

HEADING  
TO NEW  
HEIGHTS!

# Student Catalog and Handbook

Ayers Campus • Anniston  
East Broad Campus • Gadsden  
Gadsden State Cherokee • Centre  
Valley Street Campus • Gadsden  
Wallace Drive Campus • Gadsden



 GADSDEN STATE

**2019-2020**

**WATCH ME FLY** 

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# Student Catalog & Handbook

## Introduction

### Copyright

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Gadsden State Community College  
Wallace Drive Campus  
1001 George Wallace Drive (35903)  
P.O. Box 227  
256.549.8300

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## Campus Addresses

### 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

### Gadsden State Cherokee

801 Cedar Bluff Road  
Centre, AL 35960  
256.927.1800

### East Broad Campus

1001 East Broad Street  
Gadsden, AL 35903  
256.549.8600

### Valley Street Campus

600 Valley Street  
Gadsden, AL 35901  
256.549.8670

### St. Clair Instructional Site

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

## Wallace Drive Campus

1001 George Wallace Drive  
Gadsden, AL 35903  
256.549.8200

## Catalog Disclaimer & Statement of Nondiscrimination

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.

### Statement of Nondiscrimination

It is the official policy of the Alabama Community College System and Gadsden State Community College, a postsecondary institution under its control, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law.

Gadsden State Community College is an Equal Employment/Equal Education Opportunity Institution. No employee or applicant for employment or promotion shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law.

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).

### Assurances of Compliance With Federal Laws

Gadsden State Community College is dedicated to full compliance with all Federal laws. See [Appendix A](#) for detailed information describing the College's compliance.

## Message From the President



The Gadsden State faculty and staff are committed to our students and ensuring their success in College and life. We realize that the decisions students make will have a lasting impact on their career choice and employment opportunities. We are available to advise and guide students during the decision-making process. We have an outstanding academic transfer program that we believe is the right choice for students who want to pursue a baccalaureate degree. By starting at Gadsden State, students can save on tuition, fees, and housing. Choosing Gadsden State as your first stop eases the transition into higher education, offers smaller classes, and costs less while offering high-quality educational offerings. This catalog will allow you to peruse all the program options available at Gadsden State. We have a wide variety of career technical, health science, and professional programs – we will find a program that is just right for each student!

Employment in today's job market requires specific competencies along with great communication skills, a strong work ethic, and ability to work with a team. We emphasize those traits in every program.

We are dedicated to the successful completion of each student, but we are also dedicated to success in the work environment. Take a look at what Gadsden State has to offer. I believe you will find the right program for you! Make us your first stop!

We look forward to seeing you soon,

Martha Lavender, PhD, RN, FAAN

## Alabama Community College System Leadership & Trustees

**The Honorable Kay Ivey, Governor of Alabama**  
President

**Mr. Jimmy Baker**  
Chancellor

### Board of Trustee Districts:

#### One

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Phone: 205.712.0011

## 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)

**CHILD DEVELOPMENT**—accredited by the National Association for the Education of Young Children (NAEYC) Commission on Early Childhood Associate Degree Accreditation, 1313 L Street, NW., Suite 500, Washington DC 20005; telephone: 800.424.2460; fax: 202.350.8799; website: [www.naeyc.org](http://www.naeyc.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)

**CONSTRUCTION TECHNOLOGY**—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).

**COURT REPORTING**—certified by the National Court Reporters Association Council on Approved Student Education (NCRA/CASE), 12030 Sunrise Valley Drive, Suite 400, Reston, VA 20191; telephone: 703.556.6272; fax: 703.391.0629; website: [www.ncraonline.org](http://www.ncraonline.org)

**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)

**ELECTRICAL TECHNOLOGY**—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).

**ELECTRONICS ENGINEERING TECHNOLOGY**—approved by the Electronics Technicians Association International (ETA International), 5 Depot Street, Greencastle, IN 46135; telephone: 765.653.8262; fax: 765.653.4287; website: [www.eta-i.org](http://www.eta-i.org)

**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)

**ENGINEERING 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)

**INDUSTRIAL AUTOMATION TECHNOLOGY**—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).

**MECHANICAL 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)

**MEDICAL 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)

**NURSING EDUCATION**—The Associate Degree Registered Nursing Program is approved by the Alabama Board of Nursing, telephone: 1.800.656.5318; fax 334.293.5201; website: [www.abn.alabama.gov](http://www.abn.alabama.gov) 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, Chicago, IL 60654-7598; telephone: 312.988.5618; website: [www.abaparalegals.org](http://www.abaparalegals.org)

**PRECISION MACHINING**—accredited by the National Institute for Metalworking Skills (NIMS), 10565 Fairfax Boulevard, Suite 10, Fairfax, VA 22030; telephone: 703.352.4971; fax: 703.352.4991; website: [www.nims-skills.org](http://www.nims-skills.org)

**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)

**SALON AND SPA MANAGEMENT**—certified by the Alabama Board of Cosmetology (ABOC), 100 N. Union Street, Suite 324, Montgomery, AL 36130-1750; telephone: 334.242.1918; fax: 334.242.1926; website: [www.aboc.state.al.us](http://www.aboc.state.al.us)

**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: 202.888.6790; fax: 202.888.6787; website: [www.comta.org](http://www.comta.org)

**WELDING TECHNOLOGY**—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).

## College Calendar 2019-2020 Fall Semester 2019

**Priority Registration for Fall 2019: 8:00 am July 11, 12**

**All Other Registration for Fall 2019: 8:00 am July 15**

Drop for non-payment: August 14

Local Professional Development Day (College opens at 1:00 p.m.): August 15

Faculty Duty Day: August 16

Registration Continues (Faculty Duty Day): August 19,20

First Day of Class (Full Fall & Mini I Terms): August 21

Drop/Add Full Fall & Mini I: August 21,22,23,26,27

Drop for non-payment: 7:00 am August 28

Labor Day Holiday (State Holiday-College Closed): September 2

Financial Aid Enrollment Freeze/Census: September 3

60% Attendance for Fall Mini I: September 23

Last Day to Withdraw from Fall Mini I Classes: September 30

Fall Mini I Final Exams: October 14

Fall Mini II Registration continues: October 14

First Day of Class Fall Mini II: October 15

Drop/Add Fall Mini II: October 15,16

Drop for non-payment: 7:00 am October 17

60% Attendance for Fall Full Term: October 26

**Priority Registration for Spring 2020: 8:00 am October 29**

**All Other Registration for Spring 2020: 8:00 am October 30**

Veteran's Day Holiday (State Holiday—College Closed): November 11

60% Attendance for Fall Mini II: November 19

Last Day to Withdraw from Full Fall & Mini II classes: November 22



State Professional Development (Faculty Duty Day):  
November 25,26,27

Thanksgiving Holidays State Holidays-College Closed:  
November 28,29

No Weekend Classes: November 23,24,30, Dec 1

Final Exams Full Term & Mini II Classes: December  
11,12,13,16,17

Faculty Duty Day: December 18,19

Commencement, Gadsden: 6:00 pm December 19

Grades Due at 10 a.m.: December 19

Duty Day Non-Instructional: December 20

Christmas Holidays (State Holidays-College  
Closed): December 23 - January 1

## **Spring Semester 2020**

**Priority Registration for Spring 2020: 8:00 am  
October 29**

**All Other Registration for Spring 2020: 8:00 am  
October 30**

Local Professional Development Day: January 2

Drop for non-payment: 5:00 pm January 2

Faculty Duty Day: January 3,6,7

Registration Continues (Faculty Duty Day): January 8,9

First Day of Class Full Spring & Spring Mini I: January 10

Drop/Add Full Spring and Mini I: January 10,13,14,15,16

Drop for non-payment: 7:00 am January 17

MLK Holiday (State Holiday-College Closed): January 20

Financial Aid Enrollment Freeze/Census: January 21

Nonattendance Date: January 21

60% Attendance for Spring Mini I: February 11

Last Day to Withdraw from Spring Mini I Classes:  
February 18

Spring Mini I Final Exams: March 3

Spring Mini II Registration Continues: March 3

First Day of Class Spring Mini II: March 4

Drop/Add Spring Mini II: March 4,5

Drop for non-payment: 7:00 am March 6

Drop for Nonattendance, Mini II March 9

60% Attendance for Spring Full term: March 16

**Priority Registration for Summer 2020 : 8:00 am  
March 18**

**All Other Registration for Summer 2020: 8:00 am  
March 19**

No Weekend Classes: March 21,22,28,29:

Spring Break (Duty Days – Non Instructional Personnel):  
March 23 - 27

60% Attendance Date for Spring Mini II: April 15

Last Day to Withdraw from Full Spring & Spring Mini II  
Classes: April 16

Final Exams Spring and Spring Mini II: April 30, May  
1,4,5,6

Commencement, Cherokee Arena, Centre: 6:00 pm May  
7

Grades Due for all Spring terms at 10 a.m.: May 8

Faculty Duty Days: May 7,8,11,12

## **Summer Semester 2020**

**Priority Registration for Summer 2020: 8:00 am  
March 18**

**All Other Registration for Summer 2020: 8:00 am  
March 19**

Registration Summer I & Fall Continues: May 7

First Day of Class Summer I : May 8

Drop/Add Summer I: May 8,11

Drop for non-payment: 7:00 am May 12

Drop for Nonattendance, Summer 1 May 14

60% Attendance for Summer I: May 19

Drop for non-payment: 5:00 pm May 21

Last Day to Withdraw Summer I Classes: May 22

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

Final Exams Summer I Classes: May 26

Local Professional Development Day: May 26

Registration Full Summer, Summer II & Fall Continues (Faculty Duty Day): May 27

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

Drop/Add Full Summer and Summer II Classes: May 28, 29

Drop for non-payment: 7:00 am June 1

Financial Aid Enrollment Freeze/Census: June 8

Drop for Nonattendance, Full Summer and Summer II June 8

60% Attendance for Summer II: June 18

Last Day to Withdraw Summer II Classes: June 23

**Priority Registration for Fall 2020: 8:00 am June 24**

**All Other Registration for Fall 2020: 8:00 am June 25**

Summer II Final Exams: July 1

Summer III Registration Continues: July 1

First Day of Class Summer III: July 2

Independence Day Observation (State Holiday—College Closed): July 3

Drop/Add Summer III: July 2,6

Drop for non-payment: 7:00 am July 7

Drop for Nonattendance, Summer III July 9

60% Attendance for Full Term: July 10

60% Attendance for Summer III: July 23

Last Day to Withdraw Full Summer and Summer III: July 29

Final Exams Full Summer and Summer III: August 5,6

Faculty Duty Days: August 7,10

Commencement, Anniston: 6:00 pm August 10

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

## General Information

### History

**Gadsden State Community College** is a public, open door, comprehensive community college under the control of the Alabama Community College System Board of Trustees (ACCS BOT). Comprised of six campuses/centers, present-day Gadsden State began with the merger of Alabama Technical College, Gadsden State Technical Institute, and Gadsden State Junior College on February 28, 1985, to eliminate duplication of courses and to better serve students. Gadsden State has since expanded with the consolidation of the former Harry M. Ayers State Technical College in 2003 and the establishment of additional centers in Anniston and Centre. The college also offers instruction at St. Clair Correctional Facility. Gadsden State is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees.

Present-day Gadsden State enrolls approximately 7,000 students on its six campuses. Gadsden State currently offers the associate in arts/science degrees, as well as certificate programs in a variety of career-technical education programs. Gadsden State was the first community college in Alabama with a gross anatomy laboratory and was among the first to institute an Honors Scholar Program. The International Program has welcomed students from more than 50 countries since its inception in 1968.

One of the initial founding institutions of Gadsden State and the oldest of the institutions, **Alabama Technical College** was established in 1925 as the Alabama School of Trades and was the first state-operated trade school in the southern United States. When it opened, instruction in four trades was offered—brick masonry, carpentry, electrical, and printing. Students helped government workmen lay the bricks to build the school's first permanent two-story buildings. In 1941, the school had an enrollment of approximately 200 students from 44 counties throughout the state and several from out-of-state. In 1973,

it became Alabama Technical College and after the merger was renamed the East Broad Campus of Gadsden State Community College.

**Gadsden State Technical Institute** began in 1960 as Gadsden Vocational Trade School, a private vocational training school for African Americans. It was founded by Eugene N. Prater, director of the Veterans General Continuation Program for Negroes, in response to discontent expressed by black veterans of Etowah County for being denied admission to the all-white Alabama School of Trades. The new school was

approved by the Veterans Administration for training under the G.I. Bill and began to enroll black veterans. By August 1961, enrollment was at 71, and course offerings included auto mechanics and repair, plastering and cement finishing, brick masonry, woodworking, dry cleaning and laundry, general business, and tailoring. The school was identified as part of the state's network of vocational/technical schools and appointed Prater as the director. In 1962, the state of Alabama assumed ownership of the school, and in 1972, it was renamed Gadsden State Technical Institute. The U.S. Department of Education designated this institution as a Historically Black College or University (HBCU) in 1997. The facility now serves as the Valley Street Campus of Gadsden State.

**Gadsden State Junior College** was established in 1965 by an act of the State Legislature during the administration of Governor George C. Wallace. During the first fall term, under President Allan D. Naylor, the school admitted 740 full-time freshmen and employed 36 faculty members and administrators and 14 other staff. At this time, the school had two main buildings, the James B. Allen Administration and Browder Hall Science Buildings. The course offerings included professional programs such as architecture, business administration, dentistry, engineering, home economics, journalism, law, medicine, music, science, social work, and teacher education. Technical programs offered included architectural technology, data processing technology, engineering technology, management and supervision technology, medical secretary, nursing education, and secretarial science. In addition to the programs offered in regular day classes, night classes were offered in 18 fields of study. Gadsden State Junior College served students from 12 counties and four states. It is currently identified as the Wallace Drive Campus of Gadsden State Community College.

**Harry M. Ayers State Technical College**, named for the long-time editor of the *Anniston Star* newspaper, was initially founded as the Harry M. Ayers State Trade School by an act of the Alabama Legislature on May 3, 1963. In 1972, the institution was designated as a technical college that offered students associate's degree and certificate programs in such fields as accounting, automotive body repair, carpentry, childcare, computer and information science, cosmetology, general drafting, electrical, medical laboratory technician, practical nursing, surgical/operating room technician, and welding technology. To eliminate duplication of courses, the consolidation of Gadsden State Community College and the Harry M. Ayers State Technical College was completed on July 8, 2003. It is now called the Ayers Campus of Gadsden State Community College.

In addition to these campuses, Gadsden State Community College operates the McClellan Center in Anniston and the Gadsden State Cherokee campus in Centre (Cherokee County). The **McClellan Center**, formerly known as the Anniston Center, has been in operation since 1970. In November 2004, the center moved to its current location on the grounds of the former Fort McClellan Army Base. McClellan Center houses one of Gadsden State's two Gross Anatomy Labs.

In August 2002, Gadsden State opened the Cherokee County Instructional Site in response to community and governmental efforts to meet the growing educational needs in the region. Evening courses offered included computer science, mathematics, biology, fine arts, humanities, and social sciences. The site was relocated in August 2008 to a multi-level complex that offers an expanded list of courses for students wishing to earn an associate's degree and transfer to a four-year institution. **Gadsden State Cherokee** houses an Economic Development Center that enables Gadsden State to partner with local communities to promote community, workforce, and economic development. In addition, the Center has a multi-purpose 2,500-seat arena, a 300-seat conference room, and additional smaller meeting rooms. The complex also hosts some offices of the Cherokee County Chamber of Commerce.

Gadsden State also offers high school students early experience with college-level coursework in the Dual Enrollment, Educational Talent Search, Upward Bound, and Career Transitions Programs. In addition, the college participates in many of the state's workforce development efforts, working with area high schools, municipal governments, industrial development organizations, chambers of commerce, current and prospective businesses, and other colleges to provide training in emerging job fields.

Students at Gadsden State have the opportunity to participate in the school's more than 30 clubs and organizations, including the Paralegal Association, Circle K, Phi Theta Kappa, and the Student Government Association. In addition, students may participate in fine arts organizations such as the Gadsden State Show Band, Ensemble, and other theatre and art programs.

Gadsden State offers four varsity athletic teams within the National Junior College Athletic Association. The school mascot is Swoop the Cardinal, and the school colors are cardinal red and silver. Men's sports include basketball and tennis; women's sports include basketball and volleyball.

Gadsden State Community College serves the following areas: Calhoun County, Cherokee County (all but

northern one-sixth), Cleburne County, Etowah County, and St. Clair County (northeastern third). See [Appendix B](#) for maps and location information.

## 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.

## Gadsden State Mission Statement

Gadsden State Community College prepares students from all backgrounds for success through quality education, innovative workforce development, and inclusive community and global engagement.

## Institutional Goals

1. Provide educational opportunities that prepare students for successful careers in professional and career technical fields in an increasingly global environment, retrain existing employees, and promote local and state workforce development initiatives that meet employer needs.
2. Prepare students with foundational knowledge of general education core requirements, such as communications, humanities, social sciences, mathematics, natural sciences, and/or computer/technology skills, for certificate programs, associate degree programs, and successful transfer to four-year institutions.
3. Grow enrollment strategically by aligning educational offerings with market demands.
4. Maintain and expand a broad range of innovative technologies in the delivery of traditional and distance learning programs, student services, and state-of-the-art communication platforms.
5. Offer adult education, continuing education, and skills training programs that provide all students with opportunities to improve competencies, attain personal/professional goals, and promote career/college readiness.
6. Establish, maintain, and promote partnerships to respond to the needs of the community, improve education, and stimulate economic and workforce development.
7. Enhance student development and success through programs of faculty advising, academic support, and educational progression of degree and non-degree students, and through opportunities for social, cultural, and personal growth.

8. Foster a campus climate that respects diversity and creates a culture of inclusion evident in the delivery of programs and student services as well as in the recruitment of faculty and staff and the advancement of community relations.

## Value Statements

### **Student Centric**

Accountability to the overall experience of every student

### **Commitment to Learning**

Lifelong learning through continuous growth and collaboration

### **Integrity**

Always doing what is right and honest

### **Customer Service**

Meeting the needs of our customer through quality professional services

### **Excellence**

Pervades all aspects of our institution in pursuit of delighting those we serve

## Enrollment Services

### Enrollment Services

The Office of Enrollment Services is responsible for the outreach, recruitment, dual enrollment, and orientation programs at Gadsden State. This office houses a staff of Enrollment Specialists who are assigned to personally assist each high school in our service area with these programs. Enrollment Specialists are available to provide presentations on topics including Gadsden State degree/certificate programs, admissions procedures, scholarships, financial aid, dual enrollment, college planning, and career exploration. Enrollment Specialists also work closely with high school guidance counselors and community organizations to provide individual advisement to prospective students regarding all aspects of the enrollment process. In addition to outreach visits, Enrollment Specialists host special events on all Gadsden State campuses, including college tours, preview days, summer programs and orientation events. The goal of the Office of Enrollment Services is to help ease the student's transition into college and career while increasing the rate of completion and success, and investing in the future workforce. For more information, contact the Office of Enrollment Services at 256.549.8305.

## Admission to the College

Students who wish to enroll in credit courses offered by GSCC should follow these steps:

- Complete an online application for admission, [www.gadsdenstate.edu](http://www.gadsdenstate.edu).
- Provide appropriate identification documentation such as
  - Unexpired Alabama Driver's License or instruction permit
  - Unexpired Alabama identification card
  - Unexpired U.S. Passport
  - Unexpired U.S. Permanent Resident Card
  - Resident Alien Card -Pre-1997
  - Unexpired Driver's License or instruction permit from another state or U.S. Territory that verifies lawful presence, dated 2000 and beyond
  - U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
  - BIA or tribal identification card with photo
  - I-797 Form with expiration date
  - Voter identification card from a state that verifies lawful presence
- Submit at least one of the following:
  - An official transcript showing graduation date, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public high school or;
- An official GED transcript. Alabama GED records can be obtained from [www.ged.com](http://www.ged.com).
- Take the Placement Test, submit appropriate ACT/ SAT scores, or provide documentation of eligibility for math and English placement.

**International** students must apply for admission through the Gadsden State International Programs Office: <https://www.gadsdenstate.edu/students/international-students.cms>. More information can be found in the "Admission of International Students" section of the catalog.

The requirements and procedures for admission are determined by the Board of Trustees of the Alabama Community College System. Persons seeking admission must complete the online application and submit appropriate documentation as required, including one primary form of identification.

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).

Admission to the College does not guarantee acceptance or admission to certain selective admissions programs such as Health Science programs

or Court Reporting. Students should refer to the program descriptions in this Catalog for additional information. Any and all elements of admission requirements are subject to change without prior notice.

Conditional admission may be granted to an applicant who does not have all required documents on file for admission. However, all applicants must submit a primary form of identification. Conditional admission is a strictly temporary status in which the student will be permitted to enroll and attend classes for one term but will not be eligible for federal student aid, and transcripts of completed work will not be produced until admissions file is complete.

**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:

- Complete an online application for admission
- Provide an official transcript from high school and an official transcript from all colleges and universities previously attended. An applicant who has a baccalaureate degree need only submit a transcript from the institution awarding the degree.
- Provide one primary form of identification (examples are an unexpired Alabama driver's license, an unexpired Alabama identification card, an unexpired U.S. passport, or an unexpired U.S. permanent resident card) per Alabama Community College System Policy 801.01.

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

Transfer students must adhere to the same standards of satisfactory academic progress as a "native" student. Those not meeting standards will be admitted on academic probation and noted as such on the transcript.

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."

Readmission upon appeal does not guarantee financial aid eligibility. Refer to Financial Aid Satisfactory Academic Progress for more information.

**Transient** students are students who desire to enroll at Gadsden State, fully intending to return to their previous home colleges or universities to complete their studies. For admission as a transient student, applicants must:

- Complete an online application for admission
- Provide one primary form of identification (examples are an unexpired Alabama driver's license, an unexpired Alabama identification card, an unexpired U.S. passport, or an unexpired U.S. permanent resident card) per Alabama Community College System Policy 801.01. (<https://www.gadsdenstate.edu/admissions-aid/proof-of-us-citizenship.cms>)
- The student must also submit a letter of transience. The Transient Student Letter must contain the courses approved by the student's home institution for transfer. Transient students must request and ensure that the Registrar of their home 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.

**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 admission application.
- Provide one primary form of identification (examples are an unexpired Alabama driver's license, an unexpired Alabama identification card, an unexpired U.S. passport, or an unexpired U.S. permanent resident card) per Alabama Community College System Policy 801.01.
- 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 for admission and registration.

**Accelerated** students are high school students who have completed at least 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 are not eligible for federal student aid.

A student is eligible for early admission if he/she meets ALL of the following criteria:

1. The student has successfully completed the tenth (10th) grade.
2. The student provides a certification from the local principal and/or designee certifying that the student has a minimum cumulative 3.0 average and recommending that the student be admitted under this policy.
3. The student has completed the high school prerequisite(s) for the postsecondary course in which he/she wishes to enroll.

Exceptions may be granted by the Chancellor for a student documented as gifted and talented according to the standards included in the Alabama Administrative Code 290-8-9.12. Exceptions apply only to requirements "1)" and "3)" above.

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.

Accelerated students must follow the application procedures as listed for first-time freshmen with the exception of a completed high school transcript.

**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.**

**Senior adult students** are students who may qualify for the Senior Adult Scholarship Program (tuition assistance) 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.

The applicant must

1. Comply with the College's admission standards as noted earlier in this catalog under "Admission," "First-time freshmen," "Transfer Students," or "Re-admit Students";
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.)

Senior Adult scholarships will be limited based on available funds. The scholarship can cover up to six (6) hours per semester. The Senior Adult scholarship will be available only after all other forms of financial assistance have been exhausted. 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. 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.

## ACE Institute

The Advanced College Enrollment (ACE) Institute is Gadsden State's dual enrollment program. Dual enrollment students are high school students who have completed at least 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. Students enroll for dual enrollment through the ACE Institute.

Dual Enrollment for Dual Credit permits eligible high school students to enroll in college courses concurrently with high school classes. College courses may be taken, to earn both college and high school credit simultaneously, at one of Gadsden State's campuses, online or at the student's high school (where available). Eligible students may enroll in the ACE Institute during the Summer, Fall or Spring terms. ACE Institute students may enroll in any Gadsden State course deemed acceptable by the student's high school, including both general education courses and career technical courses.

ACE Institute students are responsible for the cost of all tuition, fees, books, materials/supplies. Students interested in certain career technical programs, identified as high-wage, high-demand, may qualify for the ACE Institute Scholarship. The ACE Institute Scholarship is funded by the Career Technical Dual Enrollment Grant through the Alabama Community College System and may cover tuition, books, materials/supplies. See a current list of scholarship-eligible programs at <https://www.gadsdenstate.edu/>

[admissions-aid/ace-institute.cms](https://www.gadsdenstate.edu/admissions-aid/ace-institute.cms). For more information email [dualenrollment@gadsdenstate.edu](mailto:dualenrollment@gadsdenstate.edu) or phone 256-549-8305. **Dual enrollment students are not eligible for federal student aid.**

## ACE Institute (Dual Enrollment) Admissions & Records Process

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 admissions 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 Chancellor and in accordance with Alabama Administrative Code 290-8-9.12, regarding gifted and talented students.
2. The student must have a 2.5 or higher GPA average (unweighted) on a 4.0 scale, as defined by the local board of education policy, in completed high school courses.
3. The student must have written approval of the appropriate principal or career/technical education program representative (if applicable) and counselor. Student success in dual credit/dual enrollment is dependent upon both academic readiness and social maturity. Approval from the principal and counselor indicates that the student has demonstrated both. This approval is indicated on the dual program approval form as part of the admissions process.
4. The student must meet the entrance requirements established by the College for dual enrollment students.
5. The student is responsible for any transportation required to participate in dual enrollment.
6. Students must take a state-approved college placement test, where minimum placement is required, specifically for a college-level English, math or reading courses. Students in the 10th or 11th grade taking career and technical courses are not required to take a placement test. All dual enrollment students must take a state-approved college placement test prior to registering for any dual enrollment courses for the 12th grade year.
  1. Students must meet all applicable prerequisites prior to enrolling in courses
  2. Developmental courses (those numbered below 100) are not offered through dual enrollment.
7. 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.

8. Dual enrollment students who withdraw from a course or fail to earn a grade of "C" or better in attempted college courses will be suspended for a minimum of one term. The one-term suspension may not be served during the summer term.

## Transfer of Credit

Whether one is a U.S. citizen or an international student, the following principles relating to the 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 the student account and viewing their unofficial transcript.**
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. The exception to this rule is a grade of "D" in English Composition I. Selective admissions programs may treat transfer differently towards degree completion.
4. College credit hours will be given based on the credit hours earned at the transferring institution.
5. 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.
6. 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.

7. Exceptions to this policy must be approved by the appropriate dean after review by the academically-qualified division chair.

## Admission to Non-Degree (Certificate) Courses

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. These students may be eligible for federal student financial aid but will be allowed to register for certain certificate programs.

An applicant may be admitted to a course not creditable toward an associate degree and to a program comprised exclusively of courses not creditable to an associate degree provided that he/she provides the required documentation, 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 at [admissions@gadsdenstate.edu](mailto:admissions@gadsdenstate.edu).

## Admission of Non-Native English Speakers

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

1. TOEFL (Test of English as a Foreign Language)—Minimum score of 500 ITP (paper-delivered TOEFL) or 61 iBT (Internet-delivered TOEFL). Official score should be sent to Gadsden State, institution code 1262. Scores are only valid for two years.
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 all specified 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 English language proficiency 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 taken in English or who do not have credit for English Composition (101) from a regionally accredited U.S. institution. Contact the International Programs Office for more information: P.O. Box 227, Gadsden, AL 35902; telephone 256.549.8324 or 256.549.8438; email [international@gadsdenstate.edu](mailto:international@gadsdenstate.edu) or go to <https://www.gadsdenstate.edu/students/important-information.cms>.

## Admission of 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 must 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 go to <https://www.gadsdenstate.edu/students/important-information.cms>.

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

## Admission Requirements

To be admitted to GSCC, an international student must submit to the International Programs Office each of the following:

1. **A certified original translated and evaluated copy of the student's high school transcript**, showing that the average grade was at least "C." (Any accredited credential evaluation service may be used for evaluation);
2. **English language proficiency** as evidenced by a score of at least **500 (ITP) 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. Exceptions are as follows:
  - **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 providing evidence of English language proficiency. For more information about the ALI program, a student should see the section on "[Alabama Language Institute](#)" 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 providing evidence of English language proficiency.
  - **Exception #3:** A student who **(1)** has completed one full 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 further evidence of English language proficiency.
3. The ACCS Medical Record Form completed and signed by a physician attesting to the student's good health and documenting required vaccinations and a current TB test or chest x-ray showing no active tuberculosis;
  4. Affidavit of Support in the form of a certified statement from a person who assumes full responsibility for the student's financial support with a signed declaration by the sponsor's bank. All forms can be downloaded from <https://www.gadsdenstate.edu/students/important-information.cms>.

**An international transfer student** (that is, a student seeking enrollment to GSCC and who has attended one or more U.S. colleges and/or universities) 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**.

**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.

**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.

A student from a country where former students have experienced difficulty in obtaining funds may be required by Gadsden State to deposit **a semester's worth of educational funds** with the College when the student applies for admission. These funds will be held by the college only until the student's first semester's expenses are satisfied at which time the college will refund all excess funds to the student.

## 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** [https://www.gadsdenstate.edu/skins/userfiles/files/Application\\_International.pdf](https://www.gadsdenstate.edu/skins/userfiles/files/Application_International.pdf)
2. Complete the **ACCS Medical Record Form**.
3. Have sponsor complete an **Affidavit of Support Form with a signed declaration by the sponsor's bank**.

**To Apply for Admission Directly to the College the following additional steps are required:**

4. Provide certified original translated and evaluated transcripts of grades.
5. Submit accepted evidence of English language proficiency (see Exceptions above).

**An international student approved for enrollment in regular Gadsden State courses must take the Placement Test to determine the correct placement in English and mathematics.**

## Registration for Classes

Once a student has been admitted to GSCC, the student may enroll in those courses for which he or 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 and online, provides registration dates). A schedule of courses to be offered along with the appropriate schedule of important dates for each term is published online prior

to the time of 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 (256.549.8210).

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, or provide documentation of eligibility as follows:

### English

- Placement into ENG 101
  - ACT English sub-score of 18 or above, or
  - High School GPA of 2.75 or higher and A or B grade in English IV, or
  - WritePlacer (Accuplacer) score of 5
- Placement into ENG 101 and ENG 099
  - ACT English sub-score of 17, or
  - High School GPA of 2.75 or higher AND grade of C in English IV, or
  - WritePlacer (Accuplacer) score of 4, or
- Placement into ENR 098
  - WritePlacer (Accuplacer) score of 3 or below

### Mathematics

- Math Placement based on ACT math sub-score of 20 or higher (See Math Placement Guidelines Chart in **Appendix K** for further information)
- Placement into MTH 100 or MTH 110/MTH 109 LS or MTH 112/MTH 111 LS
  - ACT math sub-score of 18 or 19, or
  - High School GPA of 2.75 or higher and A or B grade in Algebra II, or
  - Accuplacer Elementary Algebra (EA) score of 60-79 for MTH 100
  - Accuplacer Elementary Algebra (EA) score of 80-120 for MTH 110 or 112
  - Accuplacer Next Generation score of 253-266 for MTH 100
  - Accuplacer Next Generation score of 267-300 for MTH 100 or 112
- Placement into MTH 100 and MTH 099
  - ACT math sub-score of 17, or
  - High School GPA of 2.75 or higher and C in Algebra II, or
  - Accuplacer Elementary Algebra (EA) score of 50-59
  - Accuplacer Next Generation score of 243-252
- Placement into MTH 098

- Accuplacer Elementary Algebra (EA) score of 20-49
- Accuplacer Next Generation score of 200-242

See [Appendix K](#) for English and Math placement charts or speak to assigned Advisor.

Faculty 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 his/her assigned advisor for general studies. Faculty Advisors will assist students with registration and the fee-payment process and provide general information about financial aid and scholarships.

## Quick Guide to Admission and Registration

1. Complete and submit an Application for Admission online. (Go to <https://www.gadsdenstate.edu/index.cms> and click "Apply." Make sure that all admission documents are provided to the Admissions Office.
2. Contact the high school(s) and/or previous college(s) attended to request that official transcripts are submitted directly to the Gadsden State Admissions Office. **Registration is restricted until transcripts are received or the student may be "conditionally" admitted.**
3. Advisor contact information is listed with each program of study in the Degree and Certificate Requirements chapter of this catalog.
4. If applicable, take the placement test. Students are required to be assessed if prior exemptions are not met; speak with your advisor for further details.
5. Register for classes. Online registration: <https://www.gadsdenstate.edu/index.cms>, enter "myGadsdenState Portal" and follow the directions to look up classes. On-campus registration: Available at times and dates listed in the College calendar.
6. Complete payment of tuition and fees. **A student's registration is not confirmed 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. Obtain a student identification (ID) card, which is also used as a library card. **NOTICE: 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. Complete motor vehicle registration if planning to have or use a motor vehicle on a Gadsden State campus or instructional site.
9. International students must apply for admission through the Gadsden State International Programs Office <https://www.gadsdenstate.edu/students/important-information.cms>.

## Financial Information

### 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: East Broad Campus, Ayers Campus, Gadsden State Cherokee, or the McClellan Center. Registration is not considered confirmed until all tuition/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, Discover, 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, Discover, and American Express credit cards and can 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 \$162.00 per credit hour and consist of \$131.00 per credit hour for tuition, \$9.00 per credit hour facility renewal fee, \$9.00 per credit hour technology fee, \$12.00 per credit hour special building fee, and a \$1.00 per credit hour 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. (International college student expenses and Alabama Language Institute student expenses: <https://www.gadsdenstate.edu/students/important-information.cms>)

Credit Hours	In-State	Out-of-State	Credit Hours	In-State	Out-of-State
1	\$162	\$293	12	\$1944	\$3516
2	\$324	\$586	13	\$2106	\$3809
3	\$486	\$879	14	\$2268	\$4102
4	\$648	\$1172	15	\$2430	\$4395
5	\$810	\$1465	16	\$2592	\$4688
6	\$972	\$1758	17	\$2754	\$4981
7	\$1134	\$2051	18	\$2916	\$5274
8	\$1296	\$2344	19	\$3078	\$5567
9	\$1458	\$2637	20	\$3240	\$5860
10	\$1620	\$2930	21	\$3402	\$6153
11	\$1782	\$3223	22	\$3564	\$6446

## Residency Status

Residency Status must be determined upon admission. Applicants must first satisfy the admission requirements stated in Alabama Community College System Policy 801.01.

### 1. 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. Note: In accordance with Section 702 of the Choice Act, out-of-state students receiving Chapter 30 or 33 VA benefits may be eligible for the in-state tuition rate. Please visit the VA Office at the College.

### 2. 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.

**Any student who was previously admitted to GSCC but 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 the first time a student takes the ACCUPLACER Placement Test. Students may retest once per academic year for a fee of \$10.00. For further information, students should contact one of the following test centers: Gadsden, telephone 256.549.8497; Ayers, telephone 256.832.1241.

**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, Auto Body Repair, Automotive Manufacturing Technology, Automotive Service Technology, Child Development/Child Care Assistant, Civil Engineering Technology, Computer Science Technology, Computer Science Technology/Microcomputer Repair Technician, Construction Technology, Cosmetology, Court Reporting, Diesel Mechanics, Electrical Technology, Electronics Engineering Technology, Engineering Design Technology, Esthetics Technology, Industrial Automation Technology, Precision Machining, Massage Therapy, Mechanical Design Technology, Nail Technology, and Welding Technology. **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, 102 Maintenance Building, 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:

<b>Fall Semester (Full)</b>	\$1,800.00
<b>Fall Mini I or Mini II</b>	\$ 900.00
<b>Spring Semester (Full)</b>	\$1,800.00
<b>Spring Mini I or Mini II</b>	\$ 900.00
<b>Summer Semester (10 weeks)</b>	\$1,125.00
<b>Summer Mini I (no meal plan)</b>	\$ 192.00
<b>Summer Mini II or Mini III</b>	\$ 563.00

*Rates 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.). Rates for special course periods will be furnished. For further information, students should contact the Residence Hall Office at 256.549.8369.

**4. 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 visit the Admissions and Records Office in the One Stop Center, or telephone 256.549.8261 or email [graduate@gadsdenstate.edu](mailto:graduate@gadsdenstate.edu).

**5. Transcript Fee** – Each student can request one official transcript at no charge. Each additional transcript request will be charged a \$5 fee. Transcript requests must be submitted electronically through the OneACCS system or directly through the TranscriptPlus link available on the college website.

**6. 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 Accounts Payable 256.549.8353.

**7. 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 East Broad Campus, One Stop Center, or telephone 256.549.8214.

**8. 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 East Broad Campus, One Stop Center, or telephone 256.549.8214.

**9. 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 can review exam content, as well as register and make payment for exams through the CollegeBoard webpage, <https://clep.collegeboard.org/exams>. Students will be charged a fee of \$15.00 in order for Gadsden State to administer their CLEP test(s). For additional information or to schedule an exam, students may contact the Testing Center CLEP webpage, <https://www.gadsdenstate.edu/students/testing-services.cms>.

**A student who owes the College any fee, such as one or more of those described above, or 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.**

## 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.

The representatives and office locations are listed below:

<b>Program</b>	<b>East Broad</b>	<b>Ayers</b>
Chapter 31 VA Voc Rehab	One Stop Center - Financial Aid	Admin Bldg- Financial Aid

Chapter 33 Post 9/11 GI Bill	One Stop Center - Financial Aid	Admin Bldg- Financial Aid
Montgomery GI Bill	One Stop Center- Financial Aid	Admin Bldg- Financial Aid
Alabama Childcare Consortium	One Stop Center - Financial Aid	
Alabama GI Dependents' Scholarship	One Stop Center - Financial Aid	Admin Bldg- Financial Aid
Anniston Army Depot		Admin Bldg - Business Office
Army Tuition Assistance		Admin Bldg - Business Office
Headstart	One Stop Center - Business Office	Admin Bldg- Business Office
PACT	One Stop Center - Business Office	Admin Bldg- Business Office
Skills Training	Skills Training Bldg	
TEACH Scholarship Program	One Stop Center - Business Office	
TRA	One Stop Center - Financial Aid	Admin Bldg- Financial Aid
Voc Rehab Skills Training	Skills Training Bldg	
Vocational Rehabilitation		Admin Bldg.- Business Office
WIOA-Academic	One Stop Center - Financial Aid	Admin Bldg- Financial Aid
WIOA-Skills Training	Skills Training Bldg	
WIOA-Technical	One Stop Center - Financial Aid	Admin Bldg- Financial Aid
Other	One Stop Center - Business Office	Admin Bldg- Business Office

## Refunds

### Tuition Refunds

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 basis:

- 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

**This refund policy applies to the sixteen-week semester. Refunds of tuition for terms shorter than sixteen weeks, such as summer terms and mini-semesters, 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 with the following exceptions:

- A student is due a refund for a **deleted** class(es).
- 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.
- 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: East Broad Campus, One Stop Center, telephone 256.549.8215; Ayers Campus, Administration Building, telephone 256.835.5440; or Gadsden State Cherokee, telephone 256.927.1800.

**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 refundable 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.

Return of Tuition Assistance: Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the new Department of Defense policy, the College will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch.

Instances when a Service member stops attending due to a military service obligation, the College will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

## Room and Board Refunds

Per Alabama Community College System policy, students who officially 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 must complete an exit form. The exit form has an area where the student requests a refund of their \$200.00 security deposit. 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, \$100.00 will be withheld; and (3) if the key is not returned, \$40.00 will be withheld. In addition, the student will be charged (4) \$12.00 per night for failing to vacate the room by the stated time (24 hours after the last day of finals); (5) \$12.00 per night for failing to remove personal belongings from the room by the stated time; and (6) \$75.00 if a College official must remove personal belongings from a student's room. Personal belongings left at the College after 30 days are abandoned and considered the property of the College. If the amount owed exceeds \$200.00, the student will be responsible for paying the balance due.

**Refund checks are mailed to the address on record in the Records Office. Tuition, fees, and fines owed by the student are deducted from that student's refund amount.**

## Financial Assistance

Students who need financial assistance to attend GSCC may be able to receive help through one or more programs offered or administered by the College, including student financial aid programs funded by the Federal government and various institutional scholarships. In addition, Gadsden State may have available institutional scholarships donated by individuals, businesses, industries, and service organizations. To receive such assistance, students must be selected based on criteria approved 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 must complete the Free Application for Federal Student Aid (FAFSA) on the web at <https://fafsa.gov>. The Gadsden State Title IV School 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 <https://fafsa.gov>, the federal processor sends the applicant a Student Aid Report (SAR) and forwards information to the college(s) listed 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 sent to the student's Gadsden State email and posted on Banner SSB which can be accessed using the myGadsdenState Portal at <https://my.gadsdenstate.edu>. Students are encouraged to check their College email accounts and Banner SSB 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 filing date for applying for certain types of assistance.

The following financial aid programs are currently available:

- **FEDERAL PELL GRANT** awards are determined by the student's cost of attendance, EFC, and enrollment status.
- **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG)** are awarded 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.
- **LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIPS (LEAP) PROGRAM** funds are awarded to eligible Alabama residents who demonstrate need and who are enrolled at least half time. Priority will be given to students in converted credit hour programs.
- **FEDERAL WORK STUDY (FWS)** funds are awarded to eligible students who complete FWS application and demonstrate financial need. FWS awards provide pay for part-time work to eligible students. Note, positions are limited.
- **PRIVATE EDUCATIONAL LOANS** are also available and are based on creditworthiness. 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 the One Stop Center, East Broad Campus (telephone: 256.549.8284); the Administration Building, Ayers Campus (telephone: 256.835.5423); 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 without a high school diploma or GED are eligible for enrollment in the following programs: Auto Collision Repair, Auto Service, Construction Technology, Diesel and Welding. In addition, students without a high school diploma or GED may be eligible to receive federal financial aid if they (1) have documented ability to benefit and (2) are concurrently enrolled in career pathway programs, which includes concurrent enrollment in adult education classes. (Note: Students without a high school diploma or GED who enrolled in postsecondary education prior to July 1, 2012, or who

have earned at least six college credits are eligible to enroll in certain programs without concurrently enrolling in adult education classes.)

Once financial aid has been awarded, an award letter will be sent via Gadsden State email and posted to Banner SSB on myGadsdenState Portal at <https://my.gadsdenstate.edu>. 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 by the Business Office 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 at the end of each semester at GSCC. Students are required under federal regulations to maintain certain standards of progress based on the number of hours 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: <https://www.gadsdenstate.edu/admissions-aid/sap-guidelines.cms>.

## 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 his/her period of enrollment. 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 any balance resulting from 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 for his/her period of enrollment.

Incomplete grades are not considered passing. 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 veteran (living or deceased) with a 40% or greater VA disability who was a permanent civilian resident of Alabama for at least one year immediately prior to entry into military service, and is now a current resident. 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.

Students must have a current completed FAFSA on file. After all grants and scholarships are applied, then ALGI benefits may be used for remaining expenses (minus facility fee and special building fee) at the in-state tuition rate and required textbooks, up to the DoD cap.

**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 Dependents' Scholarship Program, P. O. Box 1509, Montgomery, AL 36102-1509 or visit the Alabama Department of Veterans Affairs website, <https://va.alabama.gov/dependents-scholarship/>.

## Policies for Students Who Receive VA Educational 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 Academic Information chapter of this catalog.

### Veterans Educational Assistance Programs

1. Montgomery GI Bill – Selected Reserve Educational Assistance Program (Chapter 1606 of Title 10, U.S. Code)
2. Montgomery GI Bill – Active Duty Educational Assistance Program (Chapter 30 of Title 38, U.S. Code)
3. 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.
4. Post-9/11 GI Bill (Chapter 33, Post-9/11 Veterans Educational Assistance Act of 2008)
5. Survivors' and Dependents' Educational Assistance Program (Chapter 35 of Title 38, U.S. Code)
6. The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:
  - A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
  - Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
  - Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so

described must have enrolled in the school prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- Anyone using educational assistance under chapter 31, Vocational Rehabilitation/Employment (VR&E), will also be charged the resident rate. Effective for courses and terms beginning after March 1, 2019, a public institution of higher learning must charge the resident rate to chapter 31 participants, as well as the other categories of individuals described above. When an institution charges these individuals more than the rate for resident students, VA is required to disapprove programs of education sponsored by VA.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679(c) as amended.

GSCC recommends that students receiving educational benefits from the VA adhere to college attendance policies as explained in the Definitions and Rules section located in the Academic Information chapter 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 (VA Students)

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 (VA Students)

The student will not be certified to receive benefits for any course that does not fulfill a requirement for his/her declared program. Each student approved for VA

education benefits must notify the Gadsden State School Certifying Official each semester after his/her 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.

"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 Academic Information chapter of this catalog.

### Repeat Courses (VA Students)

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 (VA Students)

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 (VA Students)

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 – Veterans Educational Assistance Programs

To remain eligible for VA benefits, the student is required to achieve the minimum levels of progress as outlined on the Gadsden State website at <https://www.gadsdenstate.edu/admissions-aid/sap-guidelines.cms>. Failure to make satisfactory progress as defined by these requirements will be reported to the VA.

### Overpayments (VA Students)

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.

The student must visit the Financial Aid Office and meet with the VA certifying officer at the One Stop Center 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.

## Official School Catalog Addendum - Terms beginning 8/1/2019 and Thereafter (PL 115-407 Sec. 103)

Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

## Scholarships

Students may be able to obtain scholarship assistance in addition to financial aid programs. 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 <https://www.gadsdenstate.edu/admissions-aid/scholarships.cms> 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, visit <https://www.gadsdenstate.edu/admissions-aid/scholarships.cms> or call the Advisement Resource Center at 256.549.8271.

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

Full scholarships will cover tuition and fees, 12 credit hours or more, 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.

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

The American Recovery and Reinvestment Act of 2009 provides tax relief for qualified student taxpayers or 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 attends 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 31st of the following year to applicable students. The Tuition Statement reports the amounts received during the year for qualified tuition and related expenses and provides the name and the telephone number of a Gadsden State contact person.

## **Academic Information**

### **Student and Academic Support 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 Dean of Enrollment and Retention Office located in 325 Joe Ford Center, East Broad Campus, telephone 256.549.8230.

### **Advisement Resource Center**

The Advisement Resource Center assists students with the academic and personal challenges they often face. The primary focus of the center is on the support of and advocacy for students in developmental courses and those identified as "at-risk." The center also works collaboratively to provide student workshops, faculty advisor training, and other services that promote student success. The center staff may assist students through referrals to outside agencies for students with personal needs. Services are available at the McClellan Center, Inzer Hall on the Wallace Drive Campus, in the Administration Building on the Ayers Campus, and at Cherokee. Students may telephone 256.549.8307 or email [arc@gadsdenstate.edu](mailto:arc@gadsdenstate.edu) for additional information.

The Resource Center is open to Gadsden State students, as well as to the public. The center serves as a resource for faculty advisors and provides 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. Computers are available for online research related to careers and college transfer.

## Cardinal Tutoring Center

The Cardinal Tutoring Center is dedicated to creating a learning environment that enhances the success of students by providing quality tutoring services for all students. Through professional and peer tutors, tutoring is available in every content area. No appointments are necessary for help in the Cardinal Tutoring Center. We strive to adapt to the learning needs of each student so that we can prepare them for success in the classroom and the world. Our services are available at the Cardinal Tutoring Center located in Inzer Hall on the Wallace Drive campus, in the Administration Building on the Ayers campus, and at Gadsden State Cherokee campus. Tutoring is available Monday through Thursday from 8am-5pm. For additional information, please email [cardinaltutoring@gadsdenstate.edu](mailto:cardinaltutoring@gadsdenstate.edu) or call 256.549.8287.

## 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 Inzer Hall on the Wallace Drive Campus and in the Learning Resource Center on the Ayers Campus. The staff is prepared to assist students with composing and evaluating résumés; creating cover letters; exploring career and work possibilities; developing interview skills; and networking with employers through job listings, direct application, employment fairs, and other career events. Computers are available for graduates and students to create résumés, write cover letters and to research potential employment opportunities. In addition, information on the latest job postings is available online at the Career Services webpage at [https://www.gadsdenstate.edu/about-us/career\\_services.cms](https://www.gadsdenstate.edu/about-us/career_services.cms). A variety of information and online career software is also available to aid in the job search. For more information, students may contact the Career Services Office at 256.549.8605, or by email at [careerservices@gadsdenstate.edu](mailto:careerservices@gadsdenstate.edu).

## 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 requesting accommodations should contact the ADA Coordinator, Pam Clough, 256.549.8462, [pclough@gadsdenstate.edu](mailto:pclough@gadsdenstate.edu).

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

## Learning Resource Center/ Library Services

The Learning Resource Centers (LRCs), also called libraries, facilitates student learning by providing a variety of resources and services to support the educational, informational, instructional, recreational, and lifelong learning needs of students, faculty, staff, and community. Under the leadership of the Director of Distance Education, Faculty Development, and Learning Resources, and the College's Lead Librarian, the LRCs supports the college's mission, vision, and core themes by promoting a learning-centered community that supports information literacy, the pursuit of learning, and teaching excellence by providing a wide range of library/research materials, services, equipment, and facilities. An LRC can be found at all of Gadsden State's campuses. Please be aware that LRC hours may vary by campus. To find out about each campuses LRC location and hours, visit the library's website at <https://www.gadsdenstate.edu/students/library-services.cms>.

The Learning Resource Centers' collections consist of print and electronic books, current periodicals, United States Government documents, audio-visual materials, DVDs, a variety of other educational materials, and access to premier full-text electronic research databases either through license agreements or the Alabama Virtual Library. These resources and our complete catalog are available online which can be accessed at <https://www.gadsdenstate.edu/students/library-services.cms>. Additionally, Gadsden State's Library is a member of the Library Management Network (LMN), a consortium made up of several other

public and academic libraries. This membership expands the number and variety of resources that the library offers.

All of the campus LRCs provide computers for access to the internet, student work and/or instruction, and access the library's integrated library system (ILS) or catalog. All resources are accessible from the library's website, regardless of campus location. Professional librarians are available at all locations and virtually to assist students in using the library and accessing services. Instruction in using the library's resources is provided to classes or individuals in person or virtually upon request by the instructor or student. The LRC on the Wallace Drive Campus is also home to the College's duplication center.

The LRC facilities and privileges are extended to all students, faculty, and staff of the College. Persons in the community may use the facilities and services. To borrow materials from campus libraries, the patron must have a valid GSCC student or GSCC faculty/staff identification card. Members of the community must have a valid Driver's License or Military identification card to be issued a community user card.

## Orientation Services

Gadsden State provides three specific opportunities to help entering students better understand the college processes and to become familiar with resources and services available throughout their college experience.

## Preview Day

Preview Day sessions are designed to give prospective students, of any age, an overview of the college's facilities, programs, and procedures. Preview Day sessions are available on all campuses during the Spring semester. Learn more at

<https://www.gadsdenstate.edu/admissions-aid/preview-days.cms>.

## Cardinal Commit

Cardinal Commit sessions are for new incoming students and are scheduled during the summer semester. This session should be attended prior to the first semester at Gadsden State. During Cardinal Commit, new students learn important information which includes the student computer system, student activities, financial aid, and general knowledge about the campus. Cardinal Commit provides new students the opportunity to meet with their advisor and register for Fall Semester classes. Students may learn more about Cardinal Commit at

<https://www.gadsdenstate.edu/admissions-aid/cardinal-commit.cms>.

## ORI 101: Orientation to College

ORI 101 is a one-credit hour course that 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 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.

Students should register for ORI 101 in their first semester. This course is a requirement for graduation for all degree – or certification-seeking Gadsden State students. ORI 101 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 "Distance Learning" section of this catalog.) Any student who is enrolled in five (5cr) 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.

The following persons are exempt from the ORI 101 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 and earned credit for a course equivalent to ORI 101: Orientation to College;
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: ORT 100: Orientation for Career Students is available for students in non-degree-eligible programs or courses. All other students should enroll in the ORI 101: Orientation to College course**

## 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, Inzer Student Center, Wallace Drive Campus, telephone 256.549.8208; or Ayers Campus, telephone 256.832.1211 or visit <https://www.gadsdenstate.edu/students/trioprogams.cms>.

***Student Support Services, one of the College's TRIO programs, is totally funded by the U.S. Department of Education.***

## Testing Services

Most non-instructional testing services at Gadsden State are coordinated by the Testing Centers, located in the One Stop Center on the East Broad Campus and the Administration Building on the Ayers Campus. The staff administers various tests, including the ACCUPLACER (placement test), ACT Residual Assessment, ACT WorkKeys Assessments and CLEP examinations. Members of the staff also proctor other tests and examinations when requested to do so by Gadsden State instructors, by other educational agencies or by members of the community.

For information on testing schedules and tests offered please visit the Testing Services webpage at <https://www.gadsdenstate.edu/students/testing-services.cms>.

The International Programs Office administers the Test of English as a Foreign Language (TOEFL) for Gadsden State, while the GED Testing Center administers the GED test in Anniston and Gadsden. Information about these testing services is included later in this section.

## Placement Testing

Each institution in the Alabama Community College System requires all students who enroll in an 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 the Alabama Community College System, the assessment instrument is ACCUPLACER. 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 once per academic year, and the student can retest for a fee of \$10.00. Review of resource materials is required prior to retesting. Test results are valid for a period of three years. For further information, students should contact one of the following test centers: Gadsden, telephone 256.549.8497; Ayers, telephone 256.832.1241.

For additional information on placement testing, students should review the Testing Services page contained in the Gadsden State Community College website <https://www.gadsdenstate.edu/students/testing-services.cms>.

The following students are exempt from the assessment requirement:

1. Those who have acceptable ACT, SAT or GED scores; consult with an advisor for recommended course placement.  
Those who have an associate degree or higher
2. Those who transfer degree-creditable, college-level English or mathematics courses in which they earned a grade of "C" or better
3. Those enrolling for personal enrichment purposes only
4. Those enrolling in short certificate programs having no English, reading or mathematics requirements
5. Those who have completed required developmental coursework at another Alabama Community College System institution within the last three years
6. Those enrolling to audit a course
7. Those who can provide documentation of assessment by the placement test within the last three years
8. Those who are transient student

See [Appendix K](#) for additional information regarding placement guidelines.

Some persons may delay taking the placement test until or unless they plan to enroll in 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
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 applicant is from an exempt country where English is the native language, or the student has graduated from an accredited American high school in the U.S. or abroad, the applicant must present evidence of English language proficiency. English language proficiency requirements can be found at [Admission of Non-Native English Speakers](#).

If the student is enrolled in the Alabama Language Institute (ALI), he/she will need to complete one semester in ALI at the highest level (Student should refer to Exception #3) or take the TOEFL or another accepted English proficiency test and make the required score to be admitted to Gadsden State as a college student. (The "[Admission of International Students](#)" and "[Alabama Language Institute](#)" sections of this catalog provide additional information.)

GSCC offers the institutional TOEFL (ITP), 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.

Gadsden State is also 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.ets.org/toefl](http://www.ets.org/toefl). Appointments cannot be made through Gadsden State.

## GED Testing

Gadsden State conducts GED testing for Gadsden/Anniston and the surrounding areas. Individuals seeking information may contact the GED Testing Center at 256.439.6819 or 256.832.1217. **All registration and scheduling for the GED test must be completed at [www.GED.com](http://www.GED.com) or 1.877.392.6433.** The GED test is a computer-based test consisting of four modules: Mathematics, Reasoning Through Language Arts, 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. An individual who is 16 or 17 years of age may take the GED test, but additional documentation is required to obtain approval to test. These individuals should contact the GED Testing Center for further guidance on submitting the proper documentation.

## Title III Program

The mission of the Strengthening Historically Black Colleges and Universities (HBCU) Title III Program 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 enrollment and retention, the 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 the Title III Grant Administration Office, at 256.549.8667. ***The Title III Program is funded by the U.S. Department of Education through its Historically Black Colleges and Universities Program (HBCU).***

## Veterans Services Veterans Affairs

Through its Veterans Affairs Office, GSCC cooperates with the Department of Veterans Affairs providing students who receive VA educational benefits with services 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 on the College's website at <https://www.gadsdenstate.edu/admissions-aid/veterans-benefits.cms>. 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.



## Complaint Policy for Students Receiving VA Educational Benefits

For students receiving VA educational benefits, any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: <https://www.benefits.va.gov/gibill/feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

## Veterans Upward Bound

Veterans Upward Bound (VUB) is a grant program designed to provide free educational support services to eligible veterans across ten counties including Etowah, Calhoun, Cherokee, Blount, Cleburne, Dekalb, Jefferson, Marshall, St. Clair and Talladega. The staff is trained to work with veterans on all academic levels by evaluating current skills and developing individual education plans to provide options for academic advancement including self-paced study, tutoring, or group study. Qualified veterans may also elect to receive assistance with academic counseling, college registration, financial aid, book loans, and use of the VUB computer laboratory. VUB also offers eligible veterans seminars on topics including study skills, career planning, community resources, computer skills, financial education and time management. All aspects of the program are free and designed to ensure each veteran's academic success. Interested veterans are urged to visit the website: <https://www.gadsdenstate.edu/admissions-aid/vub.cms>; email [vub@gadsdenstate.edu](mailto:vub@gadsdenstate.edu); or call 256.549.8286 for assistance on the Wallace Drive Campus or 256.835.5481 on the Ayers Campus. ***Veterans Upward Bound, one of the College's TRIO programs, is totally funded by the U.S. Department of Education.***

## Special Offerings

Gadsden State offers several special categories of courses and programs designed to meet the specific academic and career needs of students.

## 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 Degree/Certificate Programs and Course Descriptions chapters 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 Inzer Hall on the Wallace Drive Campus and in the Learning Resource Center on the Ayers Campus. Interested parties may also call 256.549.8605 or email [careerservices@gadsdenstate.edu](mailto:careerservices@gadsdenstate.edu) for more information.

## Developmental Studies

Gadsden State offers courses in English, mathematics, and reading designed specifically for those students who need to improve their ability in order 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 099; ENR 098; MTH 098, MTH 099, MTH 109, and MTH 111) appear in the Course Descriptions chapter of this catalog. For more information about developmental studies, individuals should contact the appropriate academic department.

## Distance Learning

Gadsden State Community College is a leader in the Alabama Community College System in the wide variety of distance learning courses and programs offered. Gadsden State is committed to continuing the growth and development of our distance learning offerings to provide more flexibility for students to help them achieve their goal of earning a college degree. Distance learning is defined as a formal educational process in which all or the majority of the instruction (interaction between students and instructors and among students) in a course occurs when student and instructor are not in the same place. Distance learning focuses on utilizing technology and teaching methods to provide instruction to students outside the regular classroom and thereby

increase flexibility and scheduling options. There are two types of distance learning courses at Gadsden State: hybrid and online.

Hybrid courses include both in-person class time and online instructional requirements. Hybrid courses have days, times, and locations listed in Banner. Instructors teaching hybrid classes may replace no more than 40-60% of scheduled in-person class time with asynchronous online learning tools. Hybrid courses are clearly identified in the course schedule on Banner.

An online course is one in which 100% of instruction takes place online through the college's learning management system (Blackboard). While the vast majority of Gadsden State's online courses require no on-campus physical attendance of any kind, students may have the option of taking exams on campus. Online classes are clearly identified in the course schedule on Banner. **IMPORTANT INFORMATION RELATED TO ONLINE COURSES:** Per SACSCOC and Federal Department of Education requirements, online exam proctoring software are used to verify the identity of students participating in online courses. Also, per Federal requirements, attendance is measured by "active participation" in the course. Active participation is defined as completing an attendance verification activity (as identified by the instructor) for each online course in which the student is enrolled. Simply contacting the instructor via telephone or email or just accessing the course will not count as attendance to satisfy requirements of federal financial aid.

For more information on Gadsden States distance learning course/program offerings or software applications, please visit the Teaching & Learning Center's website at <https://www.gadsdenstate.edu/students/student-resources.cms>.

## 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 contact 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 24 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 Placement Test.

### Honors Students

1. will take a minimum of three (3) "H" designation courses, including at least one HONORS SEMINAR (HUM 298);
2. attend the HONORS ORIENTATION before starting 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. **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.
4. **Commencement Regalia** - HONORS SCHOLARS will be presented with special commencement regalia to wear during graduation exercises.

## Independent Study

An Independent Study (IS) is a course for academic credit which offers a student an individualized educational experience. An IS is an option only when students are unable to take a regularly scheduled course that is required in their plan of study. Students must have at least a 2.5 GPA. An IS is at the discretion of the instructor and must be approved by the division chair.

## Service Learning

Service Learning is an academic program that combines community service with classroom instruction, focusing on critical, reflective thinking, as well as a 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.

For more information, students should contact the Director of Advisement Resource Center at 256.549.8307.

## Teaching and Learning Center

The Teaching and Learning Center (TLC) facilitates student learning by serving as the headquarters for the college's distance education programs and providing the professional development resources that lead to the growth and success of Gadsden State Community College faculty and staff. Led by the Director of Distance Education, Faculty Development, and Learning Resources, the TLC supports the college's mission, vision, and core themes by promoting a learning-centered community that supports teaching and service excellence in a collaborative environment. The TLC primarily provides several services and resources to the college community. Those services include (but are not limited to) the following: learning management system administration and training, instructional support software and services, faculty and staff professional development, instructional design and digital media creation services, exam proctoring for distance learning courses, evaluation, and compliance for distance learning course offerings, and tutorial assistance in the use of distance learning software applications to faculty, staff, and students. The TLC works closely with the college's Information Technology Services Department in order to provide users with technical assistance.

For questions about the TLC or inquiries about training needs, assistance in the use of the college's distance learning software applications, digital media creation

needs, and/or other professional development, visit the TLC's homepage for contact information:  
<https://www.gadsdenstate.edu/students/tlc.cms>.

For general technical support, please contact the college's IT Help Desk via email at [helpdesk@gadsdenstate.edu](mailto:helpdesk@gadsdenstate.edu) or call 256.549.8341.

## Nontraditional College Credit

Gadsden State provides a mechanism for students to earn college credit for experience and knowledge attained outside the traditional classroom.

### 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. See program advisor or Dean of Technical Education and Workforce Development for more information.

### 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. No more than 25% of the 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 Alabama Community College System Policy 715.01.

5. Before receiving credit through experiential learning for a course, an individual must meet the enrollment requirements of the course.
6. 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 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.

GSCC awards credit for CLEP subject examinations based on a minimum score requirement for each exam as recommended by the American Council on Education (ACECRe). CLEP credit is not granted for college-level courses previously failed, for courses in which credit for higher level course work has been earned, or for credit already earned in the subject examination's course equivalent. No more than 25% of the total credit required for any program may be awarded through nontraditional means toward a degree at Gadsden State. Acceptance of non-traditional academic work by GSCC does not guarantee other institutions will accept such work. This determination will be made by the respective transfer institution.

The CLEP offers a wide range of exams that can save time and money. A satisfactory score on an exam

allows a student to receive college credit for what he or she already knows. Detailed information regarding Gadsden State's CLEP credit granting policy is available at <https://www.gadsdenstate.edu/students/testing-services.cms>. For additional information, contact Testing Services at 256.549.8497. CLEP scores currently accepted are as follows:

CLEP Test	GSCC Credit	ACE Score Minimum
<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
College Composition	ENG 101 English Composition I	50
	ENG 102 English Composition II	50
English Literature	ENG 261 English Literature I	50
Humanities	HUM 101 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
German, Level 1	GRN 101 Introductory German I	50
	GRN 102 Introductory German II	50
<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

## SCIENCE AND MATHEMATICS

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
College Mathematics	MTH 116 Math Applications	50
Pre-Calculus	MTH 112 Pre-Calculus	50

## Campus Services

### Bookstore

A bookstore, operated by Barnes & Noble Booksellers, LLC, is located in the One Stop Center on the East Broad Campus. Students can purchase books new or used, rent 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 5:00 p.m. Monday through Thursday and 7:30 a.m. until 11:30 a.m. on Friday. Bookstore facilities are also provided at the Ayers Campus. Students may telephone 256.546.3334 (Wallace Drive Campus) or 256.835.2707 (Ayers Campus). See the following link: <https://www.gadsdenstate.edu/students/bookstore.cms>.

The bookstore refund policies are as follows:

### Textbooks

- **A full refund will be given in the 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 the 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 the 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 the original form of payment with the 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. Returns or exchanges should include a completed Return/Exchange Form and proof of schedule change, if applicable. The Return/Exchange Form is included as part of the original shipment. Students who do not have the Return/Exchange Form should submit the following information with a 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. Neither Barnes and Noble nor the college is responsible for lost return/exchange packages. Therefore, it is highly recommended that any mailed returns/exchanges be insured. The credit for the 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 student account statements.

## Returns and Exchanges in your Campus Bookstore

Barnes and Noble will gladly accept returns/exchanges for online textbook purchases at the bookstore. Make sure the customer invoice/receipt is included when returning or exchanging textbooks. Returns and exchanges made in the 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.

Meal tickets can be purchased at the Wallace Drive Cafeteria. 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: <https://www.gadsdenstate.edu/student-life/cafeteria.cms>.

## First Aid

GSCC has first-aid kits available in all 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 dormitory size refrigerators, baths, as well as study areas, lounges, game room, laundry room, snack and drink vending machines, and in-room controlled heating and air conditioning, and Wi-Fi connection.

Rooming is limited. Students are encouraged to apply for housing early. For information about living in the residence hall, students may contact the Director of Student Life at 256.549-8212, front desk of Fowler Hall at 256.549.8369 or visit <https://www.gadsdenstate.edu/student-life/on-campus-housing.cms>.

## 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 and severe weather monitoring) is an important component of the educational environment at GSCC. The Safety and Security Office phone number is 256.549.8425, and the 24-hour phone number is 256.312.2132.

### Security Offices

Campus	Building	Room #
Ayers	Student Center	101
Cherokee	Cherokee Academic Building	102
McClellan	McClellan Center	1217
Valley Street	Carpentry Building	1
Wallace Drive	Fowler Hall	13

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 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 Safety and Security 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 C](#) for the complete policy.

## Honors and Graduation Information

### Honors and Graduation Information

Gadsden State recognizes, in a variety of ways, the exceptional 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. In April, Gadsden State recognizes outstanding students for their distinguished scholastic achievements during the annual Honors Day Programs. Programs are held in Wallace Hall on the Gadsden campus for students in the Gadsden/Cherokee service area and in the Pierce C. Cain Learning Resource Center on the Ayers campus for students in the Anniston service area.

### 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 term grade point average of 4.0 (with all A's) and 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 term 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 term grade point average of 3.5 or above but below 4.0 (with all A's and B's) and 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 term GPA. Developmental courses will count toward the minimum course load requirement or GPA for Financial Aid.

### Honors Day Program

Each spring, Gadsden State Community College recognizes outstanding student achievement at its annual Honors Day Program. This event celebrates the

scholarships and awards of exceptional students from all disciplines and areas of the College. The Honors Day program highlights prestigious awards such as the "Allen-Ray Award," "President's Cup (Academic and Technical)," and "Outstanding Achievement Award." Special awards will be given to students who have attained excellence in academic and technical programs at the College. Departmental and general scholarships offered by the College and its generous donors, as well as transfer scholarships from state universities, are presented. Family and friends are invited to attend.

## 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:

- **Cum Laude**                      **3.50 to 3.69 GPA**
- **Magna Cum Laude**        **3.70 to 3.89 GPA**
- **Summa Cum Laude**        **3.90 to 4.00 GPA**

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:

**With Distinction**                      **3.50 to 4.00 GPA**

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.

## Campus Policies

### Academic Advising Policy

All students are encouraged to receive academic advising at GSCC. Before and during registration, students should meet with faculty advisors to learn about college and program requirements, discuss their educational plans, and select courses. GSCC follows a two-tier advising model. In the first tier, first- year/first semester, students may meet with Enrollment Specialists or assigned faculty advisors for advising prior to choosing a program of study. The second tier provides an opportunity for students to meet with their assigned faculty advisors.

**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 do not constitute a promise or a contract ensuring a student's graduation on schedule, or the completion of specific requirements.**

### Academic Bankruptcy Policy

Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a student's cumulative grade point average (GPA). Academic Bankruptcy may be implemented prior to graduation and/or formal awards. A student may request academic bankruptcy in writing by completing an Academic Bankruptcy request form:

[https://www.gadsdenstate.edu/skins/userfiles/files/PETITION%20%20FOR%20ACADEMIC%20BANKRUPTCY\\_UPDATE](https://www.gadsdenstate.edu/skins/userfiles/files/PETITION%20%20FOR%20ACADEMIC%20BANKRUPTCY_UPDATE)

The form must be submitted to the Office of Admissions and Records for processing. **Academic Bankruptcy may not be applied to NUR courses.**

To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the college since the most recent semester for which the academic bankruptcy is requested. A grade of "C," "S," or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.

Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites. Once academic bankruptcy has been granted, a permanent notation of "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester affected. Approval of the academic bankruptcy status at a college does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

**NOTICE: An award of academic bankruptcy may impact a student's financial aid status.**

### 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 Community



College System, 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 a program has no right to appeal.

## Admissions Appeals Policy

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 Student Affairs Committee a written request to be considered for re-admission within a designated time period after notification of the suspension. Second, he/she should present a rationale and/or a written statement of mitigating circumstances in support of the petition for immediate re-admission. The Student Affairs Committee meeting is not a due-process hearing but rather a petition for re-admission to the college. Third, the Student Affairs 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 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 "adhere" 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.

Readmission upon appeal does not guarantee financial aid eligibility. Refer to the Financial Aid Satisfactory Academic Progress <https://www.gadsdenstate.edu/admissions-aid/sap-guidelines.cms> for more information.

## Alcohol and Drugs Policy

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.

## Attendance Policy

### Class Attendance

Class attendance is considered essential to the educational process and is integral to academic success. Students are expected to attend all classes for which they are registered. Absences disrupt a student's academic progress, contribute to poor academic performance, and significantly diminish the quality of group interaction in class. Students are expected to attend class on time and are expected to remain in class for the duration of the published class time. Faculty are required to verify attendance on a specified day to capture census reporting data as required to comply with federal financial aid regulations.

### Student Absences

Recognizing that situations may arise to prevent a student from attending a class, the College may accommodate absences but recommends that students with excessive absences submit a withdrawal request according to the Withdrawal Procedures described in the College Student Catalog and Handbook. Instructors may advise any student with excessive absences to withdraw from the course involved to protect the academic standing of the student. It is the student's responsibility to monitor absences and to comply with the instructor's syllabus concerning make-up work.

Students enrolled in Internet and/or Hybrid courses become responsible for course materials and assignments posted in Blackboard on the official first day of class. Attendance in Internet courses is based on documentable participation in class activities which include but are not limited to interaction with the instructor, interaction with enrolled students, attendance for required on-campus meetings and/or submitting course assignments.

## Absences for Approved College Activities

Absences for students participating in approved official College activities are considered official school business and are thereby excluded from and are not affected by the attendance policy. Faculty must receive written notification prior to absences concerning the class days to be missed from the activity director/coach/sponsor. This notification will meet the following guidelines:

1. Notification must be given to the instructor prior to the absence(s); and
2. Notification must state the time frame of the activity including, specifically, the time for which the student must leave for the activity and when the student will return to campus.

Students engaged in approved College activities are to be excused no more than 30 minutes prior to the beginning of the activity or 30 minutes prior to the latest time at which they must leave campus in order to arrive safely at their destination. It is the responsibility of each student engaged in approved College activities to make arrangements to complete any missed assignments, exams, etc., at a time convenient for the instructor. To the degree possible, students should schedule classes on days and at times which will not be affected by participation in official College activities so as to minimize their absences. A student participating in approved College activities should make every effort to arrange class responsibilities such as oral reports, speeches, recitals, group presentations, demonstrations, etc., around the schedule of College-approved activities so that no hardship is placed on other class members or the instructor. Instructors are not required to "reteach" classes for students who miss class for approved College activities.

Since most official College activities are scheduled months ahead of time, the activity director/coach/sponsor may notify instructors at the beginning of the semester of all absences as long as the notification meets the guidelines above.

## Make-Up Work

Make-up work may be provided at the discretion and convenience of the instructor. Possible acceptable, documented excused absences include accidents, court appearances, illness of the student or an immediate family member or the death of an immediate family member. Instructors are not obligated to provide make-up work for pop quizzes or other in-class daily assignments. Make-up work will be provided for class work missed when the student is participating as a representative of the College in a College-sponsored

activity. Reasonable accommodation, meeting federal and state guidelines, will be granted to students who are called to military service (appropriate documentation is required).

## Appeals Process

If a student disagrees with the assignment of an unexcused absence, a tardy or denial of permission to make up missed work, an appeal may be made to the appropriate instructional dean or their designee. The appeal must be submitted within one week of the incident. The Dean's decision is final.

## Children on Campus Policy

Gadsden State is an institution of higher education. While Gadsden State welcomes and invites the presence of children on campus, it recognizes that its campuses and events may not always be an appropriate environment for children.

The purpose of this policy is to promote the health, safety, and well-being of children on campus and children who participate in College events and to clarify the College's rules with respect to children and minors on campus and at College-sanctioned events. This policy applies to employees, students, campus visitors, and individuals or Organizations engaging in or conducting activities associated with the College.

For the purposes of this policy, the terms "child," "children," "minor," and "minors" refer to individuals under the age of 18.

1. **Responsibility for Children.** In recognition of the family needs and responsibilities, students, faculty, and staff may bring their child(ren) to campus for limited periods of time while the employee or student is engaged in work or educational activities; with approval by the appropriate supervisor. In doing so, the needs of other College community members for quiet and productive work and educational setting must be respected. No facility or office on campus is to be used regularly in lieu of child care or for unsupervised recreation for children. The adult responsible for a child is also responsible for the child's behavior and actions, and is expected to ensure that the child's behavior is compliant with College policies.
2. **Risks.** The adult responsible for bringing a child to campus and College events will also be responsible for any and all injuries or damages sustained to or by the child or any other child accompanying them while on campuses or any properties owned or leased by the College. The College will not be responsible or liable for any such injuries or damages.

3. **Revocation.** Allowing employees and students to bring their child(ren) to campus is a privilege extended by the College and may be revoked at the discretion of the College. The College may also prohibit an employee or student from bringing a child(ren) to campus if a member of the College community provides a reasonable objection.
4. **College-Sanctioned Events.** Gadsden State hosts a number of events that are open to children. In order to ensure their safety and that of other guests, the College requires the parent, legal guardian, or other adult responsible for each child to comply with the following provisions:
  - The College will not be responsible for the supervision of any children who attend a campus or College-sanctioned event unless the event sponsored specifically states in a written announcement that supervision by College will be provided.
  - Children must remain in the area of campus where the event is located.
  - The adult responsible for a child is also responsible for the child's behavior and actions and any damage caused by a child.
  - If a child attending an event or program needs an accommodation for a disability or other special need, it is the responsibility of the adult to request such an accommodation, in advance of the event, to ensure that the accommodation is in place or that the accommodation is one that can be extended by the College.

## Computer Use and Internet Access Policy

### 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 a 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 F](#) 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 the 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 the copyright. One major limitation, however, is the doctrine of "fair use." Whether the use of copyrighted materials falls under the "fair use" exception depends on these four factors: the 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 G](#) for the complete policy.

## 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 the 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 Instructional 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.

## Credit Hour Definition Policy

The basis of the credit hour is semester hours of credit, which are based upon the average weekly number of hours of instruction during a 16-week period or the equivalent amount of hours over a different length of time (such as a 10-week summer or 8-week mini-term). An hour of instruction is defined as not less than 50 minutes of instructor/student contact. 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 utilized. All sections of the same class must use the same ratio. There are six general categories of types of instruction:

(1) Theory (1:1) - one hour of credit for one hour of theory instruction

(2) Experimental Laboratory (2:1 or 3:1)\* - one hour of credit for two or three hours of experimental instruction

(3) Practical Application Laboratory (2:1 or 3:1) \* - one hour of credit for two or three hours of practical application instruction

(4) Clinical Practice (3:1) - one hour of credit for three hours of clinical practice instruction

(5) Preceptorship (5:1 or 3:1) \* - one hour of credit for three or five hours of preceptorship instruction

(6) Internship (5:1) - one hour of credit for five hours of internship instruction.

*\* 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 Requisites Definitions

Pre-requisites are other courses or competencies that must be completed or attained before registering for some courses. Co-requisites refer to other courses that the student must be registered for 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 terms. 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.

## Degrees and Awards Policy

Gadsden State Community College awards associate degrees, certificates, and short-term certificates.

An instructional program is defined as a combination of courses and experiences that is designed to accomplish a predetermined objective or set of allied objectives such as preparation for advanced study, qualification for an occupation or range of occupations, or simply the increase of knowledge and understanding. Accordingly, Gadsden State is authorized to certify the successful completion of prescribed courses of study in each instructional program through the awarding of the following degrees and certificates:

The **Associate in Science Degree (AS)** An undergraduate award signifying successful completion of a prescribed course of study (60 to 64 semester credit hours) designed for students planning to transfer to a senior institution to pursue a baccalaureate degree

in the sciences or a specialized professional field. Only colleges accredited by SACSCOC are authorized to award this degree.

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

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

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

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

### Requirements for Degrees and Certificates

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

- **Area I: Written Composition.** Study in this area ensures effective written communication skills, which are essential in a literate society.
- **Area II: Humanities and Fine Arts.** Study in the humanities addresses the ability to deal with questions of values, ethics, or aesthetics as they are represented in literature, philosophy, religion, and the arts, and is fundamental to general education. In addition to literature, disciplines in the humanities and fine arts include, but are not limited to, area/ ethnic studies, philosophy, religious studies, foreign languages, art and art history, music and music history, theatre, and dance.
- **Area III: Natural Sciences and Mathematics.** Study in the natural sciences and mathematics emphasizes the scientific method and quantitative reasoning. Disciplines in the natural sciences, include, but are not limited to, astronomy, biology, chemistry, earth science, geology, physical geography, physics, and physical science.
- **Area IV: History, Social, and Behavioral Sciences.** Study in history and the social and behavioral sciences deals primarily with the study of human behavior, social and political structures, and economics. Disciplines other than history in this area include, but are not limited to, anthropology, economics, geography, political science, psychology, and sociology.
- **Area V: Pre-Professional, Major, and Elective Courses.** Area V is designated for courses appropriate to the degree/major requirements of the individual student.

*Students completing courses that have been approved for transfer by the AGSC and are appropriate to their major and/or degree program may transfer these courses with credit applicable to their degree program among two-year and four-year colleges and universities.*

## Email as Official Communication for Students Policy

The Gadsden State Community College (GSCC) email system is deemed the official method of communication whereby students are notified of College-related matters: cancelled/dropped classes, admission status, financial matters, announcements, and general information exchange. Official College communications demand attention, and often a timely response. Students are responsible for the consequences of not reading, acting upon, and/or responding to official college-related communications sent to their GSCC student email address.

Faculty members may require the use of email, Blackboard, the My Gadsden State Portal or other forms

of electronic communication for course content delivery, class discussion, or synchronous chat. It is recommended that faculty specify these requirements in their course syllabus. Faculty may expect that students access and read notices sent to their official GSCC student email address.

Students who forward their GSCC email to another email address (e.g., [username@aol.com](mailto:username@aol.com)) do so at their own risk. GSCC cannot ensure the delivery of its official communications by external service providers. Forwarding email does not relieve the receiver from the responsibilities associated with electronic communications sent to the GSCC email address.

Students are expected to check email frequently. It is recommended that email be checked daily, but at a minimum, twice per week. Regular email management will also minimize the risk that the inbox will be full, causing the email to be returned to the sender with an error. Undeliverable messages returned due to either a full inbox or use of a "spam" filter will be considered delivered without further action required of the College.

Faculty, staff, and student-sponsored organizations must request approval of the Director of Public Relations to have batched student messages sent through the GSCC student email system. Only meaningful and relevant information will be allowed.

## Grading Policy 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.

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

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 published withdrawal date listed in the College calendar. 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 "**IP**" grade is used for administrative purposes where the entire class is still in progress or faculty fail to meet the grade submission deadline established by the college.

The "**I**" (Incomplete) may be assigned when a student has fulfilled the following requirements:

- Has completed at least 50% of the coursework with passing grades.
- Is prevented by illness or other justifiable cause from completing the required work or from taking the final exam.
- Has submitted an Incomplete Grade Request Form to the instructor and received approval by the time grades are due for that semester. The Incomplete Grade Form is available in the appropriate instructional dean's office

Students receiving an "I" during the fall semester have until the last class meeting of the following spring semester to complete the missed coursework. Students who receive an "I" for the spring or summer term have until the last class of the following fall semester to complete the missed coursework. 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.

Any exceptions to this policy must be approved by the appropriate instructional dean.

## Developmental Mathematics Course(s) Grading Scale

Math 098 Elementary Algebra - Students must achieve a 70% or higher in this course to proceed to the next level Mathematics Course. Letter grades are assigned for all Mathematics Developmental courses as stated below:

### Percentage Grade Letter Grade

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
59 - below	F

## Grade Changes

Grades may be changed only for the purpose of correcting a College error or removing an "I." Grade changes are initiated by the instructor who assigned the original grade and approved by the academic director and the appropriate instructional dean. Incomplete grades that have converted to an F are not eligible for a grade change.

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.

## 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.

## Graduation Requirements Policy

Gadsden State Community College (GSCC) awards the appropriate degree or certificate to a student who has completed the approved program of study, attained a minimum of a 2.0 cumulative grade point average over all coursework attempted at GSCC, and earned at least 25 percent of the credit hours required for the degree or certificate at GSCC.

### Procedure:

1. In meeting the requirement for a 2.0 cumulative grade point average over all coursework attempted at GSCC, a course may be counted only once.
2. A student is not required to pay graduation fees or participate in commencement ceremonies in order to be designated as a graduate on the transcript.
3. The appropriate instructional officer shall approve the formal award when the student meets all requirements for graduation.
4. Transcripts will not be provided to a student nor forwarded to any other institution or organization until after the student has fulfilled all financial obligations to the college.

A student may elect to graduate under any Gadsden State degree plan in effect during his or 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 rigorous. These exceptions appear under the degree requirements listed for each program.

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** on or before the published deadline.
- Fulfill all financial obligations to Gadsden State.
- Satisfy requirements 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.

## Harassment and Discrimination Policy

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 maintains 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 D](#) for the complete policy.

## Hoverboards/Skateboard Policy

Due to safety concerns associated with hoverboards and skateboards and the potential impact on the safety of our students, employees and the College community, these devices are banned from all campuses.

## 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 One Stop Center, East Broad Campus, in the Pierce C. Cain Learning Resource Center at Ayers, 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 any of the listed locations once the student has paid the replacement fee of \$5.00 at the Business Office.

## Independent Study Policy

An Independent Study (IS) is a course for academic credit which offers a student an individualized educational experience. An IS is an option only when students are unable to take a regularly scheduled course that is required in their plan of study. Students must have at least a 2.5 GPA. An IS is at the discretion of the instructor and must be approved by the division chair.

## No Smoking and Tobacco Use Policy

It is the official policy of Gadsden State Community College that smoking and the use of tobacco is prohibited within, buildings, structures, and vehicles owned, leased, or rented by the College, and also within 30 feet of buildings owned, leased, or rented by the College. This includes instructional sites, centers, building entrances, and common areas.

## What do we consider "tobacco"?

Under this policy tobacco is any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, as well as smokeless or spit tobacco products, sometimes referred to as dip, chew, or snuff.

## What do we consider "smoking"?

Under this policy, smoking is defined as carrying or holding any lit or ignited pipe, cigar, cigarette, electronic cigarette, or any other lit or battery operated smoking equipment or device. (ACCS Policy 514.01)

## No Trespass & Appeal Procedure Policy

Gadsden State Community College is a public institution of higher education that is open to the general public. However, the College retains the right to restrict access to College property and College-sanctioned activities due to safety considerations relating to its students, faculty, staff, and visitors. This policy describes the circumstances under which access to or presence on College property or at College-sanctioned activities or events may be restricted and the procedures for issuing a No Trespass Notice.

When it is determined that an individual presents an ongoing threat to the College, the College may issue a No Trespass Notice restricting that person from any property owned or controlled by the College.

See [Appendix I](#) for the complete policy.

## Registered Sex Offender Notification Policy

Persons required by law to register as sex offenders (registered sex offenders) will be required to notify Campus Security of his/her intent to enroll and will be required to meet with Campus Security to review the notification procedure and conditions of enrollment. If a registered sex offender registers for classes and becomes a student before the college receives such notification, the student will be immediately informed that he/she is being dropped from classes and will receive a refund of any fees that have been paid.

Gadsden State Community College reserves the right to deny or revoke the admission of registered sex offenders in accordance with College policy. The College reserves the right to evaluate the circumstances of each case and to refuse admission if it is determined that the applicant is a threat to the safety or security of the College community.

When the College is notified by a corrections or law enforcement agency that a registered sex offender has enrolled or intends to enroll, or a registered sex offender self-reports to a College official, the Safety and Security Committee will determine whether such individual will be allowed to attend classes.

See [Appendix J](#) for the complete policy.

## Repeat Course Forgiveness Policy

Course Forgiveness is implemented when a student repeats a course once, the second grade awarded (excluding a grade of W) replaces the original grade in the computation of the cumulative grade point average. The academic standing during the term in which the course was first attempted will not be affected.

When a student repeats a course more than once, all grades for the course, excluding the first grade, will be used to compute the cumulative grade point average. Official records (transcripts) at GSCC will list each course with the grade earned.

A course may be counted only once toward fulfillment of credit hours for graduation. This Course Forgiveness Policy applies to courses taken at GSCC only; respective transfer institutions may or may not accept the adjusted cumulative GPA. That determination will be made by the respective transfer institution.

**Course Forgiveness may not be applied to NUR courses.**

**Course Forgiveness may impact the student's Satisfactory Academic Progress (SAP) for financial aid eligibility and continued eligibility.**

## Repetition of Courses Policy

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.** See "[Repeat Course Forgiveness Policy](#)."

Students should contact their program advisors prior to completing Course Forgiveness as it could negatively impact program admission or successful transfer to other college/university programs.

## Sales and Solicitations Policy

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.

## 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 Community College System. 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 E](#) for the complete policy.

## Social Media Policy

Gadsden State Community College supports the need for a strong presence in the social media realm. The College encourages departments, programs, groups,

and entities to be active in the social space and create social media accounts to build enriching relationships and campus awareness.

Gadsden State has developed a social media policy and application process to ensure that any and all interactions on behalf of GSCC represent the College's best interests.

All social media accounts recognized by Gadsden State will be listed on the Gadsden State website under the Social Media Directory: <https://www.gadsdenstate.edu/student-life/social-media.cms>. Check back often to see who is on Facebook, Twitter, Instagram, Pinterest, Flickr, YouTube and more.

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

## Standards of Academic Progress Policy

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** GPA credit hours at Gadsden State must maintain a **1.5** Cumulative Grade Point Average;
2. **22-32** GPA credit hours at Gadsden State must maintain a **1.75** Cumulative Grade Point Average; and
3. **33** or more GPA 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 term is below 2.00, the student will be placed on **ACADEMIC PROBATION**.
  1. If, while a student is on academic probation, the student's cumulative GPA remains below the required standard, but the GPA for that term is 2.00 or higher, the student will remain on **ACADEMIC PROBATION**.
  2. If, while a student is on academic probation, the student's cumulative GPA remains below the required standard and the GPA for that term is below 2.00, the student will be **SUSPENDED FOR ONE TERM**. The transcript will be stamped "**SUSPENDED - ONE TERM**."
  3. 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 term, 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 TERM/READMITTED UPON APPEAL**." Whether re-admitted because of appeal or by serving the one-term suspension, the student will re-enter Gadsden State on **ACADEMIC PROBATION**.
4. If a student has re-entered after having been suspended for one term, 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 term 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 term, 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 term 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 <https://www.gadsdenstate.edu/admissions-aid/sap-guidelines.cms> for more information.

## Student Code of Conduct and Discipline Non-Academic Policy

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 Director of Advisement Resource Center. 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 Dean of Enrollment and Retention 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 Director of the Advisement Resource Center 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 Dean of Enrollment and Retention and shall contain a short summary of the actions or complaint of misconduct. The Dean of Enrollment and Retention may suspend the student pending consideration of the case when the Dean of Enrollment and Retention 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 Dean of Enrollment and Retention may issue a summons for any student or member of a College-

sponsored organization to appear for discussions about a case or a hearing in a pending case. The summons may be delivered by U.S. Mail, 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 the prosecution of a case. However, upon findings of the investigation, the Dean of Enrollment and Retention 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 Director of Advisement Resource Center. Specific charges include:

1. Dishonesty or knowingly furnishing false information to the members of the College faculty or 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, electronic cigarettes, 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 the 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 radios, cell phones, pagers, cell phones, laptops, tablets, MP3 players, 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, laptops, tablets, MP3 players, etc.) 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;
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 the 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, cell phone, 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 Dean of Enrollment and Retention may decide what disciplinary action is required. The Dean of Enrollment and Retention 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 Dean of

Enrollment and Retention 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 Dean of Enrollment and Retention will inform the accused, in writing, of the formal charge(s), including specific violations of the Student Code of Conduct and Discipline. The Dean of Enrollment and Retention 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.

The Student Discipline Committee 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 Chairperson will be selected by the Committee members. A recording or a written record of the hearing and the decision (not the deliberations) will be kept in the Office of the Dean of Enrollment and Retention for the requisite record retention duration. The record shall include a summary of the evidence upon which the Committee based its decision. The recordings or written records of the hearings cannot be made available to anyone except members of the Student Discipline Committee, the Dean of Enrollment and Retention, and the President due to the confidentiality of student records. However, students have the right to the specific provisions concerning themselves and may, by submitting a written request to the Dean of Enrollment and Retention, 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 Dean of Enrollment and Retention

charges to be imposed upon a student who has allegedly violated the Student Code of Conduct and Discipline.

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 a 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 the 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 Dean of Enrollment and Retention shall be made available, by appointment only, 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, However, no student may be found to have violated the Student Code of Conduct and Discipline 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 (excluding weekends), the Chairperson will notify the student(s) and the Dean of Enrollment and Retention, in writing, of the decision of the Committee.
13. The Dean of Enrollment and Retention 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.
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 may 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 may 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 the 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 a case, the student shall not have the right to be present for said review.

The Appeals Board 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 Chairperson of the Appeals Board will be responsible for scheduling and conducting the appeal, for informing the student and the Dean of Enrollment and Retention 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 Dean of Enrollment and Retention, 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 (excluding weekends), the Appeals Board shall send written notice of its decision to the student, the Dean of Enrollment and Retention, 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 Dean of Enrollment and Retention of the decision(s) rendered.

## Student Communication Policy

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.

## Student Grievance Policy

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.
5. If the student is not satisfied with the President's final determination, the student may appeal to the Alabama Community College System (ACCS) by utilizing the System's official Student Complaint Form which is available online at the ACCS website <https://www.accs.edu/student-complaints/>. Complete instructions for filing of the complaint are located on this website.

\*Timelines 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.

## Transcripts Policy

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 Office of Admissions and Records. 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.

Each student can request one official transcript at not charge. After the initial complimentary copy, a \$5 fee will be assessed for each additional transcript requested.

Gadsden State has partnered with Credentials Inc. to accept online transcript requests via TranscriptPlus. All requests must be completed online through OneACCS Self Service Banner or directly through the TranscriptPlus link on [www.gadsdenstate.edu](http://www.gadsdenstate.edu).

If the student wishes to pick up a transcript from the Admissions and Records Office, he/she should be prepared to make the request online and show a photo ID at the time of pickup. Transcripts are issued only at the documented request and authorization of the student concerned.

## Withdrawal Policy

### Withdrawal from a Class

Students receiving financial aid who withdraw from class or stop attending class could have their financial aid decreased. **Students who never attend class are not eligible for federal financial aid.**

From the end of the drop/add period until the withdrawal deadline, which is published in the College calendar, students may withdraw from a class. To withdraw from a class, students may go to the Admissions and Records Office on any campus to complete the withdrawal form, email a request to [records@gadsdenstate.edu](mailto:records@gadsdenstate.edu), from GSCC account, call the office at 256-439-6911 or withdraw online. Withdrawn grades ("W") will be assigned for classes in which students officially withdraw during that time. Should students fail to complete the course withdrawal process, a failing grade ("F") will be assigned.

#### NOTICE:

- Financial aid awards will be based on enrollment and class attendance, as reported by instructors.
- The amount of financial aid for which students are eligible is determined based upon enrollment and attendance as of the 10th day after regular term registration ends.
- If students add classes after the 10th day after regular term registration ends, the financial aid award amounts **are not guaranteed to increase.**
- If students withdraw prior to the 10th day, or add one or more classes after the 10th day after regular term registration ends, those classes **may not be included when determining the amount of financial aid for which students are eligible.**
- If students withdraw prior to the 10th day after regular term registration ends, financial aid **may be decreased.**

If financial aid awards are decreased, students may have to repay the College and/or the Department of Education all or part of their financial awards. Nonpayment of balances will prevent students from enrolling at Gadsden State or any other institution. In addition, students may be referred to a collection agency. For more information on the impact of withdrawals with respect to financial aid eligibility, please contact the Financial Aid Office.

**NOTE: Athletes and Health Sciences students must notify their department prior to withdrawing from any class.**

## 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 Admissions/Records Office, an email

request may be sent to [admissions@gadsdenstate.edu](mailto:admissions@gadsdenstate.edu), from GSCC account, you may call the office at 256-439-6911, or you may withdraw online after the drop/add period. During the drop/add period, students must request a complete withdrawal through the Office of Admissions and Records. Nursing students, EMS students, and athletes must notify the department prior to withdrawal. 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" 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 the required information
6. Failure to attend class

## Schedule Change

After registering for classes, students may make changes in their schedule by adding and/or dropping classes either online through [MyGadsdenState](#) or in person at the Office of Admission and Records during the published add/drop period.

## Work Orders Policies and Procedures

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 the Ayers Campus. 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 Dean of Technical Education and Workforce Development 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 the property of the College.

## Noncredit Community Programs

### Adult Education Services

Adult Education Services are offered at no cost to qualified students through Adult Education classes offered in Calhoun, Cherokee, Cleburne and Etowah counties. Adult Education classes serve the educational needs of those who are at least 17 years old, have no high school diploma or test at or below 12.9-grade level, and are not currently enrolled in public school. In

addition to Adult Education classes, English Language Acquisition and workplace education are offered through this program.

Adult Education 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 high school equivalency or GED include:

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

Career Pathways – also offered through Adult Education – is designed to help Adult Education students obtain both their high school equivalency (GED or non-traditional high school diploma) and employment through linking academic preparation classes with occupational training. Once students obtain their high school equivalency and occupational training, they receive assistance with resume preparation and job interview skills to aid them in their search for employment. All training programs approved through the Workforce Investment Opportunities Act (WIOA) are offered through the Career Pathways program.

For more information on Adult Education classes, call 256.439.6957.

## 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 Alabama Community College System. It is a member of English USA: The American Association of Intensive English Programs (formerly AAIEP) and has been in operation since 1973.

For an International student who has not attained a score of 500 (ITP), 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 "Admission of International Students") 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 <https://www.gadsdenstate.edu/students/important-information.cms>; write to the International Programs Office, Gadsden State Community College, P. O. Box 227, Gadsden, AL 35902-0227; telephone 256.549.8323 or 256.549.8438; email [international@gadsdenstate.edu](mailto:international@gadsdenstate.edu) or visit the International Programs Office in 108 Naylor Hall, Wallace Drive Campus.

**Alabama Language Institute students are not eligible for federal student aid.**

## Alabama Technology Network - Gadsden

Located in the Bevill Center on the East Broad Campus, ATN-Gadsden is a partner of Gadsden State. As a unit of the Alabama Community College System, its key mission is to improve economic development through (1) workforce development and (2) technical/technological assistance to existing business and industry. Linking business, higher education, and the government allow it to identify needs and deliver state-of-the-art solutions to companies and their present and future workforces.

With a staff of seven nationally credentialed engineers and support technicians, ATN-Gadsden assists about 150 companies annually in the areas shown below. Technology and manufacturing labs for both student and industry use are available in the facility. For more information, call 256.549.8164 or visit the office or the website at [www.atn.org](http://www.atn.org). The following is a partial list of the technology focus areas:

- |                          |                          |   |
|--------------------------|--------------------------|---|
| • Additive Manufacturing | • Environmental Systems  | • Practical Energy  |
| • Automated Control      | • Industrial Engineering | • Quality Systems Engineering                             |
| • CAM AND CNC Machining  | • Industrial Maintenance | • Safety  |
| • Electronic Networks    | • Lean Manufacturing     | • Team Building/<br>Supervision/<br>Industrial Leadership |

### Training and Assistance Formats

- Apprenticeship Assistance
- Assessments and Engineering Studies
- Custom Designed Projects
- Problem-Solving Assistance
- System Implementation and Process Improvement
- Vendor-Sponsored Demos
- Workshops, Seminars

## Alabama Workforce Solutions

Gadsden State Skills Training Division and ATN-Gadsden arrange a wide variety of appropriate educational experiences for individuals as well as employees of area business and industrial firms. Through a cooperative network of business and education, Gadsden State Skills Training Division and ATN-Gadsden work together as Alabama Workforce Solutions to identify needs of the community and existing industry and deliver technical assistance, technology solutions and customized training. Upon request, customized training is available and may be provided on-site. For additional information, visit or call one of the following offices: Skills Training Center, Gadsden East Broad Campus, 256.549.8640; ATN-Gadsden in The Bevill Center, East Broad Campus, 256.549.8160; or the Business Office of the Administration Building, Ayers Campus, 256.832.1201.

**Those receiving training through Alabama Workforce Solutions are not eligible for federal student aid.**

## 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.

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 online at <https://www.gadsdenstate.edu/programs-of-study/continuing-education.cms>. For information, individuals

may visit or call the Continuing Education office in the Joe Ford Center, East Broad Campus, 256.549.8462. For Gadsden State Cherokee, call 256.927.1806.

**Continuing Education students are not eligible for federal student aid.**

## Skills Training Division

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.

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

## 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
- Air Conditioning Systems
- Heating Systems
- Heat Pumps

## Auto Body

This program prepares individuals to apply technical skills and knowledge to repair and refinish automobiles.

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

## Certified Nursing Assistant

This program prepares students in the theoretical and clinical practice of nursing assistance. The focus of this program is to graduate nursing assistants who possess technical skills to provide competent care as well as compassion, and the communication and critical thinking skills needed to function effectively in the health care setting. Successful completers are eligible to take the certification exam for nursing assistants.

## Electrician Assistant

This program prepares students to apply knowledge and skills to assist electricians with wiring methods, materials and associated NEC requirements within residential and commercial wiring practices.

- Wiring Components
- Wiring Methods
- Cable Connections
- Metering
- Conduits
- Bending Techniques

## 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

## Ready to Work (RTW)

Alabama's Ready-to-Work program provides a career pathway for adults with limited employment experience. Ready-to-Work's workplace environment provides trainees the entry-level skills required for employment with most businesses and industries in Alabama. Successful completers earn an **"Alabama Certified Worker" (ACW) Certificate and a "Career Readiness Credential" (CRC)**.

- Communication Skills and Customer Service

- Basic Education
- Computer Skills
- Problem Solving Skills
- Workplace Behavior
- Manufacturing
- Job Acquisition

## Truck Driving

This program prepares individuals to apply technical knowledge and skills to drive trucks and buses, delivery vehicles, and other commercial vehicles. Successful completers earn a Class A Commercial Driver's License (CDL).

## 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

**Skills Training students are not eligible for federal student aid.**

## Talent Search

Talent Search, one of the College's TRIO Programs, is 100% federally-funded through a grant from the U.S. Department of Education. Each year, Talent Search recruits and provides program services to eligible middle and high school students in Calhoun, Cleburne, and Etowah Counties. Program services and activities are intended to support, motivate, and encourage students to complete secondary school and enroll in and complete a program of postsecondary education. Talent Search services include connections to high-quality academic tutoring, advising, career counseling, assistance in preparing for college, financial literacy, financial aid information and assistance, academic and life skills workshops, college campus visits, and cultural/educational field trips. For more information, contact the program director on the Ayers Campus (256.832.1204) or Gadsden Campus (256.549.8374).

## 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 the Ayers Campus (256.835.5443). **Upward Bound, one of the College's TRIO programs, is totally funded by the U.S. Department of Education.**

## Student Activities

### 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 Director of Student Life at 256.549.8212. More information about specific organizations, athletic teams, and activities is available from the faculty sponsors or coaches responsible for them.

### Gadsden State A Cappella Choir and Gadsden State Singers

The A Cappella Choir and Singers offer students the opportunity to sing a diverse musical repertoire and perform for audiences throughout Etowah and surrounding counties. These groups provide entertainment for college functions as well as community events. For more information, contact the Choral Director at 256.549.8391 or visit the office located in Wallace Hall Fine Arts Center on the Wallace Drive Campus.

### 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. For more information, contact the Alumni Association liaison at 256.549.8247.

### 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 Music Director at 256.549.8394 or visit the office located in Wallace Hall Fine Arts Center on the Wallace Drive Campus.

### Intercollegiate Athletics

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, and women's volleyball. If a student is qualified for any of these teams and is interested in participating, contact the team coach or the Athletic Director in Beck Field House, Wallace Drive Campus, telephone 256-549-8311.

### 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.

### 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 designated college official.

Following such approval, the group must present its constitution or bylaws to the designated college official 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 (Business Honorary)
- Ambassadors
- Anime Club
- Baptist Campus Ministries (BCM)
- Cardinal Spirit
- Circle K
- Chess Club
- Cycling Club
- Drama Club
- Economics Club
- Fellowship of Christian Athletes
- Gadsden State Student Democrats
- Gadsden State Student Republicans
- Gadsden State Singers
- Gadsden State Student Nursing Association
- Gadsden State Show Band
- Medical Lab Technology Society (MLT)
  
- Honor's Program
- Institute of Electrical & Electronic Engineers (IEEE)
- Lambda Epsilon Chi (Paralegal Honorary)
- National Technical Honor Society
- Paralegal Association
- Phi Beta Lambda (PBL) (Business)
- Phi Theta Kappa (PTK) (Honorary)
- Psychology Club
- Realtime Reporting
- Rho Theta Sigma (Radiologic Tech)
- Science and Math Club
- Skills USA
- Student Government Association (SGA)
- Student Veterans Association (SVA)
- Students Without Borders
- Trio for Success

## Degree and Certificate Requirements

### 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. A student who completes a Gadsden State educational program consisting of a certificate is expected to meet General Education Core Competencies so they can communicate, both orally and in writing, perform basic computational skills, and use technology. The ultimate goal of the General Education Core Competencies is to produce associate degree graduates who are articulate, reflective, creative, intellectually flexible, and prepared for continuous learning. The College's General Education Core Competencies are:

1. Effective communication in academic, work, and community settings occurs when the intended message is successfully delivered, received and understood between two or more persons.
2. A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act.
3. Mathematical reasoning and the use of quantitative/mathematical tools are used to successfully solve problems occurring in daily life.

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

## Degrees and Certificates

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

The requirements for the **Associate in Arts (A.A.)** degree and for the **Associate in Science (A.S.)** degree, are designed for students planning to transfer to a senior institution to complete a program of study in the liberal arts area, in the sciences, or in a specialized pre-professional field.

### Area of Coursework

#### Semester Hours

#### Required

#### Area I: Written Composition I and II

6

#### Area II: Humanities, Fine Arts and Speech

12\*\*

- Must complete a minimum of 3 semester hours in Literature.\*
- Must complete 3 semester hours in the Fine Arts.

- Must complete 6 additional semester hours in Humanities or Fine Arts
- Student must complete a two-course sequence in EITHER Literature OR History.

**Area III: Natural Sciences and Mathematics**

**11**

- Must complete 3 semester hours in Mathematics at the precalculus algebra or finite math level.
- 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.

**Area IV: History, Social and Behavioral Sciences**

**12\*\***

- Must complete a minimum of 3 semester hours in History.\*
- 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.
- Student must complete a two-course sequence in EITHER Literature OR History.

**Area V: Pre-Professional, Pre-Major and Elective Courses\***

**19-23\*\***

- Courses appropriate to the degree requirements and major of the individual student. 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.

**Total Semester Credit Hours**

**60-64**

\*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" 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.

\*\*ENGINEERING EXCEPTIONS/A.S. DEGREE: For all engineering majors, the AGSC voted to allow the hour requirements in Area II to be reduced 12 SH to 9 SH and in Area IV to be reduced from 12 SH to 9 SH. This reduction allowed for additional hours (6 semester hours) to be added to Area V for engineering majors so that required math and science courses could be taken prior to transfer that would meet national engineering accreditation standards (ABET). The ACCS has adopted this exception. Engineering students may take 9 hours in Area II, 9 hours in Area IV, and 25 to 29 in Area V.

The **Associate in Applied Science (A.A.S.)** degree are designed for students planning to specialize in technical, business, semi-professional, and supervisory fields that are career-oriented. Portions of this degree may, in selected fields, transfer to a senior institution.

**Area of Coursework**

**Semester Hours Required**

**Area I: Written Composition I and II**

**3-6**

**Area II: Humanities, Fine Arts, and Speech**

**3-6**

- Areas I and II must include a minimum of 6 semester hours.
- Must complete 3 semester hours in Humanities or Fine Arts.\*

**Area III: Natural Sciences and Mathematics**

**6-11**

- Must complete a minimum of 3 semester hours in Mathematics (100 level or numerically higher).
- In addition to Mathematics, disciplines in the Natural Sciences include astronomy, biology, chemistry, physics and physical science.

**Area IV: History, Social and Behavioral Sciences**

**3-6**

- 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 terminal award is not required to complete more than three semester hours in this area.

**Area V: Maximum General Education Core, Technical Concentration and Electives\*\***



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.

**Total Semester Credit Hours  
60-76**

\*Humanities and Fine Arts disciplines include but are not limited to the following: Literature, Ethnic Studies, Art and Art History, Foreign Language Literature, Music and Music History, Philosophy, Ethics, Religious Studies, Theater, and Dance.

\*\*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.

The **certificate** is designed for students seeking a specialized set of skills for employment or professional advancement.

**Area of Coursework**

	<b>Semester Hours</b>
<b>Required</b>	
<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>0-6</b>
<b>Area III: Natural Sciences and Mathematics</b>	<b>3-7</b>
<ul style="list-style-type: none"> <li>▪ A minimum of one mathematics course which may have a discipline specific prefix other than MAH or MTH or the integration of mathematics proficiencies within a required discipline-specific course(s).</li> <li>▪ Mathematics and computer courses may be substituted only in system wide, non-degree eligible programs.</li> </ul>	
<b>Area IV: Social and Behavioral Sciences and History</b>	<b>0</b>

**Area V: Maximum General Education Core, Technical Concentration and Electives\***

**11-54**

\*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.

**Total Semester Credit Hours**

**30-60**

The **short-term certificate** is designed to equip the student with a focused set of skills for an entry-level position in business or industry.

**Area of Coursework**

**Semester Hours Required**

**Area I: Written Composition**

**0-3**

- It is recommended that the student take at least one technical writing course.

**Area II: Humanities, Fine Arts and Speech**

**0**

**Area III: Natural Sciences and Mathematics**

**0-3**

**Area IV: Social and Behavioral Sciences and History**

**0**

**Area V: Maximum General Education Core, Technical Concentration, and Electives\*: 9-29**

\*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.

**Total Semester Credit Hours**

**9 - 29**

Visit <https://catalog.gadsdenstate.edu/degrees#views-exposed-form-degrees-page-1> for a listing of all degree and certificate programs offered at Gadsden State.

**Core Curriculum**

**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>.

### General Education or Core Course Listing

The following lists contain the core curriculum, a set of courses identified by the Alabama Articulation Program as acceptable for transfer to the public colleges and universities in Alabama and that Gadsden State offers to fulfill the general education requirements for degree and certificate programs. Courses not listed in the core may satisfy graduation requirements at Gadsden State, and also may be accepted for transfer to other colleges. Students should consult an advisor for additional information.

As a requirement of the General Education core competencies described previously, students seeking the A.A., A.S., or A.A.S. Degree are required to complete a minimum of 15 semester hours of course work with at least one course from each of the following: pure humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics.

## Programs of Study

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 will assign an advisor in the designated area of study for each student. Advisor information appears under each program of study. Students should consider the following notices while planning courses within the selected program of study:

- 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 eliminate a program, the College may substitute a limited number of courses in order for the student to complete that program.
- 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.
- 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 Education and Workforce Development.

Visit <https://catalog.gadsdenstate.edu/degrees#views-exposed-form-degrees-page-1> for a listing of all degree and certificate programs offered at Gadsden State.

## Degrees and Certificates Accounting Technology

### Accounting Technology A.A.S.

#### Advisors - Ayers Campus and East Broad Campus:

John R. Sudduth IV  
(256.835.5415) [jsudduth@gadsdenstate.edu](mailto:jsudduth@gadsdenstate.edu)

**Type:** Associate in Applied Science Degree

#### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3
ENG 102	English Composition II	3

#### Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

#### Natural Sciences and Mathematics

Item #	Title	Credits
	MTH 100 or MTH 112 or higher	3
	Natural Science and Lab	4

#### History, Social and Behavioral Sciences

Item #	Title	Credits
ECO 231	Principles of Macroeconomics	3

## Pre-Professional, Pre-Major and Electives

Item #	Title	Credits
ACT 246	Microcomputer Accounting	3
ACT 247	Advanced Accounting Applications on the Microcomputer	3
ACT 249	Payroll Accounting	3
ACT 253	Individual Income Tax	3
ACT 256	Cost Accounting	3
BUS 100	Introduction to Business	3
BUS 146	Personal Finance	3
BUS 215	Business Communication	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 263	The Legal and Social Environment of Business	3
BUS 276	Human Resource Management	3
CIS 146	Microcomputer Applications	3
CIS 147	Advanced Micro Applications	3
OAD 243	Spreadsheet Applications	3
ORI 101	Orientation to College	1
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>68</b>

## Accounting Specialist (Computerized) Short-Term Certificate

#### Advisors - Ayers Campus and East Broad Campus:

John R. Sudduth IV (256.835.5415)  
[jsudduth@gadsdenstate.edu](mailto:jsudduth@gadsdenstate.edu)

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <http://www.gadsdenstate.edu/sites/default/files/u21/ge/Accounting%20Specialist%2C%20Short%20Term%20Certificate.pdf>.

**Type:** Short-Term Certificate

## Professional, Major and Elective Courses

Item #	Title	Credits
ACT 246	Microcomputer Accounting	3
ACT 247	Advanced Accounting Applications on the Microcomputer	3
ACT 249	Payroll Accounting	3
ACT 253	Individual Income Tax	3
BUS 215	Business Communication	3
BUS 241	Principles of Accounting I	3
CIS 146	Microcomputer Applications	3
CIS 147	Advanced Micro Applications	3
ORI 101	Orientation to College	1
<b>Total credits:</b>		<b>25</b>

## Air Conditioning and Refrigeration

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

**Advisors - Ayers Campus:** Joseph Hulsey, Air Conditioning Refrigeration Building (256.835.5418) [jhulsey@gadsdenstate.edu](mailto:jhulsey@gadsdenstate.edu);

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

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 61 in technical courses and a minimum of 15 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.

\* Note: Humanities and Fine Arts disciplines include but are not limited to the following: Literature, Ethnic Studies, Art and Art History, Foreign Language Literature, Music and Music History, Philosophy, Ethics, Religious Studies, Theater, and Dance.

**Type:** Associate in Applied Science Degree

## Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

## Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

## Natural Sciences and Mathematics

Item #	Title	Credits
INT 104	Principles of Technology	3
	MTH 100: Intermediate College Algebra OR numerically higher	3

## History, Social and Behavioral Sciences

Item #	Title	Credits
	History, Social and Behavioral Sciences Elective	3

## Technical Courses - Required

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 113	Refrigeration Piping Practices	3
ACR 121	Principles of Electricity for HVACR	3
ACR 122	HVACR Electric Circuits	3
ACR 123	HVAC/R Electrical Components	3
EET 100	Introduction to Engineering Technologies	3
ORI 101	Orientation to College	1

## Technical Speciality

Item #	Title	Credits
ACR 119	Fundamentals of Gas Heating Systems	3
ACR 120	Fundamentals of Electric Heating Systems	3
ACR 125	Fundamentals of Gas and Electrical Heating Systems	6
ACR 126	Commercial Heating Systems	3
ACR 127	HVACR Electric Motors	3
ACR 128	Heat Load Calculations	3
ACR 130	Computer Assisted HVAC Troubleshooting	1
ACR 132	Residential Air Conditioning	3
ACR 133	Domestic Refrigeration	3
ACR 134	Ice Machines	3
ACR 135	Mechanical/Gas/Safety Codes	3
ACR 138	Customer Relation in HVAC	3
ACR 144	Basic Drawing and Blueprint Reading in HVAC	3
ACR 147	Refrigerant Transition and Recovery Theory	3
ACR 148	Heat Pump Systems I	3
ACR 149	Heat Pump Systems II	3
ACR 150	Basic Sheet Metal Processes	6
ACR 151	Duct Design and Fabrication	6
ACR 152	Heat Pump Systems	6
ACR 181	Special Topics in ACR I	3
ACR 182	Special Topics in ACR II	3
ACR 183	Special Topics in ACR	1
ACR 184	Special Topics In ACR	1
ACR 185	Special Topics in ACR	2
ACR 186	Special Topics in ACR	2
ACR 192	HVAC Apprenticeship/Internship	3
ACR 193	Co-Op	1
ACR 194	Co-Op	2
ACR 195	Co-Op	3
ACR 200	Review for Contractors Exam	3
ACR 203	Commercial Refrigeration	3
ACR 205	System Sizing and Air Distribution	3
ACR 209	Commercial Air Conditioning Systems	3
ACR 210	Troubleshooting HVACR Systems	3
CIS 146	Microcomputer Applications	3
	INT 101 or EET 103	3
	INT 103 or EET 104	3
	MDT 105 or DDT 104	3
SPH 106	Fundamentals of Oral Communication	3
	<b>Total credits:</b>	<b>76</b>

## Air Conditioning and Refrigeration Certificate

**Advisors - Ayers Campus:** Joseph Hulsey, Air Conditioning Refrigeration Building (256.835.5418) [jhulsey@gadsdenstate.edu](mailto:jhulsey@gadsdenstate.edu);

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

NOTICE(s): For the certificate in Air Conditioning and Refrigeration, the student must complete a minimum of 46 credit hours – 40 hours in technical and 6 hour 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. Admission Requirement: High school diploma or GED.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Air%20Conditioning%20%26%20Refrigeration%2C%20Certificate.pdf>

**Type:** Certificate

## Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

## Natural Sciences and Mathematics

Item #	Title	Credits
	MTH 100: Intermediate College Algebra OR numerically higher	3

## Technical Courses - Required

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 113	Refrigeration Piping Practices	3
ACR 121	Principles of Electricity for HVACR	3
ACR 122	HVACR Electric Circuits	3
ACR 123	HVAC/R Electrical Components	3
ORI 101	Orientation to College	1

## Technical Courses - Additional Coursework

Item #	Title	Credits
ACR 119	Fundamentals of Gas Heating Systems	3
ACR 120	Fundamentals of Electric Heating Systems	3
ACR 132	Residential Air Conditioning	3
ACR 148	Heat Pump Systems I	3
ACR 150	Basic Sheet Metal Processes	6
ACR 151	Duct Design and Fabrication	6
ACR 193	Co-Op	1
ACR 194	Co-Op	2
ACR 195	Co-Op	3
ACR 202	Special Refrigeration Systems	3
ACR 209	Commercial Air Conditioning Systems	3
ACR 210	Troubleshooting HVACR Systems	3
CIS 146	Microcomputer Applications	3
	MDT 105 or DDT 104	3
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>46</b>

## Air Conditioning and Refrigeration Short-Term Certificate

**Advisors - Ayers Campus:** Joseph Hulsey, Air Conditioning Refrigeration Building (256.835.5418)  
[jhulsey@gadsdenstate.edu](mailto:jhulsey@gadsdenstate.edu)

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

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.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: [https://www.gadsdenstate.edu/skins/userfiles/files/](https://www.gadsdenstate.edu/skins/userfiles/files/Air%20Conditioning%20%20Refrigeration%20Short%20Term%20Certificate.pdf)

<https://www.gadsdenstate.edu/skins/userfiles/files/Air%20Conditioning%20%20Refrigeration%20Short%20Term%20Certificate.pdf>

**Type:** Short-Term Certificate

## Required Courses

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 113	Refrigeration Piping Practices	3
ACR 119	Fundamentals of Gas Heating Systems	3
ACR 120	Fundamentals of Electric Heating Systems	3
ACR 121	Principles of Electricity for HVACR	3
ACR 122	HVACR Electric Circuits	3
ACR 123	HVAC/R Electrical Components	3
ACR 148	Heat Pump Systems I	3
ORI 101	Orientation to College	1
<b>Total credits:</b>		<b>28</b>

## Auto Collision Repair

### Auto Collision Repair Technology Certificate

**Advisors - Ayers Campus:** Brandon Patterson, Auto Collision Repair Building (256.835.5425)  
[bpatterson@gadsdenstate.edu](mailto:bpatterson@gadsdenstate.edu);

**East Broad Campus:** Bruce Hill, Auto Collision Repair Building (256.549.8617) [bhill@gadsdenstate.edu](mailto:bhill@gadsdenstate.edu)

NOTICE(s): For the certificate in Auto Collision Repair Technology, the student must complete a minimum of 60 credit hours - 54 in technical courses and 6 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.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Automotive%20Collision%20Repair%2C%20Certificate.pdf>.

**Type:** Certificate

### Written Composition

Item #	Title	Credits
	ENG 100 or ENG 101	3

### Natural Sciences and Mathematics

Item #	Title	Credits
	MAH 101 or MTH 100 or ABR 100 3	

## Technical Courses

Students MUST take ABR 151 and ORT 100; they may choose the remaining 50 credits from the following list.

Item #	Title	Credits
ABR 111	Non-Structural Repair	3
ABR 114	Non-Structural Panel Replacement	3
ABR 122	Surface Preparation	3
ABR 123	Paint Application and Equipment	3
ABR 151	Safety and Environmental Practices	3
ABR 154	Automotive Glass and Trim	3
ABR 156	Automotive Cutting and Welding	3
ABR 157	Automotive Plastic Repairs	3
ABR 181	Special Topics in Auto Body	3
	ABR 182 or ABR 183	3
ABR 213	Automotive Structural Analysis	3
ABR 214	Automotive Structural Repair	3
ABR 223	Automotive Mechanical Components	3
ABR 224	Automotive Electrical Components	3
ABR 255	Steering and Suspension	3
ABR 258	Heating and AC in Collision Repair	3
ABR 261	Restraint Systems	3
ABR 265	Paint Defects and Final Repair	3
ABR 267	Shop Management	3
ABR 269	Estimating and Damage Analysis	3
ABR 281	Special Topics in Auto Body	3
	ABR 291 or ABR 292 or ABR 293	1-3
	DPT 100 or CIS 146	3
ORT 100	Orientation for Career Students	1
	SPC 103 or SPH 106	3
	<b>Total credits:</b>	<b>60</b>

## Auto Collision Repair Technology Short-Term Certificate

**Advisors - Ayers Campus:** Brandon Patterson, Auto Collision Repair Building (256.835.5425)  
[bpatterson@gadsdenstate.edu](mailto:bpatterson@gadsdenstate.edu)

**East Broad Campus:** Bruce Hill, Auto Collision Repair Building (256.549.8617) [bhill@gadsdenstate.edu](mailto:bhill@gadsdenstate.edu)

NOTICE(s): For the short-term certificate in Auto Collision Repair Technology, the student must complete

all of the 25 credit hours listed above. All courses must be approved by the advisor. Admission Requirement: The student must be age 17 or older.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Automotive%20Collision%20Repair%2C%20Short%20Term%20Certificate>

**Type:** Short-Term Certificate

## Required Technical Courses

Item #	Title	Credits
ABR 111	Non-Structural Repair	3
ABR 114	Non-Structural Panel Replacement	3
ABR 122	Surface Preparation	3
ABR 123	Paint Application and Equipment	3
ABR 151	Safety and Environmental Practices	3
ABR 154	Automotive Glass and Trim	3
ABR 157	Automotive Plastic Repairs	3
ABR 265	Paint Defects and Final Repair	3
ORT 100	Orientation for Career Students	1
	<b>Total credits:</b>	<b>25</b>

## Automotive Manufacturing Technology

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

**Advisors - Ayers Campus:** Andrew Robertson, Electronics Building (256.835.5427)  
[arobertson@gadsdenstate.edu](mailto:arobertson@gadsdenstate.edu);

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

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 61 in technical courses and a minimum of 15 in general education courses. 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.

\*\*Note: Humanities and Fine Arts disciplines include but are not limited to the following: Literature, Ethnic Studies, Art and Art History, Foreign Language Literature, Music and Music History, Philosophy, Ethics, Religious Studies, Theater, and Dance.

**Type:** Associate in Applied Science Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

### Natural Sciences and Mathematics

Item #	Title	Credits
INT 104	Principles of Technology	3
	MTH 100: Intermediate College Algebra OR numerically higher	3

### History, Social and Behavioral Sciences

Item #	Title	Credits
	History, Social and Behavioral Sciences Elective	3

### Technical Courses

Item #	Title	Credits
AUT 100	Introduction to Automotive Concepts	3
AUT 102	Lean Manufacturing and Industrial Safety	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 110	DC Fundamentals	3
AUT 111	AC Fundamentals	3
AUT 114	Introduction to Programmable Logic Controllers	3
AUT 118	Introduction to Engineering Technology	3
AUT 139	Introduction to Robotic Programming	3
ORI 101	Orientation to College	1

### Additional Coursework

Choose 36 credits from the listed options.

Item #	Title	Credits
AUT 106	Quality Control and Inspection Techniques	3
AUT 116	Introduction to Robotics	3
AUT 117	AC/DC Machines	3
AUT 121	Elements of Industrial Control	3
AUT 122	Elements of Industrial Control Lab	2
AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics	3
AUT 138	Principles of Industrial Mechanics	3
AUT 142	Industrial Wiring	3
AUT 150	Introduction to Machine Shop I	3
AUT 151	Introduction to Machine Shop I Lab	3
AUT 155	Metrology	3
AUT 186	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
AUT 193	Special Topics (Electrical/Electronic)	1
AUT 194	Special Topics (Electrical/Electronic)	2
AUT 221	Advanced Programmable Logic Controllers	3
AUT 230	Preventive and Predictive Maintenance	3
AUT 234	Industrial Motor Controls I	3
AUT 262	Computer Integrated Manufacturing	3
AUT 291	Automotive Cooperative Education	1
AUT 292	Automotive Cooperative Education	2
AUT 293	Automotive Cooperative Education	3
CIS 146	Microcomputer Applications	3
	MDT 105 or DDT 104	3
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>76</b>

### Automotive Manufacturing Technology Certificate

**Advisors - Ayers Campus:** Andrew Robertson, Electronics Building (256.835-5427)

[arobertson@gadsdenstate.edu](mailto:arobertson@gadsdenstate.edu)



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

NOTICE(s): For the certificate in Automotive Manufacturing Technology, the student must complete at least 43 credit hours—at least 37 in technical courses and at least 6 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.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Automotive%20Manufacturing%20Technology%2C%20Short-Term%20Certificate.pdf>.

**Type:** Certificate

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Natural Sciences and Mathematics

Item #	Title	Credits
	MTH 100: Intermediate College Algebra OR numerically higher	3

### Technical Courses - Required

Item #	Title	Credits
AUT 100	Introduction to Automotive Concepts	3
AUT 102	Lean Manufacturing and Industrial Safety	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 110	DC Fundamentals	3
AUT 111	AC Fundamentals	3
AUT 114	Introduction to Programmable Logic Controllers	3
AUT 139	Introduction to Robotic Programming	3
AUT 150	Introduction to Machine Shop I	3
ORI 101	Orientation to College	1

## Technical Courses - Additional Coursework

Students may choose the remaining 12 credits from the listed below.

Item #	Title	Credits
AUT 118	Introduction to Engineering Technology	3
AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics	3
AUT 138	Principles of Industrial Mechanics	3
AUT 155	Metrology	3
AUT 234	Industrial Motor Controls I	3
CIS 146	Microcomputer Applications	3
DDT 104	Basic Computer Aided Drafting and Design	3
MDT 105	Introduction to Computer-Aided Design (CAD)	3
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>43</b>

## Automotive Manufacturing Technology Short-Term Certificate

**Advisors - Ayers Campus:** Andrew Robertson, Electronics Building (256.835.5427)  
[arobertson@gadsdenstate.edu](mailto:arobertson@gadsdenstate.edu);

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

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.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Automotive%20Manufacturing%20Technology%2C%20Short-Term%20Certificate.pdf>.

**Type:** Short-Term Certificate

## Technical Courses

Students must choose 28 credits from the following list.

Item #	Title	Credits
AUT 100	Introduction to Automotive Concepts	3
AUT 102	Lean Manufacturing and Industrial Safety	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 110	DC Fundamentals	3
AUT 111	AC Fundamentals	3
AUT 114	Introduction to Programmable Logic Controllers	3
AUT 121	Elements of Industrial Control	3
AUT 122	Elements of Industrial Control Lab	2
AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics	3
AUT 138	Principles of Industrial Mechanics	3
AUT 139	Introduction to Robotic Programming	3
AUT 150	Introduction to Machine Shop I	3
AUT 234	Industrial Motor Controls I	3
ELT 110	Wiring Methods	3
ORI 101	Orientation to College	1
<b>Total credits:</b>		<b>28</b>

## Automotive Service Technology

### Automotive Service Technology Certificate

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

NOTICE(s): For the certificate in Automotive Service Technology, the student must complete a minimum of 60 credit hours – 54 in technical courses and 6 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.

This program is offered at the East Broad Campus only.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and

the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Automotive%20Service%2C%20Short%20Term%20Certificate.pdf>.

**Type:** Certificate

### Written Composition

Item #	Title	Credits
	ENG 100 or ENG 101	3

### Natural Sciences and Mathematics

Item #	Title	Credits
	MAH 101 or MTH 100 or AUM 100	3

### Technical Courses - Required

Item #	Title	Credits
AUM 101	Fundamentals of Automotive Technology	3
AUM 112	Electrical Fundamentals	3
AUM 121	Braking Systems	3
AUM 122	Steering and Suspension	3
AUM 124	Automotive Engines	3
AUM 130	Drive Train and Axles	3
AUM 162	Electrical and Electronic Systems	3
AUM 230	Auto Transmission and Transaxle	3
AUM 239	Engine Performance	3
AUM 244	Engine Performance and Diagnostics	3
ORT 100	Orientation for Career Students	1

## Technical Courses - Additional Coursework

Students must choose the remaining 23 credits from the options below:

Item #	Title	Credits
AUM 127	Car Braking, Steering, and Suspensions Systems	3
AUM 133	Motor Vehicle Air Conditioning	3
AUM 181	Special Topics	1
AUM 182	Special Topics	2
AUM 183	Special Topics	2
AUM 191	Co-Op	2
AUM 212	Advanced Electrical and Electronic Systems	3
AUM 220	Advanced Automotive Engines	3
AUM 224	Man Transmission and Transaxle	3
AUM 235	Transmissions and Transaxles	3
AUM 246	Automotive Emissions	3
AUM 248	Engine Performance Diagnostics and Emissions	3
AUM 271	Co-Op	1
AUM 281	Special Topics	3
AUM 291	Co-Op	3
	DPT 100 or CIS 146	3
	SPC 103 or SPH 106	3
	<b>Total credits:</b>	<b>60</b>

## 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)

NOTICE(s): 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.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Automotive%20Service%2C%20Short%20Term%20Certificate.pdf>.

**Type:** Short-Term Certificate

## Required Technical Courses

Item #	Title	Credits
AUM 101	Fundamentals of Automotive Technology	3
AUM 112	Electrical Fundamentals	3
AUM 121	Braking Systems	3
AUM 122	Steering and Suspension	3
AUM 124	Automotive Engines	3
AUM 130	Drive Train and Axles	3
AUM 182	Special Topics	2
AUM 220	Advanced Automotive Engines	3
ORT 100	Orientation for Career Students	1
	<b>Total credits:</b>	<b>24</b>

## Child Development

### Child Development A.A.S.

**Advisor - Wallace Drive Campus:** Gwen Ford (256.549.8335) [gford@gadsdenstate.edu](mailto:gford@gadsdenstate.edu);

**Type:** Associate in Applied Science Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

### Natural Sciences and Mathematics

Item #	Title	Credits
	BIO 103 or Science Elective	4
	MTH 100 or MTH 116 or MTH 131	3

### History, Social and Behavioral Sciences

Item #	Title	Credits
PSY 200	General Psychology	3
	History Elective (3 credits)	3

## Professional, Major and Electives

- CHD 214 is recommended.
- CHD 215 is contingent on instructor approval.

Item #	Title	Credits
CHD 100	Introduction of Early Care and Education of Children	3
CHD 201	Child Growth and Development Principles	3
CHD 202	Children's Creative Experiences	3
CHD 203	Children's Literature and Language Development	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 206	Children's Health and Safety	3
CHD 208	Administration of Child Development Programs	3
CHD 209	Infant and Toddler Education Programs	3
CHD 210	Educating Exceptional Young Children	3
	CHD 214 or SOC 200	3
CHD 215	Supervised Practical Experience in Child Development	3
CHD 217	Math and Science for Young Children	3
CIS 146	Microcomputer Applications	3
ORI 101	Orientation to College	1
SPH 106	Fundamentals of Oral Communication	3

## Electives

Choose 4 hours from the following list:

Item #	Title	Credits
CHD 211	Child Development Seminar	1
CHD 212	Special Topics in Child Development	2
HED 224	Personal and Community Health	3
PSY 210	Human Growth and Development	3
SPA 101	Introductory Spanish	4
SPA 102	Introductory Spanish II	4
<b>Total credits:</b>		<b>66</b>

## Child Development Short-Term Certificate

**Advisor - Wallace Drive Campus:** Gwen Ford (256.549.8335) [gford@gadsdenstate.edu](mailto:gford@gadsdenstate.edu)

This program is a Gainful Employment Program. Information on the award type, median loan debt, and

the estimated cost and length of this program can be found at: <http://www.gadsdenstate.edu/sites/default/files/u21/ge/Child%20Development%2C%20Short%20Term%20Certificate.pdf>.

**Type:** Short-Term Certificate

## Required Courses

Item #	Title	Credits
CHD 100	Introduction of Early Care and Education of Children	3
CHD 201	Child Growth and Development Principles	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 215	Supervised Practical Experience in Child Development	3
ORI 101	Orientation to College	1

## Electives

Choose 14 hours from the following list:

Item #	Title	Credits
CHD 202	Children's Creative Experiences	3
CHD 203	Children's Literature and Language Development	3
CHD 206	Children's Health and Safety	3
CHD 208	Administration of Child Development Programs	3
CHD 209	Infant and Toddler Education Programs	3
CHD 210	Educating Exceptional Young Children	3
CHD 211	Child Development Seminar	1
CHD 212	Special Topics in Child Development	2
CHD 214	Families and Communities	3
CHD 217	Math and Science for Young Children	3
<b>Total credits:</b>		<b>27</b>

## Civil Engineering

### Civil Engineering Technology A.A.S.

**Advisor - East Broad Campus:** Marshall Bailey, Beville Center (256.549.8624) [m Bailey@gadsdenstate.edu](mailto:m Bailey@gadsdenstate.edu)

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 61 in technical courses and a minimum of 15 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 East Broad Campus only.

**Type:** Associate in Applied Science Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

### Natural Sciences and Mathematics

Item #	Title	Credits
INT 104	Principles of Technology	3
	MTH 100: Intermediate College Algebra OR numerically higher	3

### History, Social and Behavioral Sciences

Item #	Title	Credits
	History, Social and Behavioral Sciences Elective	3

### Technical Courses - Required

Item #	Title	Credits
CET 100	Engineering Blueprints	3
CET 101	Introduction to Engineering Technology	3
CET 215	Statics	3
CET 217	Strength of Materials	3
MDT 105	Introduction to Computer-Aided Design (CAD)	3
MDT 146	AutoCAD CADD	3
MDT 147	Inventor CADD	3
ORI 101	Orientation to College	1
CET 111	Fundamentals of Surveying	3
CET 112	Intermediate Surveying	3
CET 131	Highway Design and Construction	3
CET 214	Hydraulics	3

### Technical Courses - Additional Coursework

Students must choose the remaining 27 credits from the following list:

Item #	Title	Credits
CET 105	Introduction to Microstation	3
CET 121	Engineering Materials	3
	CET 181 or CET 183	3
CET 213	Topographical Surveying and Drawing	3
CET 216	Advanced Surveying	3
CET 221	Construction Equipment	3
CET 222	Residential Land Development	3
CET 223	Site Planning and Development	3
CET 240	Geographic Information Systems	3
CET 281	Special Topics in Civil Engineering Technology	3
CET 281A-H	Special Topics in Civil Engineering Technology	3
CIS 146	Microcomputer Applications	3
MDT 122	Architectural Drawing	3
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>76</b>

### Civil Engineering Technology Certificate

**Advisor - East Broad Campus:** Marshall Bailey, Beville Center (256.549.8624) [mbailey@gadsdenstate.edu](mailto:mbailey@gadsdenstate.edu)

NOTICE(s): For the certificate in Civil Engineering Technology, Civil Engineering Technology Specialty, the student must complete 43 credit hours - 6 general education hours and 37 technical hours - 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.

This program is offered at the East Broad Campus only.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Civil%20Engineering%20Technology%2C%20Certificate.pdf>.

**Type:** Certificate

## Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

## Natural Sciences and Mathematics

Item #	Title	Credits
	MTH 100: Intermediate College Algebra OR numerically higher	3

## Technical Courses

CIS 146 and SPH 106 are optional courses.

Item #	Title	Credits
CET 100	Engineering Blueprints	3
CET 101	Introduction to Engineering Technology	3
CET 111	Fundamentals of Surveying	3
CET 112	Intermediate Surveying	3
MDT 105	Introduction to Computer-Aided Design (CAD)	3
ORI 101	Orientation to College	1
	CET Technical Electives	15
CIS 146	Microcomputer Applications	3
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>43</b>

## Civil Engineering Technology Short-Term Certificate

**Advisor - East Broad Campus:** Marshall Bailey, Bevill Center (256.549.8624) [mbailey@gadsdenstate.edu](mailto:mbailey@gadsdenstate.edu)

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.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Civil%20Engineering%20Technology%2C%20Short%20Term%20Certificate.pdf>.

**Type:** Short-Term Certificate

## Required Courses

Item #	Title	Credits
CET 100	Engineering Blueprints	3
CET 101	Introduction to Engineering Technology	3
CET 111	Fundamentals of Surveying	3
CET 112	Intermediate Surveying	3
CET 214	Hydraulics	3
MDT 105	Introduction to Computer-Aided Design (CAD)	3
ORI 101	Orientation to College	1
	CET Approved Electives	6
<b>Total credits:</b>		<b>25</b>

## Computer Science Technology

### Computer Science Technology - Network Administration A.A.S.

**Advisor - Wallace Drive Campus:** Frank Cornutt (256.549.8253) [fcornutt@gadsdenstate.edu](mailto:fcornutt@gadsdenstate.edu)

**Type:** Associate in Applied Science Degree

## Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

## Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

## Natural Sciences and Mathematics

Item #	Title	Credits
	Mathematics for CIS	6

## History, Social and Behavioral Sciences

Item #	Title	Credits
	History, Social and Behavioral Sciences Elective	3

## Professional, Major and Electives

Advisor approval is required for the following courses:

Item #	Title	Credits
	CIS 146 or higher	3
CIS 171	Linux I	3
CIS 199	Network Communications	3
CIS 201	Introduction to Computer Programming Concepts	3
CIS 212	Visual Basic Programming	3
CIS 263	Computer Maintenance	3

## CISCO Network Administration curriculum offered ONLY at Wallace Drive Campus

Item #	Title	Credits
CIS 270	Cisco CCNA I	3
CIS 271	Cisco CCNA II	3
CIS 272	Cisco CCNA III	3
CIS 165E	Network Lab	1
CIS 273	Cisco CCNA IV	3
CIS 165F	Network Lab	1
CIS 276	Server Administration	3
CIS 277	Network Services Administration	3
CIS 278	Directory Services Administration	3
CIS 280	Network Security	3
	CIS Approved Elective	3
ORI 101	Orientation to College	1
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>66</b>

## Computer Science Technology A.A.S.

**Advisors - Ayers Campus:** 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)

**Type:** Associate in Applied Science Degree

## Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

## Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

## Natural Sciences and Mathematics

Item #	Title	Credits
	Mathematics for CIS	6

## History, Social and Behavioral Sciences

Item #	Title	Credits
	History, Social and Behavioral Sciences Elective	3

## Professional, Major and Electives

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 271	Business Statistics I	3
CIS 146	Microcomputer Applications	3
CIS 147	Advanced Micro Applications	3
CIS 171	Linux I	3
	CIS 199 or CIS 270	3
CIS 201	Introduction to Computer Programming Concepts	3
CIS 207	Web Development	3
CIS 208	Web Authoring Software	3
CIS 212	Visual Basic Programming	3
CIS 213	Advanced Visual Basic Programming	3
CIS 251	C++ Programming	3
CIS 263	Computer Maintenance	3
	CIS Approved Elective	3
ORI 101	Orientation to College	1
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>64</b>

## Computer Science Technology Certificate

**Advisors - Ayers Campus:** 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)

Students may choose from the following concentrations:

- Business Computing Technology
- Microcomputer Repair Technology
- Web Development Technology

This program is a Gainful Employment Program. Information on the award type, median loan debt, and

the estimated cost and length of this program can be found at: <http://www.gadsdenstate.edu/sites/default/files/u21/ge/Computer%20Science%20Technology%2C%20Certificate.pdf>

**Type:** Certificate

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Natural Sciences and Mathematics

Item #	Title	Credits
	MTH 100: Intermediate College Algebra or Higher level Math	3

### History, Social and Behavioral Sciences

Item #	Title	Credits
	History, Social and Behavioral Sciences Elective	3

### Business Computing Technology Certificate

Total Hours Required for Certificate: 31

Item #	Title	Credits
	CIS 146 or higher	3
CIS 147	Advanced Micro Applications	3
CIS 207	Web Development	3
CIS 212	Visual Basic Programming	3
CIS 263	Computer Maintenance	3
	CIS Approved Elective	3
ORI 101	Orientation to College	1
SPH 106	Fundamentals of Oral Communication	3

### Microcomputer Repair Technology Certificate

Total Hours Required for Certificate: 31

Item #	Title	Credits
	CIS 146 or higher	3
CIS 171	Linux I	3
CIS 199	Network Communications	3
CIS 263	Computer Maintenance	3
CIS 280	Network Security	3
CIS 212	Visual Basic Programming	3
ORI 101	Orientation to College	1
SPH 106	Fundamentals of Oral Communication	3

### Web Development Technology Certificate

Total Hours Required for Certificate: 31

Item #	Title	Credits
	CIS 146 or higher	3
CIS 207	Web Development	3
CIS 208	Web Authoring Software	3
CIS 209	Advanced Web Development	3
CIS 212	Visual Basic Programming	3
CIS 263	Computer Maintenance	3
ORI 101	Orientation to College	1
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>31</b>

### Computer Science Technology Short-Term Certificates

**Advisors - Ayers Campus:** 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)

**These short-term certificate programs are not eligible for Title IV funding. (Pell Grant, SEOG, ASAP)**

Students may choose from the following concentrations:

- Business Computing Technology
- Microcomputer Repair Technology
- Web Development Technology
- App Development using Swift Coding

**Type:** Short-Term Certificate

### Business Computing Technology

Item #	Title	Credits
	CIS 146 or higher	3
CIS 147	Advanced Micro Applications	3
CIS 207	Web Development	3
CIS 263	Computer Maintenance	3



## Microcomputer Repair Technology Certificate

Item #	Title	Credits
CIS 171	Linux I	3
CIS 199	Network Communications	3
CIS 263	Computer Maintenance	3
CIS 280	Network Security	3

## Web Development Technology Certificate

Item #	Title	Credits
CIS 207	Web Development	3
CIS 208	Web Authoring Software	3
CIS 209	Advanced Web Development	3
CIS 212	Visual Basic Programming	3

## App Development with Swift Coding

Item #	Title	Credits
	ART 253 or CIS Approved Elective	3
CIS 157	Introduction to App Development with Swift	3
CIS 220	App Development with Swift I	3
CIS 227	App Development with Swift II	3
<b>Total credits:</b>		<b>12</b>

## Construction Technology

### Construction Technology - Advanced Short-Term Certificate

**Advisor - Valley Street Campus:** Heath McDaniel, Carpentry Building (256.549.8675)  
[hmcdaniel@gadsdenstate.edu](mailto:hmcdaniel@gadsdenstate.edu)

NOTICE(s): For the short-term certificate in Advanced Construction Technology, 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.**

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Carpentry-Advanced%2C%20Short%20Term%20Certificate.pdf>.

**Type:** Short-Term Certificate

## Technical Courses

Choose 25 credit hours from the following list:

Item #	Title	Credits
CAR 121	Introduction to Blueprint Reading	3
CAR 132	Interior and Exterior Finishing	3
CAR 203	Special Projects in Carpentry	3
CAR 204	Co-Op	1
CAR 205	Co-Op	2
CAR 206	Co-Op	3
CAR 224	Floor, Wall, and Ceiling Specialties	3
CAR 226	Metal Framing	3
CAR 228	Stairs, Molding, and Trim	3
CAR 230	Residential Repair and Remodeling	3
CAR 232	Construction Project Management	3
ORT 100	Orientation for Career Students	1
<b>Total credits:</b>		<b>25</b>

### Construction Technology - Basic Short-Term Certificate

**Advisor - Valley Street Campus:** Heath McDaniel, Carpentry Building (256.549.8675)  
[hmcdaniel@gadsdenstate.edu](mailto:hmcdaniel@gadsdenstate.edu)

NOTICE(s): For the short-term certificate in Basic Construction Technology, 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.**

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Carpentry-Basic%2C%20Short%20Term%20Certificate.pdf>.

**Type:** Short-Term Certificate

## Required Courses

Choose 25 credit hours from the following list:

Item #	Title	Credits
CAR 111	Construction Basics	3
CAR 112	Floors, Walls, and Site Prep	3
CAR 113	Floors, Walls, and Site Prep Lab	3
CAR 114	Construction Basics Lab	3
CAR 122	Concrete and Forming	3
CAR 123	Concrete and Forming Lab	3
CAR 131	Roof and Ceiling Systems	3
CAR 133	Roofing and Ceiling Systems Lab	3
CAR 204	Co-Op	1
CAR 205	Co-Op	2
CAR 206	Co-Op	3
ORT 100	Orientation for Career Students	1
<b>Total credits:</b>		<b>25</b>

## Cosmetology

### Salon and Spa Management A.A.S.

**Advisors - Ayers Campus:** J. Tracy Bonner,  
Cosmetology Building (256.832.1231)  
[jbonner@gadsdenstate.edu](mailto:jbonner@gadsdenstate.edu)

**East Broad Campus:** Kristina Clifton, Cosmetology Building (256.549.8626) [kclifton@gadsdenstate.edu](mailto:kclifton@gadsdenstate.edu);  
Zora Garner, Cosmetology Building (256.549.8690)  
[zgarner@gadsdenstate.edu](mailto:zgarner@gadsdenstate.edu)

**NOTICE(s):** For the A.A.S. in Salon and Spa Management, the student must complete all of the 67 credit hours listed above—52 in technical courses and 15 in general education courses—all of which must be approved by the advisor. Required courses may vary to provide options and to meet the student needs.  
Admission Requirements: High School Diploma or GED.

If a student does not receive his or her license within two years after graduating the Salon and Spa Management Program, the Alabama Board of Barbering and Cosmetology may require the student complete additional credits before reapplying for license.

**Type:** Associate in Applied Science Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

## Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

## Natural Sciences and Mathematics

Item #	Title	Credits
	BIO 150 Or MTH/CIS/SCI Elective	3
	MTH 100: Intermediate College Algebra OR numerically higher	3

## History, Social and Behavioral Sciences

Item #	Title	Credits
	History, Social and Behavioral Sciences Elective	3

## Technical Courses - Required

Item #	Title	Credits
COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 114	Chemical Services Lab	3
COS 115	Hair Coloring Theory	3
COS 116	Hair Coloring Lab	3
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
COS 123	Cosmetology Salon Practices	3
COS 142	Applied Chemistry for Cosmetology Lab	3
COS 143	Specialty Hair Preparation Techniques	3
COS 145	Hair Shaping Lab	3
COS 167	State Board Review	3
ORI 101	Orientation to College	1
SAL 133	Salon Management Technology	3
SAL 201	Entrepreneurship for Salon/Spa	3
WKO 106	Workplace Skills	3

## Additional Coursework

Choose 6 credit hours from the following list.

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
COS 191	Co-Op	3
COS 192	Co-Op	1
COS 193	Co-Op	2
	COS Elective	3
	COS Elective	3
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>67</b>

## Salon and Spa Management - Cosmetology Certificate

**Advisors - Ayers Campus:** J. Tracy Bonner,  
Cosmetology Building (256.832.1231)  
[jbonner@gadsdenstate.edu](mailto:jbonner@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)

**NOTICE(s):** For the certificate in Salon and Spa Management 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: High School Diploma or GED.

If a student does not receive his or her license within two years after graduating the Salon and Spa Management Program, the Alabama Board of Barbering and Cosmetology may require the student complete additional credits before reapplying for license.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Salon%20%26%20Spa%20Management--Cosmetology%2C%20Certificate%20GE%20Template%202019.pdf>.

**Type:** Certificate

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Natural Sciences and Mathematics

Item #	Title	Credits
	MTH 100: Intermediate College Algebra OR numerically higher	3

## Technical Courses - Required

Item #	Title	Credits
COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab3	
COS 114	Chemical Services Lab	3
COS 115	Hair Coloring Theory	3
COS 116	Hair Coloring Lab	3
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
COS 123	Cosmetology Salon Practices	3
COS 142	Applied Chemistry for Cosmetology Lab	3
COS 143	Specialty Hair Preparation Techniques	3
COS 145	Hair Shaping Lab	3
ORI 101	Orientation to College	1

### Additional Coursework:

Choose 9 credit hours from the following list.

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
COS 191	Co-Op	3
COS 192	Co-Op	1
COS 193	Co-Op	2
SAL 133	Salon Management Technology	3
SAL 201	Entrepreneurship for Salon/Spa	3
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>49</b>

## Salon and Spa Management – Cosmetology Esthetics Short-Term Certificate

**Advisors - 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)

**NOTICE(s):** For the short-term certificate in Salon and Spa Management Esthetics 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: High School Diploma or GED.

If a student does not receive his or her license within two years after graduating the Salon and Spa

Management Program, the Alabama Board of Barbering and Cosmetology may require the student complete additional credits before reapplying for license.

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

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: [https://www.gadsdenstate.edu/skins/userfiles/files/](https://www.gadsdenstate.edu/skins/userfiles/files/Salon%20%26%20Spa%20Management--Cosmetology%20Esthetics%2C%20Short%20Term%20Certificate%20GE%20Template%202019.pdf)

[Salon%20%26%20Spa%20Management--Cosmetology%20Esthetics%2C%20Short%20Term%20Certificate%20GE%20Template%202019.pdf](https://www.gadsdenstate.edu/skins/userfiles/files/Salon%20%26%20Spa%20Management--Cosmetology%20Esthetics%2C%20Short%20Term%20Certificate%20GE%20Template%202019.pdf)

**Type:** Short-Term Certificate

### Required Technical Courses

Item #	Title	Credits
COS 134	Advanced Esthetics	3
COS 135	Advanced Esthetics Applications	3
COS 163	Facial Treatments	3
COS 164	Facial Machine	3
COS 165	Related Subjects Estheticians	3
COS 168	Bacteriology and Sanitation	3
COS 169	Skin Functions	3
SAL 133	Salon Management Technology	3
ORI 101	Orientation to College	1
<b>Total credits:</b>		<b>25</b>

### Salon and Spa Management – Cosmetology Nail Short-Term Certificate

**Advisors – 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)

**NOTICE(s):** For the short-term certificate in Salon and Spa Management 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: High School Diploma or GED.

If a student does not receive his or her license within two years after graduating the Salon and Spa Management Program, the Alabama Board of Barbering and Cosmetology may require the student complete additional credits before reapplying for license.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and

the estimated cost and length of this program can be found at: [https://www.gadsdenstate.edu/skins/userfiles/files/](https://www.gadsdenstate.edu/skins/userfiles/files/Salon%20%26%20Spa%20Management--Cosmetology%20Nail%20Technology%2C%20Short%20Term%20Certificate%20GE%20Template%202019.pdf)

[Salon%20%26%20Spa%20Management--Cosmetology%20Nail%20Technology%2C%20Short%20Term%20Certificate%20GE%20Template%202019.pdf](https://www.gadsdenstate.edu/skins/userfiles/files/Salon%20%26%20Spa%20Management--Cosmetology%20Nail%20Technology%2C%20Short%20Term%20Certificate%20GE%20Template%202019.pdf)

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

**Type:** Short-Term Certificate

### Required Technical Courses

Item #	Title	Credits
COS 150	Manicuring	3
COS 151	Nail Care	3
COS 152	Nail Care Applications	3
COS 153	Nail Art	3
COS 154	Nail Art Applications	3
COS 181	Special Topics	3
COS 182	Special Topics	3
SAL 133	Salon Management Technology	3
ORI 101	Orientation to College	1
<b>Total credits:</b>		<b>25</b>

### Court Reporting

#### Court Reporting - Broadcast Captioning Specialization A.A.S.

**Advisors – East Broad Campus:**

Leah Elkins, Realtime Reporting Building (256.549.8693) [lkins@gadsdenstate.edu](mailto:lkins@gadsdenstate.edu)

Michelle Roberts, Realtime Reporting Building (256-549-8629) [mroberts@gadsdenstate.edu](mailto:mroberts@gadsdenstate.edu)

Brooke Davis, Realtime Reporting Building (256.549-8694) [brookedavis@gadsdenstate.edu](mailto:brookedavis@gadsdenstate.edu)

**NOTICE(s):** \*Required by NCRA For the AAS Degree in Broadcast Captioning, the student must complete a minimum of 75 credit hours—a minimum of 57 in technical courses and a minimum of 18 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 5 on the English portion and a minimum score of 70 on the reading portion of the ACCUPLACER Placement Test.

This program is offered at the East Broad Campus only

**Type:** Associate in Applied Science Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3
ENG 131	Applied Writing I	3

### Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

### Natural Sciences and Mathematics

Item #	Title	Credits
BIO 120	Medical Terminology	3
	MTH 100: Intermediate College Algebra OR numerically higher	3

### History, Social and Behavioral Sciences

Item #	Title	Credits
	History, Social and Behavioral Sciences Elective	3

### Technical Courses - Required

Item #	Title	Credits
ORI 101	Orientation to College	1
RTR 110	Realtime Reporting I / Laboratory	5
RTR 115	Realtime Reporting Technology	3
RTR 130	Realtime Reporting II / Laboratory	5
RTR 131	Civil and Criminal Law and Terminology for Real Time Reporters	3
RTR 150	Realtime Reporting III / Laboratory	5
RTR 171	Broadcast Captioning I/ Laboratory	5
RTR 172	Broadcast Captioning II/ Laboratory	5
RTR 173	Broadcast Captioning III/ Laboratory	5
RTR 175	Realtime Closed Captioning Technology II	2
RTR 226	Judicial Procedures	3
RTR 230	Realtime Application	2
RTR 292	Broadcast Captioning Internship	3

### Additional Coursework

Choose 10 credit hours from the following list:

Item #	Title	Credits
RTR 227	Moot Court Practicum I	5
RTR 257	Moot Court Practicum II	5
	RTR 184-199: Realtime Lab I-VI (Electives)	2
	RTR 295-299: Selected Topics in RTR (Electives)	5
<b>Total credits:</b>		<b>75</b>

### Court Reporting A.A.S.

#### Advisors - East Broad Campus:

Leah Elkins, Realtime Reporting Building (256.549.8693)  
[lkins@gadsdenstate.edu](mailto:lkins@gadsdenstate.edu)

Michelle Roberts, Realtime Reporting Building  
 (256-549-8629) [mroberts@gadsdenstate.edu](mailto:mroberts@gadsdenstate.edu)

Brooke Davis, Realtime Reporting Building  
 (256.549-8694) [brookedavis@gadsdenstate.edu](mailto:brookedavis@gadsdenstate.edu)

Notice(s): \*Required by NCRA For the A.A.S. Degree in Court Reporting, the student must complete a minimum of 75 credit hours – a minimum of 57 in technical courses and a minimum of 18 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 5 on the English portion and a minimum score of 70 on the reading portion of the ACCUPLACER Placement Test.

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

**Type:** Associate in Applied Science Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3
ENG 131	Applied Writing I	3

### Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

## Natural Sciences and Mathematics

Item #	Title	Credits
BIO 120	Medical Terminology	3
	MTH 100: Intermediate College Algebra OR numerically higher	3

## History, Social and Behavioral Sciences

Item #	Title	Credits
	History, Social and Behavioral Sciences Elective	3

## Technical Courses - Required

Item #	Title	Credits
ORI 101	Orientation to College	1
RTR 110	Realtime Reporting I / Laboratory	5
RTR 115	Realtime Reporting Technology	3
RTR 130	Realtime Reporting II / Laboratory	5
RTR 131	Civil and Criminal Law and Terminology for Real Time Reporters	3
RTR 150	Realtime Reporting III / Laboratory	5
RTR 210	Realtime Reporting IV / Laboratory	5
RTR 226	Judicial Procedures	3
RTR 227	Moot Court Practicum I	5
RTR 230	Realtime Application	2
RTR 257	Moot Court Practicum II	5
RTR 270	Realtime Reporting VI / Laboratory	5
RTR 275	Realtime Reporting Internship	2

## Additional Coursework

Choose 8 credit hours from the following list:

Item #	Title	Credits
RTR 220	Realtime Reporting V / Laboratory	5
	RTR 184-199: Realtime Lab I-VI (Electives)	2
	RTR 295-299: Selected Topics in RTR (Electives)	5
<b>Total credits:</b>		<b>75</b>

## Court 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)

Michelle Roberts, Realtime Reporting Building (256.549.8629) [mroberts@gadsdenstate.edu](mailto:mroberts@gadsdenstate.edu)

Brooke Davis, Realtime Reporting Building (256.549-8694) [brookedavis@gadsdenstate.edu](mailto:brookedavis@gadsdenstate.edu)

NOTICE(s): For the short-term certificate as Court Reporting Litigation Assistant, the student must complete the 25 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 5 on the English portion and a minimum score of 70 on the reading portion of the ACCUPLACER Placement Test.

This program is offered at the East Broad Campus only.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Realtime%20Reporting--Litigation%20Assistant%2C%20Short%20Term%20Certificate.pdf>.

**Type:** Short-Term Certificate

## Required Courses

Item #	Title	Credits
RTR 110	Realtime Reporting I / Laboratory	5
RTR 115	Realtime Reporting Technology	3
RTR 130	Realtime Reporting II / Laboratory	5
RTR 131	Civil and Criminal Law and Terminology for Real Time Reporters	3
RTR 230	Realtime Application	2
BIO 120	Medical Terminology	3
ENG 131	Applied Writing I	3
ORI 101	Orientation to College	1
<b>Total credits:</b>		<b>25</b>

## Diagnostic Medical Sonography

### Diagnostic Medical Sonography A.A.S.

**Advisor - Valley Street Campus:** Rebecca Southern (256.439.6885), [rsouthern@gadsdenstate.edu](mailto:rsouthern@gadsdenstate.edu)

Admission Requirements:

- Must be in good standing with the College
- Must maintain a "C" or better on all general and Pre-DMS courses. If courses were repeated, the highest grade for the course will be used.
- Students must have at least a 2.5/4.0 GPA on general education courses.
- Applicants must have an ACT composite score of 18 or higher.
- Student must pass a criminal background check and drug test.
- Applicants must be 18 years of age (Alabama Regulations for Control of Radiation Rule 420-3-06(6). Occupational Radiation Dose limits states that all occupational workers employing ionizing radiation must be at least 18 years of age.
- Applicants must meet the essential functions required by the DMS program.

**Type:** Associate in Applied Science Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

### Natural Sciences and Mathematics

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
MTH 100	Intermediate College Algebra	3
PHY 115	Technical Physics	4

### History, Social and Behavioral Sciences

Item #	Title	Credits
PSY 200	General Psychology	3

## Professional, Major, & Elective Courses

Item #	Title	Credits
DMS 202	Foundations of Sonography	3
DMS 204	Sectional Anatomy	2
DMS 205	Abdominal Sonography	4
DMS 206	Gynecologic Sonography	4
DMS 207	Abdominal Pathology	3
DMS 216	Sonographic Principles & Instrumentation	3
DMS 220	Obstetrical Sonography I	3
DMS 221	Obstetrical Sonography II	3
DMS 225	Superficial Sonography	1
DMS 229	Sonography Preceptorship I	2
DMS 230	Sonography Preceptorship II	3
DMS 231	Sonography Preceptorship III	4
DMS 232	Sonography Preceptorship IV	5
DMS 233	Sonography Lab I	1
DMS 240	Sonography Principles and Instrumentation Seminar	2
DMS 241	Abdominal and Ob/Gyn Sonography Seminar	3
DMS 260	Intro to Vascular Sonography	3
DMS 261	Vascular Sonography Techniques	3
ORI 101	Orientation to College	1
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>76</b>

## Diesel Technology

### Diesel Technology Certificate

**Advisor - Ayers Campus:** Stephan Stuelp, Diesel Building, (256.835.5419) [sstuelp@gadsdenstate.edu](mailto:sstuelp@gadsdenstate.edu)

NOTICE(s): For the certificate in Diesel Mechanics, the student must complete a minimum of 56 credit hours—50 in technical courses and a minimum of 6 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.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Diesel%20Technology%2C%20Certificate.pdf>.

**Type:** Certificate

## Written Composition

Item #	Title	Credits
	ENG 100 or ENG 101	3

## Natural Sciences and Mathematics

Item #	Title	Credits
	MAH 101 or MTH 100 or DEM 1003	

## Technical Courses - Required

Item #	Title	Credits
DEM 104	Basic Engines	3
DEM 105	Preventive Maintenance	3
DEM 122	Heavy Vehicle Brakes	3
DEM 124	Electronic Engine Systems	3
DEM 125	Heavy Vehicle Drive Trains	3
DEM 130	Electrical/Electronic Fundamentals	3
ORT 100	Orientation for Career Students	1

## Additional Coursework

Choose 31 credits from the following courses:

Item #	Title	Credits
DEM 111	Equipment Safety / Mechanical Fundamentals	3
DEM 119	Bearings and Lubricants	3
DEM 123	Pneumatics and Hydraulics	3
DEM 127	Fuel Systems	3
DEM 128	Heavy Vehicle Drive Train Lab	3
DEM 129	Diesel Engine Lab	3
DEM 134	Computer Controlled Engine and Power Train Systems	3
DEM 135	Heavy Vehicle Steering and Suspension Systems	3
DEM 137	Heating, A/C, and Refrigeration Systems	3
DEM 145	Electrical Schematics and Symbols	3
DEM 154	Vehicle Maintenance & Safe Operating Practices	3
DEM 180	Special Projects in Commercial Vehicles	3
DEM 181	Special Topics in Electrical	3
DEM 182	Special Topics in Engines	3
DEM 183	Special Topics in Power Train	3
DEM 184	Special Topics in Heavy Duty Brakes, Steering, and Suspension	3
DEM 186	Special Projects in Commercial Vehicles	3
DEM 187	Industrial Safety	1
DEM 191	Special Projects in Diesel Mechanics	3
DEM 192	Co-Op Elective	3
DEM 196	Co-Op Elective	1
DEM 196A	Co-Op Elective	1
DEM 197	Co-Op Elective	2
	DPT 100 or CIS 146	3
	SPC 103 or SPH 106	3
<b>Total credits:</b>		<b>56</b>

## Electrical Technology

### 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)

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 61 in technical courses and a minimum of 15 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 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.

**Type:** Associate in Applied Science Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

### Natural Sciences and Mathematics

Item #	Title	Credits
INT 104	Principles of Technology	3
	MTH 100: Intermediate College Algebra OR numerically higher	3

### History, Social and Behavioral Sciences

Item #	Title	Credits
	History, Social and Behavioral Sciences Elective	3

### Technical Courses - Required

Item #	Title	Credits
EET 100	Introduction to Engineering Technologies	3
EET 109	Electrical Blueprint Reading I	3
	ELT 110 or EET 192	3
ELT 114	Residential Wiring Methods	3
ELT 115	Residential Wiring Methods II	3
	ELT 117 or INT 206	3
	ELT 118 or INT 158	3
	ELT 122 or INT 211	3
	ELT 231 or INT 184	3
	INT 101 or EET 103	3
	INT 103 or EET 104	3
INT 117	Principles of Industrial Mechanics	3
INT 113	Industrial Motor Control I	3
INT 118	Fundamentals of Industrial Hydraulics and Pneumatics	3
ORI 101	Orientation to College	1

## Additional Coursework:

Choose 18 credits from the following list.

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
ELT 181	Special Topics in Electrical Technology	3
ELT 182	Special Topics in Electrical Technology	3
	ELT 183 or INT 129	3
ELT 192	Practicum/Intern/Co-Op	1
ELT 194	Practicum/Intern/Co-Op	3
ELT 206	Osha Safety Standards	3
ELT 212	Motor Controls II	3
ELT 232	Advanced Programmable Controlllers	3
ELT 234	PLC Applications	3
ELT 241	National Electric Code	3
ELT 242	Journeyman Master Prep Exam	3
ELT 244	Conduit Bending and Installation	3
ELT 288	Co-Op	2
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 113	Refrigeration Piping Practices	3
ACR 132	Residential Air Conditioning	3
EET 114	Concepts of Solid State Electronics	5
EET 115	Concepts of Digital Electronics	5
EET 119	Circuit Fabrication I	1
EET 207	Intro to Robotics	3
EET 212	Intro to Robotics Lab	2
EET 213	Process Control and Instrumentation	3
EET 224	Elements of Industrial Controls with PLCs	3
EET 229	Elements of Industrial Controls with PLCs Lab	2
EET 238	Process Control and Instrumentation Lab	2
INT 126	Preventive Maintenance	3
INT 127	Principles of Industrial Pumps and Piping Systems	3
INT 134	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
INT 139	Introduction to Robotic Programming	3
INT 253	Industrial Robotics	3
	INT 254 or ELT 254	3
	MDT 105 or DDT 104	3
SPH 106	Fundamentals of Oral Communication	3
	<b>Total credits:</b>	<b>76</b>

## 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)

NOTICE(s): For the certificate in Industrial Maintenance Technology, Electrical Technology Specialty, the student must complete at least 43 credit hours—all 37 hours in technical courses listed above and at least 6 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.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Electrical%20Technology%2C%20Certificate.pdf>.

**Type:** Certificate

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Natural Sciences and Mathematics

Item #	Title	Credits
	MTH 100: Intermediate College Algebra OR numerically higher	3

### Technical Courses - Required

Item #	Title	Credits
EET 100	Introduction to Engineering Technologies	3
EET 109	Electrical Blueprint Reading I	3
	ELT 110 or EET 192	3
ELT 114	Residential Wiring Methods	3
ELT 115	Residential Wiring Methods II	3
	ELT 117 or INT 206	3
	ELT 118 or INT 158	3
	ELT 209 or INT 113	3
	INT 101 or EET 103	3
	INT 103 or EET 104	3
ORI 101	Orientation to College	1

## Additional Coursework:

Choose 6 credit hours from the following list.

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
ELT 192	Practicum/Intern/Co-Op	1
ELT 194	Practicum/Intern/Co-Op	3
ELT 288	Co-Op	2
	ELT Electives	6
INT 118	Fundamentals of Industrial Hydraulics and Pneumatics	3
	MDT 105 or DDT 104	3
SPH 106	Fundamentals of Oral Communication	3
	<b>Total credits:</b>	<b>43</b>

## 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)

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.

Students may choose from the following concentrations:

- Residential Electrical Apprentice
- Industrial Electrical Technician
- Industrial Control Technician

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Electrical%20Technology%2C%20Short%20Term%20Certificate.pdf>.

**Type:** Short-Term Certificate

## Residential Electrical Apprentice

**Total Hours Required for Certificate: 25**

Item #	Title	Credits
ELT 110	Wiring Methods	3
ELT 114	Residential Wiring Methods	3
ELT 115	Residential Wiring Methods II	3
	ELT 181 or ELT 182 or ELT 241 or EET 100	3
	ELT 244 or ELT 117	3
	ELT 245 or EET 109	3
	INT 101 or EET 103	3
	INT 103 or EET 104	3
ORI 101	Orientation to College	1

## Industrial Electrical Technician

**Total Hours Required for Certificate: 25**

Item #	Title	Credits
	ELT 110 or EET 192 or ELT 242	3
	ELT 117 or INT 206	3
	ELT 118 or INT 158	3
	ELT 122 or ELT 212 or ELT 231 or INT 184	3
	ELT 244 or ELT 181 or ELT 183 or INT 126 or INT 129	3
	INT 101 or EET 103	3
	INT 103 or EET 104	3
INT 113	Industrial Motor Control I	3
ORI 101	Orientation to College	1

## Industrial Control Technician

**Total Hours Required for Certificate: 25**

Item #	Title	Credits
	ELT 110 or EET 192	3
ELT 117	AC/DC Machines	3
ELT 122	Advanced Ac/Dc Machines	3
	ELT 212 or ELT 244 or INT 126 or INT 253	3
ELT 231	Introduction to Programmable Controllers	3
	ELT 232 or ELT 118	3
	INT 101 or EET 103	3
	INT 103 or EET 104	3
ORI 101	Orientation to College	1
	<b>Total credits:</b>	<b>25</b>

# Electronic Engineering Technology

## Electronic Engineering Technology - General Option A.A.S.

**Advisors - Ayers Campus:** Andrew Robertson, Electronics Building (256.835-5427)

[arobertson@gadsdenstate.edu](mailto:arobertson@gadsdenstate.edu)

**East Broad Campus:** Ralph Whitfield, Bevill Center (256.549.8632) [rwhitfield@gadsdenstate.edu](mailto:rwhitfield@gadsdenstate.edu)

Thomas Hartline, Bevill Center (256.549.8634)

[thartline@gadsdenstate.edu](mailto:thartline@gadsdenstate.edu)

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 61 technical courses and 15 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 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.

**Type:** Associate in Applied Science Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

### Natural Sciences and Mathematics

Item #	Title	Credits
INT 104	Principles of Technology	3
	MTH 100: Intermediate College Algebra OR numerically higher	3

### History, Social and Behavioral Sciences

Item #	Title	Credits
	History, Social and Behavioral Sciences Elective	3

### Technical Courses - Required

Item #	Title	Credits
EET 100	Introduction to Engineering Technologies	3
	INT 101 or EET 103	3
	INT 103 or EET 104	3
EET 109	Electrical Blueprint Reading I	3
EET 114	Concepts of Solid State Electronics	5
EET 115	Concepts of Digital Electronics	5
EET 116	Concepts of Electronic Circuits	5
EET 119	Circuit Fabrication I	1
EET 225	Electronics Communications	3
EET 260	Microprocessors Interfacing	3
EET 261	Microprocessors Interfacing Laboratory	1
ORI 101	Orientation to College	1

## Additional Coursework:

Choose 25 credit hours from the following list.

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
EET 192	Installation Practices	3
	EET 195, 196 or 197	1-3
EET 207	Intro to Robotics	3
EET 208	Fiber Optics	3
EET 212	Intro to Robotics Lab	2
EET 213	Process Control and Instrumentation	3
EET 224	Elements of Industrial Controls with PLCs	3
EET 229	Elements of Industrial Controls with PLCs Lab	2
EET 234	Robotic Systems	3
EET 238	Process Control and Instrumentation Lab	2
EET 239	Robotic Systems Lab	2
EET 249	Cet Preparation	3
EET 252	Electronic Service Lab	1
EET 254	Microcomputer Systems Basic I	3
EET 255	Microcomputer Systems Basic I Lab	2
EET 256	Microcomputer Systems Advanced I	3
EET 257	Microcomputer Systems Advanced I Lab	2
EET 262	Industrial Automation Project	3
EET 276	Elements of Industrial Controls with PLCs II	3
EET 277	Elements of Industrial Controls with PLCs II Lab	2
EET 281	Special Topics in Electronic Engineering Technology	3
EET 286	Co-Op	1
EET 288	Co-Op	2
EET 290	Electronics Project	3
EET 294	Co-Op Education	3
	MDT 105 or DDT 104	3
SPH 106	Fundamentals of Oral Communication	3
	<b>Total credits:</b>	<b>76</b>

## Electronic Engineering Technology - Industrial Electronics Specialization A.A.S.

**Advisors - Ayers Campus:** Andrew Robertson, Electronics Building (256.835-5427)  
[arobertson@gadsdenstate.edu](mailto:arobertson@gadsdenstate.edu)

**East Broad Campus:** Ralph Whitfield, Bevill Center (256.549.8632) [rwhitfield@gadsdenstate.edu](mailto:rwhitfield@gadsdenstate.edu); Thomas Hartline, Bevill Center (256.549.8634) [thartline@gadsdenstate.edu](mailto:thartline@gadsdenstate.edu)

NOTICE(s): For the A.A.S. Degree in Electronic Engineering Technology, Industrial Electronics Specialization, the student must complete a minimum of 76 credit hours – a minimum of 61 in technical courses and a minimum of 15 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.

**Type:** Associate in Applied Science Degree

## Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

## Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

## Natural Sciences and Mathematics

Item #	Title	Credits
INT 104	Principles of Technology	3
	MTH 100: Intermediate College Algebra OR numerically higher	3

## History, Social and Behavioral Sciences

Item #	Title	Credits
	History, Social and Behavioral Sciences Elective	3

## Technical Courses - Required

Item #	Title	Credits
EET 100	Introduction to Engineering Technologies	3
EET 109	Electrical Blueprint Reading I	3
EET 114	Concepts of Solid State Electronics	5
EET 115	Concepts of Digital Electronics	5
EET 116	Concepts of Electronic Circuits	5
EET 119	Circuit Fabrication I	1
EET 213	Process Control and Instrumentation	3
EET 224	Elements of Industrial Controls with PLCs	3
EET 225	Electronics Communications	3
EET 229	Elements of Industrial Controls with PLCs Lab	2
EET 238	Process Control and Instrumentation Lab	2
	INT 101 or EET 103	3
	INT 103 or EET 104	3
ORI 101	Orientation to College	1

## Additional Coursework:

Choose 19 credit hours from the following list.

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
EET 192	Installation Practices	3
	EET 195, 196 or 197	1-3
EET 207	Intro to Robotics	3
EET 208	Fiber Optics	3
EET 212	Intro to Robotics Lab	2
EET 234	Robotic Systems	3
EET 239	Robotic Systems Lab	2
EET 249	Cet Preparation	3
EET 260	Microprocessors Interfacing	3
EET 261	Microprocessors Interfacing Laboratory	1
EET 262	Industrial Automation Project	3
EET 276	Elements of Industrial Controls with PLCs II	3
EET 277	Elements of Industrial Controls with PLCs II Lab	2
EET 286	Co-Op	1
EET 288	Co-Op	2
EET 294	Co-Op Education	3
ELT 118	Commercial/Industrial Wiring I	3
ELT 122	Advanced Ac/Dc Machines	3
INT 117	Principles of Industrial Mechanics	3
INT 118	Fundamentals of Industrial Hydraulics and Pneumatics	3
	MDT 105 or DDT 104	3
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>76</b>

## Electronic Engineering Technology Certificate

**Advisors - Ayers Campus:** Andrew Robertson,  
Electronics Building (256.835-5427)  
[arobertson@gadsdenstate.edu](mailto:arobertson@gadsdenstate.edu)

**East Broad Campus:** Ralph Whitfield, Bevill Center  
(256.549.8632) [rwhitfield@gadsdenstate.edu](mailto:rwhitfield@gadsdenstate.edu);  
Thomas Hartline, Bevill Center(256.549.8634)  
[thartline@gadsdenstate.edu](mailto:thartline@gadsdenstate.edu)

NOTICE(s): For the certificate in Electronic Engineering Technology, all options, the student must complete 6 general education hours and 37 technical hours—all of which must be approved by the student's major advisor. Admission Requirement: High school diploma or GED.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Electronic%20Engineering%20Technology%2C%20Certificate.pdf>.

**Type:** Certificate

## Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

## Natural Sciences and Mathematics

Item #	Title	Credits
	MTH 100: Intermediate College Algebra OR numerically higher	3

## Required Technical Courses

Item #	Title	Credits
EET 100	Introduction to Engineering Technologies	3
	INT 101 or EET 103	3
	INT 103 or EET 104	3
INT 104	Principles of Technology	3
ORI 101	Orientation to College	1

## Technical Electives

Choose 24 hours from the list below:

Item #	Title	Credits
EET 286	Co-Op	1
EET 288	Co-Op	2
EET 294	Co-Op Education	3
CIS 146	Microcomputer Applications	3
SPH 106	Fundamentals of Oral Communication	3
	Approved EET Electives	24
	<b>Total credits:</b>	<b>43</b>

## Emergency Medical Services

### Emergency Medical Services A.A.S.

**Advisors – East Broad Campus and Ayers Campus:**

John Hollingsworth, (256.549.8654)  
[jhollingsworth@gadsdenstate.edu](mailto:jhollingsworth@gadsdenstate.edu); Pam Talley,  
 (256.549.8689) [ptalley@gadsdenstate.edu](mailto:ptalley@gadsdenstate.edu)

NOTICE(s)

- BIO 271 can be substituted for BIO 201 in the degree requirements. Limitations Apply. See Advisor.
- The EMS Program offers two separate progression tracks. Please see EMS advisor for details. ENG 101, BIO 201, or equivalent score on placement exam is required for program entry.
- Gadsden State's EMS Program follows the Alabama Community College System Standardized Curriculum.
- Subject to change due to statewide standardization of Emergency Medical Services program(s).

**Type:** Associate in Applied Science Degree

## Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

## Humanities and Fine Arts

Item #	Title	Credits
	Fine Arts Elective	3

## Natural Sciences and Mathematics

Item #	Title	Credits
	BIO 201 or BIO 271	4
BIO 202	Human Anatomy and Physiology 4 II	
MTH 100	Intermediate College Algebra	3

## History, Social and Behavioral Sciences

Item #	Title	Credits
PSY 200	General Psychology	3

## Professional, Major and Elective Courses

\* In lieu of CIS 146, competency in basic use of computers is demonstrated by extensive use of computers as required in labs and clinicals.

Item #	Title	Credits
EMS 100	Cardiopulmonary Resuscitation I	1
EMS 107	Emergency Vehicle Operator Ambulance	1
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
EMS 241	Paramedic Cardiology	3
EMS 242	Paramedic Patient Assessment	2
EMS 244	Paramedic Clinical I	1
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
EMS 253	Paramedic Transition to the Workforce	2
EMS 254	Advanced Competencies for Paramedics	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
EMS 257	Paramedic Applied Pharmacology	2
ORI 101	Orientation to College	1

## Approved Area V Electives

Item #	Title	Credits
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
<b>Total credits:</b>		<b>62-71</b>

## Emergency Medical Services Short-Term Certificates

### Advisors - East Broad Campus and Ayers Campus:

John Hollingsworth, (256.549.8654)  
[jhollingsworth@gadsdenstate.edu](mailto:jhollingsworth@gadsdenstate.edu); Pam Talley,  
 (256.549.8689) [ptalley@gadsdenstate.edu](mailto:ptalley@gadsdenstate.edu)

**Type:** Short-Term Certificate

## EMT: 12 credits

### NOTICES:

- The EMS program offers several different progression tracks. See advisor for details.
- Gadsden State follows the Alabama Community College System's Standardized Curriculum.
- Subject to change due to statewide standardization of EMS programs.
- ENG 101, BIO 201, or equivalent score on placement exam is required for program entry

**This short-term certificate program is not eligible for Title IV funding (Pell Grant, SEOG, ASAP).**

Item #	Title	Credits
EMS 100	Cardiopulmonary Resuscitation I	1
EMS 107	Emergency Vehicle Operator Ambulance	1
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1

## Advanced EMT: 9 credits

### NOTICES:

- Students must possess a current unencumbered EMT license to participate in Advanced EMT classes.
- The EMS program offers several different progression tracks. See advisor for details.
- Gadsden State EMS follows the Alabama Community College System's Standardized Curriculum.
- Subject to change due to statewide standardization of EMS programs
- ENG 101, BIO 201, or equivalent score on placement exam is required for program entry.

**This short-term certificate program is not eligible for Title IV funding (Pell Grant, SEOG, ASAP).**

Item #	Title	Credits
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2



## Paramedic: 29 credits

### NOTICES:

- EMS 118, 119, and BIO 201 or 271 are prerequisites for paramedic classes.
- Students must possess a current unencumbered EMT license to participate in paramedic classes.
- BIO 271 can be substituted for BIO 201 in the certificate requirements. Limitations apply. See advisor.
- ENG 101, BIO 201, or equivalent score on placement exam is required for program entry.
- The EMS program offers several different progression tracks. See advisor for details.
- Gadsden State EMS follows the Alabama Community College System's Standardized Curriculum.
- Subject to change due to statewide standardization of EMS programs.

Item #	Title	Credits
EMS 241	Paramedic Cardiology	3
EMS 242	Paramedic Patient Assessment	2
EMS 244	Paramedic Clinical I	1
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
EMS 253	Paramedic Transition to the Workforce	2
EMS 254	Advanced Competencies for Paramedics	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
EMS 257	Paramedic Applied Pharmacology	2
<b>Total credits:</b>		<b>9-29</b>

## Engineering Design Technology

### Engineering Design Technology A.A.S.

**Advisor - Ayers Campus:** Barry Abernathy,  
Engineering Design Building (256.835.5453)  
[babernathy@gadsdenstate.edu](mailto:babernathy@gadsdenstate.edu)

Note: All computer aided design courses will utilize either AutoCad, Inventory, Revit or Solid Works Software. See course description.

For the A.A.S. Degree in Engineering Design Technology, the student must complete a minimum of 73 credit hours —a minimum of 58 in technical courses and

a minimum of 15 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.

**Type:** Associate in Applied Science Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

### Natural Sciences and Mathematics

Item #	Title	Credits
INT 104	Principles of Technology	3
	MTH 100: Intermediate College Algebra OR numerically higher	3

### History, Social and Behavioral Sciences

Item #	Title	Credits
	History, Social and Behavioral Sciences Elective	3

### Technical Courses

Item #	Title	Credits
DDT 104	Basic Computer Aided Drafting and Design	3
DDT 111	Fundamentals of Drafting and Design Technology	3
DDT 115	Blueprint Reading for Machinists	3
DDT 116	Blueprint Reading for Construction	3
DDT 124	Basic Technical Drawing	3
DDT 127	Intermediate Computer Aided Drafting and Design	3
DDT 128	Intermediate Technical Drawing	3
DDT 220	Advanced Technical Drawing	3
DDT 233	Intermediate 3D Modeling	3
EET 100	Introduction to Engineering Technologies	3
ORI 101	Orientation to College	1

## Additional Coursework

Students must choose 27 credits from the following:

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
DDT 114	Industrial Blueprint Reading	3
DDT 117	Manufacturing Processes	3
DDT 131	Machine Drafting Basics	3
DDT 132	Architectural Drafting	3
DDT 133	Basic Surveying	3
DDT 182	Special Topics in Drafting and Design Technology	3
DDT 211	Intermediate Machine Drafting	3
DDT 212	Intermediate Architectural Drafting	3
DDT 226	Technical Illustration	3
DDT 231	Advanced Cad	3
DDT 235	Specialized Cad	3
DDT 237	Current Topics in Cad	3
DDT 244	Advanced 3D Modeling	3
DDT 286	Co-Op	1
DDT 288	Co-Op	2
DDT 291	Co-Op	3
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>73</b>

## Engineering Design Technology Certificate

**Advisor - Ayers Campus:** Barry Abernathy, Engineering Design Building (256.835.5453)  
[babernathy@gadsdenstate.edu](mailto:babernathy@gadsdenstate.edu)

**Note:** All computer aided design courses will utilize either AutoCad, Inventory, Revit or Solid Works Software. See course description.

**NOTICE(s):** For the certificate in Engineering Design Technology, the student must complete at least 46 credit hours—at least 40 in technical courses and at least 6 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.

**This program is offered at the Ayers Campus only.**

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Drafting%20%26%20Design%20Technology%2C%20Certificate.pdf>.

**Type:** Certificate

## Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

## Natural Sciences and Mathematics

Item #	Title	Credits
	MTH 100: Intermediate College Algebra OR numerically higher	3

## Technical Courses - Required

Item #	Title	Credits
DDT 104	Basic Computer Aided Drafting and Design	3
DDT 111	Fundamentals of Drafting and Design Technology	3
DDT 115	Blueprint Reading for Machinists	3
DDT 116	Blueprint Reading for Construction	3
DDT 124	Basic Technical Drawing	3
DDT 127	Intermediate Computer Aided Drafting and Design	3
DDT 128	Intermediate Technical Drawing	3
DDT 220	Advanced Technical Drawing	3
DDT 233	Intermediate 3D Modeling	3
EET 100	Introduction to Engineering Technologies	3
INT 104	Principles of Technology	3
ORI 101	Orientation to College	1

## Additional Coursework:

Choose 6 credit hours from the following list:

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
DDT 286	Co-Op	1
DDT 288	Co-Op	2
DDT 291	Co-Op	3
	DDT Electives	6
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>46</b>

## Engineering Design Technology Short-Term Certificate

**Advisor - Ayers Campus:** Barry Abernathy,  
Engineering Design Building (256.835.5453)  
[babernathy@gadsdenstate.edu](mailto:babernathy@gadsdenstate.edu)

**Note:** All computer aided design courses will utilize either AutoCad, Inventory, Revit or Solid Works Software. See course description.

**NOTICE(s):** For the short-term certificate in Engineering 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.**

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Drafting%20%26%20Design%20Technology%2C%20Short%20Term%20Certificate.pdf>.

**Type:** Short-Term Certificate

### Required Courses

Item #	Title	Credits
DDT 104	Basic Computer Aided Drafting and Design	3
DDT 111	Fundamentals of Drafting and Design Technology	3
DDT 115	Blueprint Reading for Machinists	3
DDT 116	Blueprint Reading for Construction	3
DDT 124	Basic Technical Drawing	3
DDT 233	Intermediate 3D Modeling	3
DDT 235	Specialized Cad	3
DDT 237	Current Topics in Cad	3
EET 100	Introduction to Engineering Technologies	3
ORI 101	Orientation to College	1
<b>Total credits:</b>		<b>28</b>

## General Studies

### General Studies A.S.

Please contact the appropriate Division to speak to an advisor for your area of interest and to obtain a plan of study.

- **Business:** 256.549.8250
- **Language and Humanities:** 256.549.8278
- **Computer Science:** 256.549.8250
- **Math and Engineering:** 256.549.8322
- **Fine Arts:** 256.549.8325
- **Science:** 256.549.8280
- **Health, PE & Recreation:** 256.549.8311
- **Social Science:** 256.549.8322

**NOTICE(s):** For Pre-Professional, Pre-Major and Elective courses, 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.

**Type:** Associate in Science Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3
ENG 102	English Composition II	3

### Humanities and Fine Arts

Item #	Title	Credits
	Literature Elective	3
	Fine Arts Elective	3
	Humanities/Fine Arts Elective	3
	Humanities/Fine Arts Elective	3

### Natural Sciences and Mathematics

Item #	Title	Credits
MTH 112	Precalculus Algebra	3
	Natural Science and Lab	4
	Natural Science and Lab	4

### History, Social and Behavioral Sciences

Item #	Title	Credits
	History Elective	3
	History, Social and Behavioral Sciences Elective	3
	Social and Behavioral Sciences Elective	3
	Social and Behavioral Sciences Elective	3

## Pre-Professional, Pre-Major and Electives

SPH 106 is recommended. Students must choose 12-16 credits of general electives.

Item #	Title	Credits
ORI 101	Orientation to College	1
CIS 146	Microcomputer Applications	3
SPH 106	Fundamentals of Oral Communication	3
	General Elective	3
	General Elective	3
	General Elective	3
	General Elective	3
	General Elective	3
	<b>Total credits:</b>	<b>60-64</b>

## Health Information Technology Management

### Health Information Technology Management Short-Term Certificate

**Advisors - Ayers Campus:** Fay Scott (256.439.6876)  
[fscott@gadsdenstate.edu](mailto:fscott@gadsdenstate.edu)

**East Broad 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)

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <http://www.gadsdenstate.edu/sites/default/files/u21/ge/Health%20Information%20Technology%2C%20Short%20Term%20Certificate.pdf>.

**Type:** Short-Term Certificate

## Professional, Major and Elective Courses

Item #	Title	Credits
BIO 120	Medical Terminology	3
HIT 134	HIT Legal and Ethical Issues	3
HIT 151	Health Data Content and Structure	3
HIT 153	Health Care Delivery Systems	2
HIT 230	Medical Coding Systems I	3
HIT 231	Medical Coding Skills Laboratory	1
HIT 254	Organizational Improvement	3
HIT 295	Special Topics in HIT III	3
OAD 217	Office Management	3
ORI 101	Orientation to College	1
	<b>Total credits:</b>	<b>25</b>

## Human Services

### Human Services A.A.S.

**Advisor - Wallace Drive Campus:** Tina Whittington  
 (256.549.8476) [twhittington@gadsdenstate.edu](mailto:twhittington@gadsdenstate.edu)

**Type:** Associate in Applied Science Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

### Natural Sciences and Mathematics

Item #	Title	Credits
	MTH 116 or higher	3
	Natural Science and Lab	4

### History, Social and Behavioral Sciences

Item #	Title	Credits
PSY 200	General Psychology	3
SOC 200	Introduction to Sociology	3

## Professional, Major and Electives

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
HED 224	Personal and Community Health	3
HUS 101	Introduction to Human Services	3
HUS 102	Introduction to Casework	3
HUS 112	Activity Therapy	3
HUS 211	Introduction: Alcohol and Drug Prevention and Abuse	3
HUS 222	Group Counseling Techniques	3
HUS 223	Guidance and Counseling Technique	3
HUS 224	Clinical Internship I	3
HUS 225	Clinical Internship II	3
HUS 226	Clinical Internship III	3
ORI 101	Orientation to College	1
SPH 106	Fundamentals of Oral Communication	3

## Technical Specialty

Item #	Title	Credits
HUS 110	Special Education Issues and Interventions	3
HUS 113	Group Dynamics	3
HUS 131	Problems of Children and Youth	3
HUS 133	Geriatrics	3
	HUS 138 or HUS 212	3
HUS 214	Working with the Chemically Dependent	3
HUS 215	Working with the Family of the Chemically Dependent	3
HUS 216	Relapse Prevention	3
HUS 217	Alcoholism and Drug Abuse Seminar	3
<b>Total credits:</b>		<b>71</b>

## Industrial Automation Technology

### Industrial Automation Technology A.A.S.

**Advisors - Ayers Campus:** Tarina Cianflone, Industrial Automation Building (256.835.5457)

[tbaldwin@gadsdenstate.edu](mailto:tbaldwin@gadsdenstate.edu)

**East Broad Campus:** Jack Mayfield, Industrial Automation Building (256.549.8637)

[jmayfield@gadsdenstate.edu](mailto:jmayfield@gadsdenstate.edu)

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 61 in technical courses and a minimum of 15 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.

Students enrolled in the Industrial Automation FAME program are exempt from taking EET 100 – Introduction to Engineering Technologies, ELT 110 – Wiring Methods and ELT 118 – Commercial/Industrial Wiring I.

**Type:** Associate in Applied Science Degree

## Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

## Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

## Natural Sciences and Mathematics

Item #	Title	Credits
INT 104	Principles of Technology	3
	MTH 100: Intermediate College Algebra OR numerically higher	3

## History, Social and Behavioral Sciences

Item #	Title	Credits
	History, Social and Behavioral Sciences Elective	3

## Technical Courses - Required

Item #	Title	Credits
EET 100	Introduction to Engineering Technologies	3
EET 109	Electrical Blueprint Reading I	3
ELT 110	Wiring Methods	3
	ELT 118 or INT 158	3
	ELT 231 or INT 184	3
	INT 101 or EET 103	3
	INT 103 or EET 104	3
INT 113	Industrial Motor Control I	3
INT 117	Principles of Industrial Mechanics	3
INT 118	Fundamentals of Industrial Hydraulics and Pneumatics	3
INT 126	Preventive Maintenance	3
INT 127	Principles of Industrial Pumps and Piping Systems	3
INT 134	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
ORI 101	Orientation to College	1

## Additional Coursework:

Choose 21 credit hours from the following list:

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
INT 119	Principles of Mechanical Measurement and Technical Drawing	3
INT 128	Principles of Industrial Environmental Controls	3
INT 139	Introduction to Robotic Programming	3
INT 140	F.A.M.E. Manufacturing Core Exercise 1, Safety Culture	1
INT 142	F.A.M.E. Manufacturing Core Exercise 2, Workplace Visual Organization (5S)	1
INT 144	F.A.M.E. Manufacturing Core Exercise 3, Lean Manufacturing	1
INT 146	F.A.M.E. Manufacturing Core Exercise 4, Problem Solving	1
INT 148	F.A.M.E. Manufacturing Core Exercise 5, Machine Reliability	1
INT 153	Precision Machining Fundamentals I	3
INT 180	Special Topics	2
INT 206	Industrial Motors I	3
INT 211	Industrial Motors II	3
INT 252	Variable Speed Motor Drives	3
INT 253	Industrial Robotics	3
INT 280	Special Topics in Industrial Maintenance Technology	3
INT 291	Cooperative Education	3
INT 292	Cooperative Education	3
INT 293	Cooperative Education	3
INT 296	Co-Op	1
INT 297 A - D	Co-Op	1
INT 298	Co-Op	2
ELT 114	Residential Wiring Methods	3
ELT 115	Residential Wiring Methods II	3
ELT 117	AC/DC Machines	3
ELT 122	Advanced Ac/Dc Machines	3
	ELT 183 or INT 129	3
ELT 212	Motor Controls II	3
ELT 232	Advanced Programmable Controllers	3
ELT 244	Conduit Bending and Installation	3
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
	MDT 105 or DDT 104	3
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>76</b>

## Industrial Automation Technology Certificate

**Advisors - Ayers Campus:** Tarina Cianflone, Industrial Automation Building (256.835.5457)  
[tbaldwin@gadsdenstate.edu](mailto:tbaldwin@gadsdenstate.edu);

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

**NOTICE(s):** For the certificate in Industrial Automation Technology, the student must complete at least 43 credit hours – at least 37 in technical courses and at least 6 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.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Industrial%20Automation%20Technology%2C%20Certificate.pdf>.

**Type:** Certificate

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Natural Sciences and Mathematics

Item #	Title	Credits
	MTH 100: Intermediate College Algebra OR numerically higher	3

### Technical Courses - Required

Item #	Title	Credits
EET 100	Introduction to Engineering Technologies	3
INT 117	Principles of Industrial Mechanics	3
INT 118	Fundamentals of Industrial Hydraulics and Pneumatics	3
INT 126	Preventive Maintenance	3
INT 127	Principles of Industrial Pumps and Piping Systems	3
	ELT 118 or INT 158	3
ORI 101	Orientation to College	1

## Technical Courses:

Choose 18 credit hours from the following list:

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
CIS 146	Microcomputer Applications	3
ELT 110	Wiring Methods	3
	ELT 231 or INT 184	3
INT 101	DC Fundamentals	3
INT 103	AC Fundamentals	3
INT 113	Industrial Motor Control I	3
INT 180	Special Topics	2
INT 291	Cooperative Education	3
INT 296	Co-Op	1
INT 298	Co-Op	2
	MDT 105 or DDT 104	3
SPH 106	Fundamentals of Oral Communication	3
	Approved IAT Elective	3
<b>Total credits:</b>		<b>43</b>

## Industrial Automation Technology Short-Term Certificate

**Advisors - Ayers Campus:** Tarina Cianflone, Industrial Automation Building (256.835.5457)  
[tbaldwin@gadsdenstate.edu](mailto:tbaldwin@gadsdenstate.edu)

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

**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.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Industrial%20Automation%20Technology%2C%20Short%20Term%20Certificate.pdf>.

**Type:** Short-Term Certificate

## Required Courses

Item #	Title	Credits
EET 100	Introduction to Engineering Technologies	3
EET 109	Electrical Blueprint Reading I	3
ELT 110	Wiring Methods	3
INT 113	Industrial Motor Control I	3
INT 117	Principles of Industrial Mechanics	3
INT 118	Fundamentals of Industrial Hydraulics and Pneumatics	3
INT 126	Preventive Maintenance	3
INT 127	Principles of Industrial Pumps and Piping Systems	3
	ELT 118 or INT 158	3
ORI 101	Orientation to College	1
<b>Total credits:</b>		<b>28</b>

## Liberal Arts

### Liberal Arts A.A.

#### Advisors - Ayers Campus:

**Wallace Drive Campus:** Tabitha Bozeman  
(256.549.8279) [tbozeman@gadsdenstate.edu](mailto:tbozeman@gadsdenstate.edu)

**Cherokee Campus:** Robert Dunaway (256.927.1826)  
[rdunaway@gadsdenstate.edu](mailto:rdunaway@gadsdenstate.edu)

NOTICE(s): For all sections except Written Composition, student 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.

**Type:** Associate in Arts Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3
ENG 102	English Composition II	3

### Humanities and Fine Arts

Item #	Title	Credits
	Literature Elective	3
	Fine Arts Elective	3
	Humanities/Fine Arts Elective	3
	Humanities/Fine Arts Elective	3

## Natural Sciences and Mathematics

Item #	Title	Credits
	MTH 112 or higher	3
	Natural Science and Lab	4
	Natural Science and Lab	4

## History, Social and Behavioral Sciences

Item #	Title	Credits
	History Elective	3
	History, Social and Behavioral Sciences Elective	3
	Social and Behavioral Sciences Elective	3
	Social and Behavioral Sciences Elective	3

## Pre-Professional, Pre-Major and Electives

Students must choose 15-19 credits of General Electives.

Item #	Title	Credits
	CIS 146 or higher	3
ORI 101	Orientation to College	1
SPH 106	Fundamentals of Oral Communication	3
	General Elective	3
	General Elective	3
	General Elective	3
	General Elective	3
	General Elective	3
	General Elective	3
	General Elective	3
<b>Total credits:</b>		<b>60-64</b>

## Marketing Management

### Marketing Management A.A.S.

**Advisor - East Broad Campus:** Angela Waits (256.549.8342) [await@gadsdenstate.edu](mailto:await@gadsdenstate.edu); James Yohe (256.439.6859) [jyohe@gadsdenstate.edu](mailto:jyohe@gadsdenstate.edu); **Ayers Campus:** John R. Suddath IV (256.835.5415) [jsuddath@gadsdenstate.edu](mailto:jsuddath@gadsdenstate.edu); Brent Wright (256.835.5475) [bwright@gadsdenstate.edu](mailto:bwright@gadsdenstate.edu)

**Type:** Associate in Applied Science Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3
ENG 102	English Composition II	3



## Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

## Natural Sciences and Mathematics

Item #	Title	Credits
MTH 116	Mathematical Applications	3
	Natural Science Elective	4

## History, Social and Behavioral Sciences

Item #	Title	Credits
PSY 200	General Psychology	3

## Pre-Professional, Pre-Major and Electives: 49 credits

Item #	Title	Credits
	ART 253 or Approved Elective	3
BUS 100	Introduction to Business	3
BUS 146	Personal Finance	3
BUS 186	Elements of Supervision	3
BUS 241	Principles of Accounting I	3
BUS 263	The Legal and Social Environment of Business	3
BUS 276	Human Resource Management	3
	BUS 291 or BUS 296	3
CIS 146	Microcomputer Applications	3
	CIS 207 or CIS 208	3
MKT 122	Visual Merchandising	3
MKT 123	Fundamentals of Selling	3
MKT 220	Advertising and Sales Promotion	3
MKT 221	Consumer Behavior	3
MST 209	Physical Supply and Distribution Management	3
ORI 101	Orientation to College	1
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>68</b>

## Massage Therapy

### Massage Therapy Short-Term Certificate

**Advisors - Valley Street Campus:** Lance Gilliland (256.549.8685) [lgilliland@gadsdenstate.edu](mailto:lgilliland@gadsdenstate.edu)  
 Joshua Olander (256.549.8669) [jolander@gadsdenstate.edu](mailto:jolander@gadsdenstate.edu)

NOTICE(s): This is a Short Certificate Program.

**Admission Requirements:** The student must have a high school diploma or GED, a qualifying score on the reading portion of the Accuplacer Placement test, and

be at least 17 years of age. This program is offered on the Valley Street Campus. Applicants will be admitted once per year, in Fall semester.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <http://www.gadsdenstate.edu/sites/default/files/u21/ge/Massage%20Therapy%2C%20Short%20Term%20Certificate.pdf>.

**Type:** Short-Term Certificate

## Professional, Major and Elective Courses

Item #	Title	Credits
MSG 102	Therapeutic Massage Lab I	3
MSG 103	Anatomy and Physiology	3
MSG 104	Musculo-Skeletal and Kinesiology I	3
MSG 105	Therapeutic Massage Supervised Clinical I	2
MSG 108	Foundations of Therapeutic Massage	2
MSG 200	Business and Marketing Plans	1
MSG 201	Therapeutic Massage for Special Populations	2
MSG 202	Therapeutic Massage Lab II	3
MSG 203	Pathology	3
MSG 204	Musculo-Skeletal and Kinesiology II	3
MSG 205	Therapeutic Massage Supervised Clinical II	2
MSG 206	Licensure Exam Review	1
ORI 101	Orientation to College	1
<b>Total credits:</b>		<b>29</b>

## Mechanical Design Technology

### Mechanical Design Technology A.A.S.

**Advisor - East Broad Campus:** James Wilson, Bevill Center (256.549.8659) [jwilson@gadsdenstate.edu](mailto:jwilson@gadsdenstate.edu)

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 55 in technical courses and a minimum of 15 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 East Broad Campus only.**

**Type:** Associate in Applied Science Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

### Natural Sciences and Mathematics

Item #	Title	Credits
INT 104	Principles of Technology	3
	MTH 100: Intermediate College Algebra OR numerically higher	3

### History, Social and Behavioral Sciences

Item #	Title	Credits
	History, Social and Behavioral Sciences Elective	3

### Technical Courses

Item #	Title	Credits
CET 101	Introduction to Engineering Technology	3
CET 215	Statics	3
CET 217	Strength of Materials	3
MDT 100	Engineering Blue Prints	3
MDT 105	Introduction to Computer-Aided Design (CAD)	3
MDT 111	Mechanical Drawing	3
MDT 146	AutoCAD CADD	3
MDT 147	Inventor CADD	3
MDT 202	SOLIDWORKS CADD	3
MDT 211	Advanced Mechanical Drawings	3
MDT 221	Machine Design	3
ORI 101	Orientation to College	1

### Additional Coursework:

Choose 21 credit hours from the following list.

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
MDT 122	Architectural Drawing	3
MDT 123	Architectural Drawing II	3
MDT 187	Advanced Inventor Cadd	3
MDT 203	CREO CADD	3
MDT 215	Co-Op	1
MDT 216	Co-Op	2
MDT 217	Co-Op	3
MDT 252	Advanced Solidworks CADD	3
MDT 261	HVAC and Pipe Systems Design	3
MDT 271	Structural and Weld Design	3
MDT 272	Electrical and Electronic Design	3
MDT 280	3-D Studio Max	3
MDT 293	Advanced Pro-Engineer	3
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>70</b>

### Mechanical Design Technology Certificate

**Advisor - East Broad Campus:** James Wilson, Bevill Center (256.549.8659) [jwilson@gadsdenstate.edu](mailto:jwilson@gadsdenstate.edu)

**NOTICE(s):** For the certificate in Civil Engineering Technology, Mechanical Design Technology Specialty, the student must complete at least 46 credit hours – at least 40 in technical courses and at least 6 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.

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

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Mechanical%20Design%20Technology%2C%20Certificate.pdf>.

**Type:** Certificate

## Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

## Natural Sciences and Mathematics

Item #	Title	Credits
	MTH 100: Intermediate College Algebra OR numerically higher	3

## Technical Courses - Required

Item #	Title	Credits
CET 101	Introduction to Engineering Technology	3
MDT 100	Engineering Blue Prints	3
MDT 105	Introduction to Computer-Aided Design (CAD)	3
MDT 111	Mechanical Drawing	3
MDT 146	AutoCAD CADD	3
MDT 147	Inventor CADD	3
MDT 211	Advanced Mechanical Drawings	3
ORI 101	Orientation to College	1

## Additional Coursework:

Choose 18 credit hours from the following list.

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
MDT 122	Architectural Drawing	3
MDT 202	SOLIDWORKS CADD	3
MDT 215	Co-Op	1
MDT 216	Co-Op	2
MDT 217	Co-Op	3
MDT 221	Machine Design	3
MDT 261	HVAC and Pipe Systems Design	3
MDT 271	Structural and Weld Design	3
MDT 272	Electrical and Electronic Design	3
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>46</b>

## Mechanical Design Technology Short-Term Certificate

**Advisor - East Broad Campus:** James Wilson, Bevill Center (256.549.8659) [jwilson@gadsdenstate.edu](mailto:jwilson@gadsdenstate.edu)

NOTICE(s): For the short-term certificate in Mechanical Design Technology, the student must complete all of the total hours required for short-term certificate. Courses will be selected from those listed above, 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 East Broad Campus only.**

**Type:** Short-Term Certificate

## Technical Courses

Item #	Title	Credits
CET 101	Introduction to Engineering Technology	3
MDT 100	Engineering Blue Prints	3
MDT 105	Introduction to Computer-Aided Design (CAD)	3
MDT 111	Mechanical Drawing	3
MDT 122	Architectural Drawing	3
MDT 146	AutoCAD CADD	3
MDT 147	Inventor CADD	3
MDT 202	SOLIDWORKS CADD	3
MDT 252	Advanced Solidworks CADD	3
ORI 101	Orientation to College	1
<b>Total credits:</b>		<b>25</b>

## Medical Laboratory Technology

### Medical Laboratory Technology A.A.S.

**Advisors - Wallace Drive Campus:** Deborah Cole (256.549.8470) [dcole@gadsdenstate.edu](mailto:dcole@gadsdenstate.edu) Joseph Thomas (256.439.6802) [jthomas@gadsdenstate.edu](mailto:jthomas@gadsdenstate.edu)

**Type:** Associate in Applied Science Degree

## Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3
ENG 102	English Composition II	3

## Humanities and Fine Arts

Item #	Title	Credits
	Fine Arts Elective	3

## Natural Sciences and Mathematics

\* MTH 116 does not qualify as a higher-level math course.

Item #	Title	Credits
BIO 103	Principles of Biology I	4
CHM 104	Introduction to Inorganic Chemistry	4
	MTH 100: Intermediate College Algebra or Higher level Math	3

## History, Social and Behavioral Sciences

Item #	Title	Credits
PSY 200	General Psychology	3

## Professional, Major and Elective Courses

Item #	Title	Credits
MLT 100	Phlebotomy	2
MLT 111	Urinalysis	3
MLT 121	Hematology and Body Fluids	6
MLT 131	Laboratory Techniques	4
MLT 141	Mlt Microbiology I	5
MLT 142	Mlt Microbiology II	3
MLT 151	Mlt Clinical Chemistry	5
MLT 161	Integrated Laboratory Simulation	2
MLT 181	Clinical Immunology	2
MLT 191	Mlt Immunohematology	5
MLT 293	Mlt Clinical Seminar	2
MLT 294	Medical Laboratory Practicum Hematology and Urinalysis	2
MLT 295	Medical Laboratory Practicum Microbiology	2
MLT 296	Medical Laboratory Practicum Immunohematology	2
MLT 297	Medical Laboratory Practicum Chemistry and Immunology	2
ORI 101	Orientation to College	1
<b>Total credits:</b>		<b>71</b>

## Nursing

### Registered Nursing A.A.S.

**Advisor - Wallace Drive Campus:** Pam Mayo  
(256.549.8257) [pmayo@gadsdenstate.edu](mailto:pmayo@gadsdenstate.edu)

#### Admission Requirements:

- Applicants must have unconditional admission to the College.

- Applicants must have a minimum GPA of 2.5 in General Studies prerequisites.
- Applicants must have a minimum ACT score of 18 on file at GSCC at the time of application.
- All applicants must have successfully completed MTH 100 at the time of application.

**Type:** Associate in Applied Science Degree

## Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

## Humanities and Fine Arts

Item #	Title	Credits
	Humanities Elective	3

## Natural Sciences and Mathematics

\* MTH 116 does not qualify as a higher-level math course.

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology 4 I	
BIO 202	Human Anatomy and Physiology 4 II	
BIO 220	General Microbiology	4
	MTH 100: Intermediate College Algebra or Higher level Math	3

## History, Social and Behavioral Sciences

Item #	Title	Credits
PSY 210	Human Growth and Development	3

## Professional, Major, & Elective Courses

Item #	Title	Credits
NUR 112	Fundamental Concepts of Nursing	7
NUR 113	Nursing Concepts I	8
NUR 114	Nursing Concepts II	8
NUR 115	Evidence Based Clinical Reasoning	2
NUR 211	Advanced Nursing Concepts	7
NUR 221	Advanced Evidence Based Clinical Reasoning	7
ORI 101	Orientation to College	1
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>67</b>

## Registered Nursing A.A.S. Mobility Option LPN to RN/Paramedic to RN

**Advisor - Wallace Drive Campus:** Pam Mayo  
(256.549.8257) [pmayo@gadsdenstate.edu](mailto:pmayo@gadsdenstate.edu)

### Admission Requirements:

- Applicants must have unconditional admission to the College.
- Applicants must have an active unencumbered Alabama LPN or Paramedic license to apply.
- Applicants must have successfully completed General Studies prerequisites with a GPA of 2.5.
- Applicants must have a minimum ACT score of 18 on file at GSCC at the time of application.
- Applicants must have successfully completed MTH 100, ENG 101, BIO 201, BIO 202, PSY 210, and SPH 106 prior to the application.

**Type:** Associate in Applied Science Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Humanities and Fine Arts

Item #	Title	Credits
	Humanities Elective	3

### Natural Sciences and Mathematics

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
BIO 220	General Microbiology	4
MTH 100	Intermediate College Algebra	3

### History, Social and Behavioral Sciences

Item #	Title	Credits
PSY 210	Human Growth and Development	3

### Professional, Major, & Elective Courses

Item #	Title	Credits
NUR 209	Concepts for Healthcare Transition Students*	10
NUR 211	Advanced Nursing Concepts	7
NUR 221	Advanced Evidence Based Clinical Reasoning	7
ORI 101	Orientation to College	1
	SPH 106 or SPH 107	3

**Total credits:**

**67**

## Practical Nursing Certificate

**Advisor - Wallace Drive Campus:** Pam Mayo  
(256.549.8257) [pmayo@gadsdenstate.edu](mailto:pmayo@gadsdenstate.edu)

### Admission Requirements:

- Applicants must have unconditional admission to the College.
- Applicants must have a minimum GPA of 2.5 in General Studies prerequisites.
- Applicants must have a minimum ACT score of 18 on file at GSCC at the time of application.
- All applicants must have successfully completed MTH 100 at the time of application.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <http://www.gadsdenstate.edu/sites/default/files/u21/ge/Practical%20Nursing%20Certificate.pdf>.

**Type:** Certificate

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Natural Sciences and Mathematics

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
MTH 100	Intermediate College Algebra	3

### History, Social and Behavioral Sciences

Item #	Title	Credits
PSY 210	Human Growth and Development	3

### Professional, Major, & Elective Courses

Item #	Title	Credits
NUR 112	Fundamental Concepts of Nursing	7
NUR 113	Nursing Concepts I	8
NUR 114	Nursing Concepts II	8
NUR 115	Evidence Based Clinical Reasoning	2
ORI 101	Orientation to College	1
	SPH 106 or SPH 107	3

**Total credits:** 46

## Office Administration

### Office Administration A.A.S.

**Advisors - Ayers Campus:** Gerri Langley  
(256.835.5446) [glangley@gadsdenstate.edu](mailto:glangley@gadsdenstate.edu);  
**East Broad Campus:** Fay Scott (256.439.6876)  
[fscott@gadsdenstate.edu](mailto:fscott@gadsdenstate.edu)  
Larrea Sims (256.439.6904) [lsims@gadsdenstate.edu](mailto:lsims@gadsdenstate.edu)

**Type:** Associate in Applied Science Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3
ENG 102	English Composition II	3

### Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

### Natural Sciences and Mathematics

Item #	Title	Credits
BIO 103	Principles of Biology I	4
	MTH 100 or MTH 116	3

### History, Social and Behavioral Sciences

Item #	Title	Credits
ECO 231	Principles of Macroeconomics	3

## Administrative Assistant – General

**Total Hours Required for Degree: 68**

Item #	Title	Credits
ACT 249	Payroll Accounting	3
BUS 215	Business Communication	3
BUS 241	Principles of Accounting I	3
BUS 263	The Legal and Social Environment of Business	3
CIS 146	Microcomputer Applications	3
CIS 147	Advanced Micro Applications	3
	OAD 101 or OAD Elective	3
OAD 103	Intermediate Keyboarding	3
OAD 104	Advanced Keyboarding	3
OAD 125	Word Processing	3
OAD 126	Advanced Word Processing	3
OAD 134	Career and Professional Development	3
OAD 218	Office Procedures	3
	OAD 241 or OAD 242	3
OAD 243	Spreadsheet Applications	3
ORI 101	Orientation to College	1
SPH 106	Fundamentals of Oral Communication	3

## Health Information Technology Management

**Total Hours Required for Degree: 70**

Item #	Title	Credits
BIO 120	Medical Terminology	3
BIO 206	Human Anatomy	4
CIS 146	Microcomputer Applications	3
HIT 134	HIT Legal and Ethical Issues	3
HIT 151	Health Data Content and Structure	3
HIT 153	Health Care Delivery Systems	2
HIT 230	Medical Coding Systems I	3
HIT 231	Medical Coding Skills Laboratory	1
HIT 232	Medical Coding Systems II	3
HIT 233	Medical Coding Skills Laboratory	1
HIT 254	Organizational Improvement	3
HIT 295	Special Topics in HIT III	3
	OAD 101 or OAD Elective	3
OAD 125	Word Processing	3
OAD 215	Health Information Management	3
OAD 217	Office Management	3
	OAD 241 or OAD 242	3
ORI 101	Orientation to College	1
SPH 106	Fundamentals of Oral Communication	3

## Medical Coding and Scribing

**Total Hours Required for Degree: 68**

Item #	Title	Credits
BIO 120	Medical Terminology	3
BIO 206	Human Anatomy	4
HIT 230	Medical Coding Systems I	3
HIT 231	Medical Coding Skills Laboratory	1
HIT 232	Medical Coding Systems II	3
HIT 233	Medical Coding Skills Laboratory	1
	OAD 101 or OAD Elective	3
OAD 103	Intermediate Keyboarding	3
OAD 104	Advanced Keyboarding	3
OAD 125	Word Processing	3
OAD 126	Advanced Word Processing	3
OAD 134	Career and Professional Development	3
OAD 215	Health Information Management	3
OAD 216	Advanced Health Information Management	3
OAD 218	Office Procedures	3
	OAD 241 or OAD 242	3
OAD 243	Spreadsheet Applications	3
ORI 101	Orientation to College	1
<b>Total credits:</b>		<b>68-70</b>

## Legal Transcriptionist Short-Term Certificate

**Advisors - Ayers Campus:** Gerri Langley (256.835.5446) [glangley@gadsdenstate.edu](mailto:glangley@gadsdenstate.edu);  
**East Broad 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)

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <http://www.gadsdenstate.edu/sites/default/files/u21/ge/Legal%20Transcriptionist%2C%20Short%20Term%20Certificate.pdf>.

**Type:** Short-Term Certificate

## Professional, Major and Elective Courses

Item #	Title	Credits
BUS 215	Business Communication	3
BUS 263	The Legal and Social Environment of Business	3
OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	3
OAD 104	Advanced Keyboarding	3
OAD 125	Word Processing	3
OAD 200	Machine Transcription	3
OAD 202	Legal Transcription	3
ORI 101	Orientation to College	1
<b>Total credits:</b>		<b>25</b>

## Medical Coding/Billing Specialist Short-Term Certificate

**Advisors - Ayers Campus:** Gerri Langley (256.835.5446) [glangley@gadsdenstate.edu](mailto:glangley@gadsdenstate.edu);  
**East Broad 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)

**Type:** Short-Term Certificate

## Professional, Major and Elective Courses

Item #	Title	Credits
BIO 120	Medical Terminology	3
BIO 206	Human Anatomy	4
HIT 134	HIT Legal and Ethical Issues	3
HIT 230	Medical Coding Systems I	3
HIT 231	Medical Coding Skills Laboratory	1
HIT 232	Medical Coding Systems II	3
HIT 233	Medical Coding Skills Laboratory	1
OAD 101	Beginning Keyboarding	3
OAD 215	Health Information Management	3
OAD 216	Advanced Health Information Management	3
ORI 101	Orientation to College	1
<b>Total credits:</b>		<b>28</b>

## Medical Transcriptionist Short-Term Certificate

**Advisors - Ayers Campus:** Gerri Langley (256.835.5446) [glangley@gadsdenstate.edu](mailto:glangley@gadsdenstate.edu);

**East Broad 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)

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <http://www.gadsdenstate.edu/sites/default/files/u21/ge/Medical%20Transcriptionist%2C%20Short%20Term%20Certificate.pdf>.

**Type:** Short-Term Certificate

## Professional, Major and Elective Courses

Item #	Title	Credits
BIO 120	Medical Terminology	3
OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	3
OAD 104	Advanced Keyboarding	3
OAD 125	Word Processing	3
OAD 212	Medical Transcription	3
OAD 213	Advanced Medical Transcription	3
OAD 215	Health Information Management	3
ORI 101	Orientation to College	1
<b>Total credits:</b>		<b>25</b>

## Word Processing Specialist Short-Term Certificate

**Advisors - Ayers Campus:** Gerri Langley (256.835.5446) [glangley@gadsdenstate.edu](mailto:glangley@gadsdenstate.edu);  
**East Broad 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)

**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.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <http://www.gadsdenstate.edu/sites/default/files/u21/ge/Word%20Processing%20Specialist%2C%20Short%20Term%20Certificate.pdf>.

**Type:** Short-Term Certificate

## Professional, Major and Elective Courses

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
CIS 147	Advanced Micro Applications	3
OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	3
OAD 104	Advanced Keyboarding	3
OAD 125	Word Processing	3
OAD 126	Advanced Word Processing	3
OAD 218	Office Procedures	3
ORI 101	Orientation to College	1
<b>Total credits:</b>		<b>25</b>

## Paralegal

### Paralegal A.A.S.

**Advisors - East Broad Campus:** Elizabeth Howard (256.549.8336) [ehoward@gadsdenstate.edu](mailto:ehoward@gadsdenstate.edu);

**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 catalog.
- Paralegals may not provide legal services directly to the public, except as permitted by law.



**Type:** Associate in Applied Science Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3
ENG 102	English Composition II	3

### Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

### Natural Sciences and Mathematics

Item #	Title	Credits
BIO 103	Principles of Biology I	4
MTH 116	Mathematical Applications	3

### History, Social and Behavioral Sciences

Item #	Title	Credits
ECO 231	Principles of Macroeconomics	3
	PSY 200 or SOC 200	3

### Pre-Professional, Pre-Major and Electives

\* PRL 101 and PRL 102 are corequisites AND prerequisites to other legal specialty courses.

Item #	Title	Credits
BUS 215	Business Communication	3
BUS 241	Principles of Accounting I	3
	BUS 242 or ECO 232	3
BUS 263	The Legal and Social Environment of Business	3
CIS 146	Microcomputer Applications	3
OAD 101	Beginning Keyboarding	3
ORI 101	Orientation to College	1
PRL 101	Introduction to Paralegal Study	3
PRL 102	Basic Research and Writing	3
PRL 103	Advanced Legal Research and Writing	3
PRL 160	Criminal Law and Procedure	3
PRL 210	Real Property Law	3
PRL 230	Domestic Law	3
PRL 240	Wills, Trusts, and Estates	3
PRL 262	Civil Law and Procedure	3
PRL 291	Internship	3
SPH 106	Fundamentals of Oral Communication	3
	<b>Total credits:</b>	<b>71</b>

## Precision Machining

### Precision Machining 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)

NOTICE(s): For the A.A.S. Degree in Precision Machining, the student must complete a minimum of 73 credit hours—a minimum of 58 in technical courses and a minimum of 15 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.

**Type:** Associate in Applied Science Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

### Natural Sciences and Mathematics

Item #	Title	Credits
INT 104	Principles of Technology	3
	MTH 100: Intermediate College Algebra OR numerically higher	3

### History, Social and Behavioral Sciences

Item #	Title	Credits
	History, Social and Behavioral Sciences Elective	3

## Technical Courses - Required

Item #	Title	Credits
	MTT 107 or EET 100	3
MTT 121	Basic Print Reading for Machinists	3
MTT 127	Metrology	3
MTT 128	Geometric Dimensioning and Tolerancing I	3
MTT 139	Basic Computer Numerical Control	3
MTT 147	Introduction to Machine Shop I	3
MTT 148	Introduction to Machine Shop I Lab	3
MTT 149	Introduction to Machine Shop II	3
MTT 150	Introduction to Machine Shop II Lab	3
ORI 101	Orientation to College	1

## Additional Coursework:

Choose 30 credit hours from the following list.

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
	MDT 105 or DDT 104	3
MTT 108	Machine Handbook Functions I	3
MTT 109	Orientation to Computer Assisted Manufacturing	3
MTT 123	Engine Lathe Lab I	3
MTT 124	Engine Lathe Lab II	3
MTT 134	Lathe Operations I	3
MTT 137	Milling I	3
MTT 138	Milling I Lab	3
MTT 140	Basic Computer Numerical Control Turning Programming I	3
MTT 141	Basic Computer Numerical Control Milling Programming I	3
MTT 154	Metallurgy	3
MTT 162	Precision Grinding	3
MTT 181	Special Topics in Machine Tool Technology	3
MTT 202	Machine Maintenance and Repair	3
MTT 219	Computer Numerical Control Graphics: Turning	3
MTT 220	Computer Numerical Control Graphics: Milling	3
MTT 221	Advanced Blueprint Reading for Machinists	3
MTT 241	CNC Milling Lab I	3
MTT 243	CNC Turning Lab I	3
MTT 270	Machining Skills Application	3
MTT 281	Special Topics in Machine Tool Technology	3
MTT 286	Co-Op	1
MTT 288	Co-Op	2
MTT 291	Cooperative Education in Machine Tool Technology	3
MTT 292	Cooperative Education in Machine Tool Technology	3
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>73</b>

## Precision Machining 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)

NOTICE(s): For the certificate in Precision Machining, the student must complete at least 46 credit hours—at least 40 in technical courses and at least 6 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.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Precision%20Machining%20Technology%2C%20Certificate.pdf>

**Type:** Certificate

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Natural Sciences and Mathematics

Item #	Title	Credits
	MTH 100: Intermediate College Algebra OR numerically higher	3

### Technical Courses - Required

Item #	Title	Credits
MTT 121	Basic Print Reading for Machinists	3
MTT 139	Basic Computer Numerical Control	3
MTT 147	Introduction to Machine Shop I	3
MTT 148	Introduction to Machine Shop I Lab	3
ORI 101	Orientation to College	1

### Additional Coursework:

Choose 27 credit hours from the following list.

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
	MDT 105 or DDT 104	3
MTT 107	Machining Calculations I	3
MTT 123	Engine Lathe Lab I	3
MTT 127	Metrology	3
MTT 128	Geometric Dimensioning and Tolerancing I	3
MTT 134	Lathe Operations I	3
MTT 137	Milling I	3
MTT 140	Basic Computer Numerical Control Turning Programming I	3
MTT 141	Basic Computer Numeric Control Milling Programming I	3
MTT 149	Introduction to Machine Shop II	3
MTT 150	Introduction to Machine Shop II Lab	3
MTT 154	Metallurgy	3
MTT 162	Precision Grinding	3
MTT 181	Special Topics in Machine Tool Technology	3
MTT 221	Advanced Blueprint Reading for Machinists	3
MTT 270	Machining Skills Application	3
MTT 286	Co-Op	1
MTT 288	Co-Op	2
MTT 291	Cooperative Education in Machine Tool Technology	3
SPH 106	Fundamentals of Oral Communication	3
<b>Total credits:</b>		<b>46</b>

### Precision Machining - Basic CNC Technology 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 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)

NOTICE(s): For the short-term certificate in CNC Technology, the student must complete a minimum of 28 credit hours from the courses listed above. All courses must be approved by the advisor. Admission Requirement: Completion of a Precision Machining 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.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Precision%20Machining%20Technology%2C%20Short%20Term%20Certificate.pdf>.

**Type:** Short-Term Certificate

## Technical Courses

ORI 101 is required

Item #	Title	Credits
MTT 139	Basic Computer Numerical Control	3
MTT 140	Basic Computer Numerical Control Turning Programming I	3
MTT 141	Basic Computer Numeric Control Milling Programming I	3
MTT 219	Computer Numerical Control Graphics: Turning	3
MTT 220	Computer Numerical Control Graphics: Milling	3
MTT 241	CNC Milling Lab I	3
MTT 243	CNC Turning Lab I	3
MTT 244	CNC Turning Lab II	3
MTT 281	Special Topics in Machine Tool Technology	3
MTT 282	Special Topics in Machine Tool Technology	3
MTT 292	Cooperative Education in Machine Tool Technology	3
ORI 101	Orientation to College	1
<b>Total credits:</b>		<b>28</b>

## Precision Machining - Basic Precision Machining 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)

NOTICE(s): For the short-term certificate in Precision Machining, the student must complete a minimum of 28 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.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Precision%20Machining%20Technology%2C%20Short%20Term%20Certificate.pdf>.

**Type:** Short-Term Certificate

## Required Courses: 28 credits

The following courses are required:

- MTT 121
- MTT 147
- MTT 148
- ORI 101

Students must choose their remaining 18 credits from the rest of the list.

Item #	Title	Credits
	MTT 107 or EET 100	3
MTT 121	Basic Print Reading for Machinists	3
MTT 123	Engine Lathe Lab I	3
MTT 127	Metrology	3
MTT 128	Geometric Dimensioning and Tolerancing I	3
MTT 134	Lathe Operations I	3
MTT 137	Milling I	3
MTT 138	Milling I Lab	3
MTT 139	Basic Computer Numerical Control	3
MTT 140	Basic Computer Numerical Control Turning Programming I	3
MTT 141	Basic Computer Numeric Control Milling Programming I	3
MTT 147	Introduction to Machine Shop I	3
MTT 148	Introduction to Machine Shop I Lab	3
MTT 154	Metallurgy	3
MTT 162	Precision Grinding	3
MTT 181	Special Topics in Machine Tool Technology	3
MTT 221	Advanced Blueprint Reading for Machinists	3
MTT 270	Machining Skills Application	3
ORI 101	Orientation to College	1
<b>Total credits:</b>		<b>28</b>

# Radiologic Technology

## Radiologic Technology A.A.S.

**Advisors – Wallace Drive Campus:** Gina Tice, (256.549.8469) [gtice@gadsdenstate.edu](mailto:gtice@gadsdenstate.edu); Ashley Thompson, (256-549-8468), [athompson@gadsdenstate.edu](mailto:athompson@gadsdenstate.edu)

NOTICE: The Radiologic Technology Program has a selective admission process. Please visit the Program website for complete details: <http://www.gadsdenstate.edu/rad-tech/home>

**Type:** Associate in Applied Science Degree

### Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Humanities and Fine Arts

Item #	Title	Credits
	Humanities/Fine Arts Elective	3

### Natural Sciences and Mathematics

\* MTH 116 does not qualify as a higher-level math course.

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
	MTH 100: Intermediate College Algebra or Higher level Math	3

### History, Social and Behavioral Sciences

Item #	Title	Credits
PSY 200	General Psychology	3

## Professional, Major and Elective Courses

Item #	Title	Credits
ORI 101	Orientation to College	1
SPH 106	Fundamentals of Oral Communication	3
RAD 111	Introduction to Radiography	2
RAD 112	Radiographic Procedures I	4
RAD 113	Patient Care	2
RAD 114	Clinical Education I	2
RAD 122	Radiographic Procedures II	4
RAD 124	Clinical Education II	5
RAD 125	Imaging Equipment	3
RAD 134	Clinical Education III	5
RAD 135	Exposure Principles	3
RAD 136	Radiation Protection and Biology 2	
RAD 212	Image Evaluation and Pathology 2	
RAD 214	Clinical Education IV	8
RAD 224	Clinical Education V	8
RAD 227	Review Seminar	2
<b>Total credits:</b>		<b>76</b>

## Surgical/Operating Room Technician

### Surgical/Operating Room Technician Short-Term Certificate

**Advisor – Ayers Campus:** Brenda Young, (256.832.1246) [byoung@gadsdenstate.edu](mailto:byoung@gadsdenstate.edu)

**NOTICE(s):** Subject to change due to statewide standardization of Surgical/Operating Room Technician program(s)

May substitute BIO 201 and 202

**This program is offered at the Ayers Campus only.**

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Surgical-Operating%20Room%20Technician%2C%20Short%20Term%20Certificate>

**Type:** Short-Term Certificate

### Natural Sciences and Mathematics

Item #	Title	Credits
BIO 206	Human Anatomy	4
	MTH 116 or higher	3

## Professional, Major and Elective Courses

Item #	Title	Credits
HPS 100	Safety Issues for Clinical Practice	1
HPS 105	Medical Terminology	3
ORI 101	Orientation to College	1
SUR 101	Introduction to Surgical Technology	3
SUR 102	Applied Surgical Techniques	4
SUR 103	Surgical Procedures	5
SUR 104	Surgical Practicum I	4
<b>Total credits:</b>		<b>28</b>

## Welding Technology

### Welding Technology Certificate

**Advisors - Ayers Campus:** Gary Udaka, Welding Technology Building (256.835.5426) [gudaka@gadsdenstate.edu](mailto:gudaka@gadsdenstate.edu); S. Bart Smith, Welding Technology Building (256.835.5480) [sbsmith@gadsdenstate.edu](mailto:sbsmith@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)

**NOTICE(s):** For the certificate in Welding Technology, the student must complete a minimum of 58 credit hours - 52 in technical courses and 6 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.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Welding%2C%20Certificate.pdf>.

**Type:** Certificate

### Written Composition

Item #	Title	Credits
	ENG 100 or ENG 101	3

## Natural Sciences and Mathematics

Item #	Title	Credits
	MAH 101, MTH 100 or numerically higher, or WDT 100	3

## Technical Specialty Approved Area V Electives: 52 credits

Of the following, only ORT 100 is required. Students must choose their remaining 51 credits from the rest of the list.

Item #	Title	Credits
ORT 100	Orientation for Career Students	1
	DPT 100 or CIS 146	3
	SPC 103 or SPH 106	3
WDT 108	SMAW Fillet/OFC	3
WDT 109	SMAW Fillet/Pac/Cac	3
WDT 110	Industrial Blueprint Reading	3
WDT 115	GTAW Carbon Pipe	3
WDT 116	GTAW Stainless Pipe	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 120	Shielded Metal Arc Welding Groove	3
WDT 122	SMAW Fillet/OFC Lab	3
WDT 123	SMAW Fillet/Pac/CAC Lab	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 125	Shielded Metal Arc Welding Groove Lab	3
WDT 155	GTAW Carbon Pipe Lab	3
WDT 156	GTAW Stainless Pipe Lab	3
WDT 157	Consumable Welding Processes	3
WDT 158	Consumable Welding Processes Lab	3
WDT 160	Robotic Programming and Welding	3
WDT 162	Consumable Welding Applications	3
WDT 163	Consumable Welding Applications Lab	3
WDT 166	Flux Core Arc Welding (FCAW)	3
WDT 167	Flux Core Arc Welding Lab	3
	WDT 180, 181 or 182	3
WDT 183	Special Topics	2
WDT 183 M	Special Topics Lab	3
WDT 184	Special Topics	1
WDT 185	Special Topics Lab	3
	WDT 193, 291 or 292	3
WDT 217	SMAW Carbon Pipe	3
WDT 218	Certification	3
WDT 219	Welding Inspection & Testing	3
WDT 221	Pipefitting and Fabrication	3
WDT 223	Blueprint Reading for Fabrication	3
WDT 228	Gas Tungsten Arc Welding	3
WDT 229	Boiler Tube	3
WDT 230	Orbital Gas Tungsten Arc Welding	3

WDT 240	Orbital Gas Tungsten Arc Welding Lab	3
WDT 250	Pipe Preparation for Orbital Welding Lab	3
WDT 257	SMAW Carbon Pipe Lab	3
WDT 258	Certification Lab	3
WDT 268	Gas Tungsten Arc Lab	3
WDT 269	Boiler Tube Lab	3
WDT 281	Special Topics in Welding Technology	3
WDT 286	Co-Op	1
WDT 288	Co-Op	2
<b>Total credits:</b>		<b>58</b>

## 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); S. Bart Smith, Welding Technology Building (256.835.5480) [sbsmith@gadsdenstate.edu](mailto:sbsmith@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)

**NOTICE(s):** For the Pipe and Tube Welding short-term certificate in Welding Technology, the student must complete 28 of the 43 credit hours listed above. All courses must be approved by the advisor. Admission Requirement: The student must be age 17 or older.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: [https://www.gadsdenstate.edu/skins/userfiles/files/Welding%2C%20Short%20Term%20Certificate\(2\).pdf](https://www.gadsdenstate.edu/skins/userfiles/files/Welding%2C%20Short%20Term%20Certificate(2).pdf).

**Type:** Short-Term Certificate

## Technical Courses

ORT 100 is required.

Item #	Title	Credits
ORT 100	Orientation for Career Students	1
WDT 115	GTAW Carbon Pipe	3
WDT 116	GTAW Stainless Pipe	3
WDT 120	Shielded Metal Arc Welding Groove	3
WDT 125	Shielded Metal Arc Welding Groove Lab	3
WDT 155	GTAW Carbon Pipe Lab	3
WDT 156	GTAW Stainless Pipe Lab	3
WDT 217	SMAW Carbon Pipe	3
WDT 221	Pipefitting and Fabrication	3
WDT 228	Gas Tungsten Arc Welding	3
WDT 229	Boiler Tube	3
WDT 230	Orbital Gas Tungsten Arc Welding	3
WDT 257	SMAW Carbon Pipe Lab	3
WDT 268	Gas Tungsten Arc Lab	3
WDT 269	Boiler Tube Lab	3
<b>Total credits:</b>		<b>28</b>

## Welding Technology Short-Term Certificate

**Advisors - Ayers Campus:** Gary Udaka, Welding Technology Building (256.835.5426) [gudaka@gadsdenstate.edu](mailto:gudaka@gadsdenstate.edu); S. Bart Smith, Welding Technology Building (256.835.5480) [sbsmith@gadsdenstate.edu](mailto:sbsmith@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)

**NOTICE(s):** For the short-term certificate in Welding Technology, the student must complete 28 credit hours from the 43 credit hours listed below. All courses must be approved by the advisor. Admission Requirement: The student must be age 17 or older.

This program is a Gainful Employment Program. Information on the award type, median loan debt, and the estimated cost and length of this program can be found at: <https://www.gadsdenstate.edu/skins/userfiles/files/Welding%2C%20Short%20Term%20Certificate.pdf>.

**Type:** Short-Term Certificate

## Required Courses

Item #	Title	Credits
WDT 108	SMAW Fillet/OFC	3
WDT 109	SMAW Fillet/Pac/Cac	3
WDT 110	Industrial Blueprint Reading	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 122	SMAW Fillet/OFC Lab	3
WDT 123	SMAW Fillet/Pac/CAC Lab	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 157	Consumable Welding Processes	3
WDT 158	Consumable Welding Processes Lab	3
WDT 160	Robotic Programming and Welding	3
WDT 162	Consumable Welding Applications	3
WDT 163	Consumable Welding Applications Lab	3
WDT 166	Flux Core Arc Welding (FCAW)	3
WDT 167	Flux Core Arc Welding Lab	3
ORT 100	Orientation for Career Students	1
<b>Total credits:</b>		<b>28</b>

## Additional Program Information Division of Health Sciences

### Diagnostic Medical Sonography

Students accepted into the DMS program will spend four semesters (in addition to their required general education courses) learning the skills, patient care, professionalism, and didactic knowledge required to earn a successful career in the field of sonography. The DMS curriculum is a comprehensive program covering Abdomen, Small Parts, Ob-Gyn, AND Vascular ultrasound. Sonographers are employed by hospitals, clinics, and physicians' offices.

The curriculum is carefully designed to provide students with the well-rounded knowledge and training needed to thrive in the Sonography industry. Students completing the DMS program will receive the Associate in Applied Science degree in Diagnostic Medical Sonography. Upon successful completion of the program, students will be academically prepared to sit for registry exams with ARRT, ARDMS, and CCI. The student will have obtained the necessary knowledge to attempt credentialing in the modalities of Abdomen, OB, or Vascular, when eligible with each perspective agency. Passing these credentials can greatly increase a student's job and income potential and ensures professional status as a diagnostic medical



sonographer. Detailed program information is available at <https://www.gadsdenstate.edu/programs-of-study/diagnostic-medical-sonography.cms>.

### **Emergency Medical Services**

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 <https://www.gadsdenstate.edu/programs-of-study/ems-program.cms> or contact the Director at 256.549.8654, or e-mail [jhollingsworth@gadsdenstate.edu](mailto:jhollingsworth@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.almtbd.state.al.us](http://www.almtbd.state.al.us)) is a short-certificate (29 credit hours; 720 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 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 202.888.6790). Program information is available at <https://www.gadsdenstate.edu/programs-of-study/massage-therapy-program.cms>.

### **Medical Laboratory Technology Program**

Medical laboratory technicians (MLTs) 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. MLTs perform routine laboratory tests, perform and evaluate quality control tests, perform calibration and preventative maintenance of laboratory instruments and report test results. In addition, MLTs work with other health-care professionals, including physicians, by providing appropriate information to establish modern, cost-effective diagnostic test profiles. Medical 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 Medical Laboratory Technology (MLT). 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 Medical Laboratory Technicians. This certification ensures professional status. For information regarding the Medical Laboratory Technology Program, individuals should visit the MLT Program website: <https://www.gadsdenstate.edu/programs-of-study/med-lab-tech.cms> or call 256.549.8217.

## **Nursing Education**

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

The Nursing Education Program is a concept based curriculum which is a stackable credential that can be completed in five semesters. If the student wishes to complete the Licensed Practical Nurse (LPN) Degree only, the student must successfully complete NUR 112, 113, 114 and 115. These classes can be taken in three semesters. Once NUR 114 and NUR 115 are completed, the student may sit for the NCLEX PN exam. If the student wishes to complete the AND, they may continue

and complete the last two semesters . Should the student drop out of sequence upon completing the LPN component, the student has one year in which to reapply to complete the AND. Summer admission for the nursing program will be at the Cherokee Campus for day and night classes. Fall admission will be at the Wallace Drive Campus for day classes.

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." Advisors are available in Helderman Hall on the Wallace Drive Campus (256.549.8257). Group advising sessions are available. Please visit the website for specific date and times. 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 <https://www.gadsdenstate.edu/programs-of-study/nursing.cms>.

### **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. Successful completion of this program prepares graduates to write the National Council Licensure Examination (NCLEX-RN) for licensure and practice as Registered Nurses. Group advising sessions are available. Please visit the website for specific date and times. For more information on the

Registered Nursing Program, those interested should visit the website: <https://www.gadsdenstate.edu/programs-of-study/nursing.cms>.

### **Phlebotomy Training Program**

For information regarding the Phlebotomy Training Program, individuals should visit the Program website: <https://www.gadsdenstate.edu/programs-of-study/phlebotomy.cms> or call 256.549.8217. Phlebotomy training program students are not eligible for federal student aid

### **Radiologic Technology Program**

Radiologic Technologists (Radiographers) operate equipment using x-radiation to produce digital images of internal organs, bones and tissues. They work closely with radiologists, the physicians who interpret medical images to either diagnose or rule-out disease or injury.

Radiographers utilize problem solving and critical thinking skills to produce quality diagnostic images while keeping radiation exposure to patients at a minimum. Professional competence requires radiographers to apply knowledge of anatomy, physiology, positioning, radiographic technique, as well as radiation biology and protection in the performance of their responsibilities. Being an integral part of the healthcare team, they must also be able to communicate effectively with patients, other healthcare professionals and the public.

The Program is five semesters in length and culminates in an Associate in Applied Science degree in Radiologic Technology. Graduates are eligible to challenge the national certification exam offered by the American Registry of Radiologic Technologists (ARRT). Passing this examination carries with it the privilege of using the title "Registered Technologist" and the abbreviation R.T.(R) (ARRT). The Program is accredited by the Joint Review Committee on Education in Radiologic Technology (20 N. Wacker St. Suite 2850, Chicago, Illinois 60606; 312-704-5300; [www.jrcert.org](http://www.jrcert.org)).

For information regarding the Radiologic Technology Program visit our website: <https://www.gadsdenstate.edu/programs-of-study/radiologic-technology.cms> or call 256-549-8217.

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

Special program information for the Surgical/Operating Room Technology Program is available at <https://www.gadsdenstate.edu/programs-of-study/surgical-or-tech.cms>.

## St. Clair Correctional Facility

Gadsden State offers instruction and short-term certificate programs at the St. Clair Correctional Facility.

# Accounting Technology Courses

### **ACT 246: Microcomputer Accounting**

This course utilizes the microcomputer in the study of financial accounting principles and practices. Emphasis is placed on the use of software programs for financial accounting applications. Upon completion of this course, the student will be able to use software programs for financial accounting applications.

**Credits:** 3

**Prerequisites:**

BUS 241 CORE

### **ACT 247: Advanced Accounting Applications on the Microcomputer**

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.

**Credits:** 3

**Prerequisites:**

BUS 241

### **ACT 249: Payroll Accounting**

This course focuses on federal, state and local laws affecting payrolls. Emphasis is on payroll accounting procedures and practices, and on payroll tax reports. Upon completion of this course, the student will be able to apply knowledge of federal, state and local laws affecting payrolls.

**Credits:** 3

### **ACT 253: Individual Income Tax**

This course focuses on the fundamentals of the federal income tax laws with primary emphasis on those affecting the individual. Emphasis is on gross income determination, adjustments to income, business expenses, itemized deductions, exemptions, capital gains/losses, depreciation, and tax credits. Upon completion of this course, the student will be able to apply the fundamentals of the federal income tax laws affecting the individual. CORE

**Credits:** 3

For a listing of the certificates offered, contact the Dean of Technical Education and Workforce Development at 256.549.8601.

### **ACT 256: Cost Accounting**

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.

**Credits:** 3

**Prerequisites:**

BUS 241

# Agricultural Production Courses

### **AGP 130: Poultry Production**

This course focuses on the basic technical aspects of poultry production. Topics include housing, growing contacts, heating and cooling, nutrition, economics, and poultry health. Upon course completion, students will be able to develop a poultry production and marketing plan. NDC

**Credits:** 4

**Lab Hours:** 1

**Prerequisites:**

As required by program

# Air Conditioning and Refrigeration Courses

### **ACR 111: Principles of Refrigeration**

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system. Also taught as AUT 136.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College CORE

**ACR 112: HVACR Service Procedures**

This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils, and correct methods of charging and recovering refrigerants. Upon completion, students should be able to recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**ACR 113: Refrigeration Piping Practices**

This course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning, and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should comprehend related terminology, and be able to fabricate pipe, tubing, and pipe fittings.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College CORE

**ACR 119: Fundamentals of Gas Heating Systems**

This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**ACR 120: Fundamentals of Electric Heating Systems**

This course covers the fundamentals of electric furnace systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, students should be able to install and service electric furnaces, heat pumps, and solar and hydronics systems.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**ACR 121: Principles of Electricity for HVACR**

This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion students should understand and be able to apply the basic principles of HVACR circuits and circuit components.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College CORE

**ACR 122: HVACR Electric Circuits**

This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, student should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College CORE

**ACR 123: HVAC/R Electrical Components**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College CORE

**ACR 125: Fundamentals of Gas and Electrical Heating Systems**

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 both courses are taken.

**Credits:** 6

**Lab Hours:** 8

**Prerequisites:**

As required by College

**ACR 126: Commercial Heating Systems**

This course covers the theory and application of larger heating systems. Emphasis is placed on larger heating systems associated with commercial applications such as gas heaters, boilers, unit heaters, and duct heaters. Upon completion, student should be able to troubleshoot and perform general maintenance on commercial heating systems.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**ACR 127: HVACR Electric Motors**

This course covers the basic maintenance of electric motors used in HVAC/R systems. Topics include types of motors, motor operations, motor installation, and troubleshooting motors. Upon completion students should be able to install and service HVAC/R electric motors.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**ACR 128: Heat Load Calculations**

This course focuses on heat flow into and out of building structures. Emphasis is placed on determining heat gain/heat loss of a given structure. Upon completion, students should be able to calculate heat load and determine HVAC equipment size requirements.

**Credits:** 3

**Prerequisites:**

As required by College

**ACR 130: Computer Assisted HVAC Troubleshooting**

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.

**Credits:** 1

**Lab Hours:** 2

**Prerequisites:**

As required by College

**ACR 132: Residential Air Conditioning**

This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, students will be able to service and repair residential air conditioning systems.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**ACR 133: Domestic Refrigeration**

This course covers domestic refrigerators and freezers. Emphasis is placed on installation, removal, and maintenance of components. Upon completion, students should be able to service and adjust domestic refrigeration units.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**ACR 134: Ice Machines**

This course introduces students to commercial ice machines. Emphasis is placed on components, electrical and mechanical operation sequences, control adjustment procedures, preventive maintenance, repairs, and installation procedures. Upon completion, student should be able to install, service and repair commercial ice machines.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As required by College

**ACR 135: Mechanical/Gas/Safety Codes**

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.

**Credits:** 3

**Prerequisites:**

As required by College

**ACR 138: Customer Relation in HVAC**

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.

**Credits:** 3

**Prerequisites:**

As required by College

**ACR 141: Environmental Systems**

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.

**Credits:** 4

**Lab Hours:** 4

**Prerequisites:**

As required by College

**ACR 144: Basic Drawing and Blueprint Reading in HVAC**

This course covers basic drawing and blueprint reading as applied to the HVAC industry. Emphasis is on three-view drawings, basic duct systems, and isometric piping. Upon course completion, students should be able to perform basic drawings related to HVAC systems and read pertinent blueprints.

**Credits:** 3

**Prerequisites:**

As required by College

**ACR 147: Refrigerant Transition and Recovery Theory**

This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certifications. Upon completion, students should be prepared to take the EPA 608 certification examination.

**Credits:** 3

**Prerequisites:**

As determined by College

**ACR 148: Heat Pump Systems I**

Instruction received in this course centers around the basic theory and application of heat pump systems and components. Upon completion students will be able to install and service heat pumps in a wide variety of applications.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**ACR 149: Heat Pump Systems II**

This is a continuation course of the basic theory and application of heat pump systems. Topics include the electrical components of heat pumps and their function. Upon completion student should be able to install and service heat pumps.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**ACR 150: Basic Sheet Metal Processes**

This course provides instruction in sheet metal hand processes. Topics include the use of bench tools and hand brake, with an emphasis on bending, shearing and notching. This course also includes the principles of layout and design.

**Credits:** 6

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**ACR 151: Duct Design and Fabrication**

This course provides instruction related to blueprints, layouts, and design ducts. Topics include all aspects of fabrication including straight duct, offsets and various other fittings needed to perform a certain task.

**Credits:** 6

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**ACR 152: Heat Pump Systems**

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 on 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.

**Credits:** 6

**Lab Hours:** 8

**Prerequisites:**

As required by College

**ACR 181: Special Topics in ACR I**

This course provides specialized instruction in various areas related to the air conditioning and refrigeration industry.

**Credits:** 3

**Prerequisites:**

As required by College

**ACR 182: Special Topics in ACR II**

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.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**ACR 183: Special Topics in ACR**

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.

**Credits:** 1

**Prerequisites:**

As required by College

**ACR 184: Special Topics In ACR**

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.

**Credits:** 1

**Lab Hours:** 1

**Prerequisites:**

As required by college.

**ACR 185: Special Topics in ACR**

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.

**Credits:** 2

**Prerequisites:**

As required by College

**ACR 186: Special Topics in ACR**

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.

**Credits:** 2

**Lab Hours:** 4

**Prerequisites:**

As required by College

**ACR 192: HVAC Apprenticeship/Internship**

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 weekly.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

As required by College

**ACR 193: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to Air Conditioning/Refrigeration. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 1

**Clinical Hours:** 5

**Prerequisites:**

As required by College

**ACR 194: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to Air Conditioning/Refrigeration. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 2

**Clinical Hours:** 10

**Prerequisites:**

As required by College

**ACR 195: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to Air Conditioning/Refrigeration. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

As required by College

**ACR 200: Review for Contractors Exam**

This course prepares students to take the State Certification Examination. Emphasis is placed on all pertinent codes, piping procedures, duct design, load calculation, psychometrics, installation procedures, and air distribution. Upon completion, students should be prepared to take the contractors exam.

**Credits:** 3

**Prerequisites:**

As required by College

**ACR 202: Special Refrigeration Systems**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**ACR 203: Commercial Refrigeration**

This course focuses on commercial refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components and application of refrigeration systems. Upon completion, students should be able to service and repair commercial refrigeration systems.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**ACR 205: System Sizing and Air Distribution**

This course provides instruction in the load calculation of a structure and system sizing. Topics of instruction include heat loss, heat gain, equipment and air distribution sizing, and factors making acceptable indoor air quality. Upon course completion, students should be able to calculate system requirements.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**ACR 209: Commercial Air Conditioning Systems**

This course focuses on servicing and maintaining commercial and residential HVAC/R systems. Topics include system component installation and removal and service techniques. Upon completion, the student should be able to troubleshoot and perform general maintenance on commercial and residential HVAC/R systems.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**ACR 210: Troubleshooting HVACR Systems**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

Determined by College unless stated otherwise

## Alabama Language Institute (ESL) Courses

**ESL 010: Pronunciation & Listening I**

This course is the first pronunciation and listening course and is designed for students with low level English skills. This course emphasizes practice dialogues, phonetic instruction and listening comprehension. Upon completion, students will demonstrate improvement in the ability to speak and understand standard spoken English.

**Credits:** 3

**ESL 011: Pronunciation & Listening II**

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, phonetic instruction and listening comprehension. Upon completion, students will demonstrate improvement in the ability to speak and understand standard spoken English

**Credits:** 3

**ESL 012: Introduction to T.O.E.F.L. I**

This course introduces students to skills necessary for the Test of English as a Foreign Language (TOEFL). This course emphasizes 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.

**Credits:** 3

**ESL 021: English Grammar / Structure II**

This is a beginning course in American English grammar. ESL 021 provides instruction in the basics of English grammar and structure. Upon completion, students will demonstrate improvement in the use of standard American English grammar.

**Credits:** 3



**ESL 023: English Grammar / Structure IV**

This is an intermediate course in American English grammar. ESL 023 is a level higher than ESL 022. This course provides a review of the basics of English grammar and structure and introduces additional structures. Upon completion, students will demonstrate improvement in the use of American English grammar.

**Credits:** 3

**ESL 025: English Grammar / Structure VI**

This is an advanced course in American English grammar. ESL 025 is a level higher than ESL 023. This course provides a review of basic and intermediate English grammar and structure and introduces additional advanced structures. Upon completion, students will demonstrate improvement in the use of American English grammar.

**Credits:** 3

**ESL 031: Composition II**

This is the beginning course in writing for non-native speakers. This course provides instruction in basic sentence patterns and progresses through fully-developed paragraphs. Upon completion, students will demonstrate improvement in use of standard written English.

**Credits:** 3

**ESL 033: Composition IV**

This is the intermediate course in writing for non-native speakers at a level higher than 031. This course provides 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.

**Credits:** 3

**ESL 035: Composition VI**

This is the advanced course in writing for non-native speakers at a level higher than 033. This course provides instruction in basic paragraphs and progresses through fully developed essays with emphasis on style as well as grammatical construction. Upon completion, students will demonstrate improvement in use of standard written English.

**Credits:** 3

**ESL 041: Reading and Writing II**

This is the beginning course in reading and writing for non-native English speakers. ESL 041 must be taken in conjunction with ESL 031. This course provides 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.

**Credits:** 3

**ESL 043: Reading and Writing IV**

This is the intermediate course in reading and writing for non-native English speakers. ESL 043 must be taken in conjunction with ESL 033. This course provides 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.

**Credits:** 3

**ESL 045: Reading and Writing VI**

This is the advanced course in reading and writing for non-native English speakers. ESL 045 must be taken in conjunction with ESL 035. This course provides 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.

**Credits:** 3

**ESL 051: Conversational English II**

This is the beginning course in oral communication skills for non-native English speakers. This course provides instruction through practice dialogues and grammatical exercises, as well as through conversation. Upon completion of this course, students will show improvement in oral communication skills.

**Credits:** 3

**ESL 053: Conversational English IV**

This is the intermediate course in oral communication skills for non-native English speakers. This course provides instruction through practice dialogues and grammatical exercises, as well as through conversation. Upon completion of this course, students will show improvement in oral communication skills.

**Credits:** 3

**ESL 055: Conversational English VI**

This is the advanced course in oral communication skills for non-native English speakers. This course provides instruction through practice dialogues and grammatical exercises, as well as through conversation. Upon completion of this course, students will show improvement in oral communication skills.

**Credits:** 3

**ESL 061: Beginning Vocabulary**

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.

**Credits:** 3

**ESL 063: Advanced Vocabulary**

This is the advanced level course in American English vocabulary. ESL 063 is a level higher than ESL 061. 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.

**Credits:** 3

## Art Courses

**ART 100: Art Appreciation**

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.

**Credits:** 3

**ART 109: Art Museum Survey**

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.

**Credits:** 3

**ART 113: Drawing**

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.

**Credits:** 3

**ART 114: Drawing II**

This course advances the students' drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique, and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal feelings and thoughts.

**Credits:** 3

**Prerequisites:**

ART 113

**ART 121: Two-Dimensional Composition**

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.

**Credits:** 3

**ART 127: Three-Dimensional Composition**

This course introduces art materials and principles of design that acquaint the beginner with the fundamentals of three-dimensional art. Emphasis is placed on the use of art fundamentals and the creative exploration of materials in constructing three-dimensional art works. Upon completion, students should demonstrate basic technical skills and a personal awareness of the creative potential inherent in three-dimensional art forms.

**Credits:** 3

**ART 175: Digital Photography**

This course introduces students to digital imaging techniques. Emphasis is placed on the technical application of the camera, digital photographic lighting methods, and overall composition. Upon completion, students should be able to take digital images and understand the technical aspects of producing high quality photos.

**Credits:** 3

**ART 203: Art History I**

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.

**Credits:** 3

**ART 204: Art History II**

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.

**Credits:** 3

**ART 231: Watercolor Painting I**

This course introduces materials and techniques appropriate to painting on paper with water-based medium. Emphasis is placed on developing the technical skills and the expressive qualities of watercolor painting. Upon completion, students should be able to demonstrate a basic proficiency in handling the techniques of watercolor and how it can be used for personal expression.

**Credits:** 3

**Prerequisites:**

ART 113 or permission of the instructor

**ART 232: Watercolor Painting II**

This course advances the skills and techniques of painting on paper using water-based medium. Emphasis is placed on exploring the creative uses of watercolor and developing professional skills. Upon completion, students should be able to demonstrate and compile a body of original watercolor paintings that reflect a personal awareness of the medium's potential.

**Credits:** 3

**Prerequisites:**

ART 231

**ART 233: Painting I**

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and to discuss various approaches to the media and the creative processes associated with painting.

**Credits:** 3

**Prerequisites:**

ART 113 or permission of the instructor

**ART 234: Painting II**

This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas.

**Credits:** 3

**Prerequisites:**

ART 233

**ART 253: Graphic Design I**

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.

**Credits:** 3

**ART 254: Graphic Design II**

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.

**Credits:** 3

**Prerequisites:**

ART 253

**ART 258: Photographic and Media Problems: Digital Media**

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.

**Credits:** 3

**ART 263: Museum Practice I**

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.

**Credits:** 1

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**ART 264: Museum Practice II**

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.

**Credits:** 1

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**ART 291: Supervised Study in Studio Art**

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.

**Credits:** 3

**ART 299: Art Portfolio**

This course is designed to help the art major in the preparation and presentation of an art portfolio. Emphasis is placed on representing the student's potential as an artist in order to interest employers, clients, or schools. Upon completion, students should be able to make a professional presentation of their design and communication skills.

**Credits:** 3

## Astronomy Courses

**AST 220: Introduction to Astronomy**

This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent development. Emphasis is placed on the coverage of astronomical instruments and measuring technologies, the solar system, the Milky Way galaxy, important extra galactic objects and cosmology. (Recommended 3 or more credit hours of Math)

**Credits:** 4

## Auto Collision Repair Courses

**ABR 100: Introduction to Applied Technologies**

The 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 to include: basic mathematical applications, use of scientific calculators, measurements, and geometric and triangulation methods. This course is also taught as AUM 100, DEM 100, WDT 100.

**Credits:** 3

**ABR 111: Non-Structural Repair**

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.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As required by program

**ABR 114: Non-Structural Panel Replacement**

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.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As required by program

**ABR 122: Surface Preparation**

This course introduces students to methods of surface preparation for vehicular refinishing. Topics include sanding techniques, metal treatment, selection of undercoats, and proper masking procedures.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As required by program

**ABR 123: Paint Application and Equipment**

This course introduces students to methods of paint application and equipment used for vehicular refinishing. Topics include spray gun and related equipment use, paint mixing, matching, and applying the final topcoat.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As required by program

**ABR 151: Safety and Environmental Practices**

This course is designed to instruct the student in the safe use of tools, equipment, and appropriate work practices. Topics include OSHA requirements, the right to know laws, EPA regulations as well as state and local laws. This is a CORE course.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As required by College

**ABR 154: Automotive Glass and Trim**

This course is a study of automotive glass and trim. Emphasis is placed on removal and replacement of structural and nonstructural glass and automotive trim. Upon completion, students should be able to remove and replace automotive trim and glass.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As required by program

**ABR 156: Automotive Cutting and Welding**

Students are introduced to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc, oxy-acetylene cutting, resistance type spot welding, and Metal Inert Gas (MIG) welding. Upon completion, students should be able to safely perform automotive cutting and welding procedures.

**Credits:** 3

**Lab Hours:** 5

**ABR 157: Automotive Plastic Repairs**

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.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As required by program

**ABR 181: Special Topics in Auto Body**

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.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by program

**ABR 182: Special Topics in Auto Body**

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.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by program

**ABR 183: Special Topics in Auto Body**

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.

**Credits:** 2

**Lab Hours:** 4

**ABR 213: Automotive Structural Analysis**

Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As required by program

**ABR 214: Automotive Structural Repair**

This course provides instruction in the correction of structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of structural components.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As required by program

**ABR 223: Automotive Mechanical Components**

This course provides instruction in collision related mechanical repairs. Emphasis is placed on diagnosis and repairs to drive train, steering/suspension components, and various other mechanical repairs.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As required by program

**ABR 224: Automotive Electrical Components**

This course provides instruction in collision related electrical repairs and various restraints systems, including seat belts, seat belt tensioners, and airbags. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair, use of wiring diagrams, airbag modules, and impact sensors.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As required by program

**ABR 255: Steering and Suspension**

This course introduces students to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension angles and effect of body/frame alignment on these components and angles.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As required by program

**ABR 258: Heating and AC in Collision Repair**

This course is a study of automotive air conditioning, heating, and cooling systems. Topics include automotive air conditioning, heating and cooling systems theory, component replacement and system service.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As required by program

**ABR 261: Restraint Systems**

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.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As required by program

**ABR 265: Paint Defects and Final Repair**

This course introduces students to methods of identifying paint defects, causes, cures, and final detailing. Students learn to troubleshoot and correct paint imperfections.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As required by program

**ABR 267: Shop Management**

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.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As required by program

**ABR 269: Estimating and Damage Analysis**

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.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As required by college

**ABR 281: Special Topics in Auto Body**

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.

**Credits:** 3

**Lab Hours:** 9

**Prerequisites:**

As required by program

**ABR 291: Auto Body Repair Co-Op**

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.

**Credits:** 1

**Clinical Hours:** 5

**Prerequisites:**

Advisor approval

**ABR 292: Auto Body Repair Co-Op**

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.

**Credits:** 2

**Clinical Hours:** 10

**Prerequisites:**

Advisor approval

**ABR 293: Auto Body Repair Co-Op**

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.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

Advisor approval

## Automotive Manufacturing Technology Courses

**AUT 100: Introduction to Automotive Concepts**

An introduction to automotive manufacturing concepts is the focus of this course. This course reviews the history of automotive manufacturing and discusses the automotive manufacturing processes for various automotive assembly and sub-assembly plants. It outlines the historical development of automotive manufacturing in Alabama. Finally, the electro-mechanical systems and body components of a typical vehicle will be examined.

**Credits:** 3

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College CORE

**AUT 102: Lean Manufacturing and Industrial Safety**

This course will introduce students to manufacturing fundamentals. It introduces various tools and techniques typically used in Lean manufacturing. It also will provide Occupational Safety and Health Administration (OSHA) certification instruction. OSHA standards will include electrical, Lock Out/Tag Out, hazardous communications, personal protective equipment, machine guarding, and walking and working surfaces.

**Credits:** 3

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College CORE

**AUT 104: Blueprint Reading for Manufacturing**

This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the manufacturing and industrial trade areas. Topics include 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. Also taught as CET 100, DDT 114, MTT 121.

**Credits:** 3

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College CORE

**AUT 106: Quality Control and Inspection Techniques**

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.

**Credits:** 3

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

**AUT 110: DC Fundamentals**

This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principles. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohm's law to solve for voltage, current, 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 and basic testing equipment to determine unknown electrical quantities.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College CORE

**AUT 111: AC Fundamentals**

This course is designed to provide students with a working knowledge of basic alternating current (AC) electrical principles. Topics include basic concepts of electricity, electrical components, basic circuits, measurement instruments, the laws of alternating current, and electrical safety with lockout procedures. Hands on laboratory exercises are provided to analyze various series, parallel, and combination alternating current circuit configurations containing resistors, inductors, and capacitors. Upon course completion, students will be able to describe and explain alternating current circuit fundamentals such as RLC circuits, impedance, phase relationships, and power factors. They should be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

AUT 110

**Co-Requisites:**

As determined by College.

**AUT 114: Introduction to Programmable Logic Controllers**

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs. Also taught as ELT 231, INT 184.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College CORE

**AUT 116: Introduction to Robotics**

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. Also taught as ELT 253, INT 253.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College CORE

**AUT 117: AC/DC Machines**

This course covers the theory and operation of DC motors single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab. Also taught as ELT 117.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program

**AUT 118: Introduction to Engineering Technology**

This course is designed to introduce the student to the basic concepts, terminology, 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. Also taught as CET 101, EET 100, MTT 107.

**Credits:** 3

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

**AUT 121: Elements of Industrial Control**

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. Also taught as EET 224.

**Credits:** 3

**Prerequisites:**

As determined by College

**Co-Requisites:**

AUT 122



**AUT 122: Elements of Industrial Control Lab**

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 the associated theory course a student should be able to configure and program a PLC. Also taught as EET 229.

**Credits:** 2

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**Co-Requisites:**

AUT 121

**AUT 130: Fundamentals of Industrial Hydraulics and Pneumatics**

This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot, and repair hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulic/pneumatics. Also taught as INT 118.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

**AUT 132: Principles of Technology**

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. Also taught as INT 104.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

EET 100, CET 101, AUT 118, or MTH 116 or higher

**Co-Requisites:**

As determined by College

**AUT 138: Principles of Industrial Mechanics**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**AUT 139: Introduction to Robotic Programming**

This course provides an introduction robotic programming. Emphasis is placed on but not limited to the following: Safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions. Also taught as INT 139.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

**AUT 142: Industrial Wiring**

This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles. Also taught as ELT 118, INT 158.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**AUT 150: Introduction to Machine Shop I**

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. Also taught as MTT 147.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As determined by College

**Co-Requisites:**

AUT 151

**AUT 151: Introduction to Machine Shop I Lab**

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. Also taught as MTT 148.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As determined by College

**Co-Requisites:**

AUT 150

**AUT 155: Metrology**

This course covers the use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate correct use of measuring instruments. This course is aligned with NIMS Certification Standards. Also taught as MTT 127.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

**AUT 186: Principles of Industrial Maintenance  
Welding and Metal Cutting Techniques**

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**Co-Requisites:**

As determined by College

**AUT 193: Special Topics (Electrical/Electronic)**

This course is designed to allow students an opportunity to study directly related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job-related problems using technical skills and knowledge.

**Credits:** 1

**Lab Hours:** 2

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

**AUT 194: Special Topics (Electrical/Electronic)**

This course is designed to allow students an opportunity to study directly related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job-related problems using technical skills and knowledge.

**Credits:** 2

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

**AUT 221: Advanced Programmable Logic Controllers**

This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system. Also taught as ELT 232.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

As determined by College

**AUT 230: Preventive and Predictive Maintenance**

This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts. Also taught as INT 126.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

**AUT 234: Industrial Motor Controls I**

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams. Also taught as ELT 209, INT 113.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

**AUT 262: Computer Integrated Manufacturing**

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.

**Credits:** 3

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

**AUT 291: Automotive Cooperative Education**

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.

**Credits:** 1

**Clinical Hours:** 5

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

**AUT 292: Automotive Cooperative Education**

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.

**Credits:** 2

**Clinical Hours:** 10

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

**AUT 293: Automotive Cooperative Education**

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.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

# Automotive Service Technology Courses

## **AUM 100: Introduction to Applied Technologies**

The 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 to include: basic mathematical applications, use of scientific calculators, measurements, and geometric and triangulation methods. This course is also taught as AUM 100, DEM 100, WDT 100.

**Credits:** 3

## **AUM 101: Fundamentals of Automotive Technology**

This course provides basic instruction in Fundamentals of Automotive Technology.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As determined by College CORE

## **AUM 112: Electrical Fundamentals**

This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As determined by College CORE

## **AUM 121: Braking Systems**

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on practical application of brakes.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As determined by College CORE

## **AUM 122: Steering and Suspension**

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As determined by College CORE

## **AUM 124: Automotive Engines**

This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four-stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As determined by College CORE

## **AUM 127: Car Braking, Steering, and Suspensions Systems**

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application maintenance and repair of brakes, steering, and suspensions systems.

**Credits:** 3

**Lab Hours:** 5

## **AUM 130: Drive Train and Axles**

This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As determined by College CORE

## **AUM 133: Motor Vehicle Air Conditioning**

This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

## **AUM 162: Electrical and Electronic Systems**

This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

AUM 112 CORE

**AUM 181: Special Topics**

These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive or related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice.

**Credits:** 1

**Lab Hours:** 3

**Prerequisites:**

As determined by College

**AUM 182: Special Topics**

These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive or related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice.

**Credits:** 2

**Lab Hours:** 6

**Prerequisites:**

As determined by College

**AUM 183: Special Topics**

These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive, or related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice.

**Credits:** 2

**Prerequisites:**

As determined by College

**AUM 191: Co-Op**

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.

**Credits:** 2

**Clinical Hours:** 10

**Prerequisites:**

As determined by College

**AUM 212: Advanced Electrical and Electronic Systems**

This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of advanced electrical and electronic systems, subsystems, and components.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

AUM 162

**AUM 220: Advanced Automotive Engines**

This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As required by College

**AUM 224: Man Transmission and Transaxle**

This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**AUM 230: Auto Transmission and Transaxle**

This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and powerflow of automatic transmissions and repairing or replacing internal and external components.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College CORE

**AUM 235: Transmissions and Transaxles**

This course covers basic instruction in manual and automatic transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and driveability. Instruction includes the principles and powerflow of automatic transmissions and repairing or replacing internal and external components.

**Credits:** 3

**Lab Hours:** 5

**AUM 239: Engine Performance**

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As determined by College CORE

**AUM 244: Engine Performance and Diagnostics**

This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and drivability.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As determined by College CORE

**AUM 246: Automotive Emissions**

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.

**Credits:** 3

**Lab Hours:** 5

**Prerequisites:**

As required by College

**AUM 248: Engine Performance Diagnostics and Emissions**

This course provides advanced instruction on engine performance to include engine management, computer controls of ignition, fuel, and emission systems relating to engine performance and driveability. Instruction includes troubleshooting and repair of systems, subsystems, and components.

**Credits:** 3

**Lab Hours:** 5

**AUM 271: Co-Op**

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.

**Credits:** 1

**Clinical Hours:** 5

**AUM 281: Special Topics**

These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive or related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of his/her choice.

**Credits:** 3

**Lab Hours:** 9

**AUM 291: Co-Op**

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.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

As determined by College

# Biology Courses

## **BIO 101: Introduction to Biology I**

Introduction to Biology I is the first of a two-course sequence designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structure, bioenergetics, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems. A 120 minute laboratory is required.

**Credits:** 4

## **BIO 102: Introduction to Biology II**

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 protist. A 120 minute laboratory is required.

**Credits:** 4

## **BIO 103: Principles of Biology I**

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.

**Credits:** 4

## **BIO 104: Principles of Biology II**

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.

**Credits:** 4

### **Prerequisites:**

BIO 103

## **BIO 120: Medical Terminology**

This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciation, and meanings of prefixes, suffixes, and roots

**Credits:** 3

## **BIO 150: Human Biology**

This course serves as an introduction to the structure, function, and pathology of the human body. The emphasis is on the basic anatomy of all systems, basic physiology, and the various terms related to pathology. No laboratory is required.

**Credits:** 3

## **BIO 201: Human Anatomy and Physiology I**

This course covers the structure and function of the human body. Included is an orientation of the human body, 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.

**Credits:** 4

### **Prerequisites:**

Speak with Advisor

## **BIO 202: Human Anatomy and Physiology II**

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.

**Credits:** 4

### **Prerequisites:**

BIO 201 (Please speak with Advisor)

## **BIO 206: Human Anatomy**

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.

**Credits:** 4

### **Prerequisites:**

BIO 103 (Please speak with Advisor)

## **BIO 220: General Microbiology**

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. Two 120 minute laboratories are required.

**Credits:** 4

### **Prerequisites:**

Speak with Advisor [Recommended 4 semester hours of Chemistry]

**BIO 251: Directed Studies in Biology II**

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.

**Credits:** 4

**Prerequisites:**

Permission of Instructor

**BIO 271: Human Gross Anatomy/Pathophysiology**

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.

**Credits:** 4

**Prerequisites:**

BIO 201 and permission of instructor.

## Business Courses

**BUS 100: Introduction to Business**

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.

**Credits:** 3

**BUS 146: Personal Finance**

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

**Credits:** 3

**BUS 186: Elements of Supervision**

This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating.

**Credits:** 3

**BUS 189: Human Relationships**

This course enables employees to better understand actions and motivations within the organizational structure. Topics include general principles of human behavior operating in the workplace.

**Credits:** 3

**BUS 215: Business Communication**

This course covers written, oral, and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

**Credits:** 3

**BUS 241: Principles of Accounting I**

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

**Credits:** 3

**BUS 242: Principles of Accounting II**

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis, introductory cost accounting, and use of information for planning, control, and decision making.

**Credits:** 3

**Prerequisites:**

BUS 241

**BUS 263: The Legal and Social Environment of Business**

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment, and personal property.

**Credits:** 3

**BUS 271: Business Statistics I**

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction to hypotheses testing.

**Credits:** 3

**Prerequisites:**

Two years of high school algebra, intermediate algebra, or appropriate score on math placement test



**BUS 272: Business Statistics II**

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.

**Credits:** 3

**Prerequisites:**

BUS 271

**BUS 276: Human Resource Management**

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.

**Credits:** 3

**BUS 291: Business Co-Op**

This course is a part of a series of workshops where in current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business and industry.

**Credits:** 1

-

3

**Prerequisites:**

As required by program.

**BUS 296: Business Internship**

This course allows the student to apply knowledge and skills in a real-world work place. Evaluation is based upon a well-developed portfolio, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

**Credits:** 3

**Clinical Hours:** 15

## Chemistry Courses

**CHM 104: Introduction to Inorganic Chemistry**

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, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required.

**Credits:** 4

**Prerequisites:**

MTH 098 or higher Math course; or Math ACT 17 or higher; or Accuplacer EA 50+, or CLM 20+, or QAS 243+;

High School GPA 2.75 or higher, plus a grade of C or higher in High School Algebra II.

**CHM 105: Introduction to Organic Chemistry**

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. Laboratory is required.

**Credits:** 4

**Prerequisites:**

CHM 104 or CHM 111

**CHM 111: College Chemistry I**

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required.

**Credits:** 4

**Prerequisites:**

MTH 112 or higher Math course; or Math ACT 20 or higher, plus a grade of C or higher in High School Pre-Calculus; or Accuplacer CLM 80+.

**CHM 112: College Chemistry II**

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. Laboratory is required.

**Credits:** 4

**Prerequisites:**

CHM 111 (College Chemistry I)

**CHM 221: Organic Chemistry**

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.

**Credits:** 4

**Prerequisites:**

CHM 112 (College Chemistry II)

**CHM 222: Organic Chemistry II**

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. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

**Credits:** 4

**Prerequisites:**

CHM 221 (Organic Chemistry I)

## Child Development Courses

**CHD 100: Introduction of Early Care and Education of Children**

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.

**Credits:** 3

**CHD 201: Child Growth and Development Principles**

This course is a systematic study of child growth and development from conception through early childhood. Emphasis is 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.

**Credits:** 3

**Prerequisites:**

CHD 100

**Co-Requisites:**

CHD 100

**CHD 202: Children's Creative Experiences**

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.

**Credits:** 3

**Prerequisites:**

CHD 100

**Co-Requisites:**

CHD 100

**CHD 203: Children's Literature and Language Development**

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading, and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate, and demonstrate activities that support a language-rich environment for young children.

**Credits:** 3

**Prerequisites:**

CHD 100

**Co-Requisites:**

CHD 100

**CHD 204: Methods and Materials for Teaching Children**

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social science concepts. Upon completion, students should be able to demonstrate basic methods of creating learning experiences using appropriate techniques, materials, and realistic expectations.

**Credits:** 3

**Prerequisites:**

CHD 100

**Co-Requisites:**

CHD 100

**CHD 206: Children's Health and Safety**

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.

**Credits:** 3

**Prerequisites:**

CHD 100

**Co-Requisites:**

CHD 100

**CHD 208: Administration of Child Development Programs**

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state, and federal regulations; budget planning; record keeping; personnel policies; and parent involvement. 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.

**Credits:** 3

**Prerequisites:**

CHD 100

**Co-Requisites:**

CHD 100

**CHD 209: Infant and Toddler Education Programs**

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.

**Credits:** 3

**Prerequisites:**

CHD 100

**Co-Requisites:**

CHD 100

**CHD 210: Educating Exceptional Young Children**

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing, and visual impairments; gifted and talented children; mental retardation; and emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with young exceptional children.

**Credits:** 3

**Prerequisites:**

CHD 100

**Co-Requisites:**

CHD 100

**CHD 211: Child Development Seminar**

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.

**Credits:** 1

**Prerequisites:**

As determined by college. Course may be repeated four (4) times for credit.

**CHD 212: Special Topics in Child Development**

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.

Prerequisite permission of instructor

**Credits:** 2

**CHD 213: Child Development Trends Seminar**

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.

**Credits:** 3

**Prerequisites:**

permission of instructor; course may be repeated two (2) times for credit.

**CHD 214: Families and Communities**

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.

**Credits:** 3

**Prerequisites:**

CHD 100

**Co-Requisites:**

CHD 100

**CHD 215: Supervised Practical Experience in Child Development**

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.

**Credits:** 3

**Prerequisites:**

CHD 100

**CHD 217: Math and Science for Young Children**

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.

**Credits:** 3

**Prerequisites:**

CHD 100

**Co-Requisites:**

CHD 100

## Civil Engineering Courses

**CET 100: Engineering Blueprints**

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. Also taught as AUT 104, DDT 114, MTT 121.

**Credits:** 3

**Prerequisites:**

As required by program

**CET 101: Introduction to Engineering Technology**

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, trigonometry, and geometry. Also taught as AUT 118, EET 100, MTT 107.

**Credits:** 3

**Prerequisites:**

As determined by College CORE

**CET 105: Introduction to Microstation**

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.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As required by program

**CET 111: Fundamentals of Surveying**

This course introduces the theory and practice of plane surveying and presents the basics associated with measuring angles and distances. Topics include historical perspective, 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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program CORE

**CET 112: Intermediate Surveying**

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.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

CET 111 CORE

**CET 121: Engineering Materials**

This course introduces the student to the applications and characteristics of materials commonly used in engineering design. Topics include soil, wood, steel, concrete, and asphalt. Upon completion, students will be able identify and to explain the characteristics and uses of the various building materials and complete basic design or inspection of these materials.

**Credits:** 3

**Prerequisites:**

As required by program

**CET 131: Highway Design and Construction**

This course presents an overview of street and highway design from concept to construction. Topics include highway planning, design, and construction as well as driver, vehicle, and 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 most economical highway design practices.

**Credits:** 3

**Prerequisites:**

As determined by instructor, CET 105, CET 112 CORE

**CET 181: Special Topics in Civil Engineering Technology**

These courses provide specialized instruction in various areas related to civil engineering technology. Emphasis is placed on meeting students' needs.

**Credits:** 1

**Lab Hours:** 2

**Prerequisites:**

As determined by instructor

**CET 183: Special Topics in Civil Engineering Technology**

These courses provide specialized instruction in various areas related to civil engineering technology. Emphasis is placed on meeting students' needs.

**Credits:** 2

**Lab Hours:** 6

**Prerequisites:**

As determined by instructor

**CET 213: Topographical Surveying and Drawing**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

CET 111 and/or as required by program

**CET 214: Hydraulics**

This course introduces fluid mechanics with primary emphasis on water and sewer. Topics include water at rest, open channel flow, drainage, area calculations, and sanitary and storm system design. Upon completion, students will be able to design a storm water system.

**Credits:** 3

**Prerequisites:**

CET 101 and/or as required by program CORE

**CET 215: Statics**

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, the student will be able to analyze simple to moderately complex structures and to determine the effects of these forces on the members of various systems.

**Credits:** 3

**Prerequisites:**

CET 101 CORE

**CET 216: Advanced Surveying**

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.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

CET 111, CET 112

**CET 217: Strength of Materials**

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.

**Credits:** 3**Prerequisites:**

CET 215 CORE

**CET 221: Construction Equipment**

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.

**Credits:** 3**Lab Hours:** 4**CET 222: Residential Land Development**

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.

**Credits:** 3**Lab Hours:** 4**Prerequisites:**

MDT 105 and/or as required by program

**CET 223: Site Planning and Development**

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.

**Credits:** 3**Lab Hours:** 4**Prerequisites:**

MDT 105 and/or as required by program

**CET 240: Geographic Information Systems**

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.

**Credits:** 3**Prerequisites:**

As required by program

**CET 281: Special Topics in Civil Engineering Technology**

This course provides specialized instruction in various areas related to civil engineering technology. Emphasis is placed on meeting students' needs.

**Credits:** 3**Lab Hours:** 6**Prerequisites:**

As determined by College

**CET 281A-H: Special Topics in Civil Engineering Technology**

Contact hours will vary This course provides specialized instruction in various areas related to civil engineering technology. Emphasis is placed on meeting students' needs.

**Credits:** 3**Prerequisites:**

As determined by College

## Computer Science Technology Courses

**CIS 113: Spreadsheet Software Applications**

This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets.

**Credits:** 3**CIS 146: Microcomputer Applications**

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.

**Credits:** 3

**CIS 147: Advanced Micro Applications**

This course is a continuation of CIS 146 in which students utilize the advanced features of topics in CIS 146. Advanced functions and integration of word processing, spreadsheets, database, and presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. This course will help prepare students for the MOS certification.

**Credits:** 3

**Prerequisites:**

CIS 146

**CIS 157: Introduction to App Development with Swift**

This introductory one-semester course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with the tools, techniques, and concepts needed to build a basic iOS system.

**Credits:** 3

**CIS 165E: Network Lab**

This lab is designed to allow instructors to provide additional implementation of networking concepts as needed.

**Credits:** 1

**Prerequisites:**

Permission of instructor

**Co-Requisites:**

CIS 272 CISCO CCNA III

**CIS 165F: Network Lab**

This lab is designed to allow instructors to provide additional implementation of networking concepts as needed.

**Credits:** 1

**Prerequisites:**

Permission of Instructor

**Co-Requisites:**

CIS 273 Cisco CCNA IV

**CIS 171: Linux I**

This course presents fundamental applications in Linux. Included in this course are skills development for OS installation and setup, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting. Additionally, the course presents security features from an administrative and user consideration.

**Credits:** 3

**CIS 172: Linux II**

This course is a continuation of CIS 171 and includes advanced features of Linux. Included in the course are web applications, integrated network configurations, file transfer, server administration, system controls, IP tables/firewall to secure Linux systems, and strategic user-group applications specific to administrative network control.

**Credits:** 3

**Prerequisites:**

CIS 171

**CIS 199: Network Communications**

This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs (Local Area Networks) and WANs (Wide Area Networks), Client/Server technology, the Internet, Intranets, and network troubleshooting. Upon completion of 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.

**Credits:** 3

**CIS 201: Introduction to Computer Programming Concepts**

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.

**Credits:** 3

**Prerequisites:**

Intermediate algebra and CIS 146

**CIS 207: Web Development**

This course provides students with opportunities to learn Hypertext Markup Language, cascading style sheets, and Java Script. At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.

**Credits:** 3

**Prerequisites:**

CIS 146 (May be taken concurrently)

**CIS 208: Web Authoring Software**

Students utilize various Web authoring tools to construct and edit Web sites for a variety of applications. Upon completion students will be able to use these tools to develop or enhance Web sites.

**Credits:** 3

**Prerequisites:**

CIS 146 (May be taken concurrently)

**CIS 209: Advanced Web Development**

This is an advanced Web design course emphasizing the use of scripting languages to develop interactive Web sites. Upon completion students will be able to create data driven Web sites. Prerequisites: CIS 207 and CIS 208

**Credits:** 3

**CIS 212: Visual Basic Programming**

This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**Credits:** 3

**Prerequisites:**

Elementary Algebra

**CIS 213: Advanced Visual Basic Programming**

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.

**Credits:** 3

**Prerequisites:**

CIS 212

**CIS 220: App Development with Swift I**

This is the first of two courses designed to teach specific skills related to app development using Swift language.

**Credits:** 3

**Prerequisites:**

CIS 157

**CIS 222: Database Management Systems**

This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web.

**Credits:** 3

**Prerequisites:**

Permission of Instructor

**CIS 227: App Development with Swift II**

This course focuses on building specific features for iOS apps. Students apply their knowledge and skills to developing new apps.

**Credits:** 3

**Prerequisites:**

CIS 220

**CIS 251: C++ Programming**

This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing.

**Credits:** 3

**Prerequisites:**

Intermediate Algebra

**CIS 255: Java Programming**

This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs, Web page applet development, class definitions, threads, events and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**Credits:** 3

**CIS 263: Computer Maintenance**

This course provides students with hands-on practical experience in installing software, operating systems, trouble-shooting, and maintaining systems. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

**Credits:** 3

**CIS 270: Cisco CCNA I**

This course is the first part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.

**Credits:** 3

**Prerequisites:**

Permission of Instructor

**CIS 271: Cisco CCNA II**

This course is the second part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

**Credits:** 3

**Prerequisites:**

CIS 270



**CIS 272: Cisco CCNA III**

This course is the third part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

**Credits:** 3

**Prerequisites:**

CIS 271

**Co-Requisites:**

CIS 165E

**CIS 273: Cisco CCNA IV**

This course is the fourth part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

**Credits:** 3

**Prerequisites:**

CIS 272

**Co-Requisites:**

CIS 165F

**CIS 276: Server Administration**

This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hand-on experience in managing and maintaining a network operating system environment.

**Credits:** 3

**CIS 277: Network Services Administration**

This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, managing, and maintaining essential network operating system services such as those for client address management, name resolution, security, routing, and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks.

**Credits:** 3

**Prerequisites:**

CIS 276

**CIS 278: Directory Services Administration**

This course provides a study of planning, implementing, and maintaining a network directory service. Topics included in this course are planning and implementing network directory organizational and administrative structures. Students gain hands-on experience using a directory service to manage user, group, and computer accounts, shared folders, network resources, and the user environment.

**Credits:** 3

**Prerequisites:**

CIS 277

**CIS 280: Network Security**

This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures.

**Credits:** 3

**CIS 285: Object Oriented Programming**

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. 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 system.

**Credits:** 3

**Prerequisites:**

Intermediate Algebra

**CIS 286: Computerized Management Info Systems**

The nature of computerized management information systems, problems created by the computer relative to personnel, components of computer systems, programming, and application of computers to business problems.

**Credits:** 3

**Prerequisites:**

CIS 146

**CIS 289: Wireless Networking**

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.

**Credits:** 3

**Prerequisites:**

Permission of Instructor

**CIS 296: Special Topics**

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate specified skills.

**Credits:** 1

-

3

**Prerequisites:**

Permission of Instructor

**CIS 299: Directed Studies in Computer Science**

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics specified by the instructor.

**Credits:** 3

**Prerequisites:**

Permission of Instructor

**DPT 100: Introductory Computer Skills I**

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.

**Credits:** 3

**Prerequisites:**

Placement at ENR 098

## Computerized Numerical Control Courses

**CNC 103: Manual Programming**

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.

**Credits:** 6

**Lab Hours:** 8

**Prerequisites:**

As required by program

**CNC 104: CNC Milling Operations**

This is a course in programming and operations of the CNC Milling Machines. Applications include maintenance, safety, and production of machine parts through programming, set up and operation. Students will learn to produce finished parts on the CNC milling machines.

**Credits:** 6

**Lab Hours:** 6

**CNC 215: Quality Control and Assurance**

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.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As required by program

**CNC 232: Basic Tool and Die**

This course introduces the application and use of jigs, fixtures and stamping dies. Emphasis is placed on design and manufacture of simple jigs, fixtures and stamping dies. Upon completion, students should be able to design and build simple jigs, fixtures, and stamping dies components.

**Credits:** 4

**Lab Hours:** 4

**Prerequisites:**

MTT 102

# Construction Technology Courses

## **CAR 111: Construction Basics**

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.

**Credits:** 3

**Prerequisites:**

As determined by College

## **CAR 112: Floors, Walls, and Site Prep**

This course introduces the student to site preparation, floor and wall layout, and construction. Topics include methods of site preparation, measurement and leveling tools, framing, layouts, and components of wall and floor framing to include beams, girders, floor joists, sub-flooring, partitions, bracing, headers, sills, doors, and corners. Upon course completion, students will be able to identify various types of wall and floor framing systems and their components, identify building lines, set backs, and demonstrate a working knowledge of leveling applications.

**Credits:** 3

**Prerequisites:**

As determined by College

## **CAR 113: Floors, Walls, and Site Prep Lab**

In this course the student will engage in applications of site preparation, floor and wall layout, and construction. Emphasis is placed on following job safety, procedures, the use of required tools and equipment, performing site preparation, laying out and framing a floor system, and laying out and erecting walls. Students will use various measurement and leveling tools, identify and install beams, girders, floor joists, sub-flooring and install various wall components, such as partitions, bracing, headers, sills, doors and windows, and corners. Upon course completion, students should be able to follow proper safety procedures, identify building lines and setbacks, ensure proper site preparation, layout and frame a floor, and layout, frame, and erect walls.

**Credits:** 3

**Lab Hours:** 9

**Prerequisites:**

As determined by College

## **CAR 114: Construction Basics Lab**

This course provides practical and safe application of hand, portable power, stationary, and pneumatic tools, use of building materials, fasteners, and adhesives, and job site safety. Emphasis is placed on the safe use of hand, power, and pneumatic tools, proper selection of lumber, plywood, byproducts, nails, bolts, screws, adhesives, fasteners, construction materials, and job safety. Upon course completion, the student should be able to identify hand, power, stationary, and pneumatic tools, and demonstrate their safe use; identify and select wood and non-wood building products, and properly use nails, fasteners and adhesives.

**Credits:** 3

**Lab Hours:** 9

**Prerequisites:**

As determined by program

## **CAR 121: Introduction to Blueprint Reading**

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 completion, the student should be able to identify drawings, scale various drawings, 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.

**Credits:** 3

**Prerequisites:**

As determined by College

**Co-Requisites:**

As required by College

## **CAR 122: Concrete and Forming**

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.

**Credits:** 3

**Prerequisites:**

As determined by program

**CAR 123: Concrete and Forming Lab**

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.

**Credits:** 3

**Lab Hours:** 9

**Prerequisites:**

As determined by program

**CAR 131: Roof and Ceiling Systems**

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.

**Credits:** 3

**Prerequisites:**

As determined by program

**CAR 132: Interior and Exterior Finishing**

This course introduces the student to interior and exterior finishing materials and techniques. Topics include interior trim of windows and doors, ceilings, and wall moldings, exterior sidings, trim work, painting, and masonry finishes. Upon completion the students should be able to identify, describe the uses of, and install different types of doors, windows and moldings; identify and install the types of exterior sidings and trim, and describe the different types of paint and their proper application.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

**CAR 133: Roofing and Ceiling Systems Lab**

The course provides students with practical experience in roof and ceiling layout, framing, and installation. Upon completion, the student should be able to layout and frame a roof and ceiling, cut and install rafters, and joists, install trusses, cut and apply roof decking and roofing materials, and apply job site safety.

**Credits:** 3

**Lab Hours:** 9

**Prerequisites:**

As determined by program

**CAR 203: Special Projects in Carpentry**

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.

**Credits:** 3

**Lab Hours:** 9

**Prerequisites:**

As required by program

**CAR 204: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to Carpentry. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 1

**Clinical Hours:** 5

**Prerequisites:**

As determined by College

**CAR 205: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to Carpentry. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 2

**Clinical Hours:** 10

**Prerequisites:**

As determined by College

**CAR 206: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to Carpentry. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

As determined by College

**CAR 214: Introduction to Cabinetry**

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.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by program

**CAR 224: Floor, Wall, and Ceiling Specialties**

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.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by program

**CAR 226: Metal Framing**

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.

**Credits:** 3

**Lab Hours:** 9

**Prerequisites:**

As required by program

**CAR 228: Stairs, Molding, and Trim**

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.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by program

**CAR 230: Residential Repair and Remodeling**

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.

**Credits:** 3

**Prerequisites:**

As required by program

**CAR 232: Construction Project Management**

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.

**Credits:** 3

**Prerequisites:**

As required by program

## Cosmetology Courses

**COS 111: Introduction to Cosmetology**

This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally, students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course.

**Credits:** 3

**Prerequisites:**

As required by College

**Co-Requisites:**

COS 112 CORE

**COS 112: Introduction to Cosmetology Lab**

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory component from COS 111.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**Co-Requisites:**

COS 111 CORE

**COS 114: Chemical Services Lab**

During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College CORE

**COS 115: Hair Coloring Theory**

In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student will be able to identify all classifications of hair coloring and the effects on the hair.

**Credits:** 3

**Prerequisites:**

As required by College

**Co-Requisites:**

COS 116 CORE

**COS 116: Hair Coloring Lab**

In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**Co-Requisites:**

COS 115 CORE

**COS 117: Basic Spa Techniques**

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage, skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care.

**Credits:** 3

**Prerequisites:**

As required by College

**Co-Requisites:**

COS 118 CORE

**COS 118: Basic Spa Techniques Lab**

This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**Co-Requisites:**

COS 117 CORE

**COS 123: Cosmetology Salon Practices**

This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**COS 134: Advanced Esthetics**

This course includes an advanced study of anatomy and physiology relating to skin care, cosmetic chemistry, histology of the skin, and massage and facial treatments. Upon completion, the student should be able to discuss the functions of the skin, effects of chemicals on skin, different types of massage and benefits, and key elements of the basic facial treatment.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**COS 135: Advanced Esthetics Applications**

This course provides advanced practical applications related to skin care. Principal topics include massage techniques, various facial treatments, proper product application through skin analysis, and introduction to ingredients and treatments used by the esthetician. Upon completion, the student should be able to perform various massage techniques, prescribe proper type of facial treatment and product, and demonstrate facials using any of the eight functions of the facial machine.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**COS 142: Applied Chemistry for Cosmetology Lab**

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.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**COS 143: Specialty Hair Preparation Techniques**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**COS 145: Hair Shaping Lab**

This covers the study of the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs using safety and sanitary precautions.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**COS 150: Manicuring**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**COS 151: Nail Care**

This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**COS 152: Nail Care Applications**

This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, manicuring, and pedicuring. Upon completion, the student should be able to perform nail care procedures.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**COS 153: Nail Art**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**COS 154: Nail Art Applications**

This course provides practice in advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to perform the procedures for nail sculpturing and nail art.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**COS 161: Special Topics in Cosmetology**

This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

**Credits:** 1

**Prerequisites:**

As required by College

**COS 162: Special Topics in Cosmetology**

This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**COS 163: Facial Treatments**

This course includes all phases of facial treatments in the study of skin care. Topics include treatments for oily, dry, and special skin applications. Upon completion, students will be able to apply facial treatments according to skin type.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**COS 164: Facial Machine**

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 apparatus, use of the magnifying lamp, and light therapy. Upon completion, the student will be able to demonstrate an understanding of electrical safety and skills in the use of facial machines.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**COS 165: Related Subjects Estheticians**

This course includes subjects related to the methods for removing unwanted hair. This course includes such topics as electrolysis information and definitions, safety methods of permanent hair removal, the practice of removal of superfluous hair, and the use of depilatories. Upon completion of this course, students will be able to apply depilatories and practice all safety precautions.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**COS 167: State Board Review**

Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and entry-level employment.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**COS 168: Bacteriology and Sanitation**

In this skin care course, emphasis is placed on the decontamination, infection control, and safety practiced in the esthetics facility. Topics covered include demonstration of sanitation, sterilization methods, and bacterial prevention. Upon completion, the student will be able to properly sanitize facial implements and identify non-reusable items.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**COS 169: Skin Functions**

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.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**COS 181: Special Topics**

This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

**Credits:** 3

**Prerequisites:**

As required by College

**COS 182: Special Topics**

This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College



**COS 190: Internship in Cosmetology**

This course is designed to provide exposure to cosmetology practices in non-employment situations. Emphasis is on dependability, attitude, professional judgment, and practical cosmetology skills. Upon completion, the student should have gained skills necessary for entry-level employment.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

As required by College

**COS 191: Co-Op**

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

As required by College

**COS 192: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to Cosmetology. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 1

**Clinical Hours:** 5

**Prerequisites:**

As required by College

**COS 193: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to Cosmetology. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 2

**Clinical Hours:** 10

**Prerequisites:**

As required by College

**COS 291: Co-Op**

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

As required by College

## Cosmetology Instructor Training Courses

**CIT 211: Teaching and Curriculum Development**

This course focuses on principles of teaching, teaching maturity, professional conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans.

**Credits:** 3

**CIT 212: Teacher Mentorship**

This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods.

**Credits:** 3

**Lab Hours:** 9

**CIT 213: Cosmetology Instructor Co-Op**

The course provides students with additional opportunities to observe instructors and develop teaching materials and skills.

**Credits:** 3

**Lab Hours:** 6

**CIT 214: Lesson Plan Methods and Development**

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.

**Credits:** 3

**Lab Hours:** 6

**CIT 221: Lesson Plan Implementation**

This course is designed to provide practice in preparing and using lesson plans. Emphasis is placed on organizing, writing, and presenting lesson plans using the four-step teaching method. Upon completion, students should be able to prepare and present a lesson using the four step teaching method.

**Credits:** 3

**Lab Hours:** 9

**CIT 222: Audio Visual Materials and Methods**

This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, students should be able to prepare teaching aids and determine their most effective use.

**Credits:** 3

**CIT 223: Audio Visual Materials and Methods Applications**

This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and 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.

**Credits:** 3

**Lab Hours:** 9

## Court Reporting Courses

**RTR 110: Realtime Reporting I / Laboratory**

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.

**Credits:** 5

**Lab Hours:** 4

**RTR 115: Realtime Reporting Technology**

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.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

RTR 130

**RTR 130: Realtime Reporting II / Laboratory**

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.

**Credits:** 5

**Lab Hours:** 4

**Prerequisites:**

RTR 110

**RTR 131: Civil and Criminal Law and Terminology for Real Time Reporters**

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.

**Credits:** 3

**Prerequisites:**

RTR 130

**RTR 150: Realtime Reporting III / Laboratory**

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.

**Credits:** 5

**Lab Hours:** 4

**Prerequisites:**

RTR 130

**RTR 170: Realtime Closed Captioning Technologies**

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.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

RTR 130 or approval of program advisor

**RTR 171: Broadcast Captioning I/Laboratory**

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.

**Credits:** 5

**Lab Hours:** 4

**Prerequisites:**

RTR 150

**RTR 172: Broadcast Captioning II/Laboratory**

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.

**Credits:** 5

**Lab Hours:** 4

**Prerequisites:**

RTR 171

**RTR 173: Broadcast Captioning III/Laboratory**

This course continues skill building in the realtime translation environments, with a focus on increasing speed and accuracy in the three timing categories.

**Credits:** 5

**Lab Hours:** 4

**Prerequisites:**

RTR 172

**RTR 175: Realtime Closed Captioning Technology II**

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.

**Credits:** 2

**RTR 184: Realtime Lab I**

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.

**Credits:** 2

**Lab Hours:** 4

**RTR 185: Realtime Lab II**

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.

**Credits:** 2

**Lab Hours:** 4

**RTR 186: Realtime Lab III**

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.

**Credits:** 2

**Lab Hours:** 4

**RTR 187: Realtime Lab IV**

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.

**Credits:** 2

**Lab Hours:** 4

**RTR 188: Realtime Lab V**

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.

**Credits:** 2

**Lab Hours:** 4

**RTR 189: Realtime Lab Vi**

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.

**Credits:** 2

**Lab Hours:** 4

**RTR 210: Realtime Reporting IV / Laboratory**

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.

**Credits:** 5

**Lab Hours:** 4

**Prerequisites:**

RTR 150

**RTR 220: Realtime Reporting V / Laboratory**

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.

**Credits:** 5

**Lab Hours:** 4

**Prerequisites:**

RTR 210

**RTR 226: Judicial Procedures**

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.

**Credits:** 3

**Prerequisites:**

RTR 131 and RTR 150

**RTR 227: Moot Court Practicum I**

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.

**Credits:** 5

**Lab Hours:** 4

**Prerequisites:**

RTR 115 and minimum speed of 150 wam or advisement

**RTR 230: Realtime Application**

Realtime Application is a capstone course which represents cumulative educational experiences with opportunities to integrate knowledge of realtime practices and implement skills through mock testing modules, written practice materials, conducting research and using various reference tools that will enable student to build a reference portfolio.

**Credits:** 2

**Lab Hours:** 2

**Prerequisites:**

RTR 150

**Co-Requisites:**

As required by college.

**RTR 257: Moot Court Practicum II**

This course is a continuation of RTR 227, with the course now designed to simulate civil and criminal trial situations, utilizing actual transcripts.

**Credits:** 5

**Lab Hours:** 4

**Prerequisites:**

RTR 227

**RTR 270: Realtime Reporting VI / Laboratory**

This course includes the continuation of accuracy and speed development in three timing categories. Lectures on expanded professional ethics and other situations are continued.

**Credits:** 5

**Lab Hours:** 4

**Prerequisites:**

RTR 220

**RTR 275: Realtime Reporting Internship**

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.

**Credits:** 2

**Clinical Hours:** 10

**Prerequisites:**

RTR 210 and/or as required by program

**RTR 292: Broadcast Captioning Internship**

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.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

RTR 173

**RTR 295: Selected Topics in Realtime Reporting**

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.

**Credits:** 5

**Lab Hours:** 4

**RTR 296: Selected Topics in Realtime Reporting**

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.

**Credits:** 5

**Lab Hours:** 4

**RTR 297: Selected Topics in Realtime Reporting**

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.

**Credits:** 5

**Lab Hours:** 4

**RTR 298: Selected Topics in Realtime Reporting**

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.

**Credits:** 5

**Lab Hours:** 4

**RTR 299: Selected Topics in Realtime Reporting**

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.

**Credits:** 5

**Lab Hours:** 4

## Criminal Justice Courses

**CRJ 100: Introduction to Criminal Justice**

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.

**Credits:** 3

**CRJ 110: Introduction to Law Enforcement**

This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.

**Credits:** 3

**CRJ 130: Introduction to Law and Judicial Process**

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 structure.

**Credits:** 3

**CRJ 140: Criminal Law and Procedure**

This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with emphasis placed on the contents of the Alabama Code. Areas of criminal procedure essential to the criminal justice profession are also covered.

**Credits:** 3

**CRJ 146: Criminal Evidence**

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.

**Credits:** 3

**CRJ 150: Introduction to Corrections**

This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.

**Credits:** 3

**CRJ 160: Introduction to Security**

This course surveys the operation, organization, and problems in providing safety and security to business enterprises. Private, retail, and industrial security are covered.

**Credits:** 3

**CRJ 177: Criminal and Deviant Behavior**

This course is an analysis of criminal and deviant behavior with emphasis on sociological and psychological theories of crime causation.

**Credits:** 3

**Prerequisites:**

Advisor approval CRJ / SOC 208 or SOC 200

**CRJ 208: Introduction to Criminology**

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.

**Credits:** 3

**CRJ 209: Juvenile Delinquency**

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.

**Credits:** 3

**Prerequisites:**

SOC 200

**CRJ 216: Police Organization and Administration**

This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered.

**Credits:** 3

**CRJ 220: Criminal Investigation**

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.

**Credits:** 3

**CRJ 280A: Internship in Criminal Justice**

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.

**Credits:** 3

**Clinical Hours:** 15

**CRJ 280B: Internship in Criminal Justice**

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.

**Credits:** 3

**Clinical Hours:** 15

**CRJ 280D: Internship in Criminal Justice**

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.

**Credits:** 3

**Clinical Hours:** 15

**CRJ 290: Selected Topics: Seminar in Criminal Justice**

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.

**Credits:** 3

## Diagnostic Medical Sonography Courses

**DMS 202: Foundations of Sonography**

This course provides the student with concepts of the history and development of sonography in medical imaging, patient care, medical ethics and law, cultural diversity, and medical terminology used in the practice of sonography. Emphasis in theory and lab is placed on patient assessment and considerations of physical and psychological conditions in both routine and emergency situations. Upon completion, students will demonstrate an understanding of concepts, as well as demonstrate/explain patient care procedures appropriate to setting and situation while utilizing medical terminology.

**Credits:** 3

**Prerequisites:**

As required by program

**DMS 204: Sectional Anatomy**

This course is a study in gross and sectional anatomy and physiology of the human body and the correlation of that anatomy to sonographic, computed tomography and magnetic resonance images. Upon completion students will be able to identify normal sonographic anatomy.

**Credits:** 2

**Prerequisites:**

As required by program

**DMS 205: Abdominal Sonography**

This course will provide instruction in a classroom and laboratory setting in order to perform sonographic studies of the abdomen. Classroom components will focus on concepts of normal and relational anatomy, physiology, Doppler principles, sonographic technique and appearance. At course completion the student will be expected to perform a complete abdominal sonogram. This is a CORE course.

**Credits:** 4

**Prerequisites:**

As required by program

**DMS 206: Gynecologic Sonography**

This course will familiarize the student with the transabdominal and transvaginal protocols of gynecologic scanning and common pathologies of the female reproductive system as seen on ultrasound. Lab values and patient history will be stressed as well as correlation with images from other modalities. The student will be able to perform a transabdominal pelvic sonogram at course completion. This is a CORE course.

**Credits:** 4

**Prerequisites:**

As required by program

**DMS 207: Abdominal Pathology**

This course will provide the student with a working knowledge of the sonographic appearance and pathophysiology of common diseases abnormalities of the abdomen. Associated history, symptoms, lab values, treatments and appearance on other imaging modalities will be demonstrated. The student will be required to conduct research for presentation. At course completion, students will be able to identify many major pathologies of the abdomen on sonograms. This is a CORE course.

**Credits:** 3

**Prerequisites:**

As required by program

**DMS 216: Sonographic Principles & Instrumentation**

This course will provide the student with knowledge of the principles of sound and imaging instrumentation as applied to sonography. The physical nature of sound waves and how those waves interact with mediums and how they can be successfully utilized in diagnostic imaging will be studied. Upon completion the student will be able to produce sonographic images. This is a CORE course.

**Credits:** 3

**Prerequisites:**

As required by program

**DMS 220: Obstetrical Sonography I**

This course will provide instruction regarding the development and sonographic appearance of the fetal and extra-fetal anatomy throughout the gestation period. Assessment, lab values, and performance for determining gestational age and fetal viability will be studied. At completion, the student will be required to differentiate between normal and abnormal obstetrical studies. This is a CORE course.

**Credits:** 3

**Prerequisites:**

As required by program

**DMS 221: Obstetrical Sonography II**

This course will provide instruction regarding the sonographic appearance of fetal and extra-fetal anatomy and correlate findings of fetal anomalies and genetic links. Assessment, lab values, and performance for determining gestational age and fetal viability will be studied. At completion, the student will be required to differentiate between normal and abnormal obstetrical studies.

**Credits:** 3

**Prerequisites:**

As required by program

**DMS 225: Superficial Sonography**

This course will review the anatomy and familiarize students with scanning protocols for the thyroid, parathyroid, breast, scrotum, male pelvis and other superficial structures. Common pathologies will be discussed and correlated with other imaging modalities. Upon completion, students will identify protocols appropriate to specific techniques and will perform superficial sonograms. This is a CORE course.

**Credits:** 1

**Prerequisites:**

As required by program

**DMS 229: Sonography Preceptorship I**

This course provides the sonography student with the opportunity to practice patient care skills and use beginning sonographic skills in a clinical environment. At course completion, the student should be able to provide basic patient care needs for the individual scheduled for a sonogram and create sonographic images pertinent to the current level of didactic training in general and/or cardiovascular sonography specialties. Competencies will be required. This is a CORE course.

**Credits:** 2

**Prerequisites:**

As required by program

**DMS 230: Sonography Preceptorship II**

This course provides the student with the opportunity to develop additional sonographic skills in the clinical setting. The student will assist with and perform sonographic exams pertinent to the level of didactic training in general and/or cardiovascular sonography specialties. Competencies will be required. This is a CORE course.

**Credits:** 3

**Prerequisites:**

As required by program

**DMS 231: Sonography Preceptorship III**

This course provides a continuum in the development of sonographic skills in all general sonographic specialties while in the clinical setting. Students should be able to perform more exams with less assistance from the supervising sonographer. Competencies will be required. This is a CORE course.

**Credits:** 4

**Prerequisites:**

As required by program

**DMS 232: Sonography Preceptorship IV**

This course will provide an in-depth practice of all general sonographic skills in the clinical setting. Upon completion the student will perform general specialty sonograms with little to no assistance from the supervising sonographer. Competencies will be required. This is a CORE course.

**Credits:** 5

**Prerequisites:**

As required by program

**DMS 233: Sonography Lab I**

This course is designed to allow students the opportunity to improve their application of knowledge gained in other courses. Content will vary depending on student needs as determined by the instructor. Content may include General or cardiovascular sonographic concepts.

**Credits:** 1

**Prerequisites:**

As required by program

**DMS 234: Sonography Lab II**

This course is designed to allow students the opportunity to improve their application of knowledge gained in other courses. Content will vary depending on student needs as determined by the instructor. Content may include General or vascular sonographic concepts.

**Credits:** 1

**DMS 240: Sonography Principles and Instrumentation Seminar**

This course provides a review for SONOGRAPHY PRINCIPLES AND INSTRUMENTATION Exam. Topics include sonographic principles and instrumentation. Mock registries must be passed with a grade of 75% or better to complete this course.

**Credits:** 2

**Prerequisites:**

As required by program

**DMS 241: Abdominal and Ob/Gyn Sonography Seminar**

This course provides a review for the National Registry Exam. Topics include abdominal, superficial, gynecological, and obstetrical sonography. Mock registries must be passed with a grade of 75% or better to complete this course. This is a CORE course.

**Credits:** 3

**Prerequisites:**

As required by program

**DMS 260: Intro to Vascular Sonography**

This course will introduce the student to sonographic anatomy of the vascular system of the human body, techniques and protocols for performing diagnostic studies of the vascular system. Common pathologies and anomalies, along with patient history, lab values, and symptomology will also be introduced in this course.

**Credits:** 3

**Prerequisites:**

As required by program

**DMS 261: Vascular Sonography Techniques**

This course will familiarize the student with sonographic anatomy of the peripheral vascular structures of the human body. The student will learn techniques to perform spectral, color and angiographic Doppler of these vessels. Images will be correlated with other imaging modalities (i.e. computed technology, magnetic resonance, and angiography). The student will scan volunteers in order to develop skills in vascular analysis. At course completion student will be able to perform vascular sonograms. CV CORE

**Credits:** 3

**Prerequisites:**

As required by program

## Diesel Technology Courses

**DEM 100: Introduction to Applied Technologies**

The 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 to include: basic mathematical applications, use of scientific calculators, measurements, and geometric and triangulation methods. This course is also taught as AUM 100, DEM 100, WDT 100.

**Credits:** 3

**DEM 104: Basic Engines**

This course is designed to give the student knowledge of the diesel engine components and auxiliary systems, the proper way to maintain them, and the proper procedures for testing and rebuilding components. Emphasis is placed on safety, theory of operation, inspection, and measuring and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**Co-Requisites:**

As required by College CORE



**DEM 105: Preventive Maintenance**

This course provides instruction on how to plan, develop, and install equipment surveillance and reliability strategies. Descriptions of various maintenance techniques for specialized preventive programs are discussed and computerized parts and equipment inventories and fleet management systems software are emphasized. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**Co-Requisites:**

As required by College

**DEM 111: Equipment Safety / Mechanical Fundamentals**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 119: Bearings and Lubricants**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 122: Heavy Vehicle Brakes**

This course covers the theory and repair of braking systems used in medium and heavy-duty vehicles. Topics include hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy vehicles.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**Co-Requisites:**

As required by College CORE

**DEM 123: Pneumatics and Hydraulics**

This course provides instruction in the identification and repair of components found in hydraulic and pneumatic systems. Topics include schematics and symbols used in fluid power transmission and the troubleshooting of components in these systems. Upon completion, students should be able to diagnose, adjust, and repair hydraulic and pneumatic system components.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 124: Electronic Engine Systems**

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 125: Heavy Vehicle Drive Trains**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 127: Fuel Systems**

This course is designed to provide practice in troubleshooting, fault code diagnosis, information retrieval, calibration, repair and replacement of fuel injectors, nozzles, and pumps. Emphasis is placed on test equipment, component functions, and theory. Upon completion, students should be able to diagnose, service, and repair fuel systems and governors.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 128: Heavy Vehicle Drive Train Lab**

This lab provides reinforcement of material covered in DEM 116 or DEM 125. The students will apply the knowledge they learned on driveshafts, power take-offs, standard transmissions, fluid drives, torque converters, clutch assemblies, drive axles, and special drives through experiential learning techniques. Upon completion, students should be able to diagnose, inspect, remove, repair or replace, and install heavy vehicle drive train components.

**Credits:** 3

**Lab Hours:** 9

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 129: Diesel Engine Lab**

This lab allows the student to refine the skills required to repair diesel engines.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 130: Electrical/Electronic Fundamentals**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 134: Computer Controlled Engine and Power Train Systems**

This course introduces the student to the fundamentals of operation of computer controlled engine and power train systems.

**Credits:** 3

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 135: Heavy Vehicle Steering and Suspension Systems**

This course introduces the theory and principles of medium and heavy-duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components, and perform front and rear wheel alignments on medium and heavy duty vehicles.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 137: Heating, A/C, and Refrigeration Systems**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 145: Electrical Schematics and Symbols**

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.

**Credits:** 3

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 154: Vehicle Maintenance & Safe Operating Practices**

This course provides instruction in basic entry level driving skills relating to the maintenance and safe operation of a commercial motor vehicle. Topics include preventive maintenance and safe vehicle operations. Upon successful completion, students will have the skill and knowledge to safely operate a commercial motor vehicle.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**DEM 180: Special Projects in Commercial Vehicles**

This course provides specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting students' needs.

**Credits:** 3

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 181: Special Topics in Electrical**

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.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 182: Special Topics in Engines**

This course provides specialized instruction in various areas related to engines in the diesel mechanics industry. Emphasis is placed on meeting student's needs.

**Credits:** 3

**Lab Hours:** 9

**Prerequisites:**

As required by College

**Co-Requisites:**

As required by College

**DEM 183: Special Topics in Power Train**

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.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 184: Special Topics in Heavy Duty Brakes, Steering, and Suspension**

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.

**Credits:** 3

**Lab Hours:** 9

**Prerequisites:**

As required by College

**Co-Requisites:**

As required by College

**DEM 186: Special Projects in Commercial Vehicles**

This course provides specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student's needs.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 187: Industrial Safety**

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.

**Credits:** 1

**Prerequisites:**

As required by College

**DEM 191: Special Projects in Diesel Mechanics**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by college

**Co-Requisites:**

As required by a College

**DEM 192: Co-Op Elective**

This course allows the student to work parallel in a job closely related 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.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 196: Co-Op Elective**

This course allows the student to work parallel in a job closely related 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.

**Credits:** 1

**Clinical Hours:** 5

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 196A: Co-Op Elective**

This course allows the student to work parallel in a job closely related 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.

**Credits:** 1

**Clinical Hours:** 5

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

**DEM 197: Co-Op Elective**

This course allows the student to work parallel in a job closely related 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.

**Credits:** 2

**Clinical Hours:** 10

**Prerequisites:**

As required by program

**Co-Requisites:**

As required by college

## Economics Courses

**ECO 231: Principles of Macroeconomics**

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

**Credits:** 3

**ECO 232: Principles of Microeconomics**

This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity; the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.

**Credits:** 3

# Electrical Technology Courses

## **ELT 110: Wiring Methods**

This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses. Also taught as EET 192.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program CORE

## **ELT 114: Residential Wiring Methods**

This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

As required by program CORE

## **ELT 115: Residential Wiring Methods II**

This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

ELT 114 CORE

## **ELT 117: AC/DC Machines**

This course covers the theory and operation of DC motors single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab. Also taught as AUT 117.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program CORE

## **ELT 118: Commercial/Industrial Wiring I**

This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles. Also taught as AUT 142, INT 158.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program CORE

## **ELT 122: Advanced Ac/Dc Machines**

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.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

ELT 117

## **ELT 181: Special Topics in Electrical Technology**

These courses provide specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting students' needs.

**Credits:** 3

**Prerequisites:**

As required by program

## **ELT 182: Special Topics in Electrical Technology**

These courses provide specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting students' needs.

**Credits:** 3

**Prerequisites:**

As required by program

## **ELT 183: Special Topics in Electrical Technology- Nccer Certification**

These courses provide specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting student needs. Also taught as INT 280.

**Credits:** 3

**Prerequisites:**

As required by program

## **ELT 192: Practicum/Intern/Co-Op**

This course provides practical experience in the field early in the student's training as an electrician's helper on the job, working a special project, or conducting research in a directed area of the field. Emphasis is placed on gaining hands-on experience with tools of the trade, as well as a better understanding of NEC directives. Upon completion, students should possess a higher state of proficiency in the basic skills of connecting electrical wiring and conduit; this course may be repeated with the instructor's permission.

**Credits:** 1

**Clinical Hours:** 5

**Prerequisites:**

As required by program

**ELT 194: Practicum/Intern/Co-Op**

This course provides additional practical experience in the electrical craft as an apprentice electrician or higher level working advanced projects or research in a directed area of the field. Emphasis is placed on gaining more hands-on experience with tools of the trade as well as NEC directives while studying in the classroom two hours per week. Upon completion, students should possess a higher state of proficiency in all electrician skills and a better knowledge of testing for Electrical Journeyman's Block Test.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

As required by program

**ELT 206: Osha Safety Standards**

This course provides the student with the knowledge of OSHA safety standards as required by this organization, and as it relates 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.

**Credits:** 3

**Prerequisites:**

As required by program

**ELT 209: Motor Controls I**

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams. Also taught as AUT 234, INT 113.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program CORE

**ELT 212: Motor Controls II**

This course covers complex ladder diagrams of motor control circuits and the uses of different motor starting techniques. Topics include wye-delta starting, part start winding, resistor starting and electronic starting devices. Upon completion, the students should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

ELT 209 or INT 212

**ELT 231: Introduction to Programmable Controllers**

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs. Also taught as AUT 114, INT 184.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

As required by program

**ELT 232: Advanced Programmable Controllers**

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. Also taught as AUT 221.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

As required by program

**Co-Requisites:**

ELT 231

**ELT 234: PLC Applications**

This course introduces advanced PLC programming techniques. Topics include tags, parallel processing, program optimization, and advanced math instructions. Emphasis is placed on optimizing PLC functions. Upon completion students will be able utilize advanced instructions to control PLC functions.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

As determined by College

**ELT 241: National Electric Code**

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 code requirements for a specific electrical installation.

**Credits:** 3

**Prerequisites:**

As required by program

**ELT 242: Journeyman Master Prep Exam**

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.

**Credits:** 3

**Prerequisites:**

As required by program

**ELT 244: Conduit Bending and Installation**

This course provides students the knowledge to properly bend electrical metallic tubing, rigid galvanized and intermediate metal conduit, and PVC conduit. Emphasis is placed on the theory and practical application of conduit bending methods. Upon completion, students should be able to get measurements, layout, and successfully bend conduit using hand type, mechanical, and hydraulic benders.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

As required by program

**ELT 245: Electrical Grounding Systems**

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, the students should be able to explain and design a simple grounding system.

**Credits:** 3

**Prerequisites:**

As required by program

**ELT 253: Industrial Robotics**

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. Also taught as AUT 116, INT 253.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As required by program

**ELT 254: Robot Maintenance and Troubleshooting**

This course introduces principle concepts troubleshooting and maintenance of robots. Topics include recognize and describe major robot component. Students will learn to diagnose robot mechanical problems to the component level, replacement of mechanical components and perform adjustments, troubleshooting class 1, 2, and 3 faults, to manipulate I/O for the robot, and periodic and preventive maintenance. Students will learn how to safely power up robots for complete shutdown and how to manipulate robots using the teach pendant. Upon completion students will be able to describe the various robot classifications, characteristics, explain system operations of simple robots, and maintain robotic systems. Also taught as INT 254.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As required by College

**ELT 288: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to electrical technology. In these courses the employee evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 2

**Clinical Hours:** 10

# Electronic Engineering Technology Courses

## **EET 100: Introduction to Engineering Technologies**

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 calculators, triangulation methods, and the basic laws of electricity. Also taught as AUT 118, CET 101, MTT 107.

**Credits:** 3

**Prerequisites:**

As determined by College

## **EET 103: DC Fundamentals**

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. Also taught as INT 101.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

Math placement score for MTH 116

## **EET 104: AC Fundamentals**

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. Also taught as INT 103.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

EET 103 CORE

## **EET 109: Electrical Blueprint Reading I**

This course will enable the student to obtain a working knowledge of the elements of blueprint reading, the ability to interpret electrical, mechanical, and architectural drawings, and the ability to visualize the entire building structure in relationship to the electrical system.

**Credits:** 3

**Prerequisites:**

As required by program CORE

## **EET 114: Concepts of Solid State Electronics**

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.

**Credits:** 5

**Lab Hours:** 4

**Prerequisites:**

EET 103

## **EET 115: Concepts of Digital Electronics**

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.

**Credits:** 5

**Lab Hours:** 4

**Prerequisites:**

EET 103

## **EET 116: Concepts of Electronic Circuits**

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.

**Credits:** 5

**Lab Hours:** 4

**Prerequisites:**

EET 114



**EET 119: Circuit Fabrication I**

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.

**Credits:** 1

**Lab Hours:** 2

**Prerequisites:**

As determined by College CORE

**EET 192: Installation Practices**

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. Also taught as ELT 110

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program

**EET 195: Selected Topics in Eet**

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.

**Credits:** 1

**Prerequisites:**

As required by program

**EET 196: Selected Topics in Eet**

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.

**Credits:** 2

**Prerequisites:**

As required by program

**EET 197: Selected Topics in Eet**

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.

**Credits:** 3

**Prerequisites:**

As required by program

**EET 207: Intro to Robotics**

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.

**Credits:** 3

**Prerequisites:**

EET 104, INT 103, or AUT 111

**Co-Requisites:**

EET 212

**EET 208: Fiber Optics**

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.

**Credits:** 3

**Prerequisites:**

EET 103, INT 101, or AUT 110

**EET 212: Intro to Robotics Lab**

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 robot.

**Credits:** 2

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**Co-Requisites:**

EET 207

**EET 213: Process Control and Instrumentation**

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.

**Credits:** 3**Prerequisites:**

Advisor approval

**Co-Requisites:**

EET 238

**EET 224: Elements of Industrial Controls with PLCs**

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. Also taught as AUT 121.

**Credits:** 3**Prerequisites:**

EET 104, INT 103, or AUT 111

**Co-Requisites:**

EET 229

**EET 225: Electronics Communications**

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.

**Credits:** 3**Prerequisites:**

EET 104, INT 103, or AUT 111

**EET 229: Elements of Industrial Controls with PLCs Lab**

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. Also taught as AUT 122.

**Credits:** 2**Lab Hours:** 4**Prerequisites:**

EET 104, INT 103, or AUT 111

**Co-Requisites:**

EET 224

**EET 234: Robotic Systems**

This course introduces the student to elements that make up a robotic system. The fundamental parts of the robotic system are studied in detail as to their function, components, and integration into a robotic system. Upon completion of this course and EET 239, a student will be able to program and operate a simple robot. Prerequisite: As determined by College Corequisite EET 239

**Credits:** 3**EET 238: Process Control and Instrumentation Lab**

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.

**Credits:** 2**Lab Hours:** 4**Prerequisites:**

As required by program

**Co-Requisites:**

EET 213

**EET 239: Robotic Systems Lab**

Companion to EET 234. Emphasizes hands-on experience in the basic of a robotic system in the laboratory. Upon completion of this course and EET 234, a student will be able to program and operate a simple robot. Prerequisite: As determined by College, Corequisite EET 234

**Credits:** 2**Lab Hours:** 4**EET 249: Cet Preparation**

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.

**Credits:** 3**Prerequisites:**

As required by program

**EET 252: Electronic Service Lab**

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

**Credits:** 1**Lab Hours:** 2

**EET 254: Microcomputer Systems Basic I**

This course is a fundamental study of the systems and subsystems in a microcomputer and covers the Core Hardware requirements for A+ certification.

**Credits:** 3

**Prerequisites:**

As determined by College

**EET 255: Microcomputer Systems Basic I Lab**

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.

**Credits:** 2

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**EET 256: Microcomputer Systems Advanced I**

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.

**Credits:** 3

**EET 257: Microcomputer Systems Advanced I Lab**

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.

**Credits:** 2

**Lab Hours:** 4

**EET 260: Microprocessors Interfacing**

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.

**Credits:** 3

**Prerequisites:**

EET 115

**EET 261: Microprocessors Interfacing Laboratory**

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.

**Credits:** 1

**Lab Hours:** 2

**Prerequisites:**

EET 250 and EET 251

**EET 262: Industrial Automation Project**

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.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by program

**EET 276: Elements of Industrial Controls with PLCs II**

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.

**Credits:** 3

**Prerequisites:**

As required by program

**Co-Requisites:**

EET 277

**EET 277: Elements of Industrial Controls with PLCs II Lab**

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.

**Credits:** 2

**Lab Hours:** 4

**Prerequisites:**

As required by program

**Co-Requisites:**

EET 276

**EET 281: Special Topics in Electronic Engineering Technology**

This course provides specialized instruction in various areas related to electronic engineering technology. Emphasis is placed on meeting students' needs.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by program

**EET 286: Co-Op**

These courses constitute a series wherein in the student works on a part-time basis in a job related directly to electronic engineering. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 1

**Clinical Hours:** 5

**Prerequisites:**

As required by College

**EET 288: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job related directly to electronic engineering. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 2

**Clinical Hours:** 10

**Prerequisites:**

As required by College

**EET 290: Electronics Project**

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.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

Advisor approval

**EET 294: Co-Op Education**

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

As required by College

## Emergency Medical Services Courses

**EMS 100: Cardiopulmonary Resuscitation I**

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.

**Credits:** 1

**EMS 105: Emergency Medical Responder**

This course provides theory in emergency procedures as contained in the current National Standard Training Curriculum (NSTC) for the First Responder. The course is an introduction to the emergency medical services system and provides fundamentals for students to improve the quality of emergency care provided as the first person to an emergency scene until emergency medical services arrive. Completion of specific student competencies, as outlined in the current NSTC for the First Responder, is required for successful course completion.

**Credits:** 3

**EMS 107: Emergency Vehicle Operator Ambulance**

The Emergency Vehicle Operator Course Ambulance provides the student with training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance. The course provides the knowledge and skill practice necessary for individuals to learn how to 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.

**Credits:** 1

**Prerequisites:**

A valid driver's license and program approval

**EMS 113: Infection Control for Health Professionals**

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.

**Credits:** 1

**EMS 118: Emergency Medical Technician**

This course is required to apply for certification as an Emergency Medical Technician. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA National Emergency Medical Services Education Standards.

**Credits:** 9

**Lab Hours:** 3

**EMS 119: Emergency Medical Technician Clinical**

This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam. Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam.

**Credits:** 1

**EMS 150: 24 Hour EMT Refresher**

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.

**Credits:** 2

**Prerequisites:**

Completion of an NSTC course for EMT-Basic or program approval

**EMS 155: Advanced Emergency Medical Technician**

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a Corequisite.

**Credits:** 7

**Co-Requisites:**

EMS 156

**EMS 156: Advanced Emergency Medical Technician Clinical**

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a Corequisite.

**Credits:** 2

**Co-Requisites:**

EMS 155

**EMS 189: Applied Anatomy and Physiology for the Paramedic**

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.

**Credits:** 4

**Prerequisites:**

EMS 189 or BIO 201

**EMS 240: Paramedic Operations**

This course focuses on the operational knowledge and skills needed for safe and effective patient care within the paramedic's scope of practice. Content areas include: research, paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, medical terminology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules.

**Credits:** 2

**Lab Hours:** 1

**Prerequisites:**

EMS 189 or BIO 201

**EMS 241: Paramedic Cardiology**

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.

**Credits:** 3

**Lab Hours:** 1

**EMS 242: Paramedic Patient Assessment**

This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation and assessment based management.

**Credits:** 2

**EMS 244: Paramedic Clinical I**

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electro-therapy, I.V./I.O. initiation and medication administration.

**Credits:** 1

**EMS 245: Paramedic Medical Emergencies**

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient.

**Credits:** 3

**Lab Hours:** 1

**EMS 246: Paramedic Trauma Management**

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma.

**Credits:** 3

**Lab Hours:** 1

**EMS 247: Paramedic Special Populations**

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

**Credits:** 2

**Lab Hours:** 1

**EMS 248: Paramedic Clinical II**

This course is required to apply for certification as a Paramedic. This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 245, 246, and 247 and knowledge and proficiency from previous clinical experiences. This course helps prepare students for the National Registry Paramedic Exam. The student will have the opportunity to use the basic and advanced skills of the Paramedic in the clinical setting under the direct supervision of licensed healthcare professionals. Requires licensure at the AEMT level.

**Credits:** 3

**EMS 253: Paramedic Transition to the Workforce**

This course is designed to meet additional state and local educational requirements for paramedic practice. Content includes: ACLS, PALS or PEPP, ITLS or PHTLS, prehospital protocols, transfer drugs, and other courses as dictated by local needs or state requirement.

**Credits:** 2

**Lab Hours:** 1

**EMS 254: Advanced Competencies for Paramedics**

This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

**Credits:** 2

**Lab Hours:** 1

**EMS 255: Paramedic Field Preceptorship**

This course is required to apply for certification as a paramedic. This course provides students with field experiences to enhance knowledge and skills learned throughout the paramedic program. This course helps prepare students for the National Registry Paramedic Exam. Students will utilize paramedic skills in a field setting under the direct supervision of a licensed paramedic. Requires licensure at the AEMT level and completion of EMS 240, 241, 242, 243, 244, 245, 246, 247, and 248.

**Credits:** 5

**EMS 256: Paramedic Team Leadership**

This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entry-level paramedic.

**Credits:** 1

**EMS 257: Paramedic Applied Pharmacology**

This course introduces basic and advanced pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Medication pharmacokinetics and pharmacodynamics will be evaluated for most medicines used in the pre-hospital setting. Students will also learn how to establish various routes of medication administration and procedures for administering medications via these routes. Students will also demonstrate mathematic computations for various drug and solution dose administration problems.

**Credits:** 2

**EMS 266: Advanced Cv Life Support Provider**

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.

**Credits:** 1

**Prerequisites:**

LPN, RN, EMT-Intermediate, or Paramedic status or program approval

**EMS 267: International Trauma Life Support**

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.

**Credits:** 1

**Prerequisites:**

LPN, RN, EMT-Intermediate, or Paramedic status or program approval

**EMS 269: Pediatric Medical Life Support**

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.

**Credits:** 1**Prerequisites:**

LPN, RN, EMT-Intermediate, or Paramedic status or program approval

## Engineering Courses

**EGR 100: Engineering Orientation**

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.

**Credits:** 1**Prerequisites:**

As required by program

**EGR 125: Modern Graphics for Engineers**

This course provides an introduction to manual and computer-assisted techniques of graphic communication employed by professional engineers. Topics include lettering, instrumental and computer-aided drafting; technical sketching, orthographic projection, pictorial, sectional, and auxiliary views, and dimensioning.

**Credits:** 3**Prerequisites:**

As required by program

## Engineering Design Technology Courses

**DDT 104: Basic Computer Aided Drafting and Design**

This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using "hands-on" applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy. (Utilizing AutoCad software)

**Credits:** 3**Lab Hours:** 4**Prerequisites:**

As required by program

**DDT 111: Fundamentals of Drafting and Design Technology**

This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching and drawing.

**Credits:** 3**Lab Hours:** 4**Prerequisites:**

As required by program

**DDT 114: Industrial Blueprint Reading**

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. Also taught as AUT 104, CET 100, MTT 121.

**Credits:** 3**Prerequisites:**

As required by program

**DDT 115: Blueprint Reading for Machinists**

This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the machine trades. Topics include 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.

**Credits:** 3**Prerequisites:**

As required by program



**DDT 116: Blueprint Reading for Construction**

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.

**Credits:** 3

**Prerequisites:**

As required by program

**DDT 117: Manufacturing Processes**

This course in materials and processes includes the principles and methodology of material selection, application, and manufacturing processes. Emphasis is directed to solids to include material characteristics, castings, forging, and die assemblies. Upon completion, students should be able to discuss and understand the significance of materials' properties, structure, basic manufacturing processes, and to express and interpret material specifications.

**Credits:** 3

**Prerequisites:**

As required by program

**DDT 124: Basic Technical Drawing**

This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program

**DDT 127: Intermediate Computer Aided Drafting and Design**

This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software. (Utilizing AutoCad software)

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

DDT 104, 111, 124

**DDT 128: Intermediate Technical Drawing**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

DDT 104, 111, 124

**DDT 131: Machine Drafting Basics**

This course in machine drafting and design provides instruction in the largest specialty area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working drawings. Upon completion, students should be able to organize, lay out, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

DDT 128, 220

**DDT 132: Architectural Drafting**

This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drawing. Topics include design considerations, lettering, terminology, site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

DDT 128, 220

**DDT 133: Basic Surveying**

This course covers the use of surveying instruments, mathematical calculations, and the theory of land surveying. Topics include USGS benchmarks, measuring horizontal and vertical angles and distances, terms, and recording and interpreting field notes. Upon completion, students should be able to recognize benchmarks and measure, specify, and record field notes.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program

**DDT 181: Special Topics in Drafting and Design Technology**

This course provides specialized instruction in various areas related to the drafting industry. Emphasis is placed on meeting students' needs.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program

**DDT 182: Special Topics in Drafting and Design Technology**

This course provides students with opportunities to apply drafting and design concepts.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program

**DDT 193: Drafting Internship**

This course is limited to those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 15 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

As required by program

**DDT 211: Intermediate Machine Drafting**

This second course in machine drafting and design provides more advanced instruction in the largest specialty area of drafting. Topics include applications of previously developed skills in the organization and development of more complex working drawings, use of vendor catalogs and the Machinery's Handbook for developing specifications, and use of standardized abbreviations in working drawings.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

DDT 131

**DDT 212: Intermediate Architectural Drafting**

This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include interior elevations, plot plans, and interior details. Upon completion, students should be able to draw and specify advanced level plans including various architectural details.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

DDT 132

**DDT 220: Advanced Technical Drawing**

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 ANSI 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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

DDT 111, 124, 128

**DDT 226: Technical Illustration**

This course provides the student with various methods of illustrating structures and machine parts. Topics include axonometric drawings; exploded assembly drawings; one-point, two-point, and three-point perspectives, surface textures, and renderings. Upon completion, students should be able to produce drawings and illustrations using the previously described methods.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**DDT 231: Advanced Cad**

This course allows the student to plan, execute, and present results of individual projects in Advanced CAD topics. Emphasis is placed on enhancing skill attainment in Advanced CAD skill sets. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor. (Utilizing AutoCad software)

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

DDT 127

**DDT 233: Intermediate 3D Modeling**

This course emphasizes the more advanced techniques in 3D solid modeling. It covers advanced features of part creation, part editing, and analysis. Some techniques that will be discussed are: lofting, sweeping, sheet metal part creation, interference checking and stress analysis. Upon completion of the course students should be able to create advanced 3D models and perform stress analysis/interference checking. (Utilizing Inventory software)

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**DDT 235: Specialized Cad**

This course allows the student to plan, execute, and present results of individual projects in Specialized CAD topics. Emphasis is placed on enhancing skill attainment in Specialized CAD skill sets. The student will be able to demonstrate and apply competencies identified by the instructor. (Utilizing Revit software)

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**DDT 237: Current Topics in Cad**

This course allows the student to plan, execute, and present results of individual projects relating to the Current topics in CAD. Emphasis is placed on attainment of skills related to changes in current CAD technology. The student will be able to demonstrate and apply competencies identified by the instructor. (Utilizing Solid Works software)

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**DDT 239: Independent Studies**

This course provides practical application of prior attained skills and experiences as selected by the instructor for the individual student. Emphasis is placed on applying knowledge from prior courses toward the solution of individual drafting and design problems. With completion of this course, the student will demonstrate the application of previously attained skills and knowledge in the solution of typical drafting applications and problems.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**DDT 244: Advanced 3D Modeling**

In this course, students will receive instruction on advanced 3D modeling concepts such as surfacing, advanced sheet metal creation and editing, assemblies utilizing sub-assemblies, advanced assembly features and top down design, and 3D sketching and weldments. Students will continue to enhance their skills using 3D software to produce 3D models using advanced techniques and create detailed industry ready 2D working drawings. Students will also use industry standard dimensioning and advanced tolerancing practices per ANSI standards as applicable to 3D design and working drawings. Students will explore current industry topics and work on team building exercises in an effort to prepare the students for the workforce. (Utilizing Solid Works software for CSWA Certification)

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

DDT 237

**DDT 286: Co-Op**

These courses constitute a series wherein in the students works on a part-time basis in a job directly related to drafting. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 1

**Clinical Hours:** 5

**Prerequisites:**

As required by College

**DDT 288: Co-Op**

These courses constitute a series wherein in the students works on a part-time basis in a job directly related to drafting. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 2

**Clinical Hours:** 10

**Prerequisites:**

As required by College

**DDT 291: Co-Op**

These courses constitute a series wherein in the students works on a part-time basis in a job directly related to drafting. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

As required by College

## English Courses

**ENG 080H: Directed English Laboratory**

This course, which may be repeated as needed, is for non-native English speakers. It provides students with a laboratory environment where they can receive help from qualified instructors and practice the English skills developed in the other ESL courses in which the student is enrolled.

**Credits:** 3

**ENG 099: Introduction to College Writing**

Introduction to College Writing is a co-requisite English course paired with ENG 101. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired ENG 101 class. The material covered or practiced in the ENG 099 course is complementary to and supportive of material taught in ENG 101 and the needs of the ENG 099 students.

**Credits:** 1

**ENG 100: Vocational Technical English I**

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.

NCA

**Credits:** 3

**ENG 101: English Composition I**

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.

**Credits:** 3

**Prerequisites:**

Successful completion of ENR 098 (Grade C or better) or appropriate placement score.

**ENG 102: English Composition II**

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.

**Credits:** 3

**Prerequisites:**

A grade of "C" or better in ENG 101 or the equivalent

**ENG 130: Technical Report Writing**

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.

**Credits:** 3

**Prerequisites:**

ENG 101 or the equivalent

**ENG 131: Applied Writing I**

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. (This course is for Court Reporting students only.)

**Credits:** 3

**Prerequisites:**

Appropriate placement score

**ENG 132: Applied Writing II**

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. (This course is for Court Reporting students only.)

**Credits:** 3

**Prerequisites:**

ENG 131

**ENG 246: Creative Writing I**

This course provides 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 read by or to the class.

**Credits:** 3

**Prerequisites:**

ENG 102 or permission of the instructor

**ENG 247: Creative Writing II**

This course provides 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 read by or to the class.

**Credits:** 3

**Prerequisites:**

ENG 102 or permission of the instructor

**ENG 248: Creative Writing III**

This course provides 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 read by or to the class.

**Credits:** 3

**Prerequisites:**

ENG 102 or permission of the instructor

**ENG 249: Creative Writing IV**

This course provides 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 read by or to the class.

**Credits:** 3

**Prerequisites:**

ENG 102 or permission of the instructor

**ENG 251: American Literature I**

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.

**Credits:** 3

**Prerequisites:**

ENG 102 or equivalent

**ENG 252: American Literature II**

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.

**Credits:** 3

**Prerequisites:**

ENG 102 or equivalent

**ENG 261: English Literature I**

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.

**Credits:** 3

**Prerequisites:**

ENG 102 or equivalent

### **ENG 262: English Literature II**

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.

**Credits:** 3

**Prerequisites:**

ENG 102 or equivalent

### **ENG 271: World Literature I**

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.

**Credits:** 3

**Prerequisites:**

ENG 102 or equivalent

### **ENG 272: World Literature II**

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 aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**Credits:** 3

**Prerequisites:**

ENG 102 or equivalent

### **ENG 299: Directed Studies in Language and Literature**

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.

**Credits:** 3

## English and Reading Courses

### **ENR 098: Writing and Reading for College**

Writing and Reading for College integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising, and editing to produce competent essays using standard written English. This course may include a one-hour lab component.

**Credits:** 4

## Entrepreneurship Courses

### **ETP 265: Entrepreneurial Marketing**

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.

**Credits:** 3

**Prerequisites:**

As required by program

### **ETP 266: Entrepreneurial Finance**

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.

**Credits:** 3

**Prerequisites:**

As required by program

**ETP 267: Innovation and Creativity**

This course is designed to develop in students a mindset for thinking creatively and prepare them to create their own businesses or revitalize a business that has lost its direction by learning to observe things from different perspectives and to reason from different viewpoints in order to develop effective solutions to problems.

**Credits:** 3

**Prerequisites:**

As required by program

**ETP 268: Business Planning**

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.

**Credits:** 3

**Prerequisites:**

As required by program

**ETP 279: Small Business Management**

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

**Credits:** 3

**Prerequisites:**

As required by program

## Geography Courses

**GEO 100: World Regional Geography**

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials.

**Credits:** 3

**GEO 101: Principles of Physical Geography**

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.

**Credits:** 4

**GEO 102: Principles of Geography II**

Physical Geography II is the second in a two part sequence including topics such as landforms, landscapes, soil, and vegetation of the earth. Laboratory is required.

**Credits:** 4

## German Courses

**GRN 101: Introductory German I**

This course provides an introduction to German. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of German-speaking areas.

**Credits:** 4

**GRN 102: Introductory German II**

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of German-speaking areas.

**Credits:** 4

## Health Education Courses

**HED 224: Personal and Community Health**

This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized.

**Credits:** 3

**Prerequisites:**

As required by program

**HED 231: First Aid**

This course provides instruction for the immediate, temporary care that should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross and/or the American Heart Association. CPR training also is included.

**Credits:** 3

# Health Information Technology Management Courses

## **HIT 134: HIT Legal and Ethical Issues**

This course is a review of the legal aspects applicable to health information. The course focuses on the health record as a legal document, legal principles, patient rights/advocacy issues, definition and application of professional ethics, privacy, and release of information and confidentiality of health information. Student outcomes include demonstration of the use of legal vocabulary and application of release of information guidelines.

**Credits:** 3

**Prerequisites:**

HIT 153 Health Care Delivery Systems

## **HIT 151: Health Data Content and Structure**

This course is an introduction to the health information technology (HIT) profession and its basic skill requirements. The course includes an introduction to the content, use and structure of health care data and data sets and how these components relate to primary and secondary record systems. Student outcomes include mastery of basic concepts and functions in HIT including storage and retrieval systems, documentation requirements, abstracting, quantitative and qualitative analysis, registries and indexes.

**Credits:** 3

**Prerequisites:**

HIT 153 Health Care Delivery Systems

## **HIT 153: Health Care Delivery Systems**

This course includes a review of health care delivery systems. Course focus is on information management practices of agencies that provide health services in ambulatory care, home health care, hospice, long term care, mental health, and other alternate care system. Student competency includes the ability to describe and contrast the structure of health services in relation to operational and accrediting agency standards, and the role of the health information practitioner in each of these settings.

**Credits:** 2

## **HIT 230: Medical Coding Systems I**

This course is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes description of classification and nomenclature systems; coding diagnoses and/or procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted).

**Credits:** 3

**Prerequisites:**

BIO 120 Medical Terminology

**Co-Requisites:**

HIT 231 CORE

## **HIT 231: Medical Coding Skills Laboratory**

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.

**Credits:** 1

**Prerequisites:**

BIO 120 Medical Terminology

**Co-Requisites:**

HIT 230

## **HIT 232: Medical Coding Systems II**

This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes coding diagnoses and/or procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/ or computer assisted).

**Credits:** 3

**Prerequisites:**

HIT 230 Medical Coding Systems I and HIT 231 Medical Coding Skills Lab

**Co-Requisites:**

HIT 233 CORE



**HIT 233: Medical Coding Skills Laboratory**

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.

**Credits:** 1

**Prerequisites:**

HIT 230 Medical Coding Systems and HIT 231 Medical Coding Skills Lab

**Co-Requisites:**

HIT 232

**HIT 254: Organizational Improvement**

This course is a study of the purpose and principles of improving organizational performance through quality assessment and utilization management. Topics include use of quality improvement tools; data collection, display, analysis, and reporting methods; resource and risk management techniques; healthcare statistics; and application of accreditation and licensing standards. Student outcomes include demonstrated proficiency in the use of quality improvement techniques and application of accrediting agency standards.

**Credits:** 3

**Prerequisites:**

HIT 153 Health Care Delivery Systems

**HIT 295: Special Topics in HIT III**

This course includes specialized study on current topics and issues in the field of health information technology. Health information topics discussed may include quality assessment, emerging technology, security and control programs, risk assessment, and/or data analysis techniques. Student outcomes include demonstrated understanding of the topics covered in this course.

**Credits:** 3

**Prerequisites:**

HIT 153 Health Care Delivery Systems

## Health Sciences Courses

**HPS 100: Safety Issues for Clinical Practice**

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.

**Credits:** 1

**HPS 103: Foundation Competencies for Health Sciences**

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.

**Credits:** 3

**HPS 105: Medical Terminology**

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.

**Credits:** 3

**Lab Hours:** 2

## History Courses

**HIS 101: Western Civilization I**

This course is a survey of social, intellectual, economic, and political developments which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.

**Credits:** 3

**HIS 102: Western Civilization II**

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.

**Credits:** 3

**HIS 121: World History I**

This course surveys social, intellectual, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era.

**Credits:** 3

**Prerequisites:**

As required by program

**HIS 122: World History II**

This course is a continuation of HIS 121; it covers world history, both western and non-western, from the early modern era to the present.

**Credits:** 3

**Prerequisites:**

As required by program

**HIS 201: United States History I**

This course surveys United States history during the colonial, revolutionary, early national, and antebellum periods. It concludes with the Civil War and Reconstruction.

**Credits:** 3

**HIS 202: United States History II**

This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.

**Credits:** 3

**HIS 216: History of World Religions**

This course presents a comparison of the major religions of the world from a historical perspective. Emphasis is placed on the origin, development, and social influence of Christianity, Judaism, Islam, Hinduism, Buddhism, and others.

**Credits:** 3

**HIS 256: African-American History**

This course focuses on the experience of African-American people in the western hemisphere, particularly the United States. It surveys the period from the African origins of the slave trade during the period of exploration and colonization to the present. The course presents a comparison between the African experience in the United States and in Mexico and South America.

**Credits:** 3

**HIS 260: Alabama History**

This course surveys the development of the state of Alabama from pre-historic times to the present. The course presents material on the discovery, exploration, colonization, territorial period, ante-bellum Alabama, reconstruction, and modern history.

**Credits:** 3

## Home Economics Courses

**HEC 140: Principles of Nutrition**

This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as factors in health, ecology, and economy is included. Implications of nutrition for children may be stressed.

**Credits:** 3

**HEC 250: Management in Family Living**

This course covers goals and values in family living, basic principles of decision making, and management of resources to achieve goals in family life.

**Credits:** 3

## Human Services Courses

**HUS 101: Introduction to Human Services**

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.

**Credits:** 3

**Prerequisites:**

Admission to Human Services Program and permission of instructor

**HUS 102: Introduction to Casework**

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.

**Credits:** 3

**Prerequisites:**

Admission to Human Services Program and permission of instructor

**HUS 110: Special Education Issues and Interventions**

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.

**Credits:** 3

**Prerequisites:**

Admission to Human Services Program and permission of instructor

**HUS 112: Activity Therapy**

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.

**Credits:** 3

**Prerequisites:**

Admission to Human Services Program and permission of instructor

**HUS 113: Group Dynamics**

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.

**Credits:** 3

**Prerequisites:**

Admission to Human Services Program and permission of instructor

**HUS 131: Problems of Children and Youth**

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.

**Credits:** 3

**Prerequisites:**

Admission to Human Services Program and permission of instructor

**HUS 133: Geriatrics**

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.

**Credits:** 3

**Prerequisites:**

Admission to Human Services Program and permission of instructor

**HUS 138: Counseling from a Cultural Perspective**

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.

**Credits:** 3

**Prerequisites:**

Admission to Human Services Program and permission of instructor

**HUS 211: Introduction: Alcohol and Drug Prevention and Abuse**

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.

**Credits:** 3

**Prerequisites:**

Admission to Human Services Program and permission of instructor

**HUS 212: Prevention Resources in Drug and Alcohol Abuse**

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.

**Credits:** 3

**Prerequisites:**

Admission to Human Services Program and permission of instructor

**HUS 214: Working with the Chemically Dependent**

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.

**Credits:** 3

**Prerequisites:**

Admission to Human Services Program and permission of instructor

**HUS 215: Working with the Family of the Chemically Dependent**

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.

**Credits:** 3

**Prerequisites:**

Admission to Human Services Program and permission of instructor

**HUS 216: Relapse Prevention**

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.

**Credits:** 3

**Prerequisites:**

Admission to Human Services Program and permission of instructor

**HUS 217: Alcoholism and Drug Abuse Seminar**

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.

**Credits:** 3

**Prerequisites:**

Admission to Human Services Program and permission of instructor

**HUS 222: Group Counseling Techniques**

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.

**Credits:** 3

**Prerequisites:**

Admission to Human Services Program and permission of instructor

**HUS 223: Guidance and Counseling Technique**

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.

**Credits:** 3

**Prerequisites:**

Admission to Human Services Program and permission of instructor

**HUS 224: Clinical Internship I**

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.

**Credits:** 3

**Prerequisites:**

Admission to Human Services Program and advisor approval

**HUS 225: Clinical Internship II**

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.

**Credits:** 3

**Prerequisites:**

Admission to Human Services Program and advisor approval

### **HUS 226: Clinical Internship III**

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.

**Credits:** 3

**Prerequisites:**

Admission to Human Services Program and advisor approval

## Humanities Courses

### **HUM 101: Introduction to Humanities I**

This is the first course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, religion, and philosophy which relates to a unifying theme.

**Credits:** 3

**Prerequisites:**

As required by program

### **HUM 102: Introduction to Humanities II**

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.

**Credits:** 3

**Prerequisites:**

As required by program

### **HUM 298: Directed Studies in the Humanities**

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.

**Credits:** 1

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3

### **HUM 299: PTK Honors Course**

This course combines HUM 299-01, -02, and -03 into a single semester course with a total of 3 credit hours (not repeatable for credit). It provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance.

**Credits:** 3

## Industrial Automation Technology Courses

### **INT 101: DC Fundamentals**

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. Also taught as EET 103.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

As required by College CORE

**INT 103: AC Fundamentals**

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. Also taught as EET 104.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

INT 101 CORE

**INT 104: Principles of Technology**

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. Also taught as AUT 132.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

EET 100, CET 101, AUT 118, or MTH 116 or higher

**INT 113: Industrial Motor Control I**

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams. Also taught as AUT 234, ELT 209.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**INT 117: Principles of Industrial Mechanics**

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair, and maintenance functions on industrial production equipment.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

As determined by College CORE

**INT 118: Fundamentals of Industrial Hydraulics and Pneumatics**

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance 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. Also taught as AUT 130.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

As determined by College CORE

**INT 119: Principles of Mechanical Measurement and Technical Drawing**

This course provides instruction in the use of precision measuring tools and the interpretation of technical drawings. Topics include the use of calipers, micrometers, steel rules, dial indicators, identifying types of lines and symbols of technical drawings, recognition and interpretation of various types of views, tolerances, and dimensions. Upon course completion, students will be able to use precision measuring tools and interpret technical drawings.

**Credits:** 3

**Lab Hours:** 2

**INT 126: Preventive Maintenance**

This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts. Also taught as AUT 230.

**Credits:** 3**Lab Hours:** 4**Prerequisites:**

As determined by College

**INT 127: Principles of Industrial Pumps and Piping Systems**

This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation; maintenance and troubleshooting; and piping systems and their installation. Upon course completion, students will be able to install, maintain, and troubleshoot industrial pumps and piping systems.

**Credits:** 3**Lab Hours:** 2**Prerequisites:**

As determined by College

**INT 128: Principles of Industrial Environmental Controls**

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.

**Credits:** 3**Lab Hours:** 2**Prerequisites:**

As determined by College

**INT 129: Industrial Safety and Maintenance Techniques**

This course provides instruction in basic maintenance techniques and safety. Topics include drawing, sketching, basic hand tools, portable power tools, stationary power tools, measurement, screw threads, mechanical fasteners, machinery and equipment installation, rigging, and their proper safe operations.

**Credits:** 3**Lab Hours:** 2**Prerequisites:**

As required by College

**INT 134: Principles of Industrial Maintenance Welding and Metal Cutting Techniques**

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment.

**Credits:** 3**Lab Hours:** 2**Prerequisites:**

As required by College CORE

**INT 139: Introduction to Robotic Programming**

This course provides an introduction to robotic programming. Emphasis is placed on but not limited to the following: Safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions. Also taught as AUT 139.

**Credits:** 3**Lab Hours:** 4**Prerequisites:**

As determined by College

**INT 140: F.A.M.E. Manufacturing Core Exercise 1, Safety Culture**

This course introduces the Federation of Advanced Manufacturing Education (FAME) MCE-1 (Manufacturing Core Exercise) for Safety Culture. The course includes an introduction to safety and safety practice and the development of a safety culture. Specific topics covered regarding safety culture are:

1. Internal, self-driven value for safe behavior
2. Active concern for both personal safety and the safety of others
3. Full understanding of the impact and consequence of unsafe behavior and acts
4. Proactive thinking about safety, safe practices, and consequences

Self-driven initiative to be safe and to promote the safety of others

This course is also taught as ADM 170 and ILT 150.

**Credits:** 1**Prerequisites:***PREREQUISITE:* As determined by college

**INT 142: F.A.M.E. Manufacturing Core Exercise 2, Workplace Visual Organization (5S)**

This course introduces the Federation of Advanced Manufacturing Education (FAME) MCE-2 (Manufacturing Core Exercise) for Workplace Visual Organization (AKA: 5S). Students will learn how to achieve higher productivity, produce fewer defects, meet deadlines, attain higher workplace safety and how to expose abnormal work conditions quickly and easily for correction and countermeasure. The 5S process will be clearly defined with experiential exercises, reinforcing the following process steps and their objectives: 1. Sift -Organization 2. Sort - Orderliness 3. Sweep and Wash - Cleanliness 4. Spic and Span - Total Standardization 5. Sustain -System Sustainment.

**Credits:** 1

**INT 144: F.A.M.E. Manufacturing Core Exercise 3, Lean Manufacturing**

This course introduces the Federation of Advanced Manufacturing Education (FAME) MCE-3 (Manufacturing Core Exercise) for Lean Manufacturing. Students will be introduced to a systematic method for waste minimization (AKA: Muda) within a manufacturing system, without sacrificing productivity. Lean also takes into account waste created through overburden (AKA: Muri) and waste created through unevenness in workloads (AKA: Mura). The Lean management philosophy will be clearly defined and explained with experiential exercises, reinforcing the following concepts: 1. The value-added product 2. The maintenance value-added product 3. Value-added work and necessary work 4. How this leads to increased profit 5. Workload unevenness (Mura) 6. Waste created through overburden (Muri) 7. The seven areas of non-value-added waste (Muda): conveyance, correction, motion, over-production, over-processing, waiting and inventory

**Credits:** 1

**INT 146: F.A.M.E. Manufacturing Core Exercise 4, Problem Solving**

This course introduces the Federation of Advanced Manufacturing Education (FAME) MCE-4 (Manufacturing Core Exercise) for Problem Solving. Students will learn how to use the eight-step problem solving model in an experiential learning environment, in conjunction with the PDCA cycle (plan, do, check and act). The eight steps students will learn to use are: 1. Clarify the problem (plan) 2. Breakdown the problem (plan) 3. Set the target (plan) 4. Analyze the root cause (plan) 5. Develop countermeasures (plan) 6. Implement countermeasures (do) 7. Monitor results and process (check) 8. Standardize and share success (act).

**Credits:** 1

**INT 148: F.A.M.E. Manufacturing Core Exercise 5, Machine Reliability**

This course introduces the Federation of Advanced Manufacturing Education (FAME) MCE-5 (Manufacturing Core Exercise) for machine reliability. Students will learn how to use the process of Reliability-Centered Maintenance (RCM) to drive for zero downtime and reach for maximum Heijunka. Students will be given an in depth understanding of Heijunka (Japanese for "leveling"), as a process that maintains a balanced relationship between predictability by leveling demand, flexibility by decreasing changeover time and stability by averaging production volume and type, over the long-term. The RCM process will be clearly defined with experiential exercises reinforcing comprehension and application of the following core questions: 1. What are the functions of the equipment? 2. How does it fail? 3. What causes it to fail? 4. Does it matter if it fails? 5. What can be done to predict or prevent each failure? 6. What if the failure cannot be prevented?

**Credits:** 1

**INT 153: Precision Machining Fundamentals I**

This course focuses on metal cutting machines used to make parts and tools. Topics include lathes, mills, drills, and presses. Upon course completion, students will have the ability to use precision measurement instruments and to read mechanical drawings.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As determined by College

**INT 158: Industrial Wiring I**

This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles. Also taught as AUT 142, ELT 118.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College



**INT 180: Special Topics**

This course is designed to allow students an opportunity to study directly related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job-related problems using technical skills and knowledge.

**Credits:** 2

**Lab Hours:** 4

**Prerequisites:**

As required by program

**INT 184: Introduction to Programmable Logic Controllers**

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs. Also taught as AUT 114, ELT 231.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

As required by College

**INT 206: Industrial Motors I**

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. Also taught as AUT 134.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**INT 211: Industrial Motors II**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**INT 252: Variable Speed Motor Drives**

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.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As required by college

**INT 253: Industrial Robotics**

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. Also taught as AUT 116, ELT 253.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As required by College

**INT 254: Robot Maintenance and Troubleshooting**

This course introduces principle concepts troubleshooting and maintenance of robots. Topics include Recognize and describe major robot component. Students will learn to diagnose robot mechanical problems to the component level, replacement of mechanical components and perform adjustments, troubleshooting class 1, 2, and 3 faults, to manipulate I/O for the robot, and periodic and preventive maintenance. Students will learn how to safely power up robots for complete shutdown and how to manipulate robots using the teach pendant. Upon completion students will be able to describe the various robot classifications, characteristics, explain system operations of simple robots, and maintain robotic systems. Also taught as ELT 254.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As required by College

**INT 280: Special Topics in Industrial Maintenance Technology**

This course provides specialized instruction in various areas related to industrial maintenance. Emphasis is placed on meeting students' needs. Also taught as ELT 183.

**Credits:** 3

**Prerequisites:**

As required by program

**INT 291: Cooperative Education**

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

Permission of Instructor

**INT 292: Cooperative Education**

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed 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.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

Permission of Instructor

**INT 293: Cooperative Education**

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

Permission of instructor.

**INT 296: Co-Op**

These courses constitute a series wherein in the students works on a part-time basis in a job related directly to industrial maintenance. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 1

**Clinical Hours:** 5

**Prerequisites:**

As required by College

**INT 297 A - D: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to industrial maintenance technology. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 1

**Clinical Hours:** 5

**INT 298: Co-Op**

These courses constitute a series wherein in the students works on a part-time basis in a job related directly to industrial maintenance. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 2

**Clinical Hours:** 10

**Prerequisites:**

As required by College

## Interdisciplinary Studies/ Honors Courses

**IDS 115: Forum**

In this course, credit is given in recognition of attendance at academic lectures, concerts, and other events. IDS 115 requires attendance at designated events chosen from various lectures, cultural events, and other programs given at the college or in the community. Students may repeat this course for credit.

**Credits:** 1

**IDS 200: College Scholars Bowl Workshop**

This course offers the student preparation, practice, and participation in the College Scholars Bowl program and competition. Students may repeat this course for credit.

**Credits:** 1

## Japanese Courses

### **JAP 101: Introductory Japanese I**

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.

**Credits:** 4

### **JAP 102: Introductory Japanese II**

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Japanese-speaking areas.

**Credits:** 4

**Prerequisites:**

JAP 101 or equivalent

## Management and Supervision Courses

### **MST 209: Physical Supply and Distribution Management**

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.

**Credits:** 3

### **MST 223: Special Studies in Personnel Administration**

Under faculty supervision, this course provides a student the opportunity to develop a knowledge of current human resource management practices. Emphasis is placed on independent study of current publications approved by the instructor.

**Credits:** 3

### **MST 225: Special Studies in Business Management**

Under faculty supervision, this course provides a 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.

**Credits:** 3

## Marketing Management Courses

### **MKT 122: Visual Merchandising**

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.

**Credits:** 3

### **MKT 123: Fundamentals of Selling**

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.

**Credits:** 3

### **MKT 220: Advertising and Sales Promotion**

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

**Credits:** 3

### **MKT 221: Consumer Behavior**

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 related to the study of the individual consumer.

**Credits:** 3

# Massage Therapy Courses

## **MSG 102: Therapeutic Massage Lab I**

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.

**Credits:** 3

**Prerequisites:**

Admission into program

## **MSG 103: Anatomy and Physiology**

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.

**Credits:** 3

**Prerequisites:**

Admission into program

## **MSG 104: Musculo-Skeletal and Kinesiology I**

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 bony 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.

**Credits:** 3

**Prerequisites:**

Admission into program

## **MSG 105: Therapeutic Massage Supervised Clinical I**

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.

**Credits:** 2

**Co-Requisites:**

Successful enrollment of MSG 102, MSG 103, MSG 104 and MSG 108

## **MSG 108: Foundations of Therapeutic Massage**

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. Included in this course are opportunities for students to apply professional behaviors associated with massage therapy in a simulated environment.

**Credits:** 2

**Prerequisites:**

Admission into program

## **MSG 200: Business and Marketing Plans**

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.

**Credits:** 1

**Prerequisites:**

MSG 108

## **MSG 201: Therapeutic Massage for Special Populations**

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.

**Credits:** 2

**Prerequisites:**

Successful completion of MSG 102

## **MSG 202: Therapeutic Massage Lab II**

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.

**Credits:** 3

**Prerequisites:**

Successful completion of MSG 102

**MSG 203: Pathology**

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.

**Credits:** 3**Prerequisites:**

Successful completion of MSG 103

**MSG 204: Musculo-Skeletal and Kinesiology II**

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.

**Credits:** 3**Prerequisites:**

Successful completion of MSG 104

**MSG 205: Therapeutic Massage Supervised Clinical II**

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.

**Credits:** 2**Prerequisites:**

Successful completion of MSG 105

**MSG 206: Licensure Exam Review**

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.

**Credits:** 1**Prerequisites:**

MSG 102, 103, 104, 105, 108, 200

**Co-Requisites:**

MSG 201, 202, 203, 204, 205

## Mathematics Courses

**MAH 101: Introductory Mathematics I**

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.

**Credits:** 3**Prerequisites:**

Satisfactory placement score This course does not satisfy the general education components for a degree. NAC

**MTH 098: Elementary Algebra**

This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations in two variables, laws of exponents, polynomial operations, and factoring polynomials. NOTICE(S): This course produces institutional, non-transferable-credit only and will not satisfy the requirements for degrees, certificates, and diplomas. Students must achieve a 70% or higher in this course to proceed to the next level Mathematics Course. NCA

**Credits:** 4**Prerequisites:**

Appropriate mathematics placement.

**MTH 099: Support for Intermediate College Algebra**

This Learning Support course provides corequisite support in mathematics for students enrolled in MTH 100 Intermediate College Algebra. Topics will parallel topics being studied in MTH 100 such as linear equations and inequalities in two variables, quadratic equations, systems of equations, radical and rational expressions and equations. This course will enhance the essential quantitative skills needed to be successful in MTH 100. This course does not apply toward the general core requirements for mathematics.

**Credits:** 1

-

2

**Co-Requisites:**

MTH 100 Intermediate College Algebra

### **MTH 100: Intermediate College Algebra**

This course provides a study of algebraic concepts such as linear equations and inequalities in two variables, quadratic equations, systems of equations, radical and rational expressions and equations. Functions and relations are introduced and graphed. This course does not apply toward the general core requirement for mathematics.

**Credits:** 3

**Prerequisites:**

A grade of "C" (70 or above required within the Division of Mathematics) in MTH 098 (Elementary Algebra) or appropriate mathematics placement score

### **MTH 109: Support for Finite Math**

This Learning Support course provides corequisite support in mathematics for students enrolled in MTH 110 Finite Math. Topics will parallel topics being studied in MTH 110 such as sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. This course will enhance the essential quantitative skills needed to be successful in MTH 110. This course does not apply toward the general core requirements for mathematics.

**Credits:** 1

-  
2

**Co-Requisites:**

MTH 110 Finite Math

### **MTH 110: Finite Mathematics**

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.

**Credits:** 3

**Prerequisites:**

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 111: Support for Precalculus Algebra**

This Learning Support course provides corequisite support in mathematics for students enrolled in MTH 112 Precalculus Algebra. Topics will parallel topics being studied in MTH 112 such as the algebra of functions - including polynomial, rational, exponential, and logarithmic functions, systems of equations and inequalities, quadratic inequalities, and the binomial theorem. This course will enhance the essential quantitative skills needed to be successful in MTH 112. This course does not apply toward the general core requirements for mathematics.

**Credits:** 1

-  
2

**Co-Requisites:**

MTH 112 Precalculus Algebra

### **MTH 112: Precalculus Algebra**

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.

**Credits:** 3

**Prerequisites:**

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**

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.

**Credits:** 3

**Prerequisites:**

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 112 (Precalculus Algebra).

**MTH 116: Mathematical Applications**

This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics 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.

**Credits:** 3

**Prerequisites:**

Appropriate mathematics placement.. \*This class will not satisfy the STARS higher math requirement.

**MTH 120: Calculus and Its Applications**

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).

**Credits:** 3

**Prerequisites:**

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**

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.

**Credits:** 4

**Prerequisites:**

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**

This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work, and average value), techniques of integration, infinite series, polar coordinates, and parametric equations.

**Credits:** 4

**Prerequisites:**

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**

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 core requirement for mathematics.

**Credits:** 3

**Prerequisites:**

Appropriate mathematics placement score.

**MTH 132: Mathematics in General Education II**

This course is a continuation of MTH 131. It does not apply toward the general core requirement for mathematics.

**Credits:** 3

**Prerequisites:**

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**

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.

**Credits:** 4

**Prerequisites:**

A grade of "C" or higher in MTH 126 (Calculus II)

**MTH 237: Linear Algebra**

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.

**Credits:** 3

**Prerequisites:**

A grade of "C" or higher in MTH 126 (Calculus II)

**MTH 238: Applied Differential Equations I**

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.

**Credits:** 3

**Prerequisites:**

A grade of "C" or higher in MTH 126 (Calculus II)

**Co-Requisites:**

MTH 227 (Calculus III)

**MTH 265: Elementary Statistics**

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.

**Credits:** 3

**Prerequisites:**

A grade of "C" or higher (S if taken as pass/fail) in MTH 100 (Intermediate College Algebra)

## Mechanical Design Technology Courses

**MDT 100: Engineering Blue Prints**

This course covers the reading of technical blueprints. Topics include drawing techniques, materials used in manufacturing and fabrication, language, standards, mechanical components, machining procedures, and symbols. The student will be expected to apply the concepts learned to technical drawing to determine any dimension or specification required.

**Credits:** 3

**MDT 105: Introduction to Computer-Aided Design (CAD)**

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.

**Credits:** 3

**Lab Hours:** 2

**MDT 111: Mechanical Drawing**

This course covers the basic principles and practices in mechanical drafting / design, incorporating computer-aided drafting equipment. The use of proper lines, dimensions, and notations are covered in regard to multi-view orthographic drawings. Students will be expected to draw the proper views of objects using computer-aided drafting software.

**Credits:** 3

**Lab Hours:** 2

**MDT 122: Architectural Drawing**

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.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

MDT 105



**MDT 123: Architectural Drawing II**

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.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

MDT 105

**MDT 146: AutoCAD CADD**

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.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

MDT 105

**MDT 147: Inventor CADD**

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.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

MDT 105

**MDT 187: Advanced Inventor Cadd**

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.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

MDT 147

**MDT 202: SOLIDWORKS CADD**

This course introduces the student to parametric, feature-based, solid modeling, using the 3-D concepts of SOLIDWORKS 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 SOLIDWORKS computer-aided design software to properly draw the views necessary to manufacture a part.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As required by program

**MDT 203: CREO CADD**

This course covers the use and application of CREO 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 CREO software to develop 3-D parts, draw assemblies, working drawings, and rendering of design parts. The student will be able to use the CREO software with competency to develop accurate technical drawings of parts.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As required by program

**MDT 211: Advanced Mechanical Drawings**

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.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

MDT 105, MDT 111, MDT 146

**MDT 215: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to Mechanical Design. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 1

**Clinical Hours:** 5

**Prerequisites:**

As required by College

**MDT 216: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to Mechanical Design. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 2

**Clinical Hours:** 10

**Prerequisites:**

As required by College

**MDT 217: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to Mechanical Design. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

As required by College

**MDT 221: Machine Design**

This course covers the design concepts necessary to develop the technical drawings and features to manufacture or fabricate a part or 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 properly design machine components and systems.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

MDT 105, MDT 111

**MDT 252: Advanced Solidworks CADD**

This course broadens the student's concepts of parametric, feature-based, solid modeling using the 3-D concepts of parts. The student will be able to use SOLIDWORKS computer-aided design software to draw properly the views necessary to manufacture advanced designed parts.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

MDT 202

**MDT 261: HVAC and Pipe Systems Design**

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.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

MDT 105

**MDT 271: Structural and Weld Design**

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.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

MDT 105

**MDT 272: Electrical and Electronic Design**

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.

**Credits:** 3**Lab Hours:** 2**Prerequisites:**

MDT 105

**MDT 280: 3-D Studio Max**

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.

**Credits:** 3**Lab Hours:** 2**Prerequisites:**

As required by program

**MDT 293: Advanced Pro-Engineer**

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.

**Credits:** 3**Lab Hours:** 2**Prerequisites:**

MDT 203 Pro-Engineering CADD

**MDT 295: Computerized Structure Analysis**

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.

**Credits:** 3**Lab Hours:** 2**Prerequisites:**

MDT 146, MDT 202

## Medical Laboratory Technology Courses

**MLT 100: Phlebotomy**

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.

**Credits:** 2**Prerequisites:**

Admission to program and permission of instructor

**MLT 111: Urinalysis**

This course focuses on the theory and techniques in the examination of urine. 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.

**Credits:** 3**Lab Hours:** 1**Prerequisites:**

Admission to program and permission of instructor

**MLT 121: Hematology and Body Fluids**

In this course the theory and techniques of hematology and other body fluids are covered. The student is presented with blood components, normal and abnormal cell morphology, hemostasis, selected automated methods, as well as body fluid physical and chemical properties, microscopic examination, and identification of cells and crystals. Upon completion, students should be able to perform various procedures, including preparation and examination of hematologic slides, and to relate results to specific disorders.

**Credits:** 6

**Lab Hours:** 2

**Prerequisites:**

Admission to program and permission of instructor

**MLT 131: Laboratory Techniques**

This course covers the basic principles and techniques used in the medical laboratory. Emphasis is placed on terminology, basic laboratory equipment, specimen collection and processing, safety, and computations. Upon completion, the students should be able to perform various basic laboratory techniques and utilize basic theories of laboratory principles.

**Credits:** 4

**Lab Hours:** 1

**Prerequisites:**

Admission to program and permission of instructor

**MLT 141: Mlt Microbiology I**

The student is presented with the theories, techniques, and methods used in basic bacteriology. Focus is on bacterial isolation, identification, and susceptibility testing. Upon completion, students should be able to select media, isolate and identify microorganisms, and discuss modern concepts of epidemiology.

**Credits:** 5

**Lab Hours:** 2

**Prerequisites:**

Admission to program and permission of instructor

**MLT 142: Mlt Microbiology II**

The student is presented with the theories, techniques, and methods used in basic parasitology, mycology, and virology. Emphasis is placed on special bacteria, identification, life cycles, culture growth, and pathological states of infection and infestation. Upon completion, students should be able to identify certain parasites, to demonstrate various staining and culture procedures, and discuss the correlation of certain microorganisms to pathological conditions.

**Credits:** 3

**Lab Hours:** 1

**Prerequisites:**

Admission to program and permission of instructor

**MLT 151: Mlt Clinical Chemistry**

This course emphasizes theories and techniques in basic and advanced clinical chemistry. Coverage includes various methods of performing biochemical analyses on clinical specimens. Upon completion, students should be able to apply the principles of medical chemistry, evaluate quality control, and associate abnormal test results to clinical significance.

**Credits:** 5

**Lab Hours:** 2

**Prerequisites:**

Admission to program and permission of instructor

**MLT 161: Integrated Laboratory Simulation**

This course provides an opportunity for the student to perform medical laboratory procedures in 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 medical laboratory. Upon completion, students should be able to organize tasks and perform various basic laboratory analyses with accuracy and precision.

**Credits:** 2

**Lab Hours:** 2

**Prerequisites:**

Admission to program and permission of instructor

**MLT 181: Clinical Immunology**

Theory and techniques in immunology are presented to the student. Emphasis is placed on the basic principles of the immune system, serologic testing, the production of specific antibodies and their use in the identification of infectious organisms. Upon completion, students should be able to relate basic principles of immunology, describe techniques for analytical methods utilizing immunological concepts, and correlate results of analyses to certain disease states.

**Credits:** 2

**Lab Hours:** 1

**Prerequisites:**

Admission to program and permission of instructor

**MLT 191: Mlt Immunohematology**

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 correlate blood-banking practices to certain disease states and disorders.

**Credits:** 5

**Lab Hours:** 2

**Prerequisites:**

Admission to program and permission of instructor

**MLT 293: Mlt Clinical Seminar**

This course is a cumulative review of medical laboratory science theory. The seminar consists of cumulative review of previous courses emphasizing recall, application or theory, correlation, and evaluation of all areas of medical laboratory science. This course will assist in preparation of the students for the National Board of Certification exam. CORE

**Credits:** 2

**Prerequisites:**

Admission to program and permission of instructor

**MLT 294: Medical Laboratory Practicum Hematology and Urinalysis**

This supervised practicum is within the medical laboratory setting and provides laboratory practice in hematology and urinalysis. Emphasis is placed on medical laboratory skills and performance in areas such as specimen preparation and examination, instrumentation, reporting of results, management of data and quality control. Upon completion, students should be able to process specimens, perform analyses utilizing various methods including instrumentation, report results, manage data and quality control using information systems.

**Credits:** 2

**Prerequisites:**

Admission to program and permission of instructor

**MLT 295: Medical Laboratory Practicum Microbiology**

This supervised practicum is within the medical lab setting and provides laboratory practice in microbiology. Emphasis is placed on medical lab skills and performance in areas such as recovery, isolation, culturing and identification of microorganisms. Upon completion, students should be able to isolate, culture, analyze microorganisms utilizing various methods, report results, manage data and quality control using information systems.

**Credits:** 2

**Prerequisites:**

Admission to program and permission of instructor

**MLT 296: Medical Laboratory Practicum Immunoematology**

This supervised practicum is within the medical laboratory setting and provides laboratory practice in immunoematology. Emphasis is placed on medical laboratory skills and performance in areas such as the detection and identification of antibodies, the typing of blood, and compatibility testing of blood and blood components. Upon completion, students should be able to perform the screening for and identification of antibodies, compatibility testing, record and manage data and quality control using information systems.

**Credits:** 2

**Prerequisites:**

Admission to program and permission of instructor

**MLT 297: Medical Laboratory Practicum Chemistry and Immunology**

This supervised practicum is within the medical laboratory setting and provides laboratory practice in medical chemistry and immunology. Emphasis is placed on medical laboratory skills and performance in areas such as computerized instrumentation and the ability to recognize technical problems. Upon completion, students should be able to perform biochemical analyses by various methods, including testing utilizing computer-oriented instrumentation, report test results, manage patient data and quality control statistics using information systems.

**Credits:** 2

**Prerequisites:**

Admission to program and permission of instructor

## Music Courses

**MUL 101: Class Piano I**

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

**Credits:** 1

**MUL 102: Class Piano II**

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

**Credits: 1**

**MUL 111: Class Voice I**

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

**Credits: 1**

**MUL 112: Class Voice II**

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

**Credits: 1**

**MUL 180: Chorus I**

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Credits: 1**

**MUL 181: Chorus II**

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Credits: 1**

**MUL 184: Jazz / Show Chorus I**

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Credits: 1**

**MUL 185: Jazz / Show Chorus II**

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Credits: 1**

**MUL 190A: Concert Band I**

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Credits: 1**

**MUL 191A: Concert Band II**

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Credits: 1**

**MUL 201: Class Piano III**

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

**Credits: 1**

**MUL 202: Class Piano IV**

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

**Credits: 1**

**MUL 211: Class Voice III**

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

**Credits: 1**

**MUL 212: Class Voice IV**

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

**Credits: 1**

**MUL 280: Chorus III**

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Credits: 1**

**MUL 281: Chorus IV**

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Credits: 1**

**MUL 284: Jazz / Show Chorus III**

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Credits: 1**

**MUL 285: Jazz / Show Chorus IV**

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Credits: 1**

**MUL 290A: Concert Band III**

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Credits: 1**

**MUL 291A: Concert Band IV**

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**Credits: 1**

## Music Performance Courses

**MUP 101: Private Piano I**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 102: Private Piano II**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 103: Private Organ I**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 104: Private Organ II**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 111: Private Voice**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 112: Private Voice II**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 133: Private Guitar I**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 1**

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2

**MUP 134: Private Guitar II**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 1**

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2

**MUP 143: Private Clarinet I**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 144: Private Clarinet II**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**



**MUP 145: Private Saxophone I**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 146: Private Saxophone II**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 161: Private Trumpet I**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 162: Private Trumpet II**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 171: Private Trombone I**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 172: Private Trombone II**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 181: Private Percussion I**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 182: Private Percussion II**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 201: Private Piano III**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2****MUP 202: Private Piano IV**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2****MUP 203: Private Organ III**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2****MUP 204: Private Organ IV**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2****MUP 211: Private Voice III**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2****MUP 212: Private Voice IV**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2****MUP 233: Private Guitar III**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 1**-  
2**MUP 234: Private Guitar IV**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 1**-  
2

**MUP 243: Private Clarinet III**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 244: Private Clarinet IV**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 245: Private Saxophone III**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 246: Private Saxophone IV**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 261: Private Trumpet III**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 262: Private Trumpet IV**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 271: Private Trombone III**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 272: Private Trombone IV**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 281: Private Percussion III**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

**MUP 282: Private Percussion IV**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**Credits: 2**

## Music Theory Courses

**MUS 100: Convocation**

This course (required for music majors/minors each semester) is designed to expose students to a variety of repertory styles and to give students an opportunity to practice individual performance skills. Emphasis is placed on exposure to performance and lectures by guest artists, faculty, or students, and on personal performance(s) in class each semester.

**Credits: 1**

**MUS 101: Music Appreciation**

This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course 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.

**Credits: 3**

**MUS 104: Jazz: an Introduction and History**

This course provides a study of the origins, development and existing styles of jazz. Topics include the blues, piano styles, Dixieland, swing, bebop, third stream, cool, free jazz and jazz/rock fusion. Upon completion, students should be able to demonstrate a knowledge, understanding and an aural perception of the different style characteristics of jazz music.

**Credits: 2**

**MUS 111: Music Theory I**

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills.

**Credits: 3**

**Co-Requisites:**

MUS 113

**MUS 112: Music Theory II**

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases, and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills.

**Credits: 3**

**Prerequisites:**

MUS 111

**Co-Requisites:**

MUS 114

**MUS 113: Music Theory Laboratory I**

This course provides the practical application of basic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter, and four-part triadic progressions in root position. Upon completion, students should be able to write, sing, and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads, and short four-part progressions in root position.

**Credits: 1**

**Prerequisites:**

Permission of the instructor

**Co-Requisites:**

MUS 111

**MUS 114: Music Theory Laboratory II**

This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter, and four-part diatonic progressions in all inversions. Upon completion, students should be able to write, sing, and play all intermediate rhythmic patterns employing syncopations and beat divisions, diatonic melodies, and four-part diatonic progressions.

**Credits:** 1

**Prerequisites:**

MUS 113

**Co-Requisites:**

MUS 112

**MUS 115: Fundamentals of Music**

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.

**Credits:** 3

**MUS 211: Music Theory III**

This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and tertiary forms. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation, and keyboard skills.

**Credits:** 3

**Prerequisites:**

MUS 112

**Co-Requisites:**

(If ear training laboratory is a separate course, the COREQUISITE for MUS 211 is MUS 213.)

**MUS 212: Music Theory IV**

This course completes the study of chromatic harmonic practices in the Common Practice Period and introduces the student to twentieth-century practices. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony, and twentieth-century practices and forms. Upon completion, students should be able to demonstrate competence using chromatic harmony and basic twentieth-century techniques through analysis, writing, sight singing, dictation, and keyboard skills.

**Credits:** 3

**Prerequisites:**

MUS 211 Corequisite:(If ear training laboratory is a separate course, the COREQUISITE for MUS 212 is MUS 214.)

**MUS 213: Music Theory Laboratory III**

This course provides the practical application of chromatic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include melodies with simple modulations, complex rhythms in simple and compound meter, and secondary function chords. Upon completion, students should be able to write, sing, and play modulating melodies, rhythmic patterns with beat subdivisions and four-part chromatic harmony.

**Credits:** 1

**Prerequisites:**

Permission of the instructor

**Co-Requisites:**

(If ear training is a separate course, the COREQUISITE for MUS 213 is MUS 211.)

**MUS 214: Music Theory Laboratory IV**

This course provides the practical application of chromatic musical materials and simple twentieth-century practices through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include chromatic and atonal melodies; complex rhythmic patterns in simple, compound and asymmetric meters; chromatic chords and twentieth-century harmony. Upon completion, students should be able to write, sing and play chromatic and atonal melodies, complex rhythms and meters, four-part chromatic harmony and simple twentieth-century chord structures.

**Credits:** 1

# Nursing Courses

## **NUR 112: Fundamental Concepts of Nursing**

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.

**Credits:** 7

**Lab Hours:** 6

**Prerequisites:**

Admission to the program

**Co-Requisites:**

BIO 201 and MTH 100 or higher level Math

## **NUR 113: Nursing Concepts I**

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance.

**Credits:** 8

**Lab Hours:** 3

**Prerequisites:**

NUR 112, BIO 201 and MTH 100 or higher level math

**Co-Requisites:**

BIO 202, ENG 101 and PSY 210

## **NUR 114: Nursing Concepts II**

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.

**Credits:** 8

**Prerequisites:**

NUR 113, ENG 101, BIO 202, PSY 210

**Co-Requisites:**

NUR 115 and SPH 106 or 107

## **NUR 115: Evidence Based Clinical Reasoning**

This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.

**Credits:** 2

**Prerequisites:**

NUR 113, PSY 210, ENG 101 and BIO 202

**Co-Requisites:**

NUR 114 and SPH 106 or 107

## **NUR 209: Concepts for Healthcare Transition Students\***

This course focuses on application of nursing concepts to assist health care professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidenced based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan.

**Credits:** 10

**Lab Hours:** 3

**Prerequisites:**

MTH 100 or higher level math, BIO 201, BIO 202, ENG 101, SPH 106 or 107, PSY 210 \*This course is a mobility course for LPNs, Paramedics

## **NUR 211: Advanced Nursing Concepts**

This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to: manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies.

**Credits:** 7

**Prerequisites:**

NUR 114, NUR 115 and SPH 106 or 107

**Co-Requisites:**

BIO 220

## **NUR 221: Advanced Evidence Based Clinical Reasoning**

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism, and healthcare delivery systems.

**Credits:** 7

**Prerequisites:**

BIO 220 and NUR 211

**Co-Requisites:**

HUM - Humanities elective (Ethics preferred)

# Office Administration Courses

## **OAD 101: Beginning Keyboarding**

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using a keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memoranda, letters, reports, etc.

**Credits:** 3

## **OAD 103: Intermediate Keyboarding**

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus in the production of business documents.

**Credits:** 3

### **Prerequisites:**

OAD 101 or permission of instructor

## **OAD 104: Advanced Keyboarding**

This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high-quality business documents.

**Credits:** 3

### **Prerequisites:**

OAD 103 or permission of instructor

## **OAD 125: Word Processing**

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters and reports.

**Credits:** 3

### **Prerequisites:**

OAD 101 or permission of instructor

## **OAD 126: Advanced Word Processing**

This course is designed to increase student proficiency in using advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

**Credits:** 3

### **Prerequisites:**

OAD 125 or permission of instructor

## **OAD 130: Electronic Calculations**

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.

**Credits:** 3

## **OAD 134: Career and Professional Development**

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.

**Credits:** 3

## **OAD 138: Records and Information Management**

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.

**Credits:** 3

## **OAD 200: Machine Transcription**

This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.

**Credits:** 3

### **Prerequisites:**

OAD 101

**OAD 202: Legal Transcription**

This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and lab exercises. Emphasis is on transcribing error-free legal documents using transcription equipment. Upon completion, students should be able to demonstrate the ability to accurately transcribe legal documents that are appropriately formatted.

**Credits:** 3

**Prerequisites:**

OAD 103 or permission of instructor

**OAD 212: Medical Transcription**

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction. Emphasis is on transcribing medical records from dictated recordings. Learn/maintain standards of ethical/professional conduct. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings.

**Credits:** 3

**Prerequisites:**

OAD 103

**OAD 213: Advanced Medical Transcription**

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.

**Credits:** 3

**Prerequisites:**

OAD 212 or permission of the instructor

**OAD 215: Health Information Management**

This course is designed to promote an understanding of the structure, analysis and management of medical records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.

**Credits:** 3

**Prerequisites:**

Permission of Instructor

**OAD 216: Advanced Health Information Management**

This course is designed as a continuation of OAD 215 Health Information Management. It is designed to promote an advanced understanding of the structure, analysis, and management of medical and insurance records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.

**Credits:** 3

**Prerequisites:**

*PREREQUISITE:* As required by college.

**OAD 217: Office Management**

This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace, including the importance of office organization, teamwork, workplace ethics, office politics, and conflict-resolution skills. Upon completion, the student should be able to demonstrate effective supervision in the modern office.

**Credits:** 3

**Prerequisites:**

Permission of Instructor

**OAD 218: Office Procedures**

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices, and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.

**Credits:** 3

**Prerequisites:**

OAD 101

**OAD 231: Office Applications**

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 lab exercises. 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.

**Credits:** 2

**Prerequisites:**

Permission of Instructor



**OAD 241: Office Co-Op**

This course is designed to provide the student with an opportunity to work in an office environment. 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.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

Permission of Instructor

**OAD 242: Office Internship**

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

Permission of Instructor

**OAD 243: Spreadsheet Applications**

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets.

**Credits:** 3

## Orientation Courses

**ORI 101: Orientation to College**

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. This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.

**Credits:** 1

## Orientation for Career Students Courses

**ORT 100: Orientation for Career Students**

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. This course is designed to introduce the beginning student to college. College policies and regulations are covered as well as stress management, resume preparation, job application procedures, and employment interviewing techniques.

**Credits:** 1

## Paralegal Courses

**PRL 101: Introduction to Paralegal Study**

This course introduces the paralegal profession and the legal system. Topics include an overview of major areas of legal practice, ethics, legal analysis and research, professional development including certification and employment, and related topics. The student must take PRL 101 and PRL 102 before taking any other paralegal courses.

**Credits:** 3

**Co-Requisites:**

PRL 102

**PRL 102: Basic Research and Writing**

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and validating sources of law. Topics include legal research, legal writing, proper citation, and electronic research. 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.

**Credits:** 3

**Co-Requisites:**

PRL 101

**PRL 103: Advanced Legal Research and Writing**

This course requires the student to apply research, analysis, and writing techniques to substantive legal issues. Assignments include preparation of legal memoranda and other documents and the more efficient use of electronic research methods.

**Credits:** 3

**Prerequisites:**

PRL 101 and PRL 102

**PRL 160: Criminal Law and Procedure**

This course introduces substantive and procedural criminal law including elements of state and federal crimes, defenses, constitutional issues, pre-trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

**Credits:** 3

**Prerequisites:**

PRL 101 and PRL 102

**PRL 210: Real Property Law**

This course emphasizes the study of real property law. Topics include the distinction between real and personal property, various estates and interest in property, and the mechanics of conveyance, encumbrances, and closing procedures. 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.

**Credits:** 3

**Prerequisites:**

PRL 101 and PRL 102

**PRL 230: Domestic Law**

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. 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.

**Credits:** 3

**Prerequisites:**

PRL 101 and PRL 102

**PRL 240: Wills, Trusts, and Estates**

This course covers wills, trusts, and inheritance. Topics include types of wills, the law of intestacy (inheritance), probating estates, and alternatives to probate. The course also covers trusts, medical directives, and associated litigation. Upon completion, the student will demonstrate the ability to draft simple wills, prepare estate forms, understand administration of estates, and understand terms regarding trusts.

**Credits:** 3

**Prerequisites:**

PRL 101 and PRL 102

**PRL 262: Civil Law and Procedure**

This course examines the Federal Rules of Civil Procedure, the Alabama Rules of Civil Procedure, and trial procedure. The student will demonstrate the ability to prepare a trial notebook for litigation purposes.

**Credits:** 3

**Prerequisites:**

PRL 101 and PRL 102

**PRL 291: Internship**

This course provides students opportunities to work in paid or unpaid positions in which they apply paralegal skills and knowledge. This course requires 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.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

PRL 101, PRL 102, and PRL 262

## Philosophy Courses

**PHL 106: Introduction to Philosophy**

This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision making. The student should have an understanding of major philosophical ideas in an historical survey from the early Greeks to the modern era.

**Credits:** 3

**PHL 206: Ethics and Society**

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 be prepared to make decisions in life regarding ethical issues.

**Credits:** 3

## Physical Education Courses

### **PED 100: Fundamentals of Fitness**

This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.

**Credits:** 3

### **PED 251: Varsity Basketball IV**

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball.

**Credits:** 1

#### **Prerequisites:**

As required by program

### **PED 255: Varsity Tennis I**

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.

**Credits:** 1

#### **Prerequisites:**

As required by program

### **PED 258: Varsity Volleyball I**

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.

**Credits:** 1

#### **Prerequisites:**

As required by program

## Physical Science Courses

### **PHS 111: Physical Science I**

This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. (Recommended 3 or more credit hours of Math)

**Credits:** 4

### **PHS 112: Physical Science II**

This course provides the non-technical student with an introduction to the basic principles of chemistry and physics. (Recommended 3 or more credit hours of Math)

**Credits:** 4

## Physics Courses

### **PHY 115: Technical Physics**

Technical physics is an algebra based physics course designed to utilize modular concepts to include: motion, forces, torque, work energy, heat wave/sound, and electricity. Results of physics education research and physics applications in the workplace are used to improve the student's understanding of physics in technical areas. Upon completion, students will be able to: define motion and describe specific module concepts; utilize microcomputers to generate motion diagrams; understand the nature of contact forces and distinguish passive forces; work cooperatively to set-up laboratory exercises; and demonstrate applications of module-specific concepts.

**Credits:** 4

#### **Prerequisites:**

MTH 100 or higher Math course; or Math ACT 20 or higher, plus a grade of C or higher in High School Algebra II; or Accuplacer score EA 80+, or CLM 50+, or QAS 267+.

### **PHY 120: Introduction to Physics**

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.

**Credits:** 4

#### **Prerequisites:**

MTH 098 or higher.

### **PHY 201: General Physics I Trig Based**

This course is designed to cover general physics at a level that assures previous exposure to college algebra and basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion.

**Credits:** 4

#### **Prerequisites:**

MTH 113 or higher Math course; or Math ACT 20 or higher, plus a grade of C or higher in High School Calculus; or Accuplacer CLM 100+.

**PHY 202: General Physics II Trig Based**

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light, optics, electrostatics, circuits, magnetism, and modern physics.

**Credits:** 4

**Prerequisites:**

PHY 201

**PHY 213: General Physics with Calculus I**

This course provides a calculus-based treatment of the principle subdivision of classical physics: mechanics and energy including thermodynamics.

**Credits:** 4

**Prerequisites:**

MTH 125 or higher Math course; or

**Co-Requisites:**

MTH 125

**PHY 214: General Physics with Calculus II**

This course provides a calculus-based study in classical physics. Topics include simple harmonic motion, waves, sound, light, optics, electricity, and magnetism.

**Credits:** 4

**Prerequisites:**

PHY 213 (General Physics with Calculus I)

## Political Science Courses

**POL 211: American National Government**

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U. S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.

**Credits:** 3

**POL 220: State and Local Government**

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 function as more informed participants of state and local political systems.

**Credits:** 3

**POL 230: Comparative Government**

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.

**Credits:** 3

**POL 236: Survey of International Relations**

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.

**Credits:** 3

## Portuguese Courses

**POR 101: Introductory Portuguese I**

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.

**Credits:** 4

**Prerequisites:**

As required by program

**POR 102: Introductory Portuguese II**

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.

**Credits:** 4

**Prerequisites:**

POR 101 or equivalent

# Precision Machining Courses

## **MTT 107: Machining Calculations I**

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. Also taught as AUT 118, CET 101, EET 100.

**Credits:** 3

**Prerequisites:**

As required by College

## **MTT 108: Machine Handbook Functions I**

This course covers the machinist's handbook. Emphasis is placed on formulas, tables, usage, and related information. Upon completion, students should be able to use the handbook in the calculation and set-up of machine tools. This course is aligned with NIMS certification standards.

**Credits:** 3

**Prerequisites:**

As determined by College

## **MTT 109: Orientation to Computer Assisted Manufacturing**

This course serves as an overview and introduction to computer assisted manufacturing (CAM) and prepares students for more advanced CAM courses. Topics covered are basic concepts and terminology, CAM software environments, navigation commands and file management, 2-D geometry, construction modification, and toolpath generation for CAM machining processes.

**Credits:** 3

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

## **MTT 121: Basic Print Reading for Machinists**

This course covers the basic principles of print reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. Also taught as AUT 104, CET 100, DDT 114.

**Credits:** 3

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College CORE

## **MTT 123: Engine Lathe Lab I**

The student learns to safely operate an engine lathe in calculating feeds and speeds and shaping a variety of cutting tools by grinding. The student will also safely operate an engine lathe in straight turning, facing, turning to the shoulder, and tapers.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As determined by College

## **MTT 124: Engine Lathe Lab II**

The student learns advanced operation of an engine lathe in calculating feeds and speeds and shaping a variety of cutting tools by grinding. The student will also safely operate an engine lathe in advanced straight turning, facing, turning to the shoulder, and tapers.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As determined by College

## **MTT 127: Metrology**

This course covers the use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate correct use of measuring instruments. This course is aligned with NIMS certification standards. Also taught as AUT 155.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As determined by College CORE

## **MTT 128: Geometric Dimensioning and Tolerancing I**

This course is designed to teach students how to interpret engineering drawings using modern conventions, symbols, datums, datum targets, and projected tolerance zones. Special emphasis is placed upon print reading skills, and industry specifications and standards. This course is aligned with NIMS certification standards.

**Credits:** 3

**Prerequisites:**

As determined by College

**MTT 134: Lathe Operations I**

This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced lathe techniques. MTT 134/135 are suitable substitutes for MTT 129. This course is aligned with NIMS standards.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As determined by College

**MTT 137: Milling I**

This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual vertical milling techniques to produce machine tool projects. MTT 137/138 are suitable substitutes for MTT 136. This course is aligned with NIMS certification standards.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As determined by College

**MTT 138: Milling I Lab**

This course provides basic knowledge of milling machines. Emphasis is placed on types of milling machines and their uses, cutting speed, feed calculations, and set-up procedures. Upon completion, students should be able to apply milling techniques to produce machine tool projects. This course is aligned with NIMS certification criteria. MTT 137 and MTT 138 are suitable substitutes for MTT 136.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As determined by College

**MTT 139: Basic Computer Numerical Control**

This course introduces the concepts and capabilities of computer numeric control (CNC) machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine. This course is aligned with NIMS certification standards.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As determined by College

**MTT 140: Basic Computer Numerical Control Turning Programming I**

This course covers concepts associated with basic programming of a computer numerical control (CNC) turning center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC turning program that will be used to produce a part. This course is aligned with NIMS certification standards.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

**MTT 141: Basic Computer Numeric Control Milling Programming I**

This course covers concepts associated with basic programming of a computer numerical control (CNC) milling center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC milling program that will be used to produce a part. This course is aligned with NIMS certification standards.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

**MTT 147: Introduction to Machine Shop I**

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course. MTT 100 is a suitable substitute for MTT 147 and MTT 148. Also taught as AUT 150.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As determined by College CORE

**MTT 148: Introduction to Machine Shop I Lab**

This course provides practical application of the concepts and principles of machining operations learned in MTT 147. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course. MTT 100 is a suitable substitute for MTT 147/148. This course is aligned with NIMS certification standards. Also taught as AUT 151.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College CORE

**MTT 149: Introduction to Machine Shop II**

This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection of work holding devices, speeds, feeds, cutting tools and coolants. Upon completion, students should be able to perform intermediate level procedures of precision grinding, measuring, 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.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College CORE

**MTT 150: Introduction to Machine Shop II Lab**

This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection of work holding devices, speeds, feeds, cutting tools and coolants. Upon completion, students should be able to perform intermediate level procedures of precision grinding, measuring, 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.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College CORE

**MTT 154: Metallurgy**

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.

**Credits:** 3

**Lab Hours:** 2

**Prerequisites:**

As required by program

**MTT 162: Precision Grinding**

This course includes more advanced precision grinder practices such as set-up procedures, work planning, surface grinding, cylindrical grinding, tool and cutter grinding, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced precision grinding techniques. This course is aligned with NIMS standards. MTT 146 is a suitable substitute for MTT 162 & MTT 163.

**Credits:** 3

**Lab Hours:** 2

**MTT 181: Special Topics in Machine Tool Technology**

This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program

**MTT 182: Special Topics in Machine Tool Technology**

This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**MTT 202: Machine Maintenance and Repair**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**MTT 219: Computer Numerical Control Graphics: Turning**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**MTT 220: Computer Numerical Control Graphics: Milling**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**MTT 221: Advanced Blueprint Reading for Machinists**

This course introduces complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true projection, special views, and interpretation of complex parts and assemblies. Upon completion, students should be able to read and interpret complex industrial blueprints.

**Credits:** 3

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

**MTT 241: CNC Milling Lab I**

This course covers basic (3-axis) computer numeric control (CNC) milling machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a 3-axis CNC milling machine to produce a specified part. Related safety, inspection, and process adjustment are also covered.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As determined by College

**MTT 242: CNC Milling Lab II**

This course covers advanced (including 4-axis) computer numeric control (CNC) milling machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and 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.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As determined by College

**MTT 243: CNC Turning Lab I**

This course covers basic computer numeric control (CNC) turning machine setup and operating procedures (inner diameter and outer diameter). Upon completion, the student should be able to load a CNC program and setup and operate a CNC turning machine to produce a simple part. Related safety and inspection and process adjustment are also covered.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As determined by College

**MTT 244: CNC Turning Lab II**

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.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As determined by College



**MTT 270: Machining Skills Application**

This course is designed to provide students with a capstone experience incorporating the knowledge and skills learned in the Machine Tool program. Special emphasis is given to student skill attainment.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As determined by College

**MTT 281: Special Topics in Machine Tool Technology**

This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

**MTT 282: Special Topics in Machine Tool Technology**

This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program

**Co-Requisites:**

As determined by College

**MTT 286: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to machine tool technology. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 1

**Clinical Hours:** 5

**Prerequisites:**

As determined by College

**MTT 288: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to machine tool technology. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 2

**Clinical Hours:** 10

**Prerequisites:**

As determined by College

**MTT 291: Cooperative Education in Machine Tool Technology**

Students work on a part-time basis in a job directly related to machine tool technology. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

**MTT 292: Cooperative Education in Machine Tool Technology**

Students work on a part-time basis in a job directly related to machine tool technology. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

As determined by College

**Co-Requisites:**

As determined by College

## Psychology Courses

**PSY 200: General Psychology**

This course is a survey of behavior, with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

**Credits:** 3

**PSY 210: Human Growth and Development**

This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death.

**Credits:** 3

**Prerequisites:**

PSY 200

**PSY 230: Abnormal Psychology**

This course is a survey of abnormal behavior and its social and biological origins. The anxiety-related disorders, psychoses, personality disorders, and mental deficiencies will be covered.

**Credits:** 3

**Prerequisites:**

PSY 200

# Radiologic Technology Courses

## **RAD 111: Introduction to Radiography**

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.

**Credits: 2**

## **RAD 112: Radiographic Procedures I**

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.

**Credits: 4**

**Lab Hours: 1**

## **RAD 113: Patient Care**

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.

**Credits: 2**

**Lab Hours: 1**

## **RAD 114: Clinical Education I**

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.

**Credits: 2**

## **RAD 122: Radiographic Procedures II**

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.

**Credits: 4**

**Lab Hours: 1**

## **RAD 124: Clinical Education II**

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.

**Credits: 5**

## **RAD 125: Imaging Equipment**

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.

**Credits: 3**

## **RAD 134: Clinical Education III**

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.

**Credits: 5**

**RAD 135: Exposure Principles**

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 exposure, contrast and radiographic quality as well as quality assurance, image receptors, intensifying screens, processing procedures, artifacts, and state and federal regulations.

**Credits:** 3

**Lab Hours:** 1

**RAD 136: Radiation Protection and Biology**

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.

**Credits:** 2

**RAD 212: Image Evaluation and Pathology**

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.

**Credits:** 2

**Lab Hours:** 1

**RAD 214: Clinical Education IV**

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.

**Credits:** 8

**RAD 224: Clinical Education V**

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.

**Credits:** 8

**RAD 227: Review Seminar**

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.

**Credits:** 2

## Religion Courses

**REL 100: History of World Religions**

This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions in the world.

**Credits:** 3

**Prerequisites:**

As required by program

**REL 151: Survey of the Old Testament**

This course is an introduction to the content of the Old Testament with emphasis on the historical context and 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.

**Credits:** 3

**REL 152: Survey of the New Testament**

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.

**Credits:** 3

# Salon and Spa Management Courses

## **SAL 133: Salon Management Technology**

This course is designed to develop entry-level management skills for the beauty industry. Topics include job-seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by program

## **SAL 201: Entrepreneurship for Salon/Spa**

This course covers the important issues and critical steps involved in starting a new business from scratch. Topics covered include developing a business plan, creating a successful marketing strategy, setting up the legal basis for business, raising start-up funds, attracting and managing human resources, managing costs, and developing a customer base.

**Credits:** 3

**Prerequisites:**

As required by program

# Sociology Courses

## **SOC 200: Introduction to Sociology**

This course is an introduction to vocabulary, concepts, and theory of sociological perspectives of human behavior.

**Credits:** 3

## **SOC 208: Introduction to Criminology**

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.

**Credits:** 3

## **SOC 209: Juvenile Delinquency**

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.

**Credits:** 3

**Prerequisites:**

SOC 200

## **SOC 210: Social Problems**

This course examines the social and cultural aspects, influences, incidences, and characteristics of current social problems in light of sociological theory and research.

**Credits:** 3

**Prerequisites:**

SOC 200

## **SOC 217: Criminal and Deviant Behavior**

This course is an analysis of criminal and deviant behavior with emphasis on sociological and psychological theories of crimes causation.

**Credits:** 3

**Prerequisites:**

CRJ / SOC 208 or SOC 200

## **SOC 247: Marriage and the Family**

This course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life.

**Credits:** 3

**Prerequisites:**

SOC 200

# Spanish Courses

## **SPA 101: Introductory Spanish**

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

**Credits:** 4

## **SPA 102: Introductory Spanish II**

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.

**Credits:** 4

**Prerequisites:**

SPA 101 or equivalent

## **SPA 201: Intermediate Spanish I**

This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

**Credits:** 3

**Prerequisites:**

SPA 102 or equivalent

### **SPA 202: Intermediate Spanish II**

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.

**Credits:** 3

**Prerequisites:**

SPA 201 or equivalent

## Speech Courses

### **SPC 103: Oral Communication Skills**

This course introduces the basic concepts of interpersonal communication and the oral communication skills necessary to interact with co-workers and customers, and to work effectively in teams. Topics include overcoming barriers to effective communication, effective listening, applying the principles of persuasion, utilizing basic dynamics of group discussion, conflict resolution, and positive communication patterns in the business setting. Upon completion, students should be able to demonstrate interpersonal communication skills, 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.

**Credits:** 3

### **SPH 106: Fundamentals of Oral Communication**

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.

**Credits:** 3

### **SPH 107: Fundamentals of Public Speaking**

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories, and student performances are emphasized.

**Credits:** 3

## Surgical/Operating Room Technician Courses

### **SUR 101: Introduction to Surgical Technology**

This course is an introduction to the field of surgical technology as a career. Emphasis is on the role of the surgical technologist, principles of asepsis and principles of patient care, surgical procedures, operative techniques, blood-borne pathogens, safety, and pharmacology. Additionally the principles of microbiology, and professional, ethical, and legal responsibilities of the surgical team will be covered.

Upon completion of this course students should be able to describe methods to maintain a sterile environment, and recognize members of the operating room team according to their roles.

**Credits:** 3

### **SUR 102: Applied Surgical Techniques**

This course is the application of principles of asepsis and the role of the surgical technologist. Emphasis is placed on creating and maintaining a sterile environment, identification of surgical instruments, equipment, and supplies, proper patient positioning for surgical procedures, and applying skills of intraoperative procedures. Upon completion of this course, the student should be able to name and select basic surgical instruments, supplies, and equipment, participate in mock surgical procedures.

**Credits:** 4

**Lab Hours:** 6

### **SUR 103: Surgical Procedures**

This course is a study of surgical procedures as they relate to anatomy, pathology, specialty equipment, and team responsibility. Patient safety is emphasized and medications used in surgery are discussed. Upon completion of the course, the student should be able to participate in surgical procedures in the operating room.

**Credits:** 5

**Prerequisites:**

Successful completion of SUR 101 and SUR 102.

### **SUR 104: Surgical Practicum I**

This course is the application of surgical principles in the perioperative setting. Emphasis is placed on application of surgical technology skills. Upon completion of the course, the student should be able to participate in the surgical technologist role.

**Credits:** 4

## Theater Courses

### **THR 113: Theater Workshop I**

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.

**Credits: 2**

### **THR 114: Theater Workshop II**

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.

**Credits: 2**

### **THR 115: Theater Workshop III**

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.

**Credits: 2**

### **THR 120: Theater Appreciation**

This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of 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.

**Credits: 3**

### **THR 126: Introduction to Theater**

This course is designed to teach the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations.

**Credits: 3**

### **THR 131: Acting Techniques I**

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.

**Credits: 3**

### **THR 132: Acting Techniques II**

This course is a continuation of THR 131.

**Credits: 3**

**Prerequisites:**

THR 131

### **THR 213: Theater Workshop IV**

THR 213, 214, 215 are continuations of THR 113, THR 114, and THR 115

**Credits: 2**

### **THR 214: Theater Workshop V**

THR 213, 214, 215 are continuations of THR 113, THR 114, and THR 115

**Credits: 2**

### **THR 215: Theater Workshop VI**

THR 213, 214, 215 are continuations of THR 113, THR 114, and THR 115

**Credits: 2**

### **THR 281: Stage Movement I**

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.

**Credits: 3**

### **THR 282: Stage Movement II**

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.

**Credits: 3**

## Welding Technology Courses

### **WDT 100: Introduction to Applied Technologies**

The 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 to include: basic mathematical applications, use of scientific calculators, measurements, and geometric and triangulation methods. This course is also taught as AUM 100, DEM 100, WDT 100.

**Credits: 3**

**WDT 108: SMAW Fillet/OFC**

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

As required by College

**WDT 109: SMAW Fillet/Pac/Cac**

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

As required by College

**WDT 110: Industrial Blueprint Reading**

This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion, students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication.

**Credits:** 3

**Prerequisites:**

As required by College

**WDT 115: GTAW Carbon Pipe**

This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation and fit-up to the applicable code.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**WDT 116: GTAW Stainless Pipe**

This course is designed to provide the student with the practices and procedures of welding stainless steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up to the applicable code.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**WDT 119: Gas Metal Arc/Flux Cored Arc Welding**

This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

As required by College

**WDT 120: Shielded Metal Arc Welding Groove**

This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

As required by College

**WDT 122: SMAW Fillet/OFC Lab**

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance with applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**WDT 123: SMAW Fillet/Pac/CAC Lab**

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**WDT 124: Gas Metal Arc/Flux Cored Arc Welding Lab**

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.

**Credits:** 3

**Lab Hours:** 9

**Prerequisites:**

As required by College

**WDT 125: Shielded Metal Arc Welding Groove Lab**

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

**Credits:** 3

**Lab Hours:** 9

**Prerequisites:**

As required by College

**WDT 155: GTAW Carbon Pipe Lab**

This course is designed to provide the student with the skills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

**Credits:** 3

**Lab Hours:** 9

**Prerequisites:**

As required by College

**WDT 156: GTAW Stainless Pipe Lab**

This course is designed to provide the student with the skills in welding stainless steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

**Credits:** 3

**Lab Hours:** 9

**Prerequisites:**

As required by College

**WDT 157: Consumable Welding Processes**

This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas, and base metals.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**WDT 158: Consumable Welding Processes Lab**

This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds, using consumable welding processes according to AWS Codes and Standards.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**WDT 160: Robotic Programming and Welding**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College



**WDT 162: Consumable Welding Applications**

This course provides instruction and demonstration with consumable welding processes for ferrous and non-ferrous materials to produce groove and fillet welds in various positions, according to applicable welding codes. Topics may include safe operating practices for pulse and tubular applications equipment identification, equipment set-up, correct selection of electrodes, current/polarity, shielding gas and base metals.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**WDT 163: Consumable Welding Applications Lab**

This course provides instruction and demonstration with consumable welding processes for ferrous and non-ferrous materials to produce groove and fillet welds in various positions, according to applicable welding codes. Topics may include safe operating practices for pulse and tubular applications, equipment identification, equipment set-up, correct selection of electrodes, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using consumable welding processes according to AWS Codes and standards.

**Credits:** 3

**Lab Hours:** 9

**Prerequisites:**

As required by College

**WDT 166: Flux Core Arc Welding (FCAW)**

This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas, and base metals. Upon completion, the student should be able to produce groove and fillet welds, using the FCAW welding process, according to AWS Codes and Standards.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

As required by College

**WDT 167: Flux Core Arc Welding Lab**

This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas, and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**WDT 180: Special Topics**

This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**WDT 181: Special Topics Lab**

This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**WDT 182: Special Topics**

This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**WDT 183: Special Topics**

This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

**Credits:** 2

**Lab Hours:** 2

**Prerequisites:**

As required by College

**WDT 183 M: Special Topics Lab**

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.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**WDT 184: Special Topics**

This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

**Credits:** 1

**Lab Hours:** 2

**Prerequisites:**

As required by College

**WDT 185: Special Topics Lab**

This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs.

**Credits:** 3

**Prerequisites:**

As required by College

**WDT 193: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity, and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 3

**Clinical Hours:** 15

**Prerequisites:**

As required by College

**WDT 217: SMAW Carbon Pipe**

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation, and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable code.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**WDT 218: Certification**

This course is designed to provide the student with the knowledge needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass an industry standard welding test in accordance with various applicable welding code requirements.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**WDT 219: Welding Inspection & Testing**

This course provides the student with inspection skills and knowledge necessary to evaluate welded joints and apply quality control measures as needed. Emphasis is placed on interpreting welding codes, welding procedures, and visual inspection methods. Upon completion, students should be able to visually identify visual acceptable weldments as prescribed by the code or welding specification report.

**Credits:** 3

**Prerequisites:**

As required by College

**WDT 221: Pipefitting and Fabrication**

This course provides the student with skills and practices necessary for fabricating pipe plans using pipe and fittings. Emphasis is placed on various pipe fittings to include various degree angles. Upon completion, students should be able to fit various pipe fittings, and cut and fabricate tees, and assorted angles.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**WDT 223: Blueprint Reading for Fabrication**

This course provides a student with advanced skills in identifying and interpreting lines, views, dimensions, notes, bill of materials, and the use of tools of the trade. Emphasis is placed on figuring dimensional tolerances, layout, and fitting of different component parts. Upon course completion, a student should be able to interpret, layout, and fabricate from blueprints to given tolerances.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**WDT 228: Gas Tungsten Arc Welding**

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.

**Credits:** 3

**Lab Hours:** 3

**Prerequisites:**

As required by College

**WDT 229: Boiler Tube**

This course is designed to provide the student with the practices and procedures of welding boiler tubes using the gas tungsten arc and shielded metal arc welding process to the applicable code. Emphasis is placed on tube fit-up, tube welding technique, and code requirements. Upon completion, students should be able to identify code requirements and tube welding technique.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**WDT 230: Orbital Gas Tungsten Arc Welding**

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.

**Credits:** 3

**Lab Hours:** 4

**Prerequisites:**

As required by College

**WDT 240: Orbital Gas Tungsten Arc Welding Lab**

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.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**WDT 250: Pipe Preparation for Orbital Welding Lab**

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.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**WDT 257: SMAW Carbon Pipe Lab**

This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable code.

**Credits:** 3

**Lab Hours:** 6

**WDT 258: Certification Lab**

This course is designed to provide the student with the skills needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass an industry standard welding test in accordance with various welding code requirements.

**Credits:** 3

**Lab Hours:** 6

**Prerequisites:**

As required by College

**WDT 268: Gas Tungsten Arc Lab**

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.

**Credits:** 3**Lab Hours:** 9**Prerequisites:**

As required by College

**WDT 269: Boiler Tube Lab**

This course is designed to provide the student with the skills in welding boiler tubes using the gas tungsten arc and shielded metal arc welding process using filler metals in the F6 and F4 groups to applicable code. Emphasis is placed on welding boiler tubes using the gas tungsten arc and shielded metal arc welding process in the 2G and 6G positions in accordance with the applicable code. Upon completion, students should be able to perform gas tungsten arc and shielded metal arc welding on boiler tubes with the prescribed filler metals in the 2G and 6G positions to the applicable code.

**Credits:** 3**Lab Hours:** 6**Prerequisites:**

As required by College

**WDT 281: Special Topics in Welding Technology**

This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs.

**Credits:** 3**Lab Hours:** 9**Prerequisites:**

As required by College

**WDT 286: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 1**Clinical Hours:** 5**Prerequisites:**

As determined by College

**WDT 288: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 2**Clinical Hours:** 10**Prerequisites:**

As determined by College

**WDT 291: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity, and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 3**Clinical Hours:** 15**Prerequisites:**

As required by College

**WDT 292: Welding Work Based Application**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity, and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 3**Clinical Hours:** 15**Prerequisites:**

As required by College

## Workplace Skills Enhancement Courses

**WKO 106: Workplace Skills**

This course is an overview of issues relevant to the general workforce. The course is designed to enhance students' communication, lifelong learning, interpersonal, and decision-making skills in preparation for employment.

**Credits:** 3

# Gadsden State Community College Employees President's Cabinet

Dr. Martha G. Lavender

## **President**

A.S., Gadsden State Community College  
B.S.N., Jacksonville State University  
M.S.N. and Ph.D., University of Alabama at Birmingham

Dr. Deborah L. Curry

## **Dean of Health Sciences**

B.S.N., Jacksonville State University  
M.S.N., University of Alabama-Birmingham  
D.N., Rush University

Ms. Pamela H Johnson

## **Dean of Institutional Effectiveness, Grants, and Special Projects**

B.S., University of Alabama  
M.B.A., Jacksonville State University

Mr. Kevin D. McFry

## **Dean of Financial and Administrative Services**

B.S. and M.B.A., Jacksonville State University

Dr. Teresa C. Rhea

## **Dean of Enrollment and Retention**

B.S., M.A. and Ed.D., University of Alabama

Mr. Alan Smith

## **Dean of Workforce Development**

B.S., Auburn University  
M.S., University of Alabama

Mr. Alan Wallace

## **Dean of IT Services/Chief Information Officer**

B.S., B.T. and M.B.A., Jacksonville State University

Dr. Leslie Worthington

## **Dean of Academic Programs and Services**

B.A., M.A., Ph.D., Auburn University  
Ed.S., Troy University

# Emeriti Faculty and Administration

Dr. James R. Prucnal

## **Dean Emeriti**

# Intercollegiate Athletics

Mike Cancilla

## **Athletic Director**

Deddrick Tarver

## **Men's Basketball Coach**

Bryan Phillips

## **Women's Basketball Coach**

Connie Clark

## **Women's Volleyball Coach**

Ernest Stewart

## **Tennis Coach**

# Full-Time Faculty and Staff

## **Abernathy, Barry (1997)**

Engineering Design Technology Instructor  
A.A.T., Harry M. Ayers State Technical College  
A.A.S., Gadsden State Community College  
B.S., Jacksonville State University

## **Abernathy, Linda (1996)**

Administrative Assistant  
A.A.S., Gadsden State Community College

## **Adams, Donna A. (2000)**

Clerk

## **Aldridge, Karen Nicole (2014)**

Mathematics Instructor  
B.S.Ed., Jacksonville State University  
M.S., University of Alabama at Birmingham

## **Allen, Audra W. (2009)**

Transcript Evaluator  
B.S., Jacksonville State University

## **Anderson, Julie V. (2013)**

Clerk  
Certificate and A.A.S., Gadsden State Community  
College

## **Angel, Scott (1999)**

Custodial Employee

## **Atwell, Jared L. (2010)**

IT Technician/Communications System Assistant

## **Aultman, Sarah L. (2005)**

Director of Veterans Upward Bound  
B.A., California State University--San Marcos  
M.S., Jacksonville State University

## **Bailey, Marshall (2020)**

Civil Engineering Technology Instructor  
A.A.S., Gadsden State Community College  
B.S., Troy University

**Baker, Rebecca L. (2017)**

Assistant Accountant

**Battaglia, Paula (2018)**

Nursing Instructor

A.A.S., Gadsden State Community College

M.S.N., Samford University

**Beecham, Wesley (2018)**

Electrical Technology Instructor

B.S.Ed., Athens State University

**Berrong, Jordyn (2019)**

Clerk

**Bertalan, Dr. Rebecca A. (2016)**

Nursing Instructor/Remediation Specialist

B.S.N., Mount St. Mary's College

M.S.N., University of Wyoming

Ed.D, University of Alabama

**Bishop, Toni (2020)**

Clerk

A.A.S., Gadsden State Community College

**Black, Bradley S. (2003)**

Welding Instructor

A.A.S. and Certificate, Gadsden State Community College

College

**Blackwood, Hilary (2019)**

Media Technician

A.A.S., Snead State Community College

B.S., Jacksonville State University

**Bolton, Kaitlin (2019)**

Clerk

A.A.S., Snead State Community College

**Bonner, J. Tracy (2015)**

Salon and Spa Management Instructor

Certificate, Gadsden State Community College

A.A.S., Jefferson State Community College

B.S., Jacksonville State University

**Bowen, Julie P. (1998)**

Chemistry Laboratory Technician

A.S., Gadsden State Community College

B.S., Auburn University

**Bowling, Alison (2004)**

Administrative Assistant

A.A.S., Gadsden State Community College

**Bozeman, Tabitha C. (2014)**

English/Developmental Studies Instructor

B.A., Jacksonville State University

M.A., University of Alabama at Birmingham

**Bradford, L. Michele (1992)**

Director of Legal Affairs

B.S., Livingston University

J.D., Cumberland School of Law (Samford University)

**Brady, Pamela (2013)**

Career Resource Specialist

A.S., Southern Union State Community College

B.S., Jacksonville State University

M.S.W., University of Alabama

**Braswell, Megan (2020)**

Clerk

B.S., Jacksonville State University

**Bright, Jennifer L. (2011)**

Human Resources Specialist

B.S., Jacksonville State University

**Brightman, George E. (2002)**

Maintenance Technician

**Brown, Jessica (2020)**

Resource Development Officer

B.A., Jacksonville State University

**Brown, Kathy L. (1998)**

Administrative Assistant

A.A.S., Gadsden State Community College

B.S., Jacksonville State University

**Brown, Dr. Susan Williams (1990)**

Assistant to Dean of Instructional Services/

Mathematics Instructor &

Division Chair for Mathematics & Engineering

B.S. and M.S., Jacksonville State University

Ed.D., University of Alabama

**Burger, Billa Bowen (2012)**

Computer Science Instructor

B.S.Ed., B.S., and M.S., Jacksonville State University

**Burgess, Dorothy (1990)**

Lead Librarian

B.A., Jacksonville State University

M.L.S., University of Alabama

**Burney, Bridget B. (1996)**

Dean of Outreach Initiatives

B.S.Ed. and M.S., Jacksonville State University

**Burt, Stacey J. (2005)**

Clerk

A.A.S., Gadsden State Community College

**Burttram, Matthew M. (2007)**

Director of Student Life

B.A., M.A., University of Alabama

**Byram, Philip L. (2000)**

Maintenance Technician

**Caldwell, Steve (2001)**

Precision Machining Instructor  
Diploma and A.O.T., Central Alabama Community College

**Camp, Cynthia G., CAP (2008)**

Administrative Assistant  
A.A.S., Northeast Alabama State Junior College

**Campbell, Donnette C. (1998)**

Clerk  
A.A.S., Gadsden State Community College

**Campbell-Dixon, Kimberly C. (2009)**

Retention Advisor  
B.A., Talladega College  
M.P.A., Jacksonville State University

**Cancilla, Michael A. (2007)**

Athletic Director/Academic Director for Health,  
Physical Education & Recreation  
B.S. and M.P.E., Springfield College

**Capel, Catherine Ann (2004)**

English Instructor  
B.S.Ed. and M.A., University of Alabama

**Carroll, Brenda Joyce (2007)**

Clerk

**Carter, Cory W. (1998)**

Supervisor--Facility Maintenance

**Carter, Craig E. (2006)**

Computer Systems Technician  
A.A.S., Gadsden State Community College

**Carter, Kimberly A. (1996)**

Director of Purchasing  
B.S., Alabama A & M University

**Carter, Timothy (1987)**

Software Analyst  
A.A.S., Gadsden State Community College

**Cianflone, Tarina (2019)**

Industrial Automation Technology Instructor  
A.A.S. Gadsden State Community College

**Clark, Jacqueline M. (2002)**

Director of Financial Services  
B.B.A., University of Montevallo

**Clifton, Kristina D. (2012)**

Salon and Spa Management Instructor  
Certificate, Gadsden State Community College  
B.S., Athens State University

**Clough, Pamela Watts (1993)**

Coordinator of Continuing Education & ADA  
B.S., Jacksonville State University  
M.A., University of Alabama

**Cobb, Kimberly S. (1988)**

Director of Human Resources  
A.S., Gadsden State Community College  
B.S. and M.B.A., Jacksonville State University

**Coffey, Staci Oden (1995)**

Nursing Instructor  
B.S.N., Jacksonville State University  
M.S.N., University of Phoenix

**Cole, Deborah C. (2011)**

Medical Laboratory Technology Program Instructor  
B.S., University of Alabama at Birmingham  
M.S.Ed., Jacksonville State University

**Collins, David (2004)**

Job Developer

**Collins, Marilyn D. (1998)**

Administrative Assistant  
A.A.T., Trenholm State Technical College

**Colvin, Shirley (1996)**

Assistant Dean of Instruction--Science  
B.S. and M.S., Alabama A & M University

**Conger, Michele (1994)**

Director of Student Services/Campus Director, Ayers  
Campus  
A.S., Gadsden State Community College  
B.S. and M.A., Jacksonville State University

**Connell, Patricia Carr (1993)**

Speech/Drama Instructor  
B.S. and M.A., University of Montevallo

**Cooper, Kelsey (2019)**

Diagnostic Medical Sonography Instructor  
A.A.S., Wallace State Community College

**Cornutt, Lonnie Franklin (2006)**

Computer Science (Network Administration Instructor/  
Coordinator of CISCO Program  
B.S., Auburn University

**Crain, Lauren (2015)**

Title III Program Advisor  
B.A., University of Alabama  
M.Ed., University of Montevallo

**Cronan, Larry (2018)**

Custodial Employee

**Cunningham, Edwina Kay (2014)**

Emergency Medical Services Instructor  
A.A.S., Gadsden State Community College

**Curry, Dr. Deborah L. (2016)**

Dean of Health Sciences  
B.S.N., Jacksonville State University  
M.S.N., University of Alabama-Birmingham  
D.N., Rush University

**Curtis, James Alan, Jr. (2015)**

Art Instructor  
B.F.A., Jacksonville State University  
M.A.Ed., University of Alabama at Birmingham

**D'Eath, Kelly J. (2006)**

Director of Financial Aid, TRA, WIOA, VA  
B.S., Jacksonville State University  
M.A., University of Alabama

**Davis, Brooke H. (2015)**

Court Reporting Technician  
A.A.S., Gadsden State Community College

**Davis, Candace F. (2014)**

Mathematics Instructor  
B.S.Ed., Jacksonville State University  
M.A., University of Alabama

**Davis, Dr. Dana J. (1998)**

Director of Advising Centers  
B.S., Martin Methodist College (Tennessee)  
M.S., Jacksonville State University  
Ed.D., University of Alabama

**Davis, D. Stewart (1998)**

Director of Physical Plant  
A.S., Gadsden State Community College  
B.S., Faulkner University

**Davis, Kelli (2005)**

Nursing Instructor/Clinical Coordinator  
B.S.N. and M.S.N., Jacksonville State University

**Davis, Melissa W. (2005)**

Director of Student Support Services  
B.S.W., Jacksonville State University  
M.S.W., University of Alabama

**Denney, James M. (2010)**

Computer Systems Technician  
B.S., University of Alabama

**DeRamus, Sonya (2019)**

Upward Bound Program Outreach Advisor  
B.S., Jacksonville State University

**Deru, Jennifer Weeks (1976)**

Clerk  
A.A.S., Gadsden State Community College

**Dobbs, Faith (2008)**

International Programs Specialist  
B.S., University of Alabama

**Dobbs, Hannah (2019)**

Academic Resource Specialist  
B.S., Troy University

**Dobbs, Dr. Richard A. (1996)**

History/Political Science Instructor  
B.S., Troy State University  
M.A. and Ph.D., University of Alabama

**Dorsett, Dr. Barbara B. (2011)**

Biology Instructor  
B.S., Birmingham-Southern College  
M.L.I.S., University of Alabama  
D.M.D., University of Alabama at Birmingham

**Douthitt, Tonya W. (2015)**

Coordinator of Enrollment Services and Academic Advisor  
B.S.W. and M.S., Jacksonville State University

**Duckett, Becky (2015)**

Director of International Programs/Alabama Language Institute  
B.S., Carson-Newman University  
M.A., University of South Carolina

**Dunaway, Dawn (2018)**

Instructional Designer  
A.A.S., and B.S., Fashion Institute of Technology  
M.S., Jacksonville State University

**Dunaway, Robert (2017)**

English Instructor  
B.A., M.P.A., and M.A., Jacksonville State University

**Dunn, Jerry (2004)**

Maintenance Technician  
A.A.S., Gadsden State Community College

**Edmondson, Chris K. (2011)**

Biology Instructor  
B.S. and M.S., Jacksonville State University

**Edmondson, Jacqueline (2015)**

Director of Public Relations and Marketing  
B.S., Troy University

**Elam, Beverly B. (2001)**

Administrative Assistant  
A.A.S., Gadsden State Community College



**Elkins, Leah M. (2002)**

Court Reporting Program Instructor  
A.A.S., Gadsden State Community College

**Ellis, Efferson Jr. (2011)**

Security Employee

**Enders, Elizabeth R. (2007)**

Administrative Assistant  
A.A. and Certificate, Pasco-Hernando Community College  
B.S., Athens State University

**Feely, Keli A. (2017)**

Accountant  
B.S., Illinois State University

**Fleming, Veronica (2016)**

Talent Search Outreach Advisor  
B.A., Talladega College  
M.S., Jacksonville State University

**Ford, Gwen G. (2002)**

Early Childhood Education/English Instructor  
B.A., University of Alabama  
M.Ed., University of West Alabama-Livingston

**Ford, Leigh A. (2009)**

Nursing Instructor  
A.A.S., Gadsden State Community College  
B.S.N. and M.S.N., Jacksonville State University

**Foster-Cates, M. Christine (2016)**

Student Support Services Academic Advisor  
B.A., Utica College of Syracuse University  
M.Ed., Seattle University

**Fuller, Belinda (2002)**

Nursing Instructor  
B.S.N. and M.S.N., Jacksonville State University

**Fulmer, Linda (2002)**

Assistant Accountant  
A.A.S. and Certificate, Gadsden State Community College

**Gaines, Joe (2014)**

Security Employee

**Gaither, Ashley M. (2015)**

Enrollment Specialist  
B.A. and M.P.A., Jacksonville State University  
M.A., Morehead State University

**Gaither, Jeffrey L. (2005)**

Precision Machining Instructor  
A.A.S., Gadsden State Community College  
B.Ed., Athens State University

**Gaither, Marlene M. (2002)**

Clerk  
A.A.S., Gadsden State Community College

**Gallardo, Mario E. (2003)**

Art Instructor/Chair of the Division of Fine Arts  
B.F.A., Jacksonville State University  
M.F.A. and M.A., University of Alabama

**Gardner, Janet (2016)**

Nursing Instructor/Director of Nursing  
B.S., Auburn University  
M.S., University of Alabama in Huntsville

**Garner, Zora (1999)**

Salon and Spa Management Instructor  
Certificate, Harry M. Ayers State Technical College  
A.S., Gadsden State Community College

**Gearhart, Lila (2000)**

Academic Advisor and Counselor  
A.A.S., Gadsden State Community College  
B.S., M.S., and Ed.S., Jacksonville State University

**Geislinger, Dr. Brian J. (2007)**

Physics Instructor  
B.S., Spring Hill College  
M.S. and Ph.D., University of Alabama--Birmingham

**Gibson, Robert M. (2006)**

Public Services Librarian  
B.S.Ed. and M.L.I.S., University of Alabama

**Gilchrist, Brandy L. (2001)**

Help Desk/LMS Support Specialist  
A.S., Gadsden State Community College  
B.S., Jacksonville State University

**Gilliland, Dr. Michael Lance (2007)**

Therapeutic Massage Instructor  
A.S., Wallace State Community College  
B.S., University of Alabama at Birmingham  
M.S.Ed., Jacksonville State University  
Ed.D., University of Alabama

**Gillison-Parker, Kathy (1994)**

Outreach Advisor  
A.A.S., Gadsden State Community College  
B.S., Jacksonville State University

**Gilyard, Shameka (2017)**

Director of Title III Program  
A.A., Florida Community College  
B.S., University of Central Florida  
M.Ed., Stetson University  
M.A.C.M., Liberty University

**Goggins, Charlotte B. (1993)**

Financial Aid Supervisor  
A.A.S., Gadsden State Community College

**Gray, Carol (2002)**

Clerk  
A.A.S., Gadsden State Community College

**Green, Dr. Audrey M. (2005)**

Nursing Instructor  
Certificate, Ayers State Technical College  
A.A.S., Gadsden State Community College  
B.S.N. and M.S.N., University of Alabama-Huntsville  
D.N.P., Chamberlain College of Nursing

**Greer, Cindy A. (1996)**

Academic Advisor and Counselor  
B.S., M.S., and Ed.S., Jacksonville State University

**Gregg, Kimberly P. (2008)**

Nursing Instructor  
B.S.N., Jacksonville State University  
M.S.N., University of Alabama—Birmingham

**Griffey, Dr. James Derrick (2008)**

Director of Distance Education, Faculty Development  
and Learning Resources  
A.A., Gadsden State Community College  
B.S.Ed., Jacksonville State University  
M.A., University of Alabama  
M.A., Middle Tennessee State University  
Ph.D., University of Alabama

**Grimes, Timothy (1992)**

Maintenance Technician

**Guffey, Trudie R. (2004)**

Psychology Instructor  
B.A., Auburn University  
M.S., Jacksonville State University

**Hall, Donald (2020)**

Security Employee

**Hall, Whitney S. (2014)**

Enrollment Specialist  
B.A., Howard University

**Hamilton, Todd (1998)**

Speech/English Instructor  
B.S. and M.S., Jacksonville State University

**Hammonds, Kenneth E. (2013)**

Custodial Employee

**Handy, Larry (2019)**

Custodial Employee

**Hanshaw, Charles J. (2016)**

Truck Driving Training Specialist/Examiner

**Harbin, R. Elise (2005)**

Alabama Language Institute Instructor  
B.A., Rhodes College  
M.A., Pennsylvania State University

**Harden, Katrina J. (1999)**

Veterans Upward Bound Tutor  
B.A., Birmingham Southern College

**Harden, Roderick H., Jr. (2007)**

Maintenance Technician  
A.A.S., Gadsden State Community College

**Hardy, Timothy D. (2001)**

Air Conditioning & Refrigeration Technology Instructor  
A.A.S., Gadsden State Community College  
B.S., Athens State University  
M.S., Alabama A & M University

**Harrell, John T. (2011)**

Music Instructor  
B.M., Samford University  
M.C.M., Southern Baptist Theological Seminary

**Harris, Alicia N. (2001)**

Administrative Assistant  
A.S., Gadsden State Community College

**Harrison, James Christopher (2008)**

English Instructor  
B.A., Jacksonville State University  
M.A., University of Alabama at Birmingham

**Hartley, David (1992)**

Testing Coordinator  
Diploma, Harry M. Ayers State Technical College

**Hartline, Thomas R. (1997)**

Electronics Instructor/  
Co-Division Chair--Gadsden Engineering Technologies  
A.A.S., Gadsden State Community College  
B.S., Thomas A. Edison State College  
M.Ed., Alabama A & M University

**Hayes, Farrah R. (2015)**

English Instructor  
Division Chair for Language and Humanities  
B.A., M.S.Ed. and Ed.S., Jacksonville State University

**Hayes, Luanne P. (2008)**

Director of Economic Development-Cherokee/Campus  
Director  
B.S., Auburn University

**Haynes, Cynthia (1992)**  
Administrative Assistant  
Diploma, Harry M. Ayers State Technical College

**Heard, Tracy R. (2008)**  
Security Employee  
A.A.S., Gadsden State Community College

**Helms, Karen (2020)**  
Custodial Employee

**Hendrickson, Robert B. (2008)**  
Art Instructor  
B.F.A., Auburn University  
M.F.A., University of Alabama

**Hicks, Cathy L (2014)**  
Manager-Scholarship Programs  
A.S., Gadsden State Community College  
B.S., University of Alabama

**Hill, Donald Bruce (2007)**  
Automotive Collision Repair Technology Instructor  
Certificate, Gadsden State Community College

**Hollingsworth, John A. (2012)**  
Emergency Medical Services Program Director/  
Instructor  
A.A.S., Gadsden State Community College  
B.S., University of South Alabama  
M.S., Jacksonville State University

**Hollingsworth, Linda S., CAP (1998)**  
Administrative Assistant  
B.S., Jacksonville State University

**Hollis, Katherine M. (2015)**  
Security Employee  
A.S., Gadsden State Community College  
B.S., Jacksonville State University

**Holt, Natalie (2020)**  
Enrollment Specialist and Academic Advisor  
B.S., Jacksonville State University

**Hood, Xianglan Y. (2006)**  
Chemistry Instructor  
B.S. and M.S., Jacksonville State University  
M.D., Sun Yat-sen University of Medical Sciences  
(China)

**Howard, Deborah L. (2005)**  
Criminal Justice Instructor  
B.A., University of Montevallo  
M.S., Faulkner University  
J.D., Birmingham School of Law

**Howard, Elizabeth R. (2015)**  
Paralegal Instructor

B.A., Emory University  
M.A., Jacksonville State University  
J.D., Georgetown University

**Howington, Donna (2018)**  
Grants Budget Manager  
A.A.S., Gadsden State Community College  
B.S., Jacksonville State University

**Huffman, Matthew (2019)**  
A.S., Northeast State Community College  
B.S., East Tennessee State University  
M.F.A., University of Southern Mississippi

**Hulsey, Joseph D. (2015)**  
Air Conditioning/Refrigeration Technology Instructor  
A.A.S., Gadsden State Community College  
B.A., University of Alabama

**Hyatt, Brandy (2016)**  
Public Relations and Marketing Specialist  
B.A., Jacksonville State University

**Ingle, Alicia (2017)**  
Librarian  
A.A., Arizona Western College  
B.A., Northern Arizona University  
M.A., Boise State University  
M.A., University of Arizona

**Jackson, Kenisha (2012)**  
Clerk  
A.A.S., Gadsden State Community College

**Jenkins, Dr. Billy J. (2014)**  
Psychology Instructor  
B.S.Ed., University of Montevallo  
M.A. and Ed.D., University of Alabama  
Ed.S., Jacksonville State University

**Johnson, Jay D. (2000)**  
Database Administrator  
B.S., Jacksonville State University

**Johnson, James C., Jr. (2002)**  
GED Chief Examiner  
A.S., Jeff Davis State Junior College  
B.S. and J.D., Faulkner University  
M.A., American Military University

**Johnson, Pamela H. (1994)**  
Dean of Institutional Effectiveness, Grants, and Special  
Projects  
B.S., University of Alabama  
M.B.A., Jacksonville State University

**Johnston, Jessica M. (2001)**  
Manager  
A.A.S., Gadsden State Community College

**Jones, Brian (2017)**

Help Desk/Support Technician  
B.S., University of Phoenix

**Jones, LaDonna K. (2011)**

Nursing Instructor  
A.A.S., Gadsden State Community College  
B.S.N. and M.S.N., Jacksonville State University

**Jones, Rita A. (2007)**

Talent Search Program Outreach Advisor  
B.A., Talladega College

**Junior, Annette (2001)**

Administrative Assistant  
A.A.S., Gadsden State Community College

**Kendrick, Kathy B. (2006)**

Clerk  
A.A.S., Gadsden State Community College

**Kendrick, Sonya D. (2007)**

Assistant Accountant  
B.S., Jacksonville State University

**Kiger, Charlotte K. (1998)**

English Instructor  
B.A. and M.A., University of Texas at Arlington

**Kilgore, Donna M. (2011)**

Assistant Accountant  
B.S., University of Alabama

**King, Lynette J. (1998)**

Mathematics Instructor  
B.S. and M.S., Jacksonville State University  
Ed.S., University of Alabama

**King, Princess L. (2015)**

Clerk  
B.S., Troy University

**King, Susan Moore (2008)**

Biology Instructor  
B.S. and M.S., Jacksonville State University

**Kirby, Timothy (2002)**

Maintenance Technician  
B.S., Auburn University

**Kitchens, Ashley (2019)**

Clerk  
A.A.S., Gadsden State Community College

**Lancaster, William S. (2015)**

Custodial Employee

**Langley, Gerri G. (2012)**

Office Administration Instructor

A.A.S., Gadsden State Community College  
B.S.Ed., Jacksonville State University  
M.Ed., University of West Georgia

**Latimer, Debra A. (2007)**

Custodial Employee

**Lavender, Dr. Martha G. (2014)**

President  
A.S., Gadsden State Community College  
B.S.N., Jacksonville State University  
M.S.N. and Ph.D., University of Alabama at Birmingham

**Lawrence, Barry S. (2016)**

Automotive Services Technology Lab Assistant

**Leder, Dr. Matthew D. (2015)**

Music Director/Instructor  
B.M., East Carolina University  
M.M., University of New Orleans  
D.A., University of Northern Colorado

**Lee, Dr. Nancy M. (2002)**

Biology Instructor  
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)**

Security and Transportation Manager

**Lightsey, Evelyn R. (2007)**

Nursing Instructor/Simulation Lab Coordinator  
B.S., Jacksonville State University  
M.S.N., University of Alabama at Birmingham  
D.N.P., Samford University

**Lindsey, Johna (2003)**

Community Education Specialist

**Machen, Jeff (1991)**

Biology Instructor  
B.S. and M.S., Jacksonville State University

**Maddox, Catrina D. (2009)**

Clerk  
A.A.S., Gadsden State Community College

**Maddox, Renata N. (2013)**

Custodial Employee

**Mallard, Fletcher (2018)**

Security Employee

**Maness, Joshua L. (2013)**

Maintenance Technician

**Martin, Amanda (2016)**

Enrollment Specialist  
B.S., Jacksonville State University

**Martin, Gina C., CPS (1987)**

Administrative Assistant  
Certificate, Gadsden State Community College

**Mayfield, Jack B., Jr. (2000)**

Industrial Automation Instructor  
B.S. and M.Ed., Auburn University

**Mayfield, Stephanie L. (2014)**

Assistant Director of Student Support Services  
B.A. and M.A., Jacksonville State University

**Mayo, Pam A. (2007)**

Nursing Technician

**McCrary, Darren L. (2012)**

Welding Instructor

**McDaniel, Coy Heath (1999)**

Construction Technology Instructor  
Certificate, Gadsden State Community College

**McDaniel, Dr. Danetta E. (2012)**

Nursing Instructor  
A.A.S., Allan Hancock College  
B.S.N., M.S.N., and D.N.P. University of Alabama—Huntsville

**McDonald, Robby D. (2014)**

Mail Clerk

**McFry, Kevin D. (2019)**

Dean of Financial and Administrative Services  
B.S. and M.B.A., Jacksonville State University

**McGee, Anika W. (2001)**

Director of Talent Search  
B.S. and M.S., Jacksonville State University

**McLean, Alexis L. (2014)**

Alabama Language Institute Instructor  
B.S., Georgetown University  
M.P.A., M.P.H., and M.A.Ed., University of Alabama at Birmingham

**Melson, Rickey (2003)**

Air Conditioning & Refrigeration Instructor  
A.A.S., Gadsden State Community College  
B.S. and M.S., Alabama A & M University

**Miller, Amy Brooks (2009)**

Clerk  
B.A., University of West Florida

**Miller, Dewey Frank (1992)**

Welding Instructor  
Diploma and A.A.S., Gadsden State Community College  
B.S. and M.S., Alabama A & M University

**Miller, Theresa L. (2000)**

Clerk  
A.A.S., Gadsden State Community College  
B.S.M., University of Phoenix

**Millirons, Jason M. (2013)**

Business Services Analyst  
A.A.S., Gadsden State Community College  
B.S., University of Alabama  
M.B.A., University of North Alabama

**Monroe-Robinson, Yolanda D. (2002)**

Speech Instructor  
B.A., Huntingdon College  
M.A., University of Alabama

**Moore, Ryan A. (2009)**

Student Support Services Math/  
Computer Lab Coordinator  
B.S. and M.A., University of Alabama

**Moore, Timothy W. (2001)**

Computer Science/Mathematics Instructor  
B.S. and M.S., Jacksonville State University

**Morgan, Misti C. (2008)**

Administrative Assistant  
A.S., Gadsden State Community College

**Morgan, Tammy Potter (1996)**

Mathematics Instructor  
B.S. and M.S., Auburn University

**Morris, Linda G. (2014)**

Veterans Upward Bound Academic Coordinator/  
Recruiter  
A.S., Gadsden State Community College  
B.S., Jacksonville State University

**Mullinax, Cynthia (2004)**

Nursing Instructor  
B.S.N., Jacksonville State University  
M.S.N., Georgia State University  
D.N.P., Samford University

**Mullinax, Lisa (2020)**

Adult Education Academic Assistant

**Mumper, Michael B. (2013)**

Custodial Employee

**Murdock, David S. (2004)**

English Instructor  
B.A., Berry College  
M.A., Jacksonville State University

**Newton, Timothy S. (2012)**

Custodian Employee

**Noah, Pamela (1985)**

Administrative Assistant  
Diploma, Harry M. Ayers State Technical College  
B.S., Athens State University

**Norstum, Tammy (2019)**

Dental Hygiene Program Director/Instructor  
A.A.S., Pensacola State College  
B.S., Saint Petersburg College  
M.S. and M.P.H., Massachusetts College of Pharmacy & Health Science University

**O'Bryant, Jeana Gilbert (2015)**

Biology Instructor  
B.S.Ed., and M.S.Ed., Jacksonville State University  
Ed.S., University of Alabama

**Olander, Joshua J. (2005)**

Biology Instructor (Therapeutic Massage Program)  
B.S. and M.S., Jacksonville State University

**Osborn, Jesse C. (1999)**

Mathematics Instructor  
A.S., Gadsden State Community College  
B.S., Jacksonville State University  
M.S., University of Alabama

**Owens, Ida Pearl (2008)**

Director of Upward Bound Program (Ayers)  
B.S.Ed, University of Alabama  
M.S.Ed., Jacksonville State University

**Ozor-Ilo, Paulinus (1999)**

Computer Science Instructor  
B.S., and M.S., Alabama A&M University

**Partee, Steve J. (2005)**

Electrical Technician

**Patterson, Brandon (2016)**

Auto Collision Repair Technology Instructor  
Certificate, Gadsden State Community College

**Patton, Christian, (2017)**

Adult Education Instructor/Success Coach  
B.S. and M.S., Jacksonville State University

**Pearce, Kelley (1998)**

Associate Dean of Enrollment and Retention  
B.S. and M.B.A., Jacksonville State University

**Pendley, Tina M. (2008)**

Clerk  
Diploma, Gadsden State Community College

**Ragland, Doris A. (1998)**

Custodial Employee  
Certificate, Gadsden State Technical Institute

**Ray, Donald W. (2009)**

Security Employee

**Reynolds, Deborah L. (1998)**

Electrical Engineering Technology Instructor  
A.A.S., Gadsden State Community College  
B.S., Thomas A. Edison State College

**Reynolds, Janet (1996)**

Administrative Assistant  
A.S., Gadsden State Community College

**Rhea, Dr. Teresa C. (2000)**

Dean of Enrollment and Retention  
B.S., M.A. and Ed.D., University of Alabama

**Rice, Angela (2015)**

Custodial Employee

**Richardson, Timothy (2019)**

Custodial Employee

**Richey, Darren "Dru" (2007)**

Computer Systems Technician

**Rinehart, Terri L. (2005)**

Administrative Assistant

**Roberts, Collyn (2020)**

Enrollment Specialist  
B.S., Jacksonville State University  
M.S., University of Alabama

**Roberts, Michelle S. (2012)**

Court Reporting Program Instructor  
A.A.S., Gadsden State Community College

**Roberts, Valerie (2017)**

Student Support Services Tutorial Coordinator  
B.S., Jacksonville State University  
M.B.A., Southeastern University

**Robertson, Andrew (2016)**

Electronic Engineering/  
Automotive Manufacturing Technology Instructor  
A.A.S., Gadsden State Community College  
B.S., Jacksonville State University

**Robinson, Dr. Sue (1990)**

Nursing Instructor

Diploma, Sylacauga Hospital School of Nursing  
B.S. and M.S., Jacksonville State University  
M.S.N. and Ph.D., University of Alabama-Birmingham

**Robinson, Tony Keith (2014)**

Director of Talent Search  
A.S., Snead State Community College  
B.S.Ed. and M.S.Ed., Jacksonville State University

**Rodgers, Kaci L. (2008)**

Biology Instructor  
A.S., Gadsden State Community College  
B.S. and M.S., Jacksonville State University

**Rogers, Bridget A. (2009)**

Nursing Instructor  
B.S., Jacksonville State University  
M.S.N., Samford University

**Ross, Angela (2003)**

Administrative Assistant  
Certificate and A.A.S., Gadsden State Community College

**Ross, Brian C. (2001)**

Infrastructure and Network Administrator  
A.A.S., Gadsden State Community College

**Rudolph, Sandra T. (2002)**

Manager  
A.S., Gadsden State Community College

**Rutledge, Patricia (1988)**

Upward Bound Project Director  
A.S., Gadsden State Community College  
B.S. and M.S., Jacksonville State University

**Rutherford, Veronica Hope (2019)**

Educational Talent Search Outreach Advisor  
B.S., Park College

**Samitt, Becky (2018)**

Nursing Instructor  
B.S.N and M.S.N, South University

**Sanders, Valera (2004)**

Clerk  
A.A.S., Ayers State Technical College

**Scott, Janette Fay (2000)**

Office Administration Instructor  
B.S., Jacksonville State University  
M.B.A., Auburn University  
M.Ed., University of West Georgia

**Shaw, Debbie (2015)**

Custodial Employee

**Sherrouse, Daniel L. (2008)**

Systems and Security Analyst  
Certificate and A.S., Southwest Florida College

**Sims, Larrhea B. (1993)**

Office Administration Instructor  
B.S., Alabama State University  
M.Ed., Bowling Green State University

**Skaggs, Thomas Wade (2006)**

HVAC Technician  
A.A.S., Gadsden State Community College

**Skillman, James R., II (2006)**

Biology Instructor  
B.S. Troy State University  
M.S., Jacksonville State University

**Slaten, Jessica (1998)**

Financial Manager  
B.S. and M.B.A., Jacksonville State University

**Smith, Alan (2019)**

Dean of Workforce Development  
B.S., Auburn University  
M.S., University of Alabama

**Smith, Cal G. (2007)**

Mathematics Instructor  
B.S. and M.S.Ed., Jacksonville State University

**Smith, Donald (1999)**

Director of Buildings and Grounds  
B.S., Jacksonville State University

**Smith, Harold David (2001)**

Precision Machining Instructor  
Diploma, Alabama Technical College  
B.S., Jacksonville State University

**Smith, Kenneth (2018)**

Director of Cardinal Tutoring Center and Enrollment Specialist  
B.A., Jacksonville State University  
M.Ed., Texas Christian University

**Smith, Steven Bart (2015)**

Welding Instructor  
Certificate, Harry M. Ayers State Technical College

**Smith, Susan W. (2013)**

Clerk  
A.A.S., Gadsden State Community College

**Snider, Phillip D. (2004)**

Biology Instructor  
B.S.Ed. and M.S.Ed., Jacksonville State University

**Snow, Donice G., CPS (1991)**

Administrative Assistant  
Certificate and A.A.S., Gadsden State Community College

**Southern, Rebecca (2018)**

Diagnostic Medical Sonography Program Director/  
Instructor  
A.A.S., Virginia College of Birmingham  
B.S., Jacksonville State University  
M.O.L, Colorado Christian University

**Spurlin, Larry Chad (2010)**

Masonry Instructor  
A.S., Gadsden State Community College

**St. John, Brian K. (2008)**

Security Employee

**Stephens, Elysia (2018)**

Clerk  
A.A.S., Gadsden State Community College  
B.S., Faulkner University  
M.B.A., Faulkner University

**Stephens, Wesley T. (2007)**

Computer Systems Analyst  
A.A.S., Gadsden State Community College

**Steward, Chiquita T. (2004)**

Accountant  
B.S., Jacksonville State University

**Stringer, Eric (1995)**

Community Education Liaison  
B.S., Auburn University  
M.B.A., American InterContinental University

**Stuelp, Stephan F. (2006)**

Diesel Mechanics Instructor  
Diploma, Alabama Technical College

**Sudduth IV, John (2019)**

Accounting/Business Instructor  
B.S., Jacksonville State University  
M.S., University of South Alabama

**Sullins, Laura Ann (2014)**

English/Speech Instructor  
B.A. and M.A., Jacksonville State University  
M.A., University of Alabama-Birmingham

**Sumpter, Melinda (2019)**

Custodial Employee

**Swann, Laura K. (2009)**

Director of Enrollment Services and Registrar  
B.S., Jacksonville State University  
M.S., Troy University

**Sweatt, Meagan Elston (2009)**

Upward Bound Program Outreach Advisor  
B.S.W., Jacksonville State University  
M.S., University of West Alabama

**Talley, Pamela (2000)**

Clerk  
A.A.S., Gadsden State Community College

**Taylor, Steve (2003)**

Maintenance Technician

**Teague, Diana C. (2013)**

Clerk

**Tharp, Candace G. (2008)**

Clerk  
A.A.S., Gadsden State Community College

**Thomas, Carol Elaine (2010)**

Adult Education Instructor  
B.A. and M.S.Ed., Jacksonville State University

**Thomas, Joseph (2018)**

Medical Laboratory Technology Instructor  
A.A.S., Wallace State Community College  
B.S. and M.S., Jacksonville State University

**Thompson, Ashley (2018)**

Radiologic Technology Program Instructor  
B.S. and M.S., University of South Alabama

**Thompson, Candice C. (2000)**

Accountant  
B.S., Jacksonville State University

**Thompson, Eddie (2018)**

Maintenance Technician

**Thompson, Joshua (2020)**

Custodial Employee

**Thompson, Shirley R. (2007)**

Clerk  
A.A.S., Gadsden State Community College

**Thornton, Julian G. (2006)**

English Instructor  
B.A., M.A., and M.S.Ed., Jacksonville State University

**Thrower, Tony (1998)**

Electrical Technology/Industrial Automation Instructor  
A.A.T., Harry M. Ayers State Technical College

**Tice, Gina C. (1999)**

Radiologic Technology Program Director/Instructor  
A.S., Pensacola Junior College  
B.S., University of West Florida  
M.S., Midwestern State University



- Tillis, Angela W. (1998)**  
Purchasing Agent  
A.S., Gadsden State Community College
- Tillis, Ricky L. (2015)**  
Custodial Employee  
B.A., Birmingham-Easonian Baptist Bible College  
M.A., Birmingham Theological Seminary
- Tolbert, Randa L. (2017)**  
Library Specialist I  
B.A., Jacksonville State University
- Tucker, Ginger (2000)**  
Administrative Assistant  
B.S., Mississippi University for Women
- Tucker, Dr. Susan K. (2004)**  
Nursing Instructor  
B.S.N. and M.S.N., University of Alabama at Birmingham  
D.N.P., University of Alabama
- Turner, Nancy M. (2016)**  
Adult Education Instructor  
B.S. and M.S.Ed., Jacksonville State University
- Tyree, Heather (2020)**  
Adult Education Instructor  
B.S., Jacksonville State University
- Udaka, Gary (1995)**  
Welding Instructor  
Certificate, Gadsden State Community College  
B.S. and M.S., Alabama A & M University
- Underhill, Laura E. (2012)**  
Biology Lab Supervisor  
B.S. and M.S., Jacksonville State University
- Vallejo, Jana B. (2012)**  
Psychology Instructor  
A.S., Gadsden State Community College  
B.S. and M.S., Jacksonville State University
- Varner, Lori A. (2007)**  
Administrative Assistant  
B.A., Louisiana State University
- Waddell, Harold (1996)**  
Auto Mechanics Instructor  
A.S., Gadsden State Community College  
B.S., Athens State College
- Wallace, Alan (2020)**  
Dean of IT Services/Chief Information Officer  
B.S., and B.T., Jacksonville State University  
M.B.A., Jacksonville State University
- Waits, Angela W. (2000)**  
Business Statistics Instructor/  
Division Chairperson for Business, Legal Studies and  
Computer Science  
B.S. and M.B.A., Jacksonville State University
- Watson, Melissa D. (2014)**  
Nursing Assistant Program Instructor  
B.S.N., Jacksonville State University
- Watts, Patricia (2017)**  
Adult Education Instructor/Success Coach  
B.S., Jacksonville State University
- West, Zacari T. (2013)**  
Maintenance Technician  
Certificate and A.A.S., Gadsden State Community  
College
- Wheeler, Dr. Sara E. (2009)**  
Mathematics Instructor  
B.S., University of Alabama in Huntsville  
M.S., Jacksonville State University  
Ed.D., University of Alabama
- White, Julie I. (2007)**  
Psychology Instructor  
B.S. and M.S., Jacksonville State University
- White, Patrick (2020)**  
Custodial Employee
- Whitfield, Ralph (2019)**  
Electronics Engineering Technology Instructor  
B.S., University of Alabama Huntsville  
B.S., Jacksonville State University  
MBA, Bethel University  
M.M., University of Nebraska
- Whittington, Tina J. (2000)**  
Human Services/Psychology Instructor  
B.A., University of South Alabama  
M.S.W., Tulane University
- Wilborn, Dr. Danny R. (2000)**  
Mathematics Instructor  
B.S. and M.S., Jacksonville State University  
Ed.S. and Ed.D., University of Alabama
- Wilborn, Patricia (2016)**  
English Instructor  
B.A., University of South Alabama  
M.A., University of South Carolina  
M.A., University of Alabama
- Williams, Diana S. (1984)**  
Administrative Assistant

**Williams, Jennifer T. (2010)**

Transcript Evaluator  
B.S., Jacksonville State University

**Williams, Ronald D. (2007)**

Maintenance Technician

**Williams, Russell T.(2016)**

History Instructor/Division Chair for Social Science  
Division  
B.A., Auburn University  
M.A. and Ed.S, University of Alabama

**Wilson, David S. (2008)**

Security Employee  
Diploma, Gadsden State Community College

**Wilson, Laura (2017)**

History Instructor  
B.S., M.S., Ed.S., Jacksonville State University

**Wilson, James W. (2008)**

Mechanical Design Technology Instructor  
A.A.S., Gadsden State Community College  
B.S. and M.S., Alabama A & M University

**Wilson, Melissa J. (2016)**

Administrative Assistant  
B.S. and M.B.A., Jacksonville State University

**Wilson, Sydney (2019)**

Educational Talent Search Program Outreach Advisor  
B.A., Jacksonville State University

**Wilson, Tomekia L., CAP (2001)**

Manager  
A.A.S., Gadsden State Community College  
B.S., Jacksonville State University

## Appendices

### Appendix A: Assurance 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

**Wood, Donna (1998)**

Computer Science Instructor  
B.S., and M.B.A., Jacksonville State University  
Ed.D., University of Alabama

**Woody, Baisha K. (2007)**

Office Careers Instructor  
A.S., Bevill State Community College  
B.S., Alabama State University  
M.B.A., University of Phoenix

**Worthington, Dr. Leslie (2012)**

Dean of Academic Programs and Services  
B.A., M.A., Ph.D., Auburn University  
Ed.S., Troy University

**Wright, Brent C. (2014)**

Economics Instructor  
B.A. and M.B.A., Auburn University

**Wyatt, Shannon D. (2008)**

Clerk  
A.A.S., Gadsden State Community College

**Yohe, Dr. James D. (2007)**

Economics Instructor  
B.A., University of Nevada, Las Vegas  
M.S. and Ph.D., Auburn University

**Young, Brenda (2001)**

Surgical Operating Room Technician Instructor  
Diploma, Harry M. Ayers State Technical College  
A.A.S., Gadsden State Community College  
B.S.N, Jacksonville State University

"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, disability, or national origin. 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. 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 and for the program. For additional information, contact Pam Clough, the Gadsden State ADA Coordinator, at 256.8462.

## Notice of Facility/Program Accessibility

Individuals with mobility impairments should contact the ADA Coordinator or an Assistant Coordinator 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 Coordinator before completing their academic schedules.

## Policy on Copyright and Fair Use

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.

## Policy on Drug Abuse Prevention

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 Advising Services located in Inzer Hall or telephone 256.549.8350.

## Policy on Drug-Free Workplace

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 the One Stop Center on the East Broad 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 Alabama Community College System, the College, 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 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).

## 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 Pam Clough, telephone 256.549.8462. 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.**

## Policy on Sexual Misconduct

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 Community College System. 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.

## 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: Campus Locations and Maps

[Ayers Campus](#)

[Cherokee Campus](#)

[East Broad and Wallace Drive Campus](#)

[Valley Street Campus](#)

## Appendix C: 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 and severe weather monitoring) 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 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 Safety and Security Committee, whose mission is to ensure that appropriate health and safety standards are maintained and that the appropriate Federal and State statutes are observed. The Office of Safety and Security phone number is 256.549.8425 and the 24 hour phone number is 256.312.2132.

**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 an emergency or a crime in progress, 911 should be called first then your campus security officer. To report a crime no longer in progress, members of the community should call your campus security officer or the Office of Safety and Security. 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 Dean of Enrollment and Retention 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 Dean of Enrollment and Retention; the Title IX Coordinator; the local police agency with jurisdiction; and the Emergency Department of the local hospitals. An individual who has been sexually assaulted has the following rights:

- An opportunity to contact the local law enforcement authorities. GSCC will assist the student in this notification;
- Transport to the nearest medical facility approved for the collection of rape evidence;

- Awareness of pastoral and professional mental health counseling in the community;
- 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://app.alea.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 or the 24 hour security phone number 256.312.2132.

**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 Physical Plant or other appropriate administrator. Students should report such actions to the Dean of Enrollment and Retention or the Director of Physical Plant. 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 Physical Plant, will evaluate what has occurred and will proceed with an internal investigation.

Pending the circumstances under investigation, the President, along with the Director of Physical Plant, 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 Alabama Community College System 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 Alabama Community College System 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 Alabama Community College System 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. Alabama Community College System 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 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 if necessary. If a hangtag is lost or stolen, the driver must purchase a new one for a fee of \$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 hangtag for the disabled. This hangtag 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:

OFFENSE	FINE
Failing to stop at a STOP sign	\$ 25.00
Failing to YIELD	\$ 25.00
Going the WRONG WAY on a one-way street	\$ 25.00
Making an illegal U-turn	\$ 25.00
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:

OFFENSE	FINE
No Gadsden State Hangtag or Expired Hangtag	\$15.00
Parking in inappropriate space:	
White Curbs-Reserved for Faculty/Staff	\$15.00
Blue Curbs - Handicapped only with Permit	\$50.00
Yellow Curbs - No parking at any time	\$25.00
Backing into a parking space or pulling through	\$25.00
Improper parking	\$15.00
Improper display of hangtag	\$15.00
Giving false information on the application form	\$25.00
Removing vehicle boot immobilizer	\$25.00
Parking on grass	\$25.00
Parking in fire hydrant restricted area	\$25.00
Parking in visitor only spaces	\$15.00

**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 (256.549.8300) within seven (7) days after receiving the citation. The decision of the Campus Security Department is final. Fines will be doubled after seven (7) days.
10. GSCC assumes **no responsibility for damage** to any vehicle brought to campus.

## Appendix D: Harassment and Discrimination Policy

### 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 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 sixty (60) 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, the Title IX Coordinator or the President's designee will investigate the complaint and determine the 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 Dean of Enrollment and Retention 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 of interest 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 or the President's designee will notify the accused in writing of the complainant's decision to take formal action. Formal action will consist of the procedures as set forth:
6. The complaint must be filed with the Title IX Coordinator within 30 calendar days or as soon as practical 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 the complaint.

7. The Title IX Coordinator will investigate, hold a formal hearing, and make a written report of findings to complainant/alleged offender within 60 calendar days following date of receipt of the complaint unless more time is required to investigate and report findings.
8. The complainant/alleged offender has 15 calendar days following receipt of the findings, to file an objection to the findings. The objection must be filed with the President and state clearly and specifically the objections to the findings and/or decision. If an objection is not filed by the end of the 15th calendar day following receipt of the findings, the right to further appeal will be forfeited.
9. The President will have 30 calendar days following date of receipt of complainant's/alleged offender's notice of appeal to investigate and submit a report of findings to the complainant/alleged offender.
10. Complainant/alleged offender must, within 15 calendar days following receipt of President's report, file with the President a written notice of appeal of the report. Complainant/alleged offender must state clearly and specifically the objections to the findings and/or decisions of the President. Copies must be provided to the Title IX Coordinator and the Chancellor. If complainant/alleged offender 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/alleged offender will have until the close of business the first day following the 15th calendar day to appeal.
11. If the complainant/alleged offender is not satisfied with the President's report, the student may appeal to the Alabama Community College System by utilizing the System's official Student Complaint Form which is available online at the ACCS website: <https://www.accs.edu/student-complaints/>. Complete instructions for filing of the complaint are located on this website.

### 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 E: 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 Community College System. 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:

1. **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
2. 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.
  3. 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.
  4. 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.
  5. 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 Procedure

#### 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 F: Computer User and Internet Access Policy 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 Community College System.

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 Community College System 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 G: 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 College's Copyright Compliance Officer. For more information on contacting the Copyright Compliance Office, please call 256.549.8333.

# 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 issued will be referred to the Dean of Enrollment and Retention 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' Rights 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 H: Social Media Policy

### PURPOSE OF THIS POLICY

Gadsden State Community College supports the need for a strong presence in the social media realm. The College encourages departments, programs, groups and entities to be active in the social space and create social media accounts to build enriching relationships and campus awareness.

Gadsden State has developed a social media policy and application process to ensure that any and all interactions on behalf of GSCC represent the College's best interests.

All social media accounts recognized by Gadsden State will be listed on the Gadsden State website under the Social Media Directory: <https://www.gadsdenstate.edu/student-life/social-media.cms>. Check back often to see who is on Facebook, Twitter, Instagram, Pinterest, Flickr, YouTube and more.

## APPLICATION OF THIS POLICY

This policy will apply to social media accounts created by College employees for the official business purposes of the College, including Gadsden State Community College faculty, campuses, groups, departments, programs, entities, etc. It will therefore impact students, faculty, and staff who utilize various social media for communication in conjunction with representing Gadsden State. Some examples of the various communication media included under this policy are Facebook, Twitter, Pinterest, Flickr and YouTube. The Public Relations and Marketing Department has established a Social Media Policy Committee to assist in the campus-wide implementation of this policy.

All officially-recognized social media accounts will be publicly listed by the College in a social media directory on the Gadsden State website.

Student organizations that wish to create social media accounts that will be officially recognized by the College must be registered through Gadsden State's Public Relations and Marketing Department.

## EXEMPTIONS FROM THIS POLICY

This policy will apply only to social media accounts created for the express purpose of officially representing Gadsden State groups, departments, programs, entities, etc. and will not apply to private social media accounts. College employees acting in an individual capacity should exercise caution to communicate clearly that they are not acting in a representative capacity, or expressing the views of the College.

## DEFINITIONS USED IN THIS POLICY

**Poster or User:** A person submitting content to any social media site that is officially recognized by Gadsden State.

**Social Media:** Social media is media designed to be disseminated through social interaction using highly accessible and scalable publishing techniques. Social media uses the Internet and web-based technologies to transform how people communicate with one another and receive news, information and entertainment. Social media has transformed people from content consumers to content producers. Types of social media include networks like Facebook and YouTube but also include blogs and podcasts.

**Social Media Accounts:** These are accounts or profiles created in social media outlets such as Facebook, Twitter, YouTube, Flickr and LinkedIn.

**Social Media Best Practices:** These consist of widely recognized guidelines, ethical considerations and conventions for creating successful social media campaigns and accounts.

**Social Media Policy Committee:** Members of the policy committee are from various departments of Gadsden State and coordinated by the Public Relations Department. The purpose of the policy committee is to help Gadsden State departments create, manage and succeed in using social media outlets to further their academic mission. The Social Media Policy Committee identifies individuals and groups that currently manage social media accounts for Gadsden State entities, advise them on the policy and encourage those who have not done so to apply for official recognition status. The policy committee provides occasional training sessions regarding social media use and its role at Gadsden State.

**Social Media Terms and Conditions:** The terms and conditions imposed by the social media website in which the User is participating.

**College's best interest:** To represent the College in a fair, accurate and legal manner while protecting the brand and reputation of the institution.

## POLICY STATEMENT

The use of social media websites is increasingly common for Gadsden State's departments, students and employees and these communications tools have the potential to create a significant impact on organizational and professional reputations. Gadsden State has developed a policy to portray, promote and protect the institution properly and to assist GSCC entities in creating and managing their social media accounts. The following policy also provides suggestions on how to protect personal and professional reputations while using social media. This policy requires that:

1. Officially-recognized Gadsden State social media accounts and web pages are reviewed and approved through an application process.
2. Each social media account will have responsible administrators assigned.
3. Each officially-approved account must include a disclaimer statement, in the prescribed form, regarding content and opinions contained on the site.
4. Inappropriate, offensive, injurious and illegal content may be removed by employees identified as account administrators or at the direction of the Social Media Policy Committee.
5. Best practices for social media accounts should be considered.

## POLICY PROVISIONS

### Use of Social Media Sites for General Business, Marketing and Communications

The Director of Public Relations will be responsible for administering this policy.

The Social Media Policy Committee has been established to provide input and assist in Gadsden State's outreach and training on this policy and best practices. The Web Design/Social Media Specialist will manage the day-to-day application process and update the Social Media directory as needed.

Administrators may contact Gadsden State's Web Design/Social Media Specialist at any time for consultation.

The following requirements apply to all Gadsden State Social Media accounts:

1. All applicants for officially-recognized social media accounts are required to submit the profile image/avatar of each account as part of the application process to ensure that Gadsden State's branding standards set forth by the College are upheld.
2. All social media accounts officially recognized by GSCC must have at least two GSCC employees as administrators at all times to ensure adherence to this policy.
3. Should a GSCC employee administrator of an account leave the College for any reason or no longer wishes to be an account administrator, it is the academic or administrative department's responsibility to designate another GSCC employee to be an account administrator and remove the former employee's administrative permissions to the site. Whenever possible, a department should appoint two individuals to act concurrently as account administrators for a social media site representing GSCC.
4. If there are not two employees available to serve as account administrators, the Web Design/Social Media Specialist may serve in that capacity.
5. If there are any problems identifying a new administrator, contact the Web Design/Social Media Specialist.
6. GSCC employees identified as administrators of accounts are responsible for managing and monitoring content of their social media accounts. Administrators are responsible to remove content that may violate the College's Conduct Policies or the Social Media Terms and Conditions.

### Guidelines for Content:

a.) GSCC employees are expected to adhere to same standards of conduct online as they would in the

workplace. Laws and policies respecting workplace conduct, contracting and conflict of interest as well as applicable policies and guidelines for interacting with students, parents, alumni, donors, media and all other College constituents apply online and in the social media context just as they do in personal interactions. Employees are fully responsible for what they post to social media sites. Adhere to Gadsden State Community College compliance requirements, policies and guidelines. For employees, this includes but is not limited to acceptable behaviors outlined in the Policies and Procedures Manual, Professional Code of Conduct or Employee Handbook.

b.) Use good judgment about content and respect privacy laws, including the Family Educational Rights and Privacy Act (FERPA). Do not include confidential information about the College, its staff or its students in materials posted on social media sites. Examples include information about a student's grades or performance, admission status, GPA, Social Security number and any/all other information that would be covered by FERPA; personally identifiable health information such as medical conditions or injuries or healthcare sought or received; and other private personal information that the person has not consented to have published. The College will not ask for, nor should an individual send, credit card or payment information, classified information, privileged information, private information or information subject to non-disclosure agreements via any social network internet communication service. Don't violate the law. Refrain from using information and conducting activities that may violate local, state or federal laws and regulations.

c.) Social media posters must also be aware of NCAA rules governing interactions between the institution and its employees, and prospective student-athletes. All employees should refrain from contacting (Tweeting, messaging, friending on Facebook) prospective student-athletes prior to signing a National Letter of Intent. Always check with the Department of Athletics' compliance officials before posting anything that may violate these rules.

d.) Post only content that is not threatening, obscene, a violation of copyright or other intellectual property rights or privacy laws, or otherwise injurious or illegal. If you are unsure whether certain content is protected by privacy or intellectual property laws, contact the Web Design/Social Media Specialist.

e.) Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. Gadsden State's name or marks may not be used to endorse any opinion, product, private business, cause or political candidate.

f.) By posting content to any social media site, the poster represents that the poster owns or otherwise has all of the rights necessary to lawfully use that content or that the use of the content is permitted by fair use. Posters also agree that they will not knowingly provide misleading or false information, and that they will indemnify and hold the College harmless for any claims resulting from the content.

g.) While GSCC is committed to the protection of academic freedom, and it does not regularly review content posted to social media sites, it shall have the right to do so, and, with respect to any site maintained in the name of the College, may remove or cause the removal of any content for any lawful reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws or otherwise injurious or illegal. Administrators are responsible for monitoring postings and comments to social media sites and for deleting postings that do not adhere to our policies. Acceptable content may be positive in context to the conversation. Comments that are obscene, defamatory, profane, libelous, threatening, harassing, abusive, infringing of intellectual property rights, invasive of privacy, hateful or embarrassing to another person or any other person or entity are not allowed and should be removed. Administrators agree to take all reasonably possible steps to prevent and eliminate inappropriate comments and understand that it may be necessary to discontinue the use of the social media if such comments cannot be eliminated or prevented.

h.) When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos or videos, always include citations. Provide a link to the original material if applicable.

i.) If you also maintain your own personal social media accounts, you should avoid creating confusion over whether or not the account is associated with GSCC. If you identify yourself as a Gadsden State Community College faculty or staff member online, it should be clear that the views expressed on your site are not those of the College and you are not acting in your capacity as a GSCC employee. While not a requirement, GSCC employees may consider adding the following disclaimer to personal social media accounts: "While I am an employee at Gadsden State, comments made on this account are my own and not that of the College."

## User Agreements for Social Media Accounts

Whenever a social media account is created, the social media outlet requires the account creator to agree to certain terms and conditions for use of the site by clicking "Yes" or "I accept" as part of the account



creation process. These are legal contracts, and they often contain terms and conditions that create risks for the account creator and the College (for officially-recognized GSCC accounts). In view of this, Gadsden State has adopted this policy to manage these so-called "clickwrap agreements" and mitigate the risks they create. Account administrators are delegated authority to create official social media accounts through completion of the application process and approval by Social Media Policy Committee members. The Social Media Policy Committee will request legal and/or administrative approvals prior to approving applications when required.

College employees and departments are not authorized to enter into advertising agreements with social media sites without prior authorization and approval obtained by contacting the Public Relations and Marketing Department. Any GSCC department or program wishing to purchase advertising services from social media sites, or from any type of publication, must follow all applicable rules and policies governing both the public relations considerations and the procurement and contracting considerations related to such services.

### Disclaimers

All officially recognized social media accounts must include the following disclaimers.

#### Disclaimers Related to Specific Types of Accounts:

1. *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."*
2. *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 Department.*

##### 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.*

## Appendix I: No Trespass and Appeal Procedure Policy

Gadsden State Community College is a public institution of higher education that is open to the general public. However, the College retains the right to restrict access to College property and College-sanctioned activities due to safety considerations relating to its students, faculty, staff and visitors. This policy describes the circumstances under which access to or presence on College property or at College-sanctioned activities or events may be restricted and the procedures for issuing a No Trespass Notice.

When it is determined that an individual presents an ongoing threat to the College, the College may issue a No Trespass Notice restricting that person from any property owned or controlled by the College.

Consistent with their responsibility to ensure that College property remains safe, all Security Officers are authorized to issue a No Trespass Notice to anyone under the following circumstances:

- An individual has committed a crime;

- An individual has violated a College policy or procedure;
- An individual is engaged in threatening or disruptive behavior;
- An individual is found in a location at a time or under circumstances that causes concern for the safety of persons and/or property on campus;
- An individual is the subject of an existing Protection Order or Restraining Order;
- Following a request from a College administrator or other member of the College community where, after review by a Security Officer, the request is deemed to be warranted.

A No Trespass Notice advises a person that he/she is not authorized to be on College property, or any portion thereof, or at a College-sanctioned event or activity and may be subject to arrest without further warning if he or she refuses to leave the property or returns at any time in the future.

***No Trespass Notices are permanent and remain in full force and effect unless revoked by the appeal process.***

## Appeals Process

A person who has been issued a No Trespass Notice may appeal the decision to the Director of Physical Plant. The appeal process is not applicable to any criminal charge(s), which are resolved through the appropriate court system.

A.) The Notice must be appealed in writing to the Director of Physical Plant. Appeals should be mailed to:

Director of Physical Plant  
Gadsden State Community College  
P. O. Box 227  
Gadsden, AL 35907-0227

Appeals should include:

- Appellant's contact information, including address, telephone number and email address.
- Date of issuance of the Notice and location.
- Reason for being on College property at the time of the incident.
- Future need to be on College property.
- Any other information appellant wishes to be considered to demonstrate that their presence on Campus or at College-sanctioned activities will not be disruptive or a threat.
- Whether a hearing is requested.

B.) Upon receipt of an appeal, the Director of Physical Plant will gather all appropriate information and forward all documents and information to the Safety and Security Committee for review.

C.) Whether to hold a hearing is within the Team's discretion. In the event that a hearing is held, the Safety and Security Committee will conduct a hearing within 3 days for an enrolled student and within 10 days for a non-enrolled student. If a hearing is held, the appellant will be given an opportunity to present or dispute relevant information. Appellants should contact Campus Security at 256.312.2132 and will be escorted to the hearing.

D.) The Safety and Security Committee will sustain, rescind, or modify the No Trespass Notice in a written decision that will be mailed to the address provided in the written appeal.

E.) If an appeal is filed, the restrictions set forth in the No Trespass Notice will remain in effect until the appeal process is completed. If the No Trespass Notice is sustained and the subject of the Notice returns to a restricted area, he or she will be subject to arrest.

F.) If, after following the procedure outlined above, the individual 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 (3) days of receipt of notice by the Safety and Security Committee.

G.) The decision of the President is final. The President may approve, overturn, or amend the prior decisions(s). The President shall notify, in writing, the student, and the Safety and Security Committee of the decision(s) rendered.

## Appendix J: Registered Sex Offender Notification Policy

Persons required by law to register as sex offenders (registered sex offenders) will be required to notify Campus Security of his/her intent to enroll and will be required to meet with Campus Security to review the notification procedure and conditions of enrollment. If a registered sex offender registers for classes and becomes a student before the college receives such notification, the student will be immediately informed that he/she is being dropped from classes and will receive a refund of any fees that have been paid.

Gadsden State Community College reserves the right to deny, or revoke the admission of registered sex

offenders in accordance with College policy. The College reserves the right to evaluate the circumstances of each case and to refuse admission if it is determined that the applicant is a threat to the safety or security of the College community.

When the College is notified by a corrections or law enforcement agency that a registered sex offender has enrolled or intends to enroll, or a registered sex offender self-reports to a College official, the Safety and Security Committee will determine whether such individual will be allowed to attend classes.

Notification to the College Community will be consistent with any recommendation of an informing law enforcement agency.

#### Level I - Risk to the Community

- Offender name and Risk Level will be on file with Campus Security.
- Notify appropriate College officials.

#### Level II - Risk to the Community

- If available, background information on the offender supplied by the reporting law enforcement agency will be on file with Campus Security. This information normally includes: offender name, picture, and descriptive information about the offender and the offense.
- Notify faculty teaching classes in which the offender has enrolled.
- Notify the Early Childhood Education Programs and child development programs, and any other program that involve the presence of minors.

#### Level III - Risk to the Community

- Same notification as for Level II.
- Notify all campus employees and students via college email systems.
- Post information, including picture and name, to campus bulletin boards.

## Appeal Process for Denial of Admission or Withdrawal for Registered Sex Offender

When a registered sex offender is denied admission to, or is administratively withdrawn from classes, he/she will receive written notice from the Liaison/Chair of the Safety and Security Committee of his/her denial of admission or administrative withdrawal from classes. After receiving the notification, he/she may invoke the following appeal process:

1. Within seven (7) calendar days, write a letter of appeal to the Liaison/Chair of the Safety and Security Committee in which he/she provides the following information:
  - Disclosure of the nature of the offense to which he/she pled guilty or was convicted;
  - Justification for consideration of admission/reinstatement;
  - Statement acknowledging his/her understanding that his/her identity and status as a registered sex offender will be publicized by the College.
2. The Safety and Security Committee will review the information submitted and make a decision within ten (10) calendar days of receiving the letter of appeal.
3. Notification of the decision of the Committee will be sent by letter from the Liaison/Chair of the Safety and Security Committee.
4. The decision of the committee shall be final.

## Guidelines for Assessing Registered Sex Offender Enrollment Status and Request

### What is a registered sex offender?

A person who has been convicted of a crime involving a sexual act where the federal, state or local laws require them to be placed on the Sexual Offender Registry after they have served their criminal sentences or when they have been released on parole.

The tier to which an offender is assigned only corresponds to the plea or conviction, which may not be representative of the crime committed. Also, depending upon the plea or conviction, the offender may only be required to register, without any restrictions of residency.

**Tier I Offenses** – typically of a non-violent nature with persons of the age of majority; minimum of 15 years on the registry

- Public indecency (lewdness)
- Voyeurism
- Possession of child pornography (could include teen sexting)
- Sexual contact without consent

**Tier II Sex Offenses** – are typically also of a non-violent nature, but involve minors; minimum 25 years on the registry

- Any new offense perpetrated by a Tier I sexual offender

- Trafficking of minors for the purposes of sexual activity
- Transportation of minors for the purposes of sexual activity
- Using intimidation to elicit sexual activity
- Using bribery to elicit sexual activity
- Any sexual acts with persons between the ages of 12-15
- Any sexual contact with persons between the ages of 12-15
- Any sexual offenses where the offender has position for authority over the victim, such as a parent or guardian, or those with temporary custody of the child, such as a babysitter or teacher
- Prostitution of minors
- Production or distribution of pornography that includes minors
- Any plan to commit or attempt to commit any of the above

**Tier III Sex Offenses** – most serious sex offender, includes those convicted of violent and non-violent acts, with minors or adults; lifetime on the registry

- Any new offense perpetrated by a Tier II sexual offender
- Most sexual assaults
- Sexual acts where force was used on the victim or the victim was under duress
- Sexual acts where the victim is rendered unconscious or impaired through the use of drugs or alcohol
- Sexual acts where the victim is under the age of 12
- Sexual acts where the victim is unable of consenting to the act due to mental impairment or disability
- Sexual acts where the victim is unable to physically decline the act
- Sexual acts where the victim communicates their unwillingness to participate in the sexual act
- Any plan to commit or attempt to commit any of the above

## Appendix K: New Student Placement Guidelines

There are three separate screening placement levels to determine proper developmental placement of students. Placement is progressive. Advisors need to follow each level (in sequence) in order to correctly place students.

### Screening Levels Explained:

- **Screening Level 1:** This level is the first level and determines placement via an ACT score that is not older than 5 years. All screening must begin here first. See Level 1 chart for more information.
- **Screening Level 2.** This level is the second level of screening and only takes place if a student does not meet eligibility under (Level 1). Level 2 determines placement via a review of the high school GPA and English and math course grades. See Level 2 chart for more information.
- **Screening Level 3:** This level is the third level of screening and should only be utilized when a student is not eligible under Level 1 and Level 2 screening. Level 3 determines placement via Accuplacer scores. See Level 3 chart for more information.

NOTE: Reversing the order of or skipping screening levels is not allowed, for in doing so, one could inadvertently place a student in a developmental class incorrectly. Screening should be followed in the sequential order.

Placement scores and the high school GPA are valid for five years only. If older than 5 years, the student must take the Accuplacer.

Students who meet placement criteria on the basis of approved ACT sub-scores or high school markers in both math and English are exempt from taking Accuplacer. That is why it is important to screen all students under Level 1 and Level 2 screening before moving to Level 3.

IMPORTANT NOTE: Screening should take place in sequential order: Level 1, Level 2 to Level 3. Keep in mind, while screening, that the ultimate goal is to find the highest student placement, not the lowest. Thus, if a student is screened into developmental placement under Level 1 (ACT), you should move to Level 2 (high school GPA and grades) to see if you can screen the student out of developmental placement at this level. If not, move to Accuplacer testing. For example, if the ACT score is not high enough to place a student out of development, but the GPA and applicable high school grades are high enough, you must input that information and place that student out of developmental and into the gateway course. This approach holds true for Accuplacer scores as well. Therefore, placement is a graduated process. The highest placement pathway stands.

### English (See charts for graphic)

- Placement into ENG 101
  - ACT English sub-score of 18 or above, or
  - HS GPA of 2.75 or higher and A or B grade in English IV, or

- WritePlacer (Accuplacer) score of 5
- Placement into ENG 101 and ENG 099
  - ACT English sub-score of 17, or
  - HS GPA of 2.75 or higher AND grade of C in English IV, or
  - WritePlacer (Accuplacer) score of 4, or
- Placement into ENR 098
  - WritePlacer (Accuplacer) score of 3 or below

**Mathematics (See charts for graphics)**

- Math Placement based on ACT math sub-score of 20 or higher – See Math Placement Guidelines Chart
- Placement into MTH 100 or MTH 110/MTH 109 LS or MTH 112/MTH 111 LS
  - ACT math sub-score of 18 or 19, or
  - HS GPA of 2.75 or higher and A or B grade in Algebra II, or
  - Accuplacer Elementary Algebra (EA) score of 60-79 for MTH 100
  - Accuplacer Elementary Algebra (EA) score of 80-120 for MTH 110 or 112
  - Accuplacer Next Generation score of 253-266 for MTH 100
  - Accuplacer Next Generation score of 267-300 for MTH 100 or 112
- Placement into MTH 100 and MTH 099

- ACT math sub-score of 17, or
- HS GPA of 2.75 or higher and C in Algebra II, or
- Accuplacer Elementary Algebra (EA) score of 50-59
- Accuplacer Next Generation score of 243-252
- Placement into MTH 098
  - Accuplacer Elementary Algebra (EA) score of 20-49
  - Accuplacer Next Generation score of 200-242

**Advisors Must Verify**

- Only ACT subject matter examinations are used for placement purposes. Composite ACT scores MAY NOT be used for placement in math and English courses.
- Placement scores were earned within five years of placement determination.

**GED Pathway:** Note that effective June 7, 2019, an additional Pathway has been created for GED students. Any student scoring 165 or higher on the GED *College Ready* exam is hereby allowed to enroll in gateway courses, MTH 100 and ENG 101. The student does NOT take MTH 099 or ENG 099 unless the student voluntarily chooses to do so.

**Placement Charts**

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