleshooting, maintenance, and adjustments of HVACR systems in an industrial environment. After completion, students will be able to perform routine, low-level maintenance on institutional environmental systems. Additionally, students receive instruction to complete the EPA 608 certification examination. Pre-Requisite As determined by College
- INT 134 Principles of Industrial Maintenance Welding and Metal Cutting 3 hours: 2T, 2L**  
This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. Pre-Requisite As required by College
- INT 139 Introduction to Robotic Programming 3 hours: 1T, 4L**  
This course provides an introduction robotic programming. Emphasis is placed on but not limited to the following: Safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions. Pre-Requisite As determined by college
- INT 153 Precision Machining Fundamentals I 3 hours: 2T, 2L**  
This course focuses on metal cutting machines used to make parts and tools. Topics include lathes, mills, drills, and presses. Upon course completion, students will have the ability to use precision measurement instruments and to read mechanical drawings. Pre-Requisite As determined by College
- INT 158 Industrial Wiring I 3 hours: 1T, 4L**  
This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles. Pre-Requisite As determined by College
- INT 180 Special Topics 2 hours: 4L**  
This course is designed to allow students an opportunity to study directly related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job-related problems using technical skills and knowledge. Pre-Requisite As required by program
- INT 184 Introduction to Programmable Logic Controllers 3 hours: 2T, 2L**  
This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs. Pre-Requisite As required by College.
- INT 206 Industrial Motors I 3 hours: 1T, 4L**  
This course focuses on basic information regarding industrial electrical motors. Upon completion students will be able to troubleshoot, remove, replace, and perform routine maintenance on various types of motors. Pre-Requisite As determined by College
- INT 211 Industrial Motors II 3 hours: 1T, 4L**  
This course focuses on advanced information regarding industrial electrical motors. Upon completion students will be able to troubleshoot, remove, replace, and perform advanced maintenance on various types of motors. Pre-Requisite As determined by College
- INT 221 DC Fundamentals 3 hours: 1T, 4L**  
This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced, and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables, and use basic electronic test equipment. Pre-Requisite As required by College CORE
- INT 223 AC Fundamentals 3 hours: 1T, 4L**  
This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to design AC circuits and explain the function of alternating circuits, such as RLC, impedance, phase relationships and power factor. Pre-Requisite INT 221 CORE

**INT 234 Principles of Industrial Main Welding and Metal Cutting Tech 3 hours: 1T, 4L**

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. Pre-Requisite As required by program CORE

**INT 251 Introduction to Programmable Logic Control 3 hours: 2T, 3L**

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. Upon course completion, students will be able to identify inputs and outputs, list capabilities of system, monitor system operation, recognize ROM and RAM functions, and recognize binary and digital number systems. Pre-Requisite INT 241 and/or as required by program

**INT 252 Variable Speed Motor Drives 3 hours: 2T, 2L**

This course provides instruction in the fundamentals of variable speed drives, industrial motors, and other applications of variable speed drives. Topics include fundamentals of variable speed control, AC frequency drives, DC variable speed drives, installation procedures, and ranges. Upon course completion, students will understand the principles of operation of variable speed drive systems, function of components of each system, set-up and installation and troubleshooting techniques for variable speed drives. Pre-Requisite As required by college

**INT 253 Industrial Robotics 2T, 2L**

This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance. Pre-Requisite As required by college.

**INT 280 Special Topics in Industrial Maintenance Technology 3 hours: 3T**

This course provides specialized instruction in various areas related to industrial maintenance. Emphasis is placed on meeting students' needs. Pre-Requisite As required by program

**INT 291 Cooperative Education 3 hours: 15i**

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Pre-Requisite Permission of instructor.

**INT 292 Cooperative Education 3 hours: 15i**

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed in integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Pre-Requisite Permission of instructor.

**INT 293 Cooperative Education 3 hours, 15i**

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Pre-Requisite Permission of instructor.

**JAP 101 Introductory Japanese I 4 hours**

This course provides an introduction to Japanese. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Japanese-speaking areas.

**JAP 102 Introductory Japanese II 4 hours**

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Japanese-speaking areas. Pre-Requisite JAP 101 or equivalent

**MAH 101 Introductory Mathematics I 3 hours: 2T, 2E**

This course is a comprehensive review of arithmetic with 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. Upon completion, students should be able to solve practical problems in their specific occupational areas of study.

Pre-Requisite A grade of "C" (75 or above required within the Division of Mathematics) or higher (S if taken as pass/fail) in MTH 090 (Basic Mathematics) or appropriate mathematics placement score. This course does not satisfy the general education components for a degree

**MDT 105 Introduction to Computer-Aided Design (CAD) 3 hours: 2T, 2L**

This course teaches the basic techniques and concepts used in setting up a computer-aided software program on a personal computer to make technical drawings. Students use AutoCAD in application of drawing / design techniques. Students will be expected to draw proper basic multi-view drawings using AutoCAD by the completion of the course.  
CORE

**MDT 111 Mechanical Drawing 3 hours: 2T, 2L**

This course covers the basic principles and practices in mechanical drafting / design, incorporating the use of computer-aided drafting equipment. The use of proper lines, dimensions, and notations is covered in regard to multi-view orthographic drawings. Students will be expected to draw the proper views of objects using computer-aided drafting software.  
CORE

**MDT 122 Architectural Drawing 3 hours: 2T, 2L**

This course covers the basics of architectural drawings related to residential and small commercial applications, using computer-aided drafting equipment. Topics covered will be basic floor plans, light construction methods and materials, roofs, stair construction, layout, utilities, windows, doors, wall, and necessary detail drawings. The student will be expected to make basic architectural drawings using computer-aided software.

Pre-Requisite MDT 105 CORE

**MDT 123 Architectural Drawing II 3 hours: 2T, 2L**

This course covers the basics of architectural drawings related to residential, small commercial and industrial applications using computer-aided drafting equipment. Topics covered will be basic floor plans, light construction methods and materials, roofs, stair construction, layout, utilities, windows, doors, wall, and necessary detail drawings. The student will be expected to make basic architectural drawings using computer-aided software.

Pre-Requisite MDT 105

**MDT 146 AutoCAD CADD 3 hours: 2T, 2L**

This course covers the concepts and commands necessary to use AutoCAD software for computer-aided drafting/design purposes. Topics include basic screen features, equipment, software limitations, view presentations, plotting of drawings, and scaling as applied to basic drafting/design technical drawings. The students will be expected to use the AutoCAD software commands and the computer equipment to start and complete basic multi-view drawings. Pre-Requisite MDT 105

**MDT 147 Inventor CADD 3 hours: 2T, 2L**

In this course students will use the beginning and intermediate techniques of Inventor computer-aided drafting/design software to develop and render 3-D solids. Topics include Sketching, 3-modeling commands, specialized software applications development of 2-D drawings from the 3-D models, rendering and plotting. The student will be able to develop the sketches necessary to create 3-D solids and turn them into 2-D drawings for fabrication.

Pre-Requisite MDT 105

**MDT 187 Advanced Inventor CADD 3 hours: 2T, 2L**

In this course students will use advanced techniques of Inventor computer-aided drafting/design software to develop and render 3-D solid model assemblies. Topics include advanced sketching and 3-modeling commands, animation software applications and stress analysis applications. The student will be able to develop the sketches necessary to create 3-D solids, assemblies, animation and perform stress analysis on parts and assemblies.

Pre-Requisite As required by program.

**MDT 202 SOLID WORKS CADD 3 hours: 2T, 2L**

This course introduces the student to parametric, feature-based, solid modeling, using the 3-D concepts of SOLID WORKS computer-aided design software. Topics include the commands, concepts, views, dimensioning, and techniques to design solid-model parts quicker than 2-D software. The student will be able to use SOLID WORKS computer-aided design software to draw the views necessary to manufacture a part. Pre-Requisite MDT 146



**MDT 203 Pro-Engineering CADD 3 hours: 2T, 2L**

This course covers the use and application of Pro-Engineer computer-aided drafting/design software using parametric concepts of 3-D design for solid modeling on a high level computer work station. This course covers the commands, concepts, and applications of the Pro-Engineer software to develop 3-D parts, draw assemblies, working drawings, and rendering of design parts. The student will be able to use the Pro-Engineer software with competency to develop accurate technical drawings of parts. Pre-Requisite As required by program.

**MDT 211 Advanced Mechanical Drawings 3 hours: 2T, 2L**

This course focuses on the application of standards used in drafting / designing auxiliary, section, detail, and assembly views, using computer-aided drafting / design software. Topics include the proper use and techniques of computer-aided drafting / design, the arrangement of auxiliary, detail, and section views. The student will be expected to apply the skills and techniques to make technical drawings, using computer-aided drafting / design software.

Pre-Requisite MDT 105, MDT 111, MDT 146

**MDT 221 Machine Design 3 hours: 2T, 2L**

This course covers the design concepts necessary to develop the technical drawings and features to manufacture or to fabricate a part or an assembly using computer-aided drafting / design software. The topics covered are the concepts and design constraints of gears, drive systems, bearings, belts, shafts, chains, fasteners, and springs. The student will be expected to apply the concepts and design constraints to design machine components and systems.

Pre-Requisite MDT 105, MDT 111

**MDT 252 Advanced SOLID WORKS CADD 3 hours: 2T, 2L**

This course broadens the student's concepts of parametric, feature-based, solid modeling using the 3-D concepts of SOLID WORKS computer-aided design software. This course covers the advanced applications needed to develop / design solid model parts. The student will be able to use SOLID WORKS computer-aided design software to draw properly the views necessary to manufacture advanced designed parts. Pre-Requisite MDT 202

**MDT 261 HVAC and Pipe Systems Design 3 hours: 2T, 2L**

This course covers topics and concepts related to the design of heating, ventilation, air-conditioning, and piping systems in residential, industrial, and commercial applications. The topics covered are the design considerations and constraints of HVAC and pipe systems, sizing, symbols, layout, restrictions, and single and double line pipe drawings using computer-aided drafting / design software. The student will be expected to use the design specifications to design and to draw HVAC and pipe systems. Pre-Requisite MDT 105

**MDT 271 Structural and Weld Design 3 hours: 2T, 2L**

This course covers the design concepts of structural steel beams and welding techniques. The topics covered are the symbols, types of beams, sizing, joining, bill of materials, beam drawing techniques, scaling, beam details, welding concepts, welding symbols, and welding applications. The student will be able to design and to draw the necessary beam structural to support a load according to specifications and will be able to read and to design the weld type and size. Pre-Requisite MDT 105

**MDT 272 Electrical and Electronic Design 3 hours: 2T, 2L**

This course covers the design concepts related to electrical and electronic technical prints. The topics covered are the symbols, circuit analysis, drawing types, components, functions of components, schematics, programmable logic control circuits, ladder logic control circuits, motor control circuits, and specifications. The student will use computer-aided software to design and to draw the proper technical prints for electrical and/or electronic applications.

Pre-Requisite MDT 105

**MDT 280 3-D Studio Max 3 hours: 2T, 2L**

This course covers the use of 3-D Studio Max computer-aided design software to make technical and pictorial animated drawings to design 3-D objects for presentations. This course covers the commands, application of equipment, concepts, views, dimensions, and techniques particular to this software for design of parts. Upon completion the student will make a 3-D animated presentation of their design.

Pre-Requisite As required by program.

**MDT 291A Co-op Education 2, 3 hours, respectively: 5i, 10i, 15i, respectively**

This course is designed to provide a paid cooperative work experience directly related to the mechanical design technology field. Students enrolled in this course must be employed from a minimum of 15 hours. Grades are based on the successful completion of the work experience as judged by the student's work supervisor and faculty coordinator. Pre-Requisite As required by program

**MDT 291B Co-op Education 2, 3 hours, respectively: 5i, 10i, 15i, respectively**

This course is designed to provide a paid cooperative work experience directly related to the mechanical design technology field. Students enrolled in this course must be employed from a minimum of 15 hours. Grades are based on the successful completion of the work experience as judged by the student's work supervisor and faculty coordinator. Pre-Requisite As required by program

**MDT 291D Co-op Education 2, 3 hours, respectively: 5i, 10i, 15i, respectively**

This course is designed to provide a paid cooperative work experience directly related to the mechanical design technology field. Students enrolled in this course must be employed from a minimum of 15 hours. Grades are based on the successful completion of the work experience as judged by the student's work supervisor and faculty coordinator. Pre-Requisite As required by program

**MDT 293 Advanced Pro-Engineer 3 hours: 2T, 2L**

This course covers the use and application of Pro-Engineer computer-aided drafting/design software using parametric concepts of 3-D design for solid modeling on a high level computer work station. This course covers advanced concepts, and application of the Pro-Engineer software to develop 3-D parts, draw assemblies, working drawings, and rendering of design parts. The student will be able to use the Pro-Engineer software with competency to develop accurate technical drawings of complicated parts. Pre-Requisite MDT 203 Pro-Engineering CADD

**MDT 295 Computerized Structure Analysis 3 hours: 2T, 2L**

This course covers the use and application of Solid Works computer-aided drafting / design software application of COSMOS software to perform analysis of structures in regard to force load and/or heat transfer. The course covers the commands, concepts, and applications of the software that to develop 3-D analysis of structures. The student will be able to use the analysis software with competency to develop accurate technical analysis of design parameters. Pre-Requisite MDT 146, MDT 202

**MKT 122 Visual Merchandising 3 hours**

This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays.

**MKT 123 Fundamentals of Selling 3 hours**

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

**MKT 220 Advertising and Sales Promotion 3 hours**

This course covers the elements of advertising and sales promotion in the business environment. Topics include the advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

**MKT 221 Consumer Behavior 3 hours**

This course is designed to describe consumer behavior as applied to the exchange processes involved in acquiring, consuming, and disposing of goods and services. Topics include an analysis of basic and environmental determinants of consumer behavior with emphasis on the decision-making process. Upon completion, students should be able to analyze concepts relating to the study of the individual consumer

**MSC 101 Challenges in Leadership 1 hour**

This course provides an introduction to leadership, character development, military operations and skills, and the Army's continually changing role in the world. Course goals are accomplished through lecture, field trips, guest speakers and films. Pre-Requisite Prerequisite to all other military science courses unless approved by the PMS.

**MSC 101L Challenges in Leadership Lab 2 hours**

This course is required in conjunction with 101 and 102. Students will demonstrate knowledge of subjects taught in lecture and lab through hands-on experience. Emphasis is on developing leadership skills and military knowledge.

**MSC 102 Challenges in Leadership 1 hour**

This course provides an introduction to leadership, character development, military operations and skills, and the Army's continually changing role in the world. Course goals are accomplished through lecture, field trips, guest speakers and films. Pre-Requisite Prerequisite to all other military science courses unless approved by the PMS.

**MSC 102L Challenges in Leadership Lab 2 hours**

This course is required in conjunction with 101 and 102. Students will demonstrate knowledge of subjects taught in lecture and lab through hands-on experience. Emphasis is on developing leadership skills and military knowledge.

**MSC 201 Leadership Development**

**1 hour**

Students learn proven leadership techniques and develop their own working leadership philosophy and style. This course prepares students for future leadership roles. 201L is required.

**MSC 201L Basic Military Skills Lab**

**2 hours each**

This course is required in conjunction with 201 and 202. Students will demonstrate knowledge of subjects taught in lecture and in lab through hands-on experience. Emphasis is on developing skills, physical fitness, and military knowledge.

**MSC 202 Basic Military Skills Lab**

**2 hours each**

This course is required in conjunction with 201 and 202. Students will demonstrate knowledge of subjects taught in lecture and in lab through hands-on experience. Emphasis is on developing skills, physical fitness, and military knowledge.

**MSC 202 Basic Military Skills**

**1 hour**

Emphasis is on refining leader skills, oral communication, and military skills, including map reading, orienteering, and small unit tactics. This course prepares students for advanced military science courses. 202L is required.

**MSG 101 Introduction to Therapeutic Massage**

**2 hours: 2T**

The purpose of this course is for students to comprehend foundational information related to the profession of therapeutic massage. Specific topics include: history of therapeutic massage, professional ethics and standards of practice, regulatory agencies and their requirements, client and therapist's professional relationships, communication skills, and an overview of types of therapeutic massage. Pre-Requisite Admission into Program

**MSG 102 Therapeutic Massage Lab I**

**3 hours: 6E**

This course provides foundational information related to massage therapy. Students gain knowledge related to purposes, effects, applications, benefits, indications and contraindications for various types of massage therapy. Additionally, students learn procedures and precautions for various types of massage therapies. Specific topics include full body western (Swedish) massage, hot and cold therapies, stretching, and documentation guidelines. Special emphasis is placed on professional behaviors, proper draping, and body mechanics. At the conclusion of this course, students will be able to perform various types of full body therapeutic massage techniques and document their activities. Pre-Requisite Admission into Program

**MSG 103 Anatomy and Physiology**

**3 hours: 2T, 2E**

This course provides students with an overview of the basic anatomy and physiology of the human body. Emphasis is placed on the importance of maintaining homeostasis. At the conclusion of this course students will have a basic understanding of the various systems of the body and the effects of massage on these systems. Students will demonstrate this knowledge through cognitive and performance based measurement.

Pre-Requisite Admission into Program

**MSG 104 Musculo-Skeletal and Kinesiology I**

**3 hours: 2T, 2E**

This course introduces students to concepts related to the study of muscle movement. As part of this course students learn the interaction of muscles and various boney landmarks of the skeletal system. Students further learn how to position individuals in preparation for therapeutic massage of various muscle groups. Students will demonstrate this knowledge through cognitive and performance based measurement. Pre-Requisite Admission into Program

**MSG 105 Therapeutic Massage Supervised Clinical I**

**2 hours: 6C**

In this course, students are required to demonstrate competency in specific therapeutic massage techniques, including treatment preparation, use of proper techniques, client progress, and documentation. Students are required to perform a minimum 45 hours of hands-on client massages.

Pre-Requisite Successful completion of MSG 101, MSG 102, MSG 103, and MSG 104

**MSG 200 Business and Marketing Plans**

**1 hour: 1T**

During this course, students are also taught ethical business management and professional development. This course is designed to help students to prepare for ethical decision making in professional practice while assisting in the development of their emerging identities as professional licensed massage therapists. Emphasis is placed on building and retaining clientele, communication skills, customer skills, customer services, continuing education, and setting goals. Upon completion, the student should be able to list the types of communication skills, state personal goals, and develop a business and marketing plan. Pre-Requisite MSG 101

- MSG 201 Therapeutic Massage for Special Populations 2 hours: 1t, 2E**  
 In this course, students learn to adapt massage sessions to the needs of special populations, such as pregnant women, infants, elderly, and the terminally ill. Topics include technique variations, length of session, contraindications, cautions, considerations for survivors of abuse, and possible benefits. Upon completion of this course, students will be able to discuss and demonstrate techniques for performing therapeutic massage for special populations. Pre-Requisite Successful completion of MSG 102
- MSG 202 Therapeutic Massage Lab II 3 hours: 6E**  
 Students learn advanced massage therapy techniques building upon previously gained knowledge and skills. Upon completion students will be able to apply specific therapeutic massage techniques to various regions of the body. Pre-Requisite Successful completion of MSG 102
- MSG 203 Pathology 3 hour: 3T**  
 This course presents baseline information on pathologies which massage therapists may encounter in clinical practice, including conditions of the musculoskeletal, neurological, cardiovascular, lymphatic, integumentary, digestive, endocrine, and immune systems. Content will include etiology, symptomatology, medical approaches to treatment, and the potential positive or negative impact of massage. Pre-Requisite Successful completion of MSG 103
- MSG 204 Musculo-Skeletal and Kinesiology II 3 hours: 2T, 2E**  
 In this course, students learn advanced study of interaction of the muscular-skeletal system to include palpation techniques of the appendicular regions of the body. Students will demonstrate this knowledge through cognitive and performance based measurement. Pre-Requisite Successful completion of MSG 104
- MSG 205 Therapeutic Massage Supervised Clinical II 2 hours: 6C**  
 In this course, students are required to demonstrate competency in specific advanced therapeutic techniques, including treatment preparation, use of proper techniques, client progress, and documentation. Students are required to perform a minimum of 45 hours of hands-on client massages. Pre-Requisite Successful completion of MSG 105
- MSG 206 National Certification Exam Review 1 hour: 1T**  
 This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry-level massage therapist. Upon completion, the student should be able to pass a comprehensive exam on information covered in the therapeutic massage program. Pre-Requisite MSG 101, 102, 103, 104, 105, 200, 201, 202, 203, 204, 205 Co-Requisite MSG 101, 102, 103, 104, 105, 200, 201, 202, 203, 204, 205
- MSP 101 Basic Machining Technology 5 hours: 1T, 8L**  
 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. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. Pre-Requisite As required by program CORE
- MSP 102 Intermediate Machining Technology 5 hours: 1T, 8L**  
 This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools, including the selection of use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling. Pre-Requisite MSP 101 CORE
- MSP 103 Advanced Machining Technology 5 hours: 1T, 8L**  
 This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications. Pre-Requisite MSP 102 CORE
- MSP 104 Basic Machining Calculations 2 hours: 1T, 2L**  
 This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations. Pre-Requisite As required by program CORE
- MSP 110 Handbook Functions 3 hours: 3T**  
 This course covers the use of the machining handbook. Topics include formulas, tables, and usage. Upon course completion, students will be able to use the machinery handbook in making calculations and setups of machine tools. Pre-Requisite As required by program

- MSP 111 Introduction to Computer Numerical Control 2 hours: 1T, 2L**  
 This course introduces the concepts and capabilities of computer numeric control (CNC) machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine.  
 Pre-Requisite MSP 101, MSP 104 Co-Requisite As determined by college CORE
- MSP 113 Basic Computer Numerical Control Milling 3 hours: 1T, 4L**  
 This course covers concepts associated with basic programming of a computer numerical control (CNC) milling center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC milling program that will be used to produce a part. NDC  
 Pre-Requisite As determined by college Co-Requisite As determined by college
- MSP 121 Basic Blueprint Reading for Machinists 2 hours: 1T, 2L**  
 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. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.  
 Pre-Requisite As determined by college Co-Requisite As determined by college CORE
- MSP 131 Introduction to Metrology 2 hours: 1T, 2L**  
 This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments. NDC  
 Pre-Requisite As required by program CORE
- MSP 143 Geometric Dimensioning and Tolerancing 3 hours: 3T**  
 This course is designed to teach students how to interpret engineering drawings using modern conventions, symbols, datums, datum targets, and projected tolerance zones. Special emphasis is placed upon print reading skills, and industry specifications and standards. NDC  
 Pre-Requisite As determined by college Co-Requisite As determined by college
- MSP 154 Metallurgy 3 hours: 2T, 2L**  
 This course covers the production, properties, testing, classification, microstructure, and heat treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching senescing, and other processes concerning metallurgical transformations. Upon completion, student should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals. Pre-Requisite MSP 101 Co-Requisite As determined by college.
- MSP 181 Special Topics in MTT 2 hours: 1T, 2L**  
 This course is a guided independent study of special projects in Machine Shop Technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.  
 Non Degree Creditable Pre-Requisite As required by program
- MSP 182 Special Topics in MTT 2 hours: 4L**  
 This course is a guided independent study of special projects in Machine Shop Technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.  
 Non Degree Creditable Pre-Requisite As required by program
- MSP 291 Co-Op in Machine Shop Technology 1 hour: 5i**  
 Students work on a part-time basis in a job directly related to Machine Shop Technology. The employer and supervising instructor evaluate student progress. Upon completion, students will be able to apply skills and knowledge in an employment setting. Non Degree Creditable Pre-Requisite As required by program
- MSP 292 Co-Op in Machine Shop Technology 2 hours: 10i**  
 Students work on a part-time basis in a job directly related to Machine Shop Technology. The employer and supervising instructor evaluate student progress. Upon completion, students will be able to apply skills and knowledge in an employment setting. Non Degree Creditable Pre-Requisite As required by program
- MST 209 Physical Supply and Distribution Management 3 hours**  
 This course provides a comprehensive study of current logistics systems. Topics include organizing and analyzing logistics information, forecasting potential logistical problems, and making recommendations to coordinate actions to resolve problems.

**MST 223 Special Studies in Personnel Administration 3 hours**

Under faculty supervision, this course provides the student the opportunity to develop knowledge of current human resource management practices. Emphasis is placed on independent study of current publications approved by the instructor.

**MST 225 Special Studies in Business Management 3 hours**

Under faculty supervision, this course provides the student the opportunity to develop a knowledge of current business management practices. Emphasis is placed on independent study of current publications approved by the instructor.

**MTH 090 Basic Mathematics 3 hours: 3T**

This is a developmental course reviewing arithmetical principles and integers and computations designed to help the student's mathematical proficiency for selected curriculum entrance. This course does not apply toward the general core requirement for a mathematics degree. **NOTICE(S):** This course produces institutional, non-transferable-credit only and will not satisfy the requirements for degrees, certificates, and diplomas. Additionally, the grade a student earns in a developmental course (A, B, C, or U) does not factor into the student's GPA (grade point average). Students must achieve a 75% or higher in this course to proceed to the next level Mathematics Course. Any grade below 75% will result in a grade of "U" which indicates failure of the class.

**MTH 098 Elementary Algebra 3-4 hours: 3-4T**

This course is a review of the fundamental arithmetic and algebra operations. Topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs. This course does not apply toward the general core requirement for mathematics. **NOTICE(S):** This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees, certificates, and diplomas. Additionally, the grade a student earns in a developmental course (A, B, C, or U) does not factor into the student's GPA (grade point average). Students must achieve a 75% or higher in this course to proceed to the next level Mathematics Course. Any grade below 75% will result in a grade of "U" which indicates failure of the class.

Pre-Requisite Prerequisite(s): A grade of "C" (75 or above required within the Division of Mathematics) or higher (S if taken as pass/fail) in MTH 090 (Basic Mathematics) or appropriate mathematics placement score

**MTH 100 Intermediate College Algebra 3 hours: 3T**

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.

Pre-Requisite A grade of "C" (75 or above required within the Division of Mathematics) or higher (S if taken as pass/fail) in MTH 098 (Elementary Algebra) or appropriate mathematics placement score

**MTH 110 Finite Mathematics 3 hours: 3T**

This course is tended to give an overview of topics in finite mathematics, together with their applications, and it is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). The 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), an introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains, and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications.

Pre-Requisite: 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 to this prerequisite is that the student should pass with a "C" or higher (S if taken as pass/fail) MTH 100 (Intermediate College Algebra).

**MTH 112 Precalculus Algebra 3 hours: 3T**

This course emphasizes the algebra of functions, including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.

Pre-Requisite 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 to this prerequisite is that the student should pass with a "C" or higher (S if taken as pass/fail) MTH 100 (Intermediate College Algebra).

**MTH 113 Precalculus Trigonometry**

**3 hours: 3T**

This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and it includes extensive work with trigonometric identities, and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems.

Pre-Requisite A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this prerequisite is that the student should successfully pass with a "C" or higher (S if taken as pass/fail)

**MTH 116 Mathematical Applications**

**3 hours: 3T**

This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some types included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for students seeking an A.A.S. degree and does not meet the general core requirement for mathematics.

Pre-Requisite A grade of "C" or higher (S if taken as pass/fail) in MTH 090 (Basic Mathematics) or appropriate mathematics placement score. \*This class will not satisfy the STARS higher math requirement.

**MTH 120 Calculus and Its Applications**

**3 hours: 3T**

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).

Pre-Requisite A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a grade of "C" or higher MTH 112 (Precalculus Algebra)

**MTH 125 Calculus I**

**4 hours: 4T**

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 application to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

Pre-Requisite A minimum of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a "C" or higher MTH 113 (Precalculus Trigonometry). This course is typically taught during the day every semester and only nights during the fall term.

**MTH 126 Calculus II**

**4 hours: 4T**

This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, line, and planes in space, applications of integration (such as volume, arc length, work, and average value), techniques of integration, infinite series, polar coordinates, and parametric equations.

Pre-Requisite A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a "C" or higher MTH 125 (Calculus I). This course is typically taught during the spring term.

**MTH 131 Mathematics in General Education I**

**3 hours: 3T**

This course is designed for general education and for all students in education programs except those who will concentrate on science or mathematics. Emphasis is on the structure of the number system from the integers to the real numbers, logic, numeration systems, prime numbers, basic concepts of algebra, elementary probability and statistics, graphs, informal geometry, and the metric system. This course does not apply toward the general prerequisite.

Pre-Requisite A grade of "C" or higher (S if taken as pass/fail) in MTH 090 (Basic Mathematics) or appropriate mathematics placement score. CORE

**MTH 132 Mathematics in General Education II**

**3 hours: 3T**

This course is a continuation of MTH 131. It does not apply toward the general prerequisite.

Pre-Requisite A grade of "C" or higher (S if taken as pass/fail) in MTH 131 (Mathematics in General Education I) or appropriate mathematics placement score. CORE

- MTH 227 Calculus III 4 hours: 4T**  
 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), quadratic surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem). This class is usually taught once a year during the summer term at night.  
 Pre-Requisite A grade of "C" or higher in MTH 126 (Calculus II)
- MTH 237 Linear Algebra 3 hours: 3T**  
 This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and dimensions, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product spaces, and the diagonalization of symmetric matrices. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations. Pre-Requisite A grade of "C" or higher in MTH 126 (Calculus II)
- MTH 238 Applied Differential Equations I 3 hours: 3T**  
 An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g., population, motion, chemical mixtures, etc.), techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the methods 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 inhomogeneous terms are discontinuous.  
 Pre-Requisite A grade of "C" or higher in MTH 126 (Calculus II) Co-Requisite MTH 227 (Calculus III)
- MTH 265 Elementary Statistics 3 hours: 3T**  
 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.  
 Pre-Requisite A grade of "C" or higher (S if taken as pass/fail) in MTH 100 (Intermediate College Algebra)
- MTT 107 Machining Calculations I 3 hours: 3T**  
 This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations. This course is aligned with NIMS certification standards. Pre-Requisite As required by College
- MTT 108 Machine Handbook Functions I 3 hours: 3T**  
 This course covers the machinist's handbook. Emphasis is placed on formulas, tables, usage, and related information. Upon completion, students should be able to use the handbook in the calculation and set-up of machine tools. This course is aligned with NIMS certification standards. Pre-Requisite As determined by College
- MTT 109 Orientation to Computer Assisted Manufacturing 3 hours: 3T**  
 This course serves as an overview and introduction to computer assisted manufacturing (CAM) and prepares students for more advanced CAM courses. Topics covered are basic concepts and terminology, CAM software environments, navigation commands and file management, 2-D geometry, construction modification, and toolpath generation for CAM machining processes.  
 Pre-Requisite As determined by College Co-Requisite As determined by College
- MTT 121 Basic Print Reading for Machinists 3 hours: 3T**  
 This course covers the basic principle of print reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.  
 Pre-Requisite As determined by College Co-Requisite As determined by College CORE
- MTT 123 Engine Lathe Lab I 3 hours: 6L**  
 The student learns to safely operate an engine lathe in calculating feeds and speeds and shaping a variety of cutting tools by grinding. The student will also safely operate an engine lathe in straight turning, facing, turning to the shoulder, and tapers. Pre-Requisite As determined by college.
- MTT 124 Engine Lathe Lab II 3 hours: 6L**  
 The student learns advanced operation of an engine lathe in calculating feeds and speeds and shaping a variety of cutting tools by grinding. The student will also safely operate an engine lathe in advanced straight turning, facing, turning to the shoulder, and tapers. Pre-Requisite As determined by College



**MTT 127 Metrology 3 hours: 2T, 2L**

This course covers the use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate correct use of measuring instruments. This course is aligned with NIMS certification standards.

Pre-Requisite As determined by College CORE

**MTT 128 Geometric Dimensioning and Tolerancing I 3 hours: 3T**

This course is designed to teach students how to interpret engineering drawings using modern conventions, symbols, datums, datum targets, and projected tolerance zones. Special emphasis is placed upon print reading skills, and industry specifications and standards. This course is aligned with NIMS certification standards.

Pre-Requisite As determined by College

**MTT 134 Lathe Operations I 3 hours: 2T, 2L**

This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced lathe techniques. MTT 134/135 are suitable substitutes for MTT 129. This course is aligned with NIMS standards. Pre-Requisite As determined by college

**MTT 137 Milling I 3 hours: 2T, 2L**

This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual vertical milling techniques to produce machine tool projects. MTT 137/138 are suitable substitutes for MTT 136. This course is aligned with NIMS certification standards.

Pre-Requisite As determined by College

**MTT 138 Milling I Lab 3 hours: 6L**

This course provides basic knowledge of milling machines. Emphasis is placed on types of milling machines and their uses, cutting speed, feed calculations, and set-up procedures. Upon completion, students should be able to apply milling techniques to produce machine tool projects. This course is aligned with NIMS certification criteria. MTT 137 and MTT 138 are suitable substitutes for MTT 136. Pre-Requisite As determined by College

**MTT 139 Basic Computer Numerical Control 3 hours: 2T, 2L**

This course introduces the concepts and capabilities of computer numeric control (CNC) machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine. This course is aligned with NIMS certification standards.

Pre-Requisite As determined by College

**MTT 140 Basic Computer Numerical Control Turning Programming I 3 hours: 1T, 4L**

This course covers concepts associated with basic programming of a computer numerical control (CNC) turning center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC turning program that will be used to produce a part. This course is aligned with NIMS certification standards.

Pre-Requisite As determined by college Co-Requisite As determined by college

**MTT 141 Basic Computer Numeric Control Milling Programming I 3 hours: 1T, 4L**

This course covers concepts associated with basic programming of a computer numerical control (CNC) milling center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC milling program that will be used to produce a part. This course is aligned with NIMS certification standards.

Pre-Requisite As determined by college Co-Requisite As determined by college

**MTT 144 Electrical Discharge Machining I 3 hours: 1T, 4L**

This course introduces the student to the concepts of Electrical Discharge Machining (EDM) and the importance of EDM in an industrial setting. Emphasis is placed on safety procedures and machinist responsibility in the setup and operation of EDM machines and electrode selection. Upon completion, students should be able to produce basic machine products using both the wire-type and plunge-type EDM machines. This course is aligned with NIMS certification standards. Pre-Requisite As determined by College

**MTT 147 Introduction to Machine Shop I 3 hours: 2T, 2L**

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course. MTT 100 is a suitable substitute for MTT 147 and MTT 148.

Pre-Requisite As determined by College CORE

- MTT 148 Introduction to Machine Shop I Lab 3 hours: 6L**  
This course provides practical application of the concepts and principles of machining operations learned in MTT 147. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course. MTT 100 is a suitable substitute for MTT 147/148. This course is aligned with NIMS certification standards.  
Pre-Requisite As determined by College Co-Requisite As determined by college CORE
- MTT 149 Introduction to Machine Shop II 3 hours: 2T, 2L**  
This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection of work holding devices, speeds, feeds, cutting tools and coolants. Upon completion, students should be able to perform intermediate level procedures of precision grinding, measuring, layout, drilling, sawing, turning, and milling. This is a CORE course and is aligned with NIMS certification standards. MTT 149/150 are suitable substitutes for MTT 103.  
Pre-Requisite As determined by college Co-Requisite As determined by college CORE
- MTT 150 Introduction to Machine Shop II Lab 3 hours: 6L**  
This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection of work holding devices, speeds, feeds, cutting tools and coolants. Upon completion, students should be able to perform intermediate level procedures of precision grinding, measuring, layout, drilling, sawing, turning, and milling. This is a CORE course and is aligned with NIMS certification standards. MTT 149/150 are suitable substitutes for MTT 103.  
Pre-Requisite As determined by college Co-Requisite As determined by college CORE
- MTT 154 Metallurgy 3 hours: 2T, 2L**  
This course covers the production, properties, testing, classification, microstructure, and heat treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals. Pre-Requisite As required by program
- MTT 181 Special Topics in Machine Tool Technology 3 hours: 1T, 4L**  
This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.  
Pre-Requisite As required by program
- MTT 182 Special Topics in Machine Tool Technology 3 hours: 1T, 4L**  
This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.  
Pre-Requisite As determined by College
- MTT 202 Machine Maintenance and Repair 3 hours: 1T, 4L**  
This course covers preventive maintenance, as well as repair of machine tools. Emphasis is placed on safety, disassembly and assembly of lathes, grinders, saws, and milling machines. Upon completion, students should be able to perform machine maintenance and repair of machine tools. Pre-Requisite As determined by College
- MTT 219 Computer Numerical Control Graphics: Turning 3 hours: 1T, 4L**  
This course covers techniques involved in writing a program for a multi-axis computerized numeric control (CNC) turning machine using computer assisted manufacturing (CAM) software. In addition, CNC turning machine setup, programming, and operation are detailed. Upon completion, the student should be able to set up, program, and operate a 3-axis CNC turning machine to produce a 2 1/2-axis part using CAM software. This course is aligned with NIMS certification standards. Pre-Requisite As determined by college.
- MTT 220 Computer Numerical Control Graphics: Milling 3 hours: 1T, 4L**  
This course covers techniques involved in writing a program for a multi-axis computerized numeric control (CNC) milling machine using computer assisted manufacturing (CAM) software. In addition, CNC milling machine setup, programming, and operation are detailed. Upon completion, the student should be able to set up, program, and operate a 3-axis CNC milling machine to produce a 2 1/2-axis part using CAM software. This course is aligned with NIMS certification standards. Pre-Requisite As determined by college.

- MTT 221 Advanced Blueprint Reading for Machinists 3 hours; 3T**  
 This course introduces complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true projection, special views, and interpretation of complex parts and assemblies. Upon completion, students should be able to read and interpret complex industrial blueprints.  
 Pre-Requisite As determined by College Co-Requisite As determined by College
- MTT 241 CNC Milling Lab I 3 hours: 6L**  
 This course covers basic (3-axis) computer numeric control (CNC) milling machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a 3-axis CNC milling machine to produce a specified part. Related safety, inspection, and process adjustment are also covered.  
 Pre-Requisite As determined by college
- MTT 242 CNC Milling Lab II 3 hours: 6L**  
 This course covers advanced (including 4-axis) computer numeric control (CNC) milling machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a CNC milling machine (including 4-axis) to produce a specified part. Related safety and inspection and process adjustment are also covered. Pre-Requisite
- MTT 243 CNC Turning Lab I 3 hours: 6L**  
 This course covers basic computer numeric control (CNC) turning machine setup and operating procedures (inner diameter and outer diameter). Upon completion, the student should be able to load a CNC program and setup and operate a CNC turning machine to produce a simple part. Related safety and inspection and process adjustment are also covered. Pre-Requisite As determined by College
- MTT 244 CNC Turning Lab II 3 hours: 6L**  
 This course covers advanced computer numeric control (CNC) turning machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a CNC turning machine to produce a specified part. Related safety and inspection and process adjustment are also covered.  
 Pre-Requisite As determined by College
- MTT 281 Special Topics in Machine Tool Technology 3 hours: 1T, 4L**  
 This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.  
 Pre-Requisite As determined by college Co-Requisite As determined by college
- MTT 282 Special Topics in Machine Tool Technology 3 hours: 1T, 4L**  
 This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.  
 Pre-Requisite As required by program Co-Requisite As determined by college
- MTT 291 Cooperative Education in Machine Tool Technology 3 hours: 15i**  
 Students work on a part-time basis in a job directly related to machine tool technology. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting. Pre-Requisite As determined by college Co-Requisite As determined by college
- MTT 292 Cooperative Education in Machine Tool Technology 3 hours: 15i**  
 Students work on a part-time basis in a job directly related to machine tool technology. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting. Pre-Requisite As determined by college Co-Requisite As determined by college
- MUL 101 Class Piano I 1 hour each: 2 each**  
 The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.
- MUL 102 Class Piano II 1 hour each: 2 each**  
 The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 111 Class Voice I 1 hour each: 2 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 112 Class Voice II 1 hour each: 2 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 180 Chorus I 1 hour each: 2 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 181 Chorus II 1 hour each: 2 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 184 Jazz / Show Chorus I 1 hour each: 2 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 185 Jazz / Show Chorus II 1 hour each: 2 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 190A Concert Band I 1 hour each: 2 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 191 Concert Band II 2 hours each: 4 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 191A Concert Band II 1 hour each: 2 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 201 Class Piano III 1 hour each: 2 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 202 Class Piano IV 1 hour each: 2 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 211 Class Voice III 1 hour each: 2 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 212 Class Voice IV 1 hour each: 2 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 280 Chorus III 1 hour each: 2 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 281 Chorus IV 1 hour each: 2 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 284 Jazz / Show Chorus III 1 hour each: 2 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 285 Jazz / Show Chorus IV**

**1 hour each: 2 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 290A Concert Band III**

**1 hour each: 2 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 291 Concert Band IV**

**2 hours each: 4 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUL 291A Concert Band IV**

**1 hour each: 2 each**

The MUL courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 101 Private Piano I**

**2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 102 Private Piano II**

**2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 103 Private Organ I**

**2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 104 Private Organ II**

**2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 111 Private Voice 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 112 Private Voice II 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 133 Private Guitar I 1 hour each: 2 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 134 Private Guitar II 1 hour each: 2 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 143 Private Clarinet I 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 144 Private Clarinet II 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 145 Private Saxophone I 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 146 Private Saxophone II 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 161 Private Trumpet I 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 162 Private Trumpet II 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 171 Private Trombone I 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 172 Private Trombone II 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 181 Private Percussion I 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 182 Private Percussion II 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 201 Private Piano III 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 202 Private Piano IV 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.



**MUP 203 Private Organ III 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 204 Private Organ IV 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 211 Private Voice III 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 212 Private Voice IV 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 233 Private Guitar III 1 hour each: 2 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 234 Private Guitar IV 1 hour each: 2 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 243 Private Clarinet III 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 244 Private Clarinet IV 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 245 Private Saxophone III 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 246 Private Saxophone IV 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 261 Private Trumpet III 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 262 Private Trumpet IV 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 271 Private Trombone III 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 272 Private Trombone IV 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 281 Private Percussion III 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUP 282 Private Percussion IV 2 hours each: 4 each**

The MUP courses are designed for group instruction in piano, chorus, and concert band for students with little or no previous training. These courses require twice as many experimental laboratory contact hours as there are credit hours to be awarded, indicated below by credit hours: experimental laboratory contact hours. Emphasis is placed on the rudiments of music, basic performance techniques, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing, as well as a knowledge of music fundamentals.

**MUS 100 Convocation**

**1 hour: 1T**

This course, required each semester for music majors and music minors, is designed to expose students to a variety of repertory styles and to give students an opportunity to practice individual performance skills. Emphasis is placed on exposure to performance and lectures by guest artists, faculty, or students, and on personal performance(s) in class each semester.

**MUS 101 Music Appreciation**

**3 hours: 3T**

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 (3) stylistic periods, provides a multi-cultural perspective, and includes both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.

**MUS 111 Music Theory**

**3 hours: 2T, 2E**

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills.

Co-Requisite MUS 113

**MUS 112 Music Theory II**

**3 hours: 2T, 2E**

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases, and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills. Pre-Requisite MUS 111 Co-Requisite MUS 114

**MUS 113 Music Theory Laboratory**

**1 hour: 2E**

This course provides the practical application of basic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter, and four-part triadic progressions in root position. Upon completion, students should be able to write, sing, and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads, and short four-part progressions in root position.

Pre-Requisite Permission of the instructor Co-Requisite MUS 111

**MUS 114 Music Theory Laboratory II**

**1 hour: 2E**

This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter, and four-part diatonic progressions in all inversions. Upon completion, students should be able to write, sing, and play all intermediate rhythmic patterns employing syncopations and beat divisions, diatonic melodies, and four-part diatonic progressions.

Pre-Requisite MUS 113 Co-Requisite MUS 112

**MUS 115 Fundamentals of Music**

**3 hours: 3T**

This course is designed to teach the fundamentals of music and to develop usable skills for the classroom teacher. Topics include rhythmic notation, simple and compound meters, pitch notation, correct singing techniques, phrases, keyboard awareness, key signatures, scales, intervals and harmony using I, IV, and V with a choral instrument. Upon completion, students should be able to sing a song, harmonize a simple tune, demonstrate rhythmic patterns, and identify musical concepts through written documentation

**MUS 211 Music Theory III**

**3 hours: 2T, 2E**

This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and tertiary forms. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation, and keyboard skills. Pre-Requisite MUS 112

Co-Requisite (If ear training laboratory is a separate course, the COREQUISITE for MUS 211 is MUS 213.)

**MUS 212 Music Theory IV**

**3 hours: 2T, 2E**

This course completes the study of chromatic harmonic practices in the Common Practice Period and introduces the student to twentieth-century practices. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony, and twentieth-century practices and forms. Upon completion, students should be able to demonstrate competence using chromatic harmony and basic twentieth-century techniques through analysis, writing, sight singing, dictation, and keyboard skills. Pre-Requisite MUS 211  
Co-Requisite (If ear training laboratory is a separate course, the COREQUISITE for MUS 212 is MUS 214.)

**MUS 213 Music Theory Laboratory III**

**1 hour: 2E**

This course provides the practical application of chromatic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include melodies with simple modulations, complex rhythms in simple and compound meter, and secondary function chords. Upon completion, students should be able to write, sing, and play modulating melodies, rhythmic patterns with beat subdivisions and four-part chromatic harmony. Pre-Requisite Permission of the instructor  
Co-Requisite (If ear training is a separate course, the COREQUISITE for MUS 213 is MUS 211.)

**MUS 214 Music Theory Laboratory IV**

**1 hour: 2E**

This course provides the practical application of chromatic musical materials and simple twentieth-century practices through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Upon completion, students should be able to write, sing and play chromatic and atonal melodies, complex rhythms and meters, four-part chromatic harmony and simple twentieth-century chord structures.

**NAS 120 Fundamentals of Nursing Assistant/Home Health Aide**

**7 hours: 5t, 6s**

This course provides the student with the necessary theory and laboratory experiences for the development of skills required to qualify as a long-term care Nursing Assistant/Home Health Aide. Emphasis is placed on the acquisition of skills in communication, observation, safety, mobility/body mechanics, personal and restorative care, and infection control necessary to care for patients and clients of all ages. Upon completion of this course, the student will be able to apply concepts and skills in areas required by the Omnibus Budget Reconciliation Act (OBRA) and the National Association of Home Care.

**NAS 121 Fundamentals of Nursing Assistant/Home Health Aide Clinical**

**3 hours: 9c**

This course is designed for students to apply knowledge and skills needed to perform basic nursing care safely and efficiently in various supervised health care settings. Emphasis is placed on safety, therapeutic communication, infection control, critical thinking, and proper documentation. Upon completion of this course, the student will demonstrate beginning competency in the delivery of care to patients and clients in various health care settings.

**NUR 102 Fundamentals of Nursing**

**6 hours: 3T, 6S, 3C**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, this course introduces 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. At the conclusion of this course students demonstrate competency in performing basic nursing skills for individuals with common health alterations. Co-Requisite NUR 103 and NUR 104

**NUR 103 Health Assessment**

**1 hour: 3S**

This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages, with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and documenting findings appropriate to nursing.

**NUR 104 Introduction to Pharmacology**

**1 hour: 3S**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, and calculations of drug dosages, medication administration, and an overview of drug classifications. Students will be able to calculate and administer medications.

**NUR 105 Adult Nursing 8 hours: 5T, 3S, 6C**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal, gastro-intestinal, cardiovascular and endocrine systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated. Pre-Requisite NUR 102, NUR 103, and NUR 104

**NUR 106 Maternal and Child Nursing 5 hours: 4T, 3C**

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. Course content includes antepartal, intrapartal, and postpartal care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage care for maternal and pediatric clients in a variety of settings. Pre-Requisite NUR 102, NUR 103, and NUR 104

**NUR 107 Adult/Child Nursing 8 hours: 5T, 9C**

This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal, and ethical manner using the nursing process in a variety of settings. Emphasis is placed on providing care to individuals experiencing complex alterations in: sensory/perceptual reproductive, endocrine, genitourinary, neurological, immune, cardiovascular, and lower gastrointestinal systems. Additional instruction is provided for care for clients experiencing burns, cancer, and emergent conditions. Nutrition, pharmacology, therapeutic communication, community, cultural diversity, health promotion, error prevention, critical thinking, impacts on maternal and child clients are integrated throughout the course.

Pre-Requisite NUR 102, NUR 103, NUR 104, NUR 105, and NUR 106

**NUR 108 Psychosocial Nursing 3 hours: 2T, 3C**

This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, students will demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process.

Pre-Requisite NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, and NUR 107

**NUR 109 Role Transition for the Practical Nurse 3 hours: 2T, 3S**

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content, specific to the practice of practical nursing.

Pre-Requisite NUR 102, NUR 103, NUR 104, NUR 105, and NUR 106, NUR 107 and NUR 108

Co-Requisite NUR 107 and NUR 108

**NUR 111 Paramedic to ADN Mobility 12 hours; 8T, 3S, 9C**

This course is designed to assist the nationally registered paramedic transitioning to the role of the associate degree nurse (ADN). Emphasis is placed on basic and advanced nursing skills; the nursing process; communication; selected theories needed to develop competencies necessary to meet the needs of individuals through the lifespan in a safe, legal, and ethical manner; concepts related to psychosocial needs of individuals; and the role of the registered nurse. Upon completion of the course students will be able to articulate into the ADN program. Clinical required in medical/surgical; obstetrics; and pediatrics. Lab and clinical are required.

**NUR 200 Nursing Career Mobility Assessment 6 hours: 3T, 9S**

This course is designed to provide LPN mobility students self-directed opportunities to prepare for placement into the third semester of the ADN program. Emphasis is on assessment and validation of selected theory, process, and skills covered in NUR 102, NUR 103, NUR 104, NUR 105, and NUR 106. Upon successful completion of assessments, students are eligible for entry into NUR 201. Students who successfully complete this course are awarded 15 non-traditional hours at the completion of the LPN Mobility Curriculum.

**NUR 201 Nursing Through the Lifespan I 5 hours: 3T, 6C**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in gastrointestinal, reproductive, sensory, and endocrine systems in a variety of settings. Additional instruction is provided for oncology, mental health, teaching/learning concepts, and advanced dosage calculations. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

Pre-Requisite NUR 102, NUR 103, NUR 104, NUR 105, and NUR 106 (or NUR 200)

**NUR 202 Nursing Through the Lifespan II 6 hours: 3T, 9C**

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings. Additional instruction is provided for psychiatric disorders, and high-risk obstetrics. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

Pre-Requisite NUR 102, NUR 103, NUR 104, NUR 105, NUR 106 (or NUR 200), and NUR 201

**NUR 203 Nursing Through the Lifespan III 6 hours: 4T, 6C**

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems in a variety of settings. Additional instruction is provided care for selected mental health disorders, selected emergencies, multiple organ dysfunction syndrome and related disorders. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community

Pre-Requisite NUR 102, NUR 103, NUR 104, NUR 105, NUR 106 (or NUR 200), NUR 201, and NUR 202

**NUR 204 Role Transition for the Registered Nurse 4 hours: 2T, 6C**

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in health care, nursing leadership and management, professional practice issues for registered nurses, and transition into the workplace. Additional instruction is provided for preparing for the NCLEX-RN.

Pre-Requisite NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, (or NUR 200), NUR 201, and NUR 202, NUR 203 Co-Requisite NUR 203

**OAD 101 Beginning Keyboarding 3 hours**

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables.

**OAD 103 Intermediate Keyboarding 3 hours**

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus in the production of business documents. Pre-Requisite OAD 101 or permission of instructor

**OAD 104 Advanced Keyboarding 3 hours**

This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high-quality business documents. Pre-Requisite OAD 103 or permission of instructor

**OAD 125 Word Processing**

**3 hours**

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memo, letters and reports.

Pre-Requisite OAD 101 or permission of instructor

**OAD 126 Advanced Word Processing**

**3 hours**

This course is designed to increase student proficiency in using advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

Pre-Requisite OAD 125 or permission of instructor

**OAD 130 Electronic Calculations**

**3 hours**

This course is designed to give students a job-level competency in using the ten-key touch method and develop the student's ability to solve common business problems with an electronic display-printing calculator. Emphasis is placed on basic mathematical functions in a business context. Upon completion students will be able to perform basic electronic calculating at an acceptable rate of speed and accuracy.

**OAD 134 Career and Professional Development**

**3 hours**

This course is designed to assist the student in preparing for employment. Emphasis is on developing resumes, improving interview techniques, participating in mock interviews, setting goals, conducting job searches, and improving personal and professional image. Upon completion, the student will be able to demonstrate confidence in seeking employment and improved self-confidence.

**OAD 138 Records and Information Management**

**3 hours**

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems supplies, equipment, and modern technology used in creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.

**OAD 200 Machine Transcription**

**3 hours**

This course is designed to develop skills in transcribing various forms of dictated material through classroom instruction and outside lab. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.

Pre-Requisite OAD 101

**OAD 202 Legal Transcription**

**3 hours**

This course is designed to familiarize the students with legal terms and to develop transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and outside lab. Emphasis is on transcribing legal documents from dictated recordings. Upon completion students should be able to demonstrate the ability to transcribe accurately appropriately formatted legal documents.

Pre-Requisite OAD 103 or permission of instructor

**OAD 212 Medical Transcription**

**3 hours**

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings. Pre-Requisite OAD 103

**OAD 213 Advanced Medical Transcription**

**3 hours**

This course is designed to develop skills in medical transcription. Emphasis is on diagnostic studies, laboratory, radiology, and pathology reports. Upon completion, the student should be able to demonstrate proficiency in the preparation of a variety of reports and forms used in the medical environment.

Pre-Requisite OAD 212 or permission of the instructor

**OAD 215 Health Information Management**

**3 hours**

This course is designed to promote an understanding of the structure, analysis and management of medical records through classroom instruction and outside lab. Emphasis is on filing and managing medical records; coding of disease, operations and procedures; and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently. Pre-Requisite Permission of instructor

**OAD 218 Office Procedures**

**3 hours**

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction and outside lab. Emphasis is on current operating functions, practices, and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role. Pre-Requisite OAD 101

**OAD 231 Office Applications**

**2 hours**

This course is designed to provide the student with a foundation in the use of computerized equipment and application software as tools in the performance of a variety of office tasks through classroom instruction and outside lab. Emphasis is on the role of the office professional in the selection and application of appropriate technology to the specific task or combination of tasks. Upon completion, the student should be able to demonstrate proficiency in the selection of appropriate computerized tools to complete designated tasks. Pre-Requisite Permission of instructor

**OAD 241 Office Co-op**

**3 hours: 15I**

Emphasis is on the integration of classroom learning with on-the-job experiences that relate meaningfully to office careers. Upon completion, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to an actual work situation. Pre-Requisite Permission of instructor

**OAD 242 Office Internship**

**3 hours: 15I**

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position. Pre-Requisite Permission of instructor

**ORI 101 Orientation to College**

**1 hour**

This course is a graduation requirement for all degree or certificate-seeking students, and it should be completed during a student's first semester enrolled at GADSDEN STATE. The course emphasizes personal responsibility through the exploration of GADSDEN STATE regulations, campus facilities, and student services. It is also designed to help students develop effective study skills, critical thinking, and career goals. Upon completion of this course, students should be prepared to successfully manage learning experiences to meet educational and career goals.

**ORT 100 Orientation for Career Students**

**1 hour**

This course is a graduation requirement for all non-degree eligible students who are not allowed to enroll in any course creditable toward an associate degree, and it should be completed during a student's first semester enrolled at GADSDEN STATE. The course emphasizes personal responsibility through the exploration of GADSDEN STATE regulations, campus facilities, and student services. It is also designed to help students develop effective study skills, library skills, critical thinking, and career goals. Upon completion of this course, students should be prepared to successfully manage learning experiences to meet educational and career goals.

**PED 100 Fundamentals of Fitness**

**3 hours: 3T**

This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.

**PED 109 Jogging**

**1 hour: 2M**

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is place on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities.

**PED 126 Recreational Games**

**1 hour: 2M**

This course is designed to give an overview of a variety of recreational games and activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime recreational activities. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime recreational activities.

**PED 138 Table Tennis**

**1 hour: 2M**

The purpose of this course is to provide the student with the opportunity to acquire essential knowledge and to develop skills needed to participate in and enjoy table tennis. Singles and doubles tactics will be learned through demonstration and participation.

**PED 142 Advanced Swimming**

**1 hour: 2M**

This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program. Pre-Requisite PED 141 or permission of instructor



- PED 143 Aquatic Exercise 1 hour: 2M**  
 This course introduces rhythmic aerobic activities and aquatic exercises performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. Pre-Requisite PED 142
- PED 223 Methods of Instruction 3 hours**  
 This course provides instruction for the student on specialized teaching techniques in becoming a wellness instructor. The student will learn the basis on instruction in the area of aerobic types of exercise and weight training. This course will enable the student to instruct as well as supervise these types of programs. The student will learn basic anatomy and exercise physiology as it applies to movement of the body during exercise. This course will address and explain safety and teaching methods for the exercise instructor in the development of a comprehensive fitness program.
- PED 251 Varsity Basketball 1 hour: 2M**  
 This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive basketball. Pre-Requisite Permission of instructor
- PED 254 Varsity Softball 1 hour: 2M**  
 This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball. Pre-Requisite Permission of instructor
- PED 255 Varsity Tennis 1 hour: 2M**  
 This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, strokes, pace, and strategy in singles and doubles play. Upon completion, students should be able to play competitive tennis. Pre-Requisite Permission of instructor
- PED 258 Varsity Volleyball 1 hour: 2M**  
 This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. Pre-Requisite Permission of instructor
- PED 296 Practicum in Athletic Training I 3 hours**  
 This course will allow students to achieve real world, hands-on experience while assigned to a healthcare professional at local orthopedic clinics and/or athletic facilities. Students will observe, report, and assist in the treatment of athletic injuries. Pre-Requisite BIO 201, BIO 202, HED 231 (First Aid), HED 232 (Care and Prevention of Athletic Injuries), and permission of instructor
- PED 297 Practicum in Athletic Training II 3 hours**  
 This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to assess and intervene with athletic injuries while assigned to a healthcare professional at local orthopedic clinics and/or athletic facilities. Pre-Requisite PED 296 and permission of instructor
- PHL 206 Ethics and Society 3 hours**  
 This course involves the study of ethical issues that confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and should be prepared to make decisions in life regarding ethical issues.
- PHS 111 Physical Science I 4 hours: 3T, 2E**  
 This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy.
- PHS 112 Physical Science II 4 hours: 3T, 2E**  
 This course provides the non-technical student with an introduction to the basic principles of chemistry and physics.
- PHY 120 Introduction to Physics 4 hours: 3T, 2E**  
 This course provides an introduction to general physics for non-science majors. Topics include fundamentals of mechanics, properties of matter, heat and temperature, simple harmonic motion, SHM, waves and sound, electricity and magnetism, optics and modern physics. Pre-Requisite MTH 098 or higher.
- PHY 201 General Physics I Trig Based 4 hours: 3T, 2E**  
 This course is designed to cover 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. Pre-Requisite MTH 113 or equivalent

**PHY 202 General Physics II Trig Based 4 hours: 3T, 2E**

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light, optics, electrostatics, circuits, magnetism, and modern physics.

Pre-Requisite PHY 201

**PHY 213 General Physics with Calculus I 4 hours: 3T, 2E**

This course provides a calculus-based treatment of the principle subdivision of classical physics: mechanics and energy including thermodynamics. Pre-Requisite MTH 125 Co-Requisite MTH 125

**PHY 214 General Physics with Calculus II 4 hours: 3T, 2E**

This course provides a calculus-based study in classical physics. Topics include simple harmonic motion, waves, sound, light, optics, electricity, and magnetism. Pre-Requisite PHY 213 (General Physics with Calculus I)

**POL 211 American National Government 3 hours**

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U. S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and to explain relationships among the basic elements of American government and to function as more informed participants of the American political system.

**POL 220 State and Local Government 3 hours**

This course is a study of the forms of organization, functions, institutions, and operation of American state and local governments. Emphasis is placed on the variety of forms and functions of state and local governments, with particular attention to those in Alabama, and to the interactions between state and local governments and the national government. Upon completion, students should be able to identify elements of and explain relationships among the state, local, and national governments of the U.S., and to function as more informed participants of state and local political systems.

**POL 230 Comparative Government 3 hours**

This course introduces comparative analysis of political systems. Emphasis is placed on institutions and processes of contemporary national political systems in selected democratic industrial nations. Upon completion, students should be able to compare and contrast the organization, institutions, and processes of major types of governmental systems of the world.

**POL 236 Survey of International Relations 3 hours**

This course is a survey of the basic forces affecting international relations. Topics include bases of national power, balance of power, causes of war, the international political economy, international law, international organization, and possible futures of international relations. Upon completion, students should be able to identify and discuss relevant terms and concepts, and identify, analyze, evaluate, and discuss the primary factors influencing the international relations of selected states.

**POR 101 Introductory Portuguese I 4 hours**

This course provides an introduction to Portuguese. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Portuguese-speaking areas.

Pre-Requisite As required by program

**POR 102 Introductory Portuguese II 4 hours**

This course is a continuation of POR 101 and includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Portuguese-speaking areas.

Pre-Requisite POR 101 or equivalent

**PRL 101 Introduction to Paralegal Study 3 hours**

This course presents the ethical and professional responsibilities of the paralegal, as well as the limitations placed on the paralegal. It is designed to orient the student to the role of the paralegal and the lawyer as a legal team and to provide an overview of various legal concepts, career opportunities, and other related topics. The student must take PRL 101 and PRL 102 before taking any other paralegal courses. Co-Requisite PRL 102

**PRL 102 Basic Legal Research and Writing 3 hours**

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. The student will demonstrate the ability to perform legal research and writing assignments using techniques covered in this course. The student must take PRL 101 and PRL 102 before taking any other paralegal courses. Co-Requisite PRL 101

- PRL 103 Advanced Legal Research and Writing 3 hours**  
This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memoranda, briefs, and other documents and the advanced use of electronic research methods. Pre-Requisite PRL 101 and PRL 102
- PRL 160 Criminal Law and Procedure 3 hours**  
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case. Pre-Requisite PRL 101 and PRL 102
- PRL 210 Introduction to Real Property Law 3 hours**  
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, the student will demonstrate the ability to identify estates, forms of deeds, recording requirements, and procedures used to enforce rights to real property. Pre-Requisite PRL 101 and PRL 102
- PRL 230 Domestic Law 3 hours**  
This course is a study of the laws governing domestic relations. Topics include marriage, separation, divorce, child custody, child support, alimony, property division, adoption, domestic violence, and other related topics. The student will demonstrate the ability to draft divorce and support pleadings, separation agreements, and calculate child support according to the guidelines adopted by the state. Pre-Requisite PRL 101 and PRL 102
- PRL 240 Wills, Estates, and Trusts 3 hours**  
This course is a study of the preparation and execution of wills and trusts, administration and probate of estates, and the tax consequences of estate planning. Topics include types of wills and execution requirements, intestate succession, inventories and accounting, distribution and settlements, and other related topics. Upon completion, the student will demonstrate the ability to draft simple wills, prepare estate forms, understand administration of estates, and understand terms regarding trusts. Pre-Requisite PRL 101 and PRL 102
- PRL 262 Civil Law and Procedures 3 hours**  
This course is designed to give the student a basic understanding of the federal rules of civil procedure and Alabama rules of court. The student will demonstrate the ability to prepare a trial notebook for litigation purposes. Pre-Requisite PRL 101 and PRL 102
- PRL 291 Internship in Paralegalism 3 hours: 15I**  
This course provides students opportunities to work in paid or unpaid positions in which they apply paralegal skills and knowledge. This course requires six hours of class room instruction and a minimum of one hundred and thirty (130) hours of practical experience in the legal field, including work in law offices, municipal courts, banks, insurance companies, and governmental agencies, and with district and circuit court judges. Upon course completion, students will be able to apply in real-work settings competencies obtained in the PRL curriculum. Pre-Requisite PRL 101, PRL 102, and PRL 262
- PST 110 Introduction to Public Safety Communications 3 hours: 3T**  
This course provides the student with an introduction to telephone and radio communications skills, interpersonal communications, basics of call handling, legal issues in public safety communications and technologies for the telecommunicator. This course will provide the student information necessary to understand the job of a public safety telecommunicator and is the foundation to begin working in a police, fire, EMS, or combined service communications center.
- PST 111 Interpersonal Communications 3 hours: 3T**  
This course introduces the student to the basic concepts of interpersonal communications and oral communications necessary for the public safety telecommunicator to interact with public safety personnel and citizens of the community. Techniques to overcoming barriers, achieving effective communications, handling difficult callers, listening effectively and resolving conflicts will be addressed.
- PST 112 Legal Issues in Public Safety Telecommunications 3 hours: 3T**  
This course is designed to provide the student with an overview of legal issues impacting the public safety communication and telecommunication industry. The course will include a series of case studies which present a rational prospective of the liability exposure of the public safety telecommunicator. The course shall provide the student with legal principles and processes that when adhered, should guide toward minimizing liability exposure.

**PST 113 Introduction to Crisis Intervention**

**3 hours: 3T**

This course is designed to provide the student with the critical principles in support of crisis intervention. This course shall present techniques for handling domestic violence, potential suicide, hostage and civil unrest situations as a public safety telecommunicator.

**PST 114 Introduction to Weapons of Mass Destruction**

**3 hours: 3T**

This course is designed to provide the student with the basic principles needed to respond to a Weapons of Mass Destruction (WMD) event. The course will present the role and responsibilities of the public safety telecommunicator in dispatching assistance for aid and maintaining documentation of calls for assistance resulting from a WMD incident.

**PST 115 Emergency Medical Dispatching**

**3 hours: 3T**

This course is designed to prepare the student to receive a call requesting assistance for emergency medical services (EMS) and allocate community resources in response to requests. Upon course completion, the student will be qualified to provide pre-arrival medical instructions to the caller, and post-dispatch information to the responding agencies.

**PST 220 Technologies in Public Safety Telecommunication and 911**

**3 hours: 3T**

This course is designed to present to the student an overview of the rapidly advancing technology in public safety telecommunications. Topics include computer aided dispatch, radio and telephonic advances, mapping and Global Positioning System (GPS) technology, and information management technology.

**PST 221 Role in Hostage Negotiations**

**3 hours: 3T**

This course is designed to provide the student critical knowledge of handling high risk calls. Many negotiation techniques will be addressed, including handling initial calls from suicide/barricaded subjects in a proper manner in order to assist hostage negotiators.

**PST 222 Handling of Hazardous Materials Event**

**3 hours: 3T**

This course is designed to provide the student with the knowledge necessary in handling events involving hazardous material(s). Basic knowledge in communication management of special circumstances involving chemical, biological and radiological hazardous events will be addressed. Additional topics include Materials Identification, Personal Protective Equipment (PPE), Decontamination, Victim Rescue & Recovery, and Evidence Preservation.

**PST 223 Human Resource Management in Public Safety Communications**

**3 hours: 3T**

This course is an overview of human resources, federal employee regulations, Americans with Disabilities Act (ADA), and the Family Medical Leave Act.

**PST 224 Financial Management in Public Safety Communications**

**3 hours: 3T**

This course is designed to acquaint the student with the basic financial principles of budgeting, purchasing, bid process, internal control, audit, and reporting for various communication agencies.

**PST 225 Management Principles in Public Safety Communications**

**3 hours: 3T**

This course is designed to provide an overview of communication center management. Topics include organizational theory, operational models, supervision, the evaluation process, and effective leadership.

**PST 226 Advanced Public Safety Communications**

**3 hours: 3T**

This course is designed as an in-depth study of telecommunication center operations. Topics include organizational structure, human resources, policies and procedure, budgetary processes, and legal/liability issues.

**PST 227 Location Identification**

**3 hours: 3T**

This course is designed to provide an overview of location identification technology as it relates to telecommunication operations. Topics include GPS technologies, providing directions, and GIS (Geographic Data Collection).

**PST 228 Technical Writing for Public Safety Communicators**

**3 hours: 3T**

This course is an introduction to the basic concepts for professional writing related to the communication center. Emphasis on the necessary skills for preparing standard operating procedures, training documents, and related materials.

**PSY 200 General Psychology**

**3 hours**

This course is a survey of behavior, with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

**PSY 210 Human Growth and Development**

**3 hours**

This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death. Pre-Requisite PSY 200

**PSY 230 Abnormal Psychology**

**3 hours**

This course is a survey of abnormal behavior and its social and biological origins. The anxiety-related disorders, psychoses, personality disorders, and mental deficiencies are covered. Pre-Requisite PSY 200

**RAD 111 Introduction to Radiography**

**2 hours: 2T**

This course provides students with an overview of radiography and its role in health care delivery. Topics include the history of radiology, professional organizations, legal and ethical issues, health care delivery systems, introduction to radiation protection, and medical terminology. Upon completion students will demonstrate foundational knowledge of radiologic sciences.

**RAD 112 Radiographic Procedures I**

**4 hours: 3T, 1I**

This course provides the student with instruction in anatomy and positioning of the Chest and Thorax, Upper and Lower Extremities, and Abdomen. Theory and laboratory exercises will cover radiographic positions and procedures. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.

**RAD 113 Patient Care**

**2 hours: 1T, 1I**

This course provides the student with concepts of patient care and pharmacology and cultural diversity. Emphasis in theory and lab is placed on assessment and considerations of physical and psychological conditions, routine and emergency. Upon completion, students will demonstrate/ explain patient care procedures appropriate to routine and emergency situations.

**RAD 114 Clinical Education I**

**2 hours: 2c**

This course provides students with the opportunity to correlate instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Emphasis is on clinical orientation, equipment, procedures, and department policies. Upon completion of the course, the student will demonstrate practical applications of specific radiographic procedures identified in RAD 112.

**RAD 122 Radiographic Procedures II**

**4 hours: 3T, 1I**

This course provides students with instruction in anatomy and positioning of spine, cranium, body systems and special procedures. Theory and laboratory exercises will cover radiographic positions and procedures with applicable contrast media administration. Upon completion of the course students will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.

**RAD 124 Clinical Education II**

**5 hours: 5c**

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting will enable the student to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, the student will demonstrate practical applications of radiographic procedures presented in current and previous courses.

**RAD 125 Imaging Equipment**

**3 hours: 3T**

This course provides students with knowledge of basic physics and the fundamentals of imaging equipment. Topics include information on x-ray production, beam characteristics, units of measurements, and imaging equipment components. Upon completion, students will be able to identify imaging equipment as well as provide a basic explanation of the principles associated with image production.

**RAD 134 Clinical Education III**

**5 hours: 5c**

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

**RAD 135 Exposure Principles**

**3 hours: 2T, 1I**

This course provides students with the knowledge of factors that govern and influence the production of radiographic images and assuring consistency in the production of quality images. Topics include factors that influence density, contrast and radiographic quality as well as quality assurance, image receptors, intensifying screens, processing procedures, artifacts, and state and federal regulations. Upon completion students will demonstrate knowledge of radiographic imaging, processing, quality assurance, and explain factors that influence the production of radiographic images.

**RAD 136 Radiation Protection and Biology**

**2 hours: 2T**

This course provides students with principles of radiation protection and biology. Topics include radiation protection responsibility of the radiographer to patients, personnel and the public, principles of cell radiation interaction, radiation effects on cells and factors affecting cell response. Upon completion the student will demonstrate knowledge of radiation protection practices and fundamentals of radiation biology.

**RAD 212 Image Evaluation and Pathology**

**2 hours: 1T, 1I**

This course provides a basic understanding of the concepts of disease and provides the knowledge to evaluate image quality. Topics include evaluation criteria, anatomy demonstration and image quality with emphasis placed on a body system approach to pathology. Upon completion students will identify radiographic manifestations of disease and the disease process. Students will evaluate images in the classroom, laboratory and clinical settings.

**RAD 214 Clinical Education IV**

**8 hours: 8C**

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles of computed tomography and cross-sectional anatomy will be presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

**RAD 224 Clinical Education V**

**8 hours: 8C**

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles of various imaging modalities will be presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

**RAD 227 Review Seminar**

**2 hours: 2T**

This course provides a consolidated and intensive review of the 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. Upon completion students will be able to pass comprehensive tests of topics covered in the Radiologic Technology Program.

**RDG 083 Developmental Reading I**

**2 hours**

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills. Placement in this course is mandatory for students whose ACT COMPASS reading score is below 32. Additionally, the grade a student earns in a developmental course (A, B, C, or U) does not factor into the student's GPA (grade point average).

**RDG 084 Developmental Reading II**

**3 hours**

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

Pre-Requisite RDG 083 or an ACT COMPASS reading placement score of 23-44

**RDG 085 Developmental Reading III**

**3 hours**

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

Pre-Requisite RDG 084, recommendation by reading instructor, or an ACT COMPASS reading placement score of 45-75

**RDG 114 Critical Reading for College**

**3 hours**

This course is designed to enhance critical reading skills with application practice in a variety of course disciplines.

Pre-Requisite COMPASS reading placement score of 76 or above or permission of the instructor

**REL 151 Survey of the Old Testament**

**3 hours**

This course is an introduction to the content of the Old Testament with emphasis on the historical context and the contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course.

**REL 152 Survey of the New Testament**

**3 hours**

This course is a survey of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.

- RTR 110 Realtime Reporting I / Laboratory 5 hours: 3T, 4L**  
This course includes the study of computer-compatible, machine-stenographic theory principles, with an emphasis on clear, consistent, conflict-free writing; an introduction to the alphabetic and Arabic systems of writing numbers; the mastery of basic abbreviations; and speed development of 40-60 net word per minute (nwpm) on familiar material of higher-than-average syllabic density.
- RTR 115 Realtime Reporting Technology 3 hours: 2T, 2L**  
This course is designed to provide students with competency in litigation support and computer-aided transcription of machine shorthand notes on several CAT systems. Attention will also be given to the word-processing functions of revising and editing, document storage and retrieval, merging texts, and printing documents.  
Pre-Requisite RTR 130
- RTR 130 Realtime Reporting II / Laboratory 5 hours: 3T, 4L**  
This course completes the study of computer-compatible, machine-stenographic theory principles and introduces computer-compatible Realtime Reporting abbreviations and phrases. Emphasis continues on speed development of 60-80 WPM on familiar material of higher-than-average syllabic density. Also included are machine-stenographic reporting and transcription of literary, jury charge, and testimony material. Pre-Requisite RTR 110
- RTR 131 Civil and Criminal Law and Terminology for Real Time Reporters 3 hours: 3T**  
This course includes substantive law, torts, contracts, personal property and agency, wills and estates, real property, family law, negotiable instruments, business organization, civil and criminal procedure (discovery, trial, and appellate processes), hearings and arbitrations, the legislative process, and legal and Latin terminologies attendant thereto.  
Pre-Requisite RTR 130
- RTR 150 Realtime Reporting III / Laboratory 5 hours: 3T, 4L**  
This course includes the machine-stenographic reporting and transcription of two-voice testimony, jury charge, and literary material, with an emphasis on speed development in each of the three timing categories; a continuation of the study of computer-compatible abbreviations, phrases, and number drills. Pre-Requisite RTR 130
- RTR 170 Realtime Closed Captioning Technologies 3 hours: 2T, 2L**  
This course is designed to instruct the student in utilizing Eclipse NT/Accucap software for captioning. Upon completion of the course, the student understands the basic setup of a captioning studio, equipment care and maintenance, implementation of functions and commands of software program, and troubleshooting skills.  
Pre-Requisite RTR 130 or approval of program advisor
- RTR 171 Broadcast Captioning I/Laboratory 5 hours: 3T, 4L**  
This course includes the machine-stenographic reporting and transcription of two-voice testimony, Alabama criminal and civil jury instructions, and an introduction to multi-voice proceedings. Speed development in each of the three timing categories continues. Endurance reporting workshops begin in this course. Pre-Requisite RTR 150
- RTR 172 Broadcast Captioning II/Laboratory 5 hours: 3T, 4L**  
This course is designed to enable the student to operate a realtime translation system in the computer-integrated courtroom environment, deposition environment, classroom environment, broadcast environment, and in seminar, conference, and convention environments. This course includes the machine-stenographic reporting and transcription of two-voice testimony, Alabama criminal and civil jury instructions, and an introduction to multi-voice proceedings. Speed development in each of the three timing categories continues. Endurance-reporting workshops begin in this course. Pre-Requisite RTR 171
- RTR 173 Broadcast Captioning III/Laboratory 5 hours: 3T, 4L**  
This course continues skill building in the realtime translation environments, with a focus on increasing speed and accuracy in the three timing categories. Pre-Requisite RTR 172
- RTR 175 Realtime Closed Captioning Technology II 2 hours: 2T**  
This course is a continuation of RTR 170. Emphasis is placed on the advanced features of Eclipse NT/Accucap software for captioning, dictionary development, and Internet research techniques.
- RTR 184 Realtime Lab I 2 hours: 4L**  
This course is designed to enable judicial and captioning students to enhance realtime skills through additional usage of software and equipment in perfecting theory principles and speed development skills in categories of Literacy, Jury Charge, and Q&A.
- RTR 185 Realtime Lab II 2 hours: 4L**  
This course is designed to enable judicial and captioning students to enhance realtime skills through additional usage of software and equipment in perfecting theory principles and speed development skills in categories of Literacy, Jury Charge, and Q&A.

- RTR 186 Realtime Lab III 2 hours: 4L**  
This course is designed to enable judicial and captioning students to enhance realtime skills through additional usage of software and equipment in perfecting theory principles and speed development skills in categories of Literacy, Jury Charge, and Q&A.
- RTR 187 Realtime Lab IV 2 hours: 4L**  
This course is designed to enable judicial and captioning students to enhance realtime skills through additional usage of software and equipment in perfecting theory principles and speed development skills in categories of Literacy, Jury Charge, and Q&A.
- RTR 188 Realtime Lab V 2 hours: 4L**  
This course is designed to enable judicial and captioning students to enhance realtime skills through additional usage of software and equipment in perfecting theory principles and speed development skills in categories of Literacy, Jury Charge, and Q&A.
- RTR 189 Realtime Lab VI 2 hours: 4L**  
This course is designed to enable judicial and captioning students to enhance realtime skills through additional usage of software and equipment in perfecting theory principles and speed development skills in categories of Literacy, Jury Charge, and Q&A.
- RTR 210 Realtime Reporting IV / Laboratory 5 hours: 3T, 4L**  
This course includes the machine-stenographic reporting and transcription of two-voice testimony, jury charge, and literary material, with an increased emphasis on speed development in each of the three timing categories; a review of computer-compatible abbreviations and phrases; and a continuation of advanced number drills.  
Pre-Requisite RTR 150
- RTR 220 Realtime Reporting V / Laboratory 5 hours: 3T, 4L**  
This course includes the machine-stenographic reporting and transcription of two-voice testimony, Alabama criminal and civil jury instructions, and an introduction to multi-voice proceedings. Speed development in each of the three timing categories continues. Endurance-reporting workshops begin in this course. Pre-Requisite RTR 210
- RTR 226 Judicial Procedures 3 hours: 3T**  
This course will instruct the student in the proper use of library and reference materials, including how to research citations. Additional emphasis is placed on correct procedures for the reading of notes and duties of note readers and scopists. The use of computer-aided transcription (CAT) and videotape technology is explained. Requirements for reporters, such as bonding, serving as a notary public, certifying documents, proper filing of records, and other official duties are discussed. Pre-Requisite RTR 131 and RTR 150
- RTR 227 Moot Court Practicum I 5 hours: 3T, 4L**  
This course is designed to simulate deposition situations, utilizing actual transcripts. Speaker identification symbols are introduced. Speed and clarity are emphasized during read back of selected portions of notes. Emphasis is placed also on reporting techniques and punctuation essential to reflect accurately in machine-stenographic notes and transcript thereof various speech patterns, colloquial language, unreported events, and physical actions. This course and RTR 257 are taught in sequence. Pre-Requisite RTR 115 and minimum speed of 150 wpm or advisement
- RTR 257 Moot Court Practicum II 5 hours: 3T, 4L**  
This course is a continuation of RTR 227, with the course now designed to simulate civil and criminal trial situations, utilizing actual transcripts. Pre-Requisite RTR 227
- RTR 270 Realtime Reporting VI / Laboratory 5 hours: 3T, 4L**  
This course includes the continuation of accuracy and speed development in three timing categories. Lectures on expanded professional ethics and other situations are continued. Pre-Requisite RTR 220
- RTR 275 Realtime Reporting Internship 2 hours: 10I**  
Students are assigned to college-approved internships where, under the guidance and supervision of official and/or general NCRA Registered Professional Reporters, they undergo extensive indoctrination in the duties and responsibilities of the profession. Pre-Requisite RTR 210 and/or as required by program
- RTR 292 Broadcast Captioning Internship 3 hours: 15I**  
This course is designed to enable the student to spend a minimum of 40 hours of captioning in an approved freelance, official, and/or realtime captioning setting and produce a salable transcript of proceedings. The student will observe procedures, caption realtime material, receive on-the-job training under the guidance of experienced reporters and broadcast captioners, and participate in classroom activities related to the internship experience.  
Pre-Requisite RTR 290



- RTR 295 Selected Topics in Realtime Reporting 5 hours each: 3T, 4L each**  
This course will be offered to students who fail to achieve the speed requirements by the end of the current semester. Each course emphasizes speed building in the three timing categories.
- RTR 296 Selected Topics in Realtime Reporting 5 hours each: 3T, 4L each**  
This course will be offered to students who fail to achieve the speed requirements by the end of the current semester. Each course emphasizes speed building in the three timing categories.
- RTR 297 Selected Topics in Realtime Reporting 5 hours each: 3T, 4L each**  
This course will be offered to students who fail to achieve the speed requirements by the end of the current semester. Each course emphasizes speed building in the three timing categories.
- RTR 298 Selected Topics in Realtime Reporting 5 hours each: 3T, 4L each**  
This course will be offered to students who fail to achieve the speed requirements by the end of the current semester. Each course emphasizes speed building in the three timing categories.
- RTR 299 Selected Topics in Realtime Reporting 5 hours each: 3T, 4L each**  
This course will be offered to students who fail to achieve the speed requirements by the end of the current semester. Each course emphasizes speed building in the three timing categories.
- SOC 200 Introduction to Sociology 3 hours**  
This course is an introduction to vocabulary, concepts, and theory of sociological perspectives of human behavior.
- SOC 208 Introduction to Criminology 3 hours**  
This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. The study includes criminal personalities, principles of prevention, control, and treatment.
- SOC 209 Juvenile Delinquency 3 hours**  
This course examines the causes of delinquency. It also reviews programs of prevention and control of juvenile delinquency, as well as the role of the courts.
- SOC 210 Social Problems 3 hours**  
This course examines the social and cultural aspects, influences, and characteristics of current social problems in light of sociological theory and research. Pre-Requisite SOC 200
- SOC 217 Criminal and Deviant Behavior 3 hours**  
This course is an analysis of criminal and deviant behavior with emphasis on sociological and psychological theories of crimes causation. Pre-Requisite CRJ / SOC 208 or SOC 200
- SOC 247 Marriage and the Family 3 hours**  
This course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life. Pre-Requisite SOC 200
- SPA 101 Introductory Spanish 4 hours**  
This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.
- SPA 102 Introductory Spanish II 4 hours**  
This course, a continuation of SPA 101, includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. Pre-Requisite SPA 101 or equivalent
- SPA 201 Intermediate Spanish I 3 hours**  
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. Pre-Requisite SPA 102 or equivalent
- SPA 202 Intermediate Spanish II 3 hours**  
This course, a continuation of SPA 201, includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. Pre-Requisite SPA 201 or equivalent

- SPC 103 Oral Communication Skills 3 hours**  
 This course introduces the basic concepts of interpersonal communication and the oral communication skills necessary to interact with co-workers and customers, and to work effectively in teams. Topics include overcoming barriers to effective communication, effective listening, applying the principles of persuasion, utilizing basic dynamics of group discussion, conflict resolution, and positive communication patterns in the business setting. Upon completion, students should be able to demonstrate interpersonal communication skills, to apply basic principles of group discussion, to develop a business-like personality, and to present themselves effectively before co-workers and the public. This course does not satisfy the general education component for a degree.
- SPH 106 Fundamentals of Oral Communication 3 hours**  
 This is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application.
- SPH 107 Fundamentals of Public Speaking 3 hours**  
 This course explores principles of audience and environment analysis as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories, and student performances are emphasized.
- SPH 108 Voice and Diction 3 hours**  
 This course provides training for improvement in use of the speaking voice. Attention is focused on range, flexibility, clarity of articulation, and standards of pronunciation with individual help in the correction of faulty speech habits. A study of the International Phonetic Alphabet is included.
- SPH 116 Introduction to Interpersonal Communication 3 hours**  
 This course is an introduction to the basic principles of interpersonal communication.
- SUR 101 Introduction to Surgical Technology 3 hours: 3T**  
 This course introduces the student to the surgical environment. Emphasis is placed on principles of microbiology, identification of surgical instruments, equipment, and supplies, proper patient positioning for surgical procedures, and professional, ethical, and legal responsibilities of the surgical team. Upon completion of this course, the student should be able to name and select basic surgical instruments, supplies, and equipment, describe methods to maintain a sterile environment, and recognize members of the operating room team according to their roles.
- SUR 102 Applied Surgical Techniques 4 hours: 2T, 6S**  
 This course is the application of principles of asepsis and the role of the surgical technologist. Emphasis is placed on creating and maintaining a sterile environment, and applying skills of interoperative procedures. Upon completion of this course, the student should be able to participate in mock surgical procedures.
- SUR 103 Surgical Procedures 5 hours: 3T, 6S**  
 This course is a study of surgical procedures as they relate to anatomy, pathology, specialty equipment, and team responsibility. Patient safety is emphasized and medications used in surgery are discussed. Upon completion of the course, the student should be able to participate in surgical procedures in the operating room.  
 Co-Requisite SUR 104
- SUR 104 Surgical Practicum I 4 hours: 12c**  
 This course is the application of perioperative principles in the perioperative setting. Emphasis is placed on application of the surgical technologist. Upon completion of the course, the student should be able to participate in the surgical technologist role. Co-Requisite SUR 103
- THR 113 Theater Workshop I 2 hours each**  
 This course will provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make up, publicity, acting, directing, and other aspects of theater production.
- THR 114 Theater Workshop II 2 hours each**  
 This course will provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make up, publicity, acting, directing, and other aspects of theater production.
- THR 115 Theater Workshop III 2 hours each**  
 This course will provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make up, publicity, acting, directing, and other aspects of theater production.

<b>THR 120</b>	<b>Theater Appreciation</b>	<b>3 hours</b>
This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of the history and theory of drama and the contributions of playwright, actor, director, designer, and technician to modern media. Attendance at theater productions may be required.		
<b>THR 126</b>	<b>Introduction to Theater</b>	<b>3 hours</b>
This course is designed to teach the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations.		
<b>THR 131</b>	<b>Acting Techniques I</b>	<b>3 hours</b>
This is the first course of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes.		
<b>THR 132</b>	<b>Acting Techniques II</b>	<b>3 hours</b>
This course is a continuation of THR 131. Pre-Requisite      THR 131		
<b>THR 213</b>	<b>Theater Workshop IV</b>	<b>2 hours each</b>
THR 213, 214, 215 are continuations of THR 113, THR 114, and THR 115		
<b>THR 214</b>	<b>Theater Workshop V</b>	<b>2 hours each</b>
THR 213, 214, 215 are continuations of THR 113, THR 114, and THR 115		
<b>THR 215</b>	<b>Theater Workshop VI</b>	<b>2 hours each</b>
THR 213, 214, 215 are continuations of THR 113, THR 114, and THR 115		
<b>THR 281</b>	<b>Stage Movement I</b>	<b>3 hours each</b>
This course will enable the student to understand the importance of body language in communication on and off the stage. It also offers theatrical training of classical pantomime techniques, stunt and stage fencing techniques, and physical choreographical memory training.		
<b>THR 282</b>	<b>Stage Movement II</b>	<b>3 hours each</b>
This course will enable the student to understand the importance of body language in communication on and off the stage. It also offers theatrical training of classical pantomime techniques, stunt and stage fencing techniques, and physical choreographical memory training.		
<b>WDT 108</b>	<b>SMAW Fillet/OFC</b>	<b>3 hours: 2T, 3L</b>
This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting. NDC Pre-Requisite      As required by College      CORE		
<b>WDT 109</b>	<b>SMAW Fillet/PAC/CAC</b>	<b>3 hours: 2T, 3L</b>
This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting. NDC Pre-Requisite      As required by College      CORE		
<b>WDT 110</b>	<b>Industrial Blueprint Reading</b>	<b>3 hours: 3T</b>
This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion, students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication. NDC Pre-Requisite      As required by College      CORE		
<b>WDT 115</b>	<b>GTAW Carbon Pipe</b>	<b>3 hours: 1T, 4L</b>
This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation and fit-up to the applicable code. Pre-Requisite      As required by College		

- WDT 116 GTAW Stainless Pipe 3 hours: 1T, 4L**  
This course is designed to provide the student with the practices and procedures of welding stainless steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up to the applicable code. NDC  
Pre-Requisite As required by College
- WDT 119 Gas Metal Arc/Flux Cored Arc Welding 3 hours: 2T, 3L**  
This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques, and base and filler metal identification. NDC  
Pre-Requisite As required by College CORE
- WDT 120 Shielded Metal Arc Welding Groove 3 hours: 2T, 3L**  
This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes. NDC Pre-Requisite As required by College CORE
- WDT 122 SMAW Fillet/OFC Lab 3 hours: 6L**  
This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance with applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code. NDC  
Pre-Requisite As required by College
- WDT 123 SMAW Fillet/PAC/CAC Lab 3 hours: 6L**  
This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code. NDC Pre-Requisite As required by College
- WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab 3 hours: 9L**  
This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gasses. NDC Pre-Requisite As required by College
- WDT 125 Shielded Metal Arc Welding Groove Lab 3 hours: 9L**  
This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes. NDC  
Pre-Requisite As required by College
- WDT 155 GTAW Carbon Pipe Lab 3 hours: 9L**  
This course is designed to provide the student with the skills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code. NDC Pre-Requisite WDT 115 and/or as required by College
- WDT 156 GTAW Stainless Pipe Lab 3 hours: 9L**  
This course is designed to provide the student with the skills in welding stainless steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the prescribed filler metals in various positions in accordance with the applicable code. NDC Pre-Requisite WDT 116 and/or as required by College
- WDT 157 Consumable Welding Processes 3 hours: 1T, 6L**  
This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas, and base metals. NDC  
Pre-Requisite As required by College

**WDT 158 Consumable Welding Processes Lab**

**3 hours: 6L**

This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas, and base metals. Upon completion, the student should be able to produce groove and fillet welds, using consumable welding processes according to AWS Codes and Standards. NDC Pre-Requisite WDT 157 and/or as required by College

**WDT 160 Robotic Programming and Welding**

**3 hours: 1T, 4L**

This program introduces students to the safety and programming associated with robotic welding technology. Topics include robotic weld station familiarity, safety, robotic motions, programming, and welding inspection. Upon completion, the student should be able to setup and program a robot to weld parts in an efficient and safe manner. NDC

**WDT 166 Flux Core Arc Welding (FCAW)**

**3 hours: 2T, 3L**

This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas, and base metals. Upon completion, the student should be able to produce groove and fillet welds, using the FCAW welding process, according to AWS Codes and Standards. NDC Pre-Requisite As required by College

**WDT 167 Flux Core Arc Welding Lab**

**3 hours: 6L**

This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas, and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards. NDC Pre-Requisite As required by College

**WDT 180 Special Topics**

**3 hours: 1T, 6L**

This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor. NDC

Pre-Requisite As required by College

**WDT 181 Special Topics Lab**

**3 hours: 6L**

This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs. NDC Pre-Requisite As required by College

**WDT 182 Special Topics**

**3 hours: 1T, 6L**

This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor. NDC

Pre-Requisite As required by College

**WDT 183 Special Topics**

**2 hours: 1T, 2L**

This course allows the student to plan, execute, and present results of individual projects in welding. Prerequisite(s): As required by college

**WDT 183 M Special Topics Lab**

**3 hours: 6L**

This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs in the safe operation of basic metal machining processes using; lathe, milling machine, and drill presses for preparation of welding coupons. NDC Pre-Requisite As required by College.

**WDT 184 Special Topics**

**1 hours: 2L**

This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

Pre-Requisite As required by college

**WDT 185 Special Topics**

**3 hours: 3T**

This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs. NDC Pre-Requisite As required by college

**WDT 193 Co-Op**

**3 hours: 15I**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity, and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting. NDC  
Pre-Requisite As required by College

**WDT 217 SMAW Carbon Pipe**

**3 hours: 1T, 4L**

This course introduces the student to the practices and procedures of welding carbon steel pipe, using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation, and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable code. NDC  
Pre-Requisite As required by College

**WDT 218 Certification**

**3 hours: 1T, 4L**

This course is designed to provide the student with the knowledge needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass an industry standard welding test in accordance with various applicable welding code requirements. NDC Pre-Requisite As required by College

**WDT 219 Welding Inspection & Testing**

**3 hours: 3T**

This course provides the student with inspection skills and knowledge necessary to evaluate welded joints and apply quality control measures as needed. Emphasis is placed on interpreting welding codes, welding procedures, and visual inspection methods. Upon completion, students should be able to visually identify visual acceptable weldments as prescribed by the code or welding specification report. NDC Pre-Requisite As required by College

**WDT 221 Pipefitting and Fabrication**

**3 hours: 1T, 4L**

This course provides the student with skills and practices necessary for fabricating pipe plans using pipe and fittings. Emphasis is placed on various pipe fittings to include various degree angles. Upon completion, students should be able to fit various pipe fittings and cut and fabricate tees and assorted angles. NDC  
Pre-Requisite As required by College

**WDT 223 Blueprint Reading for Fabrications**

**3 hours: 1T, 4L**

This course provides a student with advanced skills in identifying and interpreting lines, views, dimensions, notes, bill of materials, and the use of tools of the trade. Emphasis is placed on figuring dimensional tolerances, layout, and fitting of different component parts. Upon course completion, a student should be able to interpret, layout, and fabricate from blueprints to given tolerances. NDC Pre-Requisite As required by College

**WDT 228 Gas Tungsten Arc Welding**

**3 hours: 2T, 3L**

This course provides students with knowledge needed to perform gas tungsten arc welds, using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas, and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes. NDC  
Pre-Requisite As required by College

**WDT 229 Boiler Tube**

**3 hours: 1 T, 4L**

This course is designed to provide the student with the practices and procedures of welding boiler tubes using gas tungsten and shield metal arc welding processes to the applicable code. Emphasis is placed on tube fit-up, tube welding technique, and code requirements. Upon completion students should be able to identify code requirements and tube welding technique. NDC Pre-Requisite As required by College

**WDT 230 Orbital Gas Tungsten Arc Welding**

**3 hours: 1T, 4L**

This course provides student with skills needed to perform orbital gas tungsten arc pipe welds using ferrous and/or non-ferrous metals according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. NDC  
Pre-Requisite As required by college

**WDT 240 Orbital Gas Tungsten Arc Welding Lab**

**3 hours: 6L**

This course is designed to provide the student with the practices and procedures of welding carbon pipe using the orbital gas tungsten arc welding process (GTAW). Emphasis is placed on welding pipe using the orbital GTAW process in the 2G, 5G and 6G positions to code requirements. NDC Pre-Requisite As required by college

**WDT 250 Pipe Preparation for Orbital Welding Lab**

**3 hours: 6L**

This course provides practical application of the concepts and principles of machining conventional and narrow groove pipe end bevels using hydraulic and pneumatic equipment for precision orbital welding applications. NDC  
Pre-Requisite As required by college

**WDT 257 SMAW Carbon Pipe Lab**

**3 hours: 6L**

This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable code. NDC

**WDT 258 Certification Lab**

**3 hours: 6L**

This course is designed to provide the student with the skills needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass an industry standard welding test in accordance with various welding code requirements. NDC Pre-Requisite WDT 218 and/or as required by College

**WDT 268 Gas Tungsten Arc Lab**

**3 hours: 9L**

This course provides student with skills needed to perform gas tungsten arc welds, using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas, and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes. NDC

Pre-Requisite WDT 228 and/or as required by College

**WDT 269 Boiler Tube Lab**

**3 hours: 6L**

This course is designed to provide the student with the skills in welding boiler tubes using the gas tungsten arc and shielded metal arc welding process using filler metals in the F6 and F4 groups to applicable code. Emphasis is placed on welding boiler tubes using the gas tungsten arc and shielded metal arc welding process in accordance with the applicable code. Upon completion, students should be able to perform gas tungsten arc and shielded metal arc welding on boiler tubes with the prescribed filler metals in the 2G and 6G positions to the applicable code. NDC

Pre-Requisite As required by College

**WDT 281 Special Topics in Welding Technology**

**3 hours: 9L**

This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs. NDC Pre-Requisite As required by College

**WDT 291 Co-Op**

**3 hours: 15I**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity, and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting. NDC

Pre-Requisite As required by College

**WDT 292 Co-Op**

**3 hours: 15I**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity, and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting. NDC

Pre-Requisite As required by College