



# CATALOG

— 2020 - 2021

***START SMART.***

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# General Information

## Selected Telephone Directory

(Area Code - 256)

	<b>Shoals</b>	<b>Phil Campbell</b>
General Information	331-5200	331-5200
ADA Coordinator	331-5262	-----
Admissions/Records	331-5363	331-6219/6227
Adult Education	331-5440	331-5440
Advising Center	331-5221	331-6353
Assistant Dean of College Services	331-5263	-----
Bookstore	331-5227	331-6213
Campus Security	627-1526	417-4731
Cashier's Office	331-5226	331-6382
Center for Environmental Technology - ATN	331-5422	-----
Child Development	331-5245	-----
Discrimination/Sexual Harassment Grievance - Assistant Dean of Student Services	331-5291	331-5291
Distance Education Office	331-5395	-----
FAX (Switchboard)	331-5222	331-6272
Financial Aid	331-5364	331-6332
GED Testing	331-5443	331-6297
Library	331-5283	331-6271/6288
Office of the President	331-5215	-----
Instructional Dean's Office	331-5217	331-6270
Student Success Center	331-5207/5243	331-6353
Testing Center	331-5282	331-6297
Office of Workforce Solutions	331-8040	-----

## Addresses

### Northwest-Shoals Community College

#### College Mailing Address

P.O. Box 2545  
Muscle Shoals, Alabama 35662

#### Phil Campbell Campus

2080 College Road  
Phil Campbell, Alabama 35581  
256.331.5200

#### Shoals Campus

800 George Wallace Boulevard  
Muscle Shoals, Alabama 35662  
256.331.5200

**Website:** [www.nwscc.edu](http://www.nwscc.edu)

**E-Mail:** [nwscc@nwscc.edu](mailto:nwscc@nwscc.edu)

## Catalog Disclaimer

### 2019-2020 GENERAL CATALOG

(Includes Student Handbook)

The catalog is the official announcement of the College calendar, programs, requirements, and regulations of Northwest-Shoals Community College, hereinafter referred to as the College. Students enrolling in the College are subject to the provisions stated herein. Statements regarding procedures, policies, the calendar, courses, fees, and conditions are subject to change without advance notice. Check the on-line version of the catalog for changes.

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

## Accreditation

Northwest-Shoals Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Occupational Technology degrees as well as certificates in specific occupational areas. 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 Northwest-Shoals Community College.

## Nondiscrimination Policy

It is the official policy of the Alabama Community College System and Northwest-Shoals Community College that no person in Alabama shall on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The College complies with nondiscriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; Title IX Education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act (ADA) of 1990.

Women and members of minority groups are encouraged to participate in college activities.



The College is committed to a Drug Free learning and work environment through education, intervention, and enforcement.

## Board of Trustees for the Alabama Community College System

Northwest-Shoals Community College is a part of the Alabama Community College System under the control of The Alabama Community College System Board of Trustees.

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## Academic Calendar 2020-2021

All dates are tentative and subject to change. Check the [NW-SCC website](#) for changes.

### Fall Semester 2020

August 12	College Open ONLY to Employees
August 12	Professional Development
August 14	Last Day of Regular Registration Period
August 14	Faculty Preparation Day
August 17	Full Term and First Mini-Term Classes Begin
August 19	Last Day of Add/Drop Period
September 7	Labor Day - State Holiday
September 28	Last Day to Withdraw from First Mini-Term with a grade of "W"
October 5	First Mini-Term Final Exams
October 5	First Mini-Term Ends
October 6	Second Mini-Term Begins
November 11	Veteran's Day - State Holiday
November 23-24	ACCA Professional Development - No Classes
November 25	Local Professional Development - No Classes
November 26-27	Thanksgiving - State Holiday - College Closed
December 7	Last Day to Withdraw from Full and Second Mini-Term with a grade of "W"
December 9-11, 14-15	Full Term Final Exams
December 14	Second Mini-Term Exams
December 14	Full and Second Mini-Term Ends

December 16 Faculty Duty Day/Student Holiday  
 December 17-22 Faculty Off/Student Holiday - College Open  
 December 23-January 1 Holidays - College Closed

## ***Spring Semester 2021***

January 4 College Open ONLY to Employees  
 January 4 Professional Development  
 January 5-6 Faculty Preparation Days  
 January 6 Last Day of Regular Registration Period  
 January 7 Full Term and First Mini-Term Classes Begin  
 January 11 Last Day of Add/Drop Period  
 January 18 Dr. Martin Luther King, Jr. Birthday - State Holiday  
 February 25 Last Day to Withdraw from First Mini-Term with a grade of "W"  
 March 4 First Mini-Term Final Exams  
 March 4 First Mini-Term Ends  
 March 5 Second Mini-Term Begins  
 March 22-26 Spring Break - No Classes  
 March 29 Classes Resume  
 April 22 Last Day to withdraw from Full and Second Mini-Term with a grade of "W"  
 May 5-7, 10-11 Full Term Final Exams  
 May 6 Second Mini-Term Final Exams  
 May 6 Full and Second Mini-Term Ends  
 May 12 Faculty Duty Day  
 May 13 Faculty Duty Day  
 May 13 Commencement/Graduation  
 May 14-21 Faculty Off - College Open

## ***Summer Term 2021***

May 24 Faculty Duty Day  
 May 25 Faculty Preparation Day  
 May 26 Last Day of Regular Registration Period  
 May 27 Full Term and First Mini-Term Classes Begin  
 May 31 Memorial Day - State Holiday  
 June 1 Last Day of Add/Drop Period  
 June 7 Eight-Week Term Begins  
 June 24 Last day to Withdraw from First Mini-Term with a grade of "W"  
 July 1 First Mini-Term Final Exams  
 July 1 First Mini-Term Ends  
 July 2 Second Mini-Term Begins  
 July 5 Independence Day (observed) - State Holiday - College Closed  
 July 6-7 Faculty and Student Break - No Classes  
 July 28 Last Day to withdraw from Eight Week Term with a grade of "W"  
 August 3 Last Day to withdraw from Full and Second Mini-Term with a grade of "W"  
 August 4 Eight-Week Term Final Exams  
 August 4 Eight-Week Term Ends  
 August 4-6, 9-10 Full term Final Exams  
 August 10 Second Mini-Term Final Exams  
 August 10 Full and Second Mini-Term Ends  
 August 11 Faculty Duty Day

## **Institutional Mission**

Northwest-Shoals Community College provides career technical, academic, and lifelong educational opportunities using varied delivery systems; promotes economic growth; and enriches the quality of life for the people it serves.

## **Institutional Philosophy and Goals**

The College is dedicated to the belief that all people should have an equal opportunity to develop and expand their skills and knowledge throughout their lives. The College promotes this concept by making higher education available to all who can benefit through its open door admission policy, affordable tuition, and a wide variety of financial aid opportunities. The College is committed to providing an educational environment where opportunities for successful advancement will be available for all students, but particularly those who have historically been underserved. Instruction is delivered in various formats including on campus, online, and at convenient off-campus locations throughout the College's service area. Through its programs and services, the College contributes to the quality of life in the community, supports economic development in the region, and reinforces the concept of learning as a lifelong pursuit.

The College offers educational programs and services which enable students to achieve their potential, better understand themselves and others, seek continued higher education, gain applied technology skills required for employment or career growth, and improve their quality of life. Educational opportunities provided by the College include courses for transfer, associate degrees, applied technology program certificates, training programs, developmental studies, adult education, and Ready to Work programs. Working in partnership with area universities, businesses, and industries, the College strives to support economic development by keeping the curriculum current.

Through Dual Credit/Dual Enrollment arrangements with local school systems, eligible high school students may complete courses offered by the College and receive college credit for their work. College credits and training programs are also available to those requiring college courses for promotion and/or professional certification.

The College recognizes the need to provide student support services. A Student Success Center is housed on each campus to assist students with a variety of college success initiatives. Professional advisors help

students succeed and manage their lives and careers through financial aid assistance, and personal and academic advisement. Students with additional needs have access to a variety of services provided by the College. The College also provides appropriately furnished and well maintained physical facilities, classroom equipment, and grounds. In addition, extra-curricular activities expand and enrich student experiences at the College.

## Goal 1

To ensure access to education for all people throughout their lives with special efforts made to seek diversity of population and to support the historically underserved;

## Goal 2

To continuously improve the quality of our varied educational offerings which lead to certificates, associate degrees, transfer to baccalaureate institutions, the general educational development of students, and immediate employment in an occupational field, the College strives to meet the following general educational outcomes.

1. Students will demonstrate proficiency in communication.
2. Students will demonstrate proficiency in problem-solving skills.
3. Students will demonstrate proficiency in quantitative reasoning.

These outcomes are used to assess the general education competencies for all students.

## Goal 3

To build community partnerships which support economic development.

## Goal 4

To keep the curriculum current in order to strengthen the bridge for students to pursue further education and/or the workforce;

## Goal 5

To meet the needs of a variety of community based populations by designing credit, non-credit, and CEU courses, using varied delivery systems and by making available services, activities, and other resources of the College;

## Goal 6

To offer support services and extracurricular activities which enrich the student learning experience and help students formulate and achieve their goals;

## Goal 7

To establish an environment which is safe, healthy, aesthetically pleasing, accessible to students, and otherwise learning centered;

## Goal 8

To develop faculty and staff who are proficient, professional, and enthusiastic in advancing the mission of the College; and

## Goal 9

To become a model of institutional effectiveness and advancement through decision-making based on research, planning, on-going assessment, and adequate and equitable budgeting and distribution of funds.

## History of the College

Northwest-Shoals Community College is a comprehensive two-year public institution of higher learning providing vocational, technical, academic and lifelong educational opportunities for the northwest Alabama Region. The College is part of the Alabama College System, a statewide system of postsecondary colleges, governed by the Alabama Board of Education. Northwest-Shoals derives its original charter from the Alabama legislature through the Alabama Trade School and Junior College Authority Act of 1963.

The Northwest-Shoals service area is comprised of the counties of Colbert, Franklin, Lauderdale, Lawrence and the western portion of Winston. The College operates two campuses – the Shoals Campus in Muscle Shoals and the Phil Campbell Campus in Phil Campbell.

The Phil Campbell Campus was founded in 1963 as Northwest Alabama State Junior College to provide access to postsecondary education for citizens of the rural counties of northwest Alabama. It was the first public junior college in what was to become the Alabama College System and was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools in 1967. The Shoals Campus, founded in 1966 as Joe Wheeler State Trade School, provided occupational and technical training.



Both institutions recognized that the narrowness of their focus did not meet their constituents' educational needs. In 1973 Muscle Shoals State Technical Institute enhanced its curriculum and obtained accreditation from the Commission on Occupational Education Institutions. In 1977, with the approval of the Alabama State Board of Education, Northwest Alabama State Junior College established a branch campus in Tuscumbia primarily to offer first and second-year college courses.

In 1989 the Alabama State Board of Education created Northwest Alabama Community College through the consolidation of Northwest Alabama State Junior College in Phil Campbell and Northwest Alabama State Technical College in Hamilton. Shoals Community College was created through consolidating Muscle Shoals State Technical College and the Tuscumbia Campus of Northwest Alabama State Junior College. The Commission on Colleges of the Southern Association of Colleges and Schools granted accreditation to Northwest Alabama Community College in 1990. Shoals Community College received its accreditation in 1991.

Northwest-Shoals Community College was formed in 1993 by the Alabama State Board of Education through the merger of Northwest Alabama Community College's Phil Campbell Campus and Shoals Community College. The merger was enacted in order to provide more effective and efficient educational services to residents of rural northwest Alabama and the Shoals area.

Additionally, the merger provided business and industry with a single focal point for addressing educational and training needs and provided a single workforce development center to assist communities with economic development activities. The merger was reviewed and approved by the Commission on Colleges of the Southern Association of Colleges and Schools. Reaffirmation of accreditation was granted by SACSCOC in December, 2009. Northwest-Shoals Community College, composed of two campuses, has adequate physical facilities to support an environment in which academic, social, physical, and emotional development may be fostered. The two campuses are located in Muscle Shoals and Phil Campbell. The campus in Muscle Shoals is designated as the Shoals Campus.

## College Campuses

### *Phil Campbell Campus*

The Phil Campbell Campus is located approximately 30 miles south of the Shoals campus. It is easily accessible from either U.S. Highway 43 or Alabama Highway 5/ AL Hwy 13. Located on a scenic 100-acre site one mile southwest of the town of Phil Campbell, the campus provides academic and applied technology programs and a full complement of student and community services. The Bevill Fine Arts Center is among the premier cultural centers in northwest Alabama and the home of numerous concerts, musicals and special events for both the College and local communities.

### *Shoals Campus*

The 110-acre Shoals Campus houses academic and applied technology programs. The Patriot Center, a multipurpose facility, offers seating capacity of approximately 1,300 people. A child development center with a qualified staff to care for children is available to students and the community. Also housed on the Shoals Campus are health studies programs, science labs, special programs such as adult basic education, and Alabama Technology Network.

## Grants and Contracts

In all cases of external grants and contracts, Northwest-Shoals Community College will maintain full control of instructional and other institutional activities. The College assures that any external grant or contract shall comply with the overall mission of the institution and that the College will comply with all pertinent state and federal regulations, legislation, and procedures. The College shall in no way compromise its commitment to maintain legal and ethical administrative practices as well as accreditation standards.

## Commitment to Institutional Integrity

Northwest-Shoals Community College complies with the Alabama Ethics Commission's advisory opinions concerning private consulting that may be conducted by full-time employees. The Chancellor's guidelines in regard to "conflict of interest" issues require the approval of the President, Vice President (if applicable), Deans and Department or Division Chairperson for outside, compensated consulting activities.

# Admission to the College

## Enrollment Management

Enrollment Management is committed to attracting and enrolling an empowered student body at Northwest-Shoals Community College. Enrollment management serves as the initial communication between prospective students and the College. Staff members strive to educate prospective students on college programs and guide new students through the admissions and enrollment process.

Enrollment Management staff provide information to prospective students through community and non-traditional groups, high schools visit, selected clubs and agencies, minority groups, retirees, and other citizens in the College service area. Staff members follow new students through the enrollment and registration process of the first semester.

To arrange for a campus visit, contact Carl Collins, Director of Enrollment Management, at (256)331-8010 or [carl.collins@nwscc.edu](mailto:carl.collins@nwscc.edu). Tour requests can also be completed on the NW-SCC website.

## Admission Process

Northwest-Shoals Community College has an open-door admission policy for all U.S. Citizens and eligible Non-Citizens and provides higher education for individuals who meet minimum admission requirements as set forth by the policies of the Alabama Community College System (ACCS). No student shall be discriminated against on the basis of any impermissible criterion or characteristic including, but not limited to, race, color, national origin, religion, marital status, disability, gender, age or any other protected class as defined by federal and state law.

### Required Admission Documentation:

#### 1. Northwest-Shoals Community College

**Application for Admission** (may be submitted electronically via the myNW-SCC portal found on the NW-SCC website).

#### 2. One of the following forms of primary identification

(Legible identification may be presented to the Admissions Office in person, by mail or electronically submitted to [admissions@nwscc.edu](mailto:admissions@nwscc.edu))

- 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 possession 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 an expiration date
- Voter identification card from a state that verifies lawful presence

**3. Official high school transcript with posted graduation date or GED certificate with passing scores** (students who have earned a Baccalaureate Degree are not required to submit a high school transcript)

**4. Official college transcripts (if applicable)**

**5. Approved Transient Letter (if applicable)**

Applicants who fail to satisfy the forms of identification requirement will not be admitted to Northwest-Shoals Community College.

Admission to the College does not mean acceptance or admission to certain health-related education programs in the College such as Nursing, Emergency Medical Services, or Medical Assisting Technology, which may have additional standards for admission and progression.

Applicants should refer to the program descriptions in this Catalog and/ or contact the specific program director/chairperson for additional information. Any and all elements of admission requirements are subject to change with prior notice.

### Admission Status:

There are two types of admission status: unconditional and conditional.

**1. Unconditional status (UA):** Students who have submitted all required documentation may be admitted unconditionally.

**2. Conditional status (CA):** Students who have not submitted all required documentation may be admitted as conditional status. Failure to provide documentation by the end of the first semester of enrollment will prevent a student from future registration and official transcript release. Students with a conditional admission status are not eligible for federal financial aid.

### Admission of Distance Education Students:

Students interested in taking distance education courses should follow the regular admissions and financial aid processes. Students may contact these offices by phone and email as well as virtual or in-person appointment. New or returning students who have never taken a distance education course at the College should complete the distance education orientation located in the learning management system by the first day of class. This orientation gives students valuable information about the learning management system, technology requirements, student services, learning resources, and how to be a successful online student. Students will be provided with a secure login to access the learning management system and myNW-SCC.

To protect students located outside the state of Alabama who may take distance education courses, NW-SCC has joined the National Council for State Authorization Reciprocity Agreements (NC-SARA). This enables students to take distance courses with us who are located in other states, with the exception of California. Students located in the state of California or outside of the U.S. should contact the Distance Education Office before enrolling. Students enrolling in the blended NAS100 (CNA) course must complete clinical requirements in the state of Alabama; this program prepares students to take both the written and skills examinations required by the Alabama Department of Public Health (ADPH) to be a Certified Nurse Assistant (CNA) in the state of Alabama. It *does not* prepare students for certification in states other than Alabama.

NW-SCC must provide enrolled and prospective distance education students with information on filing complaints or grievances with the college, with its accrediting agency, and with the appropriate state agency for handling complaints in the student's state of residence/location. Please review the information in our [Distance Education Student Handbook](#) for details.

## Admission Classification

**Accelerated:** A secondary education student who is earning college credit while still in high school. Accelerated credit may not substitute for high school requirements.

**Audit:** An applicant who wishes to enroll for classes only on an audit basis.

**Dual Enrollment/Dual Credit:** A secondary education student who is earning college credit while still in high school. Dual enrollment credit may be applied toward high school and college.

**First Time:** A student who has no prior postsecondary experience.

**International:** A student who is a citizen of another country.

**Returning (Readmit):** A student who has previously attended Northwest-Shoals Community College as a credit student and is returning after a break in continuous enrollment.

**Transfer:** A student who previously attended another college or university

**Transient:** A student enrolled at another college or university who is taking classes at Northwest-Shoals Community College for the express purpose of transferring credit to the home college or university.

## Classification Requirements

### Accelerated High School Student

This admission status is available to students attending public, private, parochial, or church/religious schools, or who are receiving instruction from a home school offering educational instructions in grades K-12, home-schooled students and those receiving instruction through private tutors. Accelerated students receive college credit but not high school credit. High school approval is required.

### Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (government-issued ID) OR a certified copy of the birth certificate and a student INOW profile sheet, signed and dated by the high school principal
3. Accelerated Recommendation Form signed by the high school principal or designee

### Minimum Requirements:

A student is eligible for admission as an accelerated student if he/she meets all of the following criteria:

1. The student has completed the 10th grade;



2. The high school principal or his/her designee certifies the student has a minimum cumulative 3.0 average and recommends the student be admitted;
3. The student enrolls only in post-secondary courses for which high school prerequisites have been completed.

Students may enroll in academic, career and technical, or health profession courses/programs in accordance with additional written guidance issued by the Chancellor. Enrolled students must pay tuition and fees as required by Northwest-Shoals Community College.

Exceptions may be granted by the Chancellor for a student documented as gifted and talented. Exceptions apply only to minimum requirements 1 and 3 listed above.

## Audit Student

An audit student is an applicant who wishes to enroll for classes only on an audit basis. The applicant must comply with the college admission requirements. Audit students must abide by class attendance policy and all standard course requirements, excluding the completion of course examinations. The cost of auditing a course is the same as enrolling for credit.

### Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (government-issued ID)
3. Official high school transcript/GED documenting graduation\*
4. Official college transcripts from all previously attended institutions\*

\*Students who have achieved a minimum of a baccalaureate degree are only required to submit a transcript from the granting institution for admission to the college but may need to submit other transcripts for evaluation of transfer credit for financial aid purposes.

## Dual Enrollment/Dual Credit High School Student

Dual Enrollment for Dual Credit is an enrichment opportunity allowing eligible high school students to earn high school and college credits for courses taken through an Alabama Community College System (ACCS) institution while still enrolled in high school.

### Required Admission Documentation:

1. Northwest-Shoals Community College application for admission

2. One primary form of ID (government-issued ID) OR a certified copy of the birth certificate and a student INOW profile sheet, signed and dated by the high school principal

### Required Dual Enrollment Forms:

1. Eligibility Form signed by student, a parent and high school counselor (once every academic year)
2. Dual Enrollment registration form signed by high school counselor and student (once every semester).

### Minimum Requirements:

1. The student must satisfy the requirements prescribed in Procedure 801.01: Admission: General, with the exception of proof of high school graduation or GED completion.
2. The student must be in grade 10, 11, or 12. An exception may be granted by the Chancellor for students documented as gifted and talented in accordance with Alabama Administrative Code 290-8-9.12.
3. The student seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale for initial admission in completed high school courses.
4. To maintain continuous eligibility, students must earn a 'C' or better in all attempted college courses. Students who fail to meet this minimum GPA or withdraw from a course will be suspended from the program for a minimum of one term. The one-term suspension may not be served during the summer.
5. The student must have written approval of the appropriate principal or career and technical education program representative (if applicable) and counselor. Dual enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.
6. All dually enrolled students must take a state-approved college placement test, where minimum placement is required, specifically for college-level English, math, or reading courses. Students in the 10th or 11th grade registering only for career and technical courses may take a state-approved placement test but are not required to do so. All students in the 12th grade must take a state-approved college placement test prior to registering for dual enrollment courses.
7. Students must meet all applicable prerequisites prior to enrolling in courses.

8. Developmental courses (those numbered below 100) are not offered through dual enrollment.
9. See Dual Enrollment for Dual Credit Handbook for more details.

## First-Time Freshman

This admission status applies to students who have not previously attended any college after graduation from high school/GED.

### Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (government-issued ID)
3. Official high school transcript/GED documenting graduation

## International

This admission status applies to students who are citizens of another country.

NW-SCC is authorized by the United States Citizenship and Immigration Services to admit international students. Admission to NW-SCC does not ensure admission to any individual program or course. All international students must report immediately to the Director of Admissions/Registrar/Primary Designated School Officer upon arrival at the College. It is extremely important that a non-immigrant maintain their status (F1) while in the United States. F1 status can be properly maintained by registering as a full-time student each semester, maintaining a successful GPA, and following the correct transfer policies. Registration/completion of a minimum of 12 semester credit hours is required. All required documents must be on file with the Director of Admissions/Registrar at least 30 working days prior to the registration dates for fall and summer semesters. All spring documents must be submitted by the last class day in November. All F-1 students are charged out-of-state tuition. The college reserves the right to limit the number of international students admitted during any academic year.

### Required Admission Documentation:

1. Northwest-Shoals Community College Application for Admission form
2. A certified original translated and evaluated copy of the high school transcript
3. A certified original translated and evaluated copy of the student's college transcript\*
4. Original transcripts from all US institutions attended
5. A current and valid passport/Visa
6. A current photo (passport-size, preferred)

7. A minimum score of 5.5 on the International English Language Testing System (IELTS), a total score of 61 on the Internet-based Test of English as a Foreign Language (TOEFL), a 2A on the Step EIKEN Test in Practical English Proficiency, or a total score of 500 on the paper-based TOEFL. Students may not enroll in regular college courses until the English Language requirement is met. (The ESL exam may be waived for students from all English speaking countries including but not limited to: Anguilla, Antigua and Barbuda, Australia-Australian English, the Bahamas, Barbados, Bermuda, Belize-Belizean Kriol, the British Indian Ocean Territory, the British Virgin Islands, Canada-Canadian English, the Cayman Islands, Dominica, the Falkland Islands, Gibraltar, Grenada, Guam, Guernsey-Channel Island English, Guyana, Ireland-Hiberno English, Isle of Man-Manx English, Jamaica-Jamaican English, Jersey, Montserrat, Nauru, New Zealand-New Zealand English, Nigeria, Pitcairn Islands, Saint Helena, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Tanzania, Singapore, South Georgia and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, The Gambia, the United Kingdom, the U.S. Virgin Islands, and the United States.
8. A signed, notarized statement verifying adequate financial support
9. Receipt of payment of I-901 Student Exchange Visitor Information System (SEVIS) fee.
10. A medical health history with proof of vaccination
11. Documentation demonstrating adequate accident, sickness, and life insurance that includes evacuation repatriation. Students must maintain insurance coverage throughout the duration of their I-20.

\*The criteria for awarding credit for work completed in foreign colleges and universities will be the same as for other institutions within the United States. Students wishing to receive transfer credit for such foreign study must provide an English translation and a detailed course-by-course evaluation report. The reports must outline recommendations for awarding specific credit for specific courses. Students must request an official course-by-course evaluation from a National Association of Credential Evaluation Services (NACES) approved agency. For a comprehensive list of approved agencies, please visit [www.naces.org](http://www.naces.org).

## Returning (Readmit)

This admission status applies to any student who has previously attended Northwest-Shoals Community College as a credit student and is returning after a break in continuous enrollment. The summer term is excluded. Students who only attended Northwest-

Shoals Community College as a dual enrollment student should apply as a first-time freshman if he/she plans to attend Northwest-Shoals Community College after high school graduation.

#### Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (government-issued ID)
3. Official high school transcript/GED documenting graduation (if not previously received)
4. Official college transcripts from all previously attended institutions (if not previously received)

### Transfer

This admission status applies to any student who has previously attended any college after graduation from high school/GED.

#### Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (government-issued ID)
3. Official high school transcript/GED documenting graduation\*
4. Official college transcripts from all previously attended institutions\*

\*Students who have achieved a minimum of a baccalaureate degree are only required to submit a transcript from the granting institution for admission to the college but may need to submit other transcripts for evaluation of transfer credit for financial aid purposes.

#### Initial Academic Status of a Transfer Student:

- Good Standing – A transfer student whose cumulative grade point average at the transfer college(s) is 2.0 or above on a 4.0 scale will be admitted with a status of Good Standing.
- Academic Probation – A transfer student whose cumulative grade point average at the transfer college(s) is less than a 2.0 on a 4.0 scale will be admitted on Academic Probation. The applicant's transcript will read Admitted on Academic Probation for the appropriate term.
- Suspension – An applicant who has been academically suspended at another accredited postsecondary college may be admitted as a transfer student only upon appeal to the Admissions Committee of the College. A student admitted upon appeal will enter on Academic Probation. The transcript will read Admitted Upon Appeal – Academic Probation.

### General Principles for Transfer Credit:

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.
2. Courses successfully completed in compliance with required standards at other regionally accredited postsecondary institutions will be accepted for transfer as potentially creditable toward graduation requirements.
3. A transfer student from a collegiate institution not accredited by the appropriate regional association may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above at Northwest-Shoals Community College.
4. A transfer grade of 'D' will be accepted only when the transfer student's cumulative transfer GPA is 2.0 or above. If the student has a cumulative transfer GPA of 2.0 or above, the grade of 'D' will be accepted the same as that for native students.
5. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

### Transient

This status applies to any student who is currently enrolled at another postsecondary college/university and seeks credit that will transfer back to his/her primary college. It is the student's responsibility to formally request the Northwest-Shoals Community College transcript be sent to their primary institution. Transient students are not eligible for federal financial aid.

#### Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (government-issued ID)
3. Transient letter from primary college listing approved courses.

### Admission of Students to Special Programs, and Community Services Students

Applicants to customized training for business and industry programs, community services, and courses not creditable toward an associate degree may be admitted, provided they complete the application for



admission for special programs and provided they are at least 17 years of age. Admission requirements are established appropriate to the nature of the particular course. Students may request Special Enrollment status for these programs. Applicants not meeting the minimum admission requirements may be admitted only to non-credit programs. Additional information may be obtained by contacting the Director of Training for Existing Business and Industry at 256.331.5289.

## Admission of Distance Education Students

Students interested in taking distance education courses should follow the regular admissions and financial aid processes. Students may contact these offices by phone, email, or in-person for assistance. New or returning students who have never taken a distance education course at the College should complete the distance education orientation by the first day of class. This orientation gives students valuable information about the learning management system (Moodle), technology requirements, student services, learning resources, and how to be a successful online student. After completing the orientation, students may work with their assigned advisor or Advising Center via the college website, email, or phone for assistance with advising and registration. Additional information on technical support, student services, and a variety of other resources for distance education students is available to all current students through a Technology Resources site linked on the College website homepage.

Students will be provided with a secure login to access Moodle and myNWSCC. Distance education courses are not self-paced; assignment deadlines are given throughout the semester. Different states require that the College seek authorization or exemption to offer distance education courses to students in those states. Students residing in states other than Alabama should verify via the College website that the College has the authorization to offer courses in their state of residency. Students pursuing certification or licensure

for a program in a state other than Alabama should also verify the acceptance of course work in their state of residency. For further information, visit the College website at [nwsccl.edu](http://nwsccl.edu) or contact the Distance Education Office at 256.331.5395 or [cookson@nwsccl.edu](mailto:cookson@nwsccl.edu).

## Admission Appeals

The College Admissions Committee verifies the eligibility of students seeking admission or readmission to the College through the appeals process and to Health-Related Programs with special admission criteria. Applicants subject to review upon appeal initiated by the student include:

1. Prospective students who are on academic suspension or dismissal from another post-secondary institution;
2. Any prospective student who has been denied admission to the College;
3. Prospective students who have been denied admission to a particular program;
4. Students requesting readmission to the College after being placed on academic suspension from the College;
5. Students who have been suspended from a particular program.

Students or prospective students seeking an appeal must submit their request in writing to the Director of Admissions/Registrar no later than 3 days prior to the start of the term (see College Catalog or Semester Course Schedules for dates).

A student seeking admission may have his/her case presented before the Committee in absentia or in person. The meeting of the Admissions Committee shall not be considered a due process hearing but rather a petition for admission/readmission. For further information, please contact the Director of Admissions/Registrar.

# Expenses and Financial Assistance

## Tuition and Fees

The following information reflects the current tuition and fee schedule approved by the Alabama Community College System Board of Trustees. Regular courses are defined as day, night, weekend, off-campus, mini-terms, videoconferencing, and web-assisted. Distance Education courses are defined as blended or online, and with the exception of remote test proctoring fees, tuition and fees are equivalent to those for regular courses. Please see additional information below the chart on distance education test proctoring fees. The College reserves the right to change, modify, or alter fees, charges, expenses, and costs of any kind without notice as approved by the Alabama Community College System Board of Trustees.

Tuition and fees above 19 semester hours will be calculated at the current, appropriate rate. 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 either campus. Please contact the Business Office for details.

**NOTE:** Tuition and fee charges are those in effect for 2020-2021 academic year. They are subject to change, so for current charges, contact the Business Office at either campus.

### STUDENT INSURANCE FEES

\$7.50 - Fall Semester  
\$7.50 - Spring Semester  
\$5.00 - Summer Semester

### PARKING DECAL FEE

\$8.00 - Fall Semester  
\$8.00 - Spring Semester  
\$4.00 - Summer Semester

1. Late Registration Fee \$25.00 (non-refundable)
2. Replacement ID Cards \$5.00
3. Course Placement Retesting Fee \$8.00
4. Returned Check (non-refundable) \$30.00

## Alabama Residents

Credit Hours	Tuition	Technology Fee	Facility Renewal Fee	Building Fee	Reserve Fee	Total
1	133.00	9.00	9.00	8.00	1.00	160.00
2	266.00	18.00	18.00	16.00	2.00	320.00
3	399.00	27.00	27.00	24.00	3.00	480.00

4	532.00	36.00	36.00	32.00	4.00	640.00
5	665.00	45.00	45.00	40.00	5.00	800.00
6	798.00	54.00	54.00	48.00	6.00	960.00
7	931.00	63.00	63.00	56.00	7.00	1,120.00
8	1,064.00	72.00	72.00	64.00	8.00	1,280.00
9	1,197.00	81.00	81.00	72.00	9.00	1,440.00
10	1,330.00	90.00	90.00	80.00	10.00	1,600.00
11	1,463.00	99.00	99.00	88.00	11.00	1,760.00
12	1,596.00	108.00	108.00	96.00	12.00	1,920.00
13	1,729.00	117.00	117.00	104.00	13.00	2,080.00
14	1,862.00	126.00	126.00	112.00	14.00	2,240.00
15	1,995.00	135.00	135.00	120.00	15.00	2,400.00
16	2,128.00	144.00	144.00	128.00	16.00	2,560.00
17	2,261.00	153.00	153.00	136.00	17.00	2,720.00
18	2,394.00	162.00	162.00	144.00	18.00	2,880.00
19	2,527.00	171.00	171.00	152.00	19.00	3,040.00

Distance Education students are required to take at least one proctored exam on campus in order to verify student identity. Some courses require multiple proctored exams. Although we make every effort to accommodate distance education students with low cost or no cost test proctoring services, students who are unable to take exams at either of the NW-SCC campus testing centers will be responsible for any charges incurred at remote test proctor sites and will pay any required fees directly to these sites in addition to the cost of any required equipment and services such as webcam/microphone and high-speed Internet connection. Please contact the NW-SCC Distance Education Office at 256.331.5395 if you need assistance or have questions about using a remote proctor.

## Non-Residents of Alabama and Foreign Students

Credit Hours	Tuition	Technology Fee	Facility Renewal Fee	Building Fee	Reserve Fee	Total
1	266.00	9.00	9.00	8.00	1.00	293.00
2	532.00	18.00	18.00	16.00	2.00	586.00
3	798.00	27.00	27.00	24.00	3.00	879.00
4	1,064.00	36.00	36.00	32.00	4.00	1,172.00
5	1,330.00	45.00	45.00	40.00	5.00	1,465.00
6	1,596.00	54.00	54.00	48.00	6.00	1,758.00
7	1,862.00	63.00	63.00	56.00	7.00	2,051.00
8	2,128.00	72.00	72.00	64.00	8.00	2,344.00
9	2,394.00	81.00	81.00	72.00	9.00	2,637.00
10	2,660.00	90.00	90.00	80.00	10.00	2,930.00
11	2,926.00	99.00	99.00	88.00	11.00	3,223.00
12	3,192.00	108.00	108.00	96.00	12.00	3,516.00
13	3,458.00	117.00	117.00	104.00	13.00	3,809.00
14	3,724.00	126.00	126.00	112.00	14.00	4,102.00
15	3,990.00	135.00	135.00	120.00	15.00	4,395.00
16	4,256.00	144.00	144.00	128.00	16.00	4,688.00
17	4,522.00	153.00	153.00	136.00	17.00	4,981.00
18	4,788.00	162.00	162.00	144.00	18.00	5,274.00
19	5,054.00	171.00	171.00	152.00	19.00	5,567.00

## Terms and Conditions for Assessing Tuition

For purposes of assessing tuition, applicants for admission shall be classified in one of three categories as outlined below:

### Resident Student

A Resident Student shall be charged the in-state tuition rate established by the ACCS Board of Trustees.

A Resident Student is an applicant for admission who is a citizen of the United States or a duly registered resident in the State of Alabama for at least 12 months immediately preceding application for admission or whose non-estranged spouse has resided and had habitation, home, and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission. Consequently, an out-of-state student cannot attain Resident Student status simply by attending school for twelve months in the State of Alabama.

In the case of minor dependents seeking admission, the parent(s) or legal guardian of such minor dependent must have resided in the State of Alabama for at least 12 months immediately preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

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

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

In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.

A. Students participating in the Southern Regional Electronic Campus (or any successor organization) shall be considered Resident Students for tuition purposes.

B. An individual claiming to be a resident shall certify by a signed statement each of the following:

1. A specific address or location within the State of Alabama as his or her residence.
2. An intention to remain at this address indefinitely.
3. Possession of more substantial connections with the State of Alabama than with any other state.

C. Though certification of an address and an intent to remain in the state indefinitely shall be prerequisites to establishing status as a resident, ultimate determination of that status shall be made by the institution by evaluating the presence or absence of connections with the State of Alabama. This evaluation shall include the consideration of all the following connections:

1. Consideration of the location of high school graduation;
2. Payment of Alabama state income tax as a resident;
3. Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property;
4. Full-time employment in the state;
5. Residence in the state of a spouse, parents, or children;
6. Previous periods of residency in the state continuing for one year or more;
7. Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education;
8. Possession of state or local licenses to do business or practice a profession in the state;
9. Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates;
10. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment;
11. Membership in religious, professional, business, civic, or social organizations in the state;
12. Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment account;
13. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses,



insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.

Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

## Non-Resident Student

A non-resident student, one who does not meet the standard of having resided in the State of Alabama for at least 12 continuous months immediately preceding application for admission, shall be charged the in-state tuition rate established by the State Board of Education if the student satisfies one of the following criteria, or, if the student is a dependent (as defined by the Internal Revenue Code), then the person supporting the student satisfies one of the following criteria under the following circumstances:

1. The student or the person(s) supporting the student is a full-time permanent employee of the institution at which the student is registering; OR
2. The student or the person(s) supporting the student can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; OR
3. The student or the person(s) supporting the student is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school, as required by ACT 2013-423; OR
4. The student or the person(s) supporting the student is an accredited member of a consular staff assigned to duties in Alabama.

The student is eligible for in-state tuition if the student resides outside of Alabama in a state and county within 50 miles of a campus of the Alabama Community College System institution which the student plans to attend, provided, however, that the campus must have been in existence and operating as of October 1, 2008.

**PLEASE NOTE THAT THE DESIGNATIONS ARE BY CAMPUS AND NOT BY INSTITUTIONS.**

College	Campus	Adjacent State	County
NW-SCC Phil Campbell	Mississippi		Chickasaw
			Clay
			Itawamba
			Lee
			Lowndes
			Monroe

NW-SCC Phil Campbell	Tennessee	Pontotoc
		Prentiss
		Tishomingo
NW-SCC Shoals	Mississippi	Lawrence
		Wayne
		Alcorn
		Itawamba
		Prentiss
NW-SCC Shoals	Tennessee	Tishomingo
		Hardin
		Giles
		Lawrence
		McNairy
		Wayne

## Out-of-State Student

Any applicant for admission who does not fall into one of the categories noted above shall be charged a minimum tuition of two times the resident tuition rate charged by that institution.

Students initially classified as ineligible for resident tuition will remain that classification for tuition purposes until they provide documentation that they have qualified for resident tuition.

## Refunds to Students

Northwest-Shoals Community College strives to improve the service provided to our students and prospective students. The U.S. Department of Education recognizes the need for improving disbursement methods and made changes to its policy, 34 CFR 668.164, allowing institutions to require banking information from all students. The information will be solely used for refund disbursement and will remain completely confidential as required by FERPA. All refunds from Northwest- Shoals are electronic.

## Refund Policy

### Refund for Complete Withdrawal

A student who withdraws or is withdrawn from **ALL** classes **before** the first day of class will be refunded the total tuition and other institutional charges.

A student who withdraws or is withdrawn **COMPLETELY** on or after the first day of class but prior to the end of the third week of class will be refunded according to the official withdrawal date as follows:

### Percent of tuition refunded

- Withdrawal during first week: 75% of net tuition
- Withdrawal during second week: 50% of net tuition

- Withdrawal during third week: 25% of net tuition
- Withdrawal after end of third week: No refund

Withdrawal periods for refunds during mini-terms may be prorated.

### Administrative Fee

An administrative fee not to exceed 5 percent of tuition and other institutional charges or \$100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

### Refund for Partial Withdrawal

Students who do not COMPLETELY withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who PARTIALLY withdraws after the official drop/add period.

### Refund for Alabama National Guard and Reservist Called to Active Duty

Students who are active members of the Alabama National Guard or reservists who are active duty military and are called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal, if such students are unable to complete the term due to active duty orders or assignment to another location.

### Books and Supplies

(see [College Bookstore](#))

## Guidelines and Definitions for Refunds

### I. Refund for Complete Withdrawal

A student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other institutional charges.

### II. Unofficial Withdrawal

In the case of an unofficial withdrawal, the withdrawal date is the last recorded date of class attendance (as documented by the College). Further, the College is required to determine the withdrawal date for an unofficial withdrawal within 30 days of the end of the period of enrollment, the academic year, or the program, whichever is earliest

### III. First Day of Class - Definition

The first day of class is the official instructional day of class as stated in the College calendar. There is only one first day for all classes in any term.

### IV. Other Institutional Charges

Other institutional charges during the first, second, or third week of class include room, board, and fees as defined in the State Board Policy Manual 804.01.

### V. Week - Definition

First day of class (See III) running seven calendar days (inclusive of Saturday and Sunday).

### VI. Net Tuition

Net tuition charges are the sum of tuition and all other institutional charges less the Refund Administrative Fee.

## Student Financial Services

### Financial Assistance

Offices are located in the Student Services Building on the Shoals Campus and the Administration Building on the Phil Campbell Campus. Additional information on the Financial Aid Programs may be obtained by calling the Office of Student Financial Services at 256.331.5364, Shoals Campus, or 256.331.6332, Phil Campbell Campus.

### Student Rights and Responsibilities

Students have the responsibility of knowing the following:

1. Requirements for applying for financial aid;
2. College refund and repayment policies;
3. Guidelines affecting a financial aid award;
4. Guidelines for disbursing financial aid refunds.

Students have the right to discuss and to appeal financial aid decisions in writing with personnel in the Office of Student Financial Services.

### Eligibility

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

1. Be unconditionally admitted to the College;
2. Be a high school graduate or have a GED.
3. Be a United States citizen or an eligible noncitizen;
4. Be registered with Selective Service, if required;
5. Be in need financially;

6. Be enrolled at the College as a regular student in an eligible degree or program.
7. Be making satisfactory academic progress;
8. Can not be in default on a federal student loan and not owe a refund on a federal grant. For more information see [www.studentaid.gov](http://www.studentaid.gov).

## Federal Student Aid

### Basis of Awards

The Student Financial Aid Program at the College is administered in accordance with policies and guidelines that are typical of most colleges and universities in the United States. The College bases its awards on demonstrated financial need which is defined as the difference between a family's expected contribution and the student's yearly educational expenses (cost of attendance). The student, his/her family, and his/her spouse are expected to make a maximum effort to assist with educational expenses. The basis on which need-based programs are built is that the family is primarily responsible to the extent they are able for financing the student's education.

The amount of family contribution is determined by a careful analysis of financial information submitted on the Free Application for Federal Student Aid (FAFSA).

## Federal Financial Aid Programs

### IMPORTANT NOTICE

Any information concerning the Federal Title IV Financial Aid programs presented herein is subject to all regulations published by the U.S. Department of Education and other Federal regulatory agencies. Since this information is subject to change, any information presented which is in conflict with existing regulations or is superseded by such changes in the regulations will be considered null and void.

The four Federal Student Financial Aid Programs are (a) Federal Pell Grants, (b) Federal Supplemental Educational Opportunity Grants (SEOG), (c) Federal Work-Study (FWS), and (d) Federal Direct Student Loans. Students should apply for Federal Student Aid online at [www.studentaid.gov](http://www.studentaid.gov).

### Federal Pell Grant

Pell Grant are awards to help undergraduates pay for their postsecondary education. The Pell Grant Program is the largest federal student aid program and does not have to be repaid. For many students, these grants provide a foundation of financial aid. The Pell Grant award is based on the student's expected family

contribution(EFC) and enrollment status. If the student is less than full time and eligible based on the EFC, the Pell grant is prorated(3/4, 1/2 or less than 1/2). If the EFC is too high, the student may not be eligible. Students may also receive aid from other federal and non-federal sources. Recipients may charge their tuition, fees and authorized books to the Pell Grant.

### Federal (FSEOG)

Federal Supplemental Educational Opportunity Grant (FSEOG) is for any qualified undergraduate with exceptional financial need (with priority given to Pell Grant recipients), and the grant does not have to be paid back. The College will distribute FSEOG money to students based on need and available funds.

### Federal Work-Study

Students demonstrating a need may be eligible to work part time. To determine a student's need, the student must apply through FAFSA need analysis. Students receive payment monthly. Qualified applicants may apply online at <https://www.nwscc.edu/work-study-program>.

### Federal Direct Student Loan Program

The Federal Direct Student Loan Program makes low interest loans available to students through the Federal Government to help students pay for education after high school. Several income sources are used to determine eligibility including the family financial resources and other financial assistance the student may be receiving. The Federal Student Application for Federal Aid (FAFSA) must be completed to see what the student is eligible for in direct loans. A loan request may be completed to request additional loan funds. Do not submit the loan request form unless you have an initial loan award offer pending on your NW-SCC banner account.

Federal policy does not permit new first-time borrowers to receive a federal student loan until after 30 days of enrollment. Student loans for one (1) semester will be disbursed in two payments. The second disbursement will be made at the 50% point of the semester.

Students must be meeting Satisfactory Academic Progress (SAP) and be enrolled in at least 6 credit hours to be eligible to receive student loans. Transfer students are not considered new and must have all transcripts on file in order to receive a loan.

To complete loan entrance counseling and the MPN, the student must go to [www.studentaid.gov](http://www.studentaid.gov) and log in to complete both. Once it has been completed the school will be notified within two (2) business days.

A student must also complete exit counseling at [www.studentaid.gov](http://www.studentaid.gov), exit counseling prepares a student to repay their student loans. A student must complete exit counseling each time they drop below half-time enrollment, graduate, or leave school.

Disbursement of loan funds is as follows: The Federal Government electronically transfers loan funds to the Business Office; the funds are recorded and eligibility is checked by the Student Financial Services Office before funds are available for disbursement.

Students may contact the Student Financial Services Office for additional information.

## Alabama Student Assistance Program (ASAP)

The Federal Government, through a matching grant program with the State of Alabama, provides grants to students who demonstrate substantial financial need and who meet residency requirements for Alabama. The minimum award per year is \$300 for qualified students. The Student Financial Services Office will award the Alabama Grant based on available funds.

## Federal Financial Aid Application Procedures

To be considered for Federal Pell Grant, Direct Loans, FSEOG, FWS and ASAP a student must complete the Free Application for Federal Student Aid (FAFSA). The student's and/or parents' prior year's income and any current assets determine the applicant's financial aid need. Student's must submit a FAFSA every year at [www.studentaid.gov](http://www.studentaid.gov) to be considered for Federal Aid.

Students who qualify may apply for financial aid at any time. However, processing time can be from three to four weeks; therefore, the application process should begin as early as possible. **Please apply for aid and follow up by checking your My NWSCC Banner account via the [nwsccl.edu](http://nwsccl.edu) website.**

Each semester students are reviewed for eligibility. Beginning two weeks after the semester starts, if the student is eligible, financial aid is disbursed as a payment on the students account. The Business Office will balance the students account and refund the credit balance within 14 days.

## Verification of Financial Aid Eligibility

The FAFSA determines the initial eligibility for the student. The Student Financial Services Office determines whether an eligible student (based on

need) is also eligible to receive payment. Federal regulations require verification of adjusted gross income, tax paid, household size, untaxed income, and other items. If a student's application is selected for verification:

1. He/she will be required to submit a verification worksheet.
2. He/she could be required to submit a copy of a tax return transcript for the student, his/her parents (if he/she applies as a dependent student) and his/her spouse's transcript (if he/she is married and his/her spouse filed a separate return). Call 1.844.545.5640 or go to the IRS website at [www.irs.gov](http://www.irs.gov) to obtain tax return transcripts.
3. He/she must provide records of benefits received from the Social Security Administration, Veterans' Administration, and other agencies that might pay non-taxable benefits upon request. If he/she is considered a dependent student, they must provide parent information.

Students must check their My NWSCC account by logging into [www.nwsccl.edu](http://www.nwsccl.edu) for all additional requirements. This documentation must be received before the financial services personnel can complete the processing of the application.

## Return to Title IV Policy

The College complies with Federal regulations for the Return of Title IV Funds. When a student withdraws during a payment period or period of enrollment, the amount of Federal Title IV aid program assistance earned up to that point is determined by a specific formula on a pro-rata basis.

If a student completed 30 percent (30%) of the payment period or period of enrollment, he or she earns 30 percent(30%) of the assistance the student was originally scheduled to receive. Once the student completes more than 60 percent(60%) of the payment period or period of enrollment, he or she earns all for the assistance. **The 60% date will be published in each semester guide.**

The withdrawal date is the date the student submits a completed withdrawal form to the Admissions Office. For students who unofficially withdraw without notification, the return is calculated based on the last date of attendance reported by the instructor at the end of the payment period, or if there is no recorded last date of attendance, the withdrawal date is the mid-point (50%) of the term.



If the student receives more assistance than earned, the excess funds must be returned. The school must return a portion of the excess equal to the lesser of the institutional charges multiplied by the unearned percentage of the funds, or the entire amount of the excess funds. Students will be required to repay the College any funds the institution had to pay the US Department of Education (USDE) as a result of their withdrawal. Any loan funds that the student must return must be repaid in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan. Students who do not meet the policy guidelines and have charged registrations to financial aid will be notified that they must pay the cashier in order to maintain their class schedule.

The student will be notified in writing within 30 days of the withdrawal. The Cashier's office will place the student on hold until the balance is paid in full.

If the student received (or the College received on the student's behalf) less assistance than the amount earned, the student may receive a post withdrawal disbursement (PWD). The College will notify students in writing regarding the type and amount of PWD funds available. The student may accept or decline all or part of the disbursement and must notify the school within 30 days.

Return of Title IV funds are calculated and returned to USDE within 30 days of notification of withdrawal. Title IV funds are returned in the following order: Direct Unsubsidized Loans, Direct Subsidized Loans, then Pell Grants.

## Satisfactory Academic Progress Requirements for Financial Aid

Federal, Title IV Student Financial Aid Regulations require that all students who receive financial assistance maintain minimum standards of satisfactory academic progress (SAP).

Minimum Standards of Satisfactory Academic Progress:

**Time Frame:** Each student receiving financial assistance will be expected to complete his/her course of study within a period not to exceed 1.5 times the length of his/her program of study; e.g. a two-year program of study (4 semesters, 64 hours) must be completed within 3 years (6 semesters, 96 hours) of attendance.

**Qualitative (GPA) Measures:** Each student will be expected to meet or exceed the following GPA values and pass two thirds of hours attempted based on the chart below when SAP is checked:

### Hours Attempted GPA Completion Rate

1-21	1.50	58%
22-32	1.75	62%
33 and above	2.00	67%

### Quantitative Measure:

The Completion Rate is defined as the pace the student must progress through their program of study. The Completion Rate is determined by dividing the total number of attempted hours by the total hours passed. Example: If a student attempted 25 hours and passed 19, the completion rate would be 76% ( $19/25 = 76$ ). Students will be expected to meet or exceed the Completion Rate values based on the chart above when SAP is checked.

## Additional Regulations:

1. All prior coursework at NW-SCC will be included in completion rate, GPA and time frame. Satisfactory progress is not "reset" for a change of major or degree completion.
2. If a student doesn't meet SAP requirements they are allowed one warning semester in which he/she will be eligible to receive aid. There is no warning period for Max Timeframe. After their second consecutive semester of NOT maintaining SAP their financial aid is suspended. Not attending one or more semesters will not affect or change SAP status.
3. Information as to the treatment of repeat, incompletes, withdrawals, transfer credit, bankrupted, forgiven and transitional (remedial) classes is as follows:
  - Incompletes will be factored into the completion rate and maximum time frame calculations.
  - Withdrawals will not be factored into the GPA calculation but will be included in the completion rate and maximum timeframe calculations.
  - Transfer credits from an accredited college(s) will not be factored into the GPA calculation but will be included in the completion rate and maximum timeframe calculations. Bankrupted classes will be factored into the GPA, completion rate and maximum timeframe calculation.
  - Forgiven/repeated classes will not be factored into the GPA or completion rate but will be factored in maximum timeframe calculations. In addition, a student can only repeat a successfully-passed class using federal aid once.

- Developmental Education Classes will be factored into the GPA, completion rate, and maximum timeframe calculations.
- Dropped courses during the add/drop period will not be factored into GPA, completion rate, or maximum timeframe calculations.
- Bankrupted classes will be factored into the GPA, completion rate and maximum time frame calculation.

## Satisfactory Academic Progress Review Process

Each student's SAP will be evaluated at the end of each semester. A student whose progress has been determined to be unsatisfactory and who elects to re-enroll at his or her own expense will have his/her progress re-evaluated at the end of each semester to see if he/she has regained satisfactory academic progress.

## Satisfactory Academic Progress Appeal Process

Student's may submit a Financial Aid Appeal if he/she can provide documented proof of extenuating circumstances. Please visit our website at [www.nwscc.edu](http://www.nwscc.edu) for more information.

**Extenuating Circumstances are those that are beyond the student's control.** For example: Serious illness or injury to student that required extended recovery time. Death or serious illness of an immediate family member. Significant trauma in student's life that impaired the student's emotional and/or physical health. Student must submit the appeal form and all documentation pertaining to the appeal, by the published appeal deadline. Submitting a Financial Aid Appeal is NOT an automatic approval. The Appeals Committee will meet each semester to consider completed appeals. Student's will be notified by email of the decision. The decision of the Appeal Committee is final. If the student is granted an appeal he/she will be placed on financial aid probation. Students on financial aid probation must meet the requirements of their academic plan every semester. If the student fails to meet the terms of the academic plan their financial aid will be suspended.

## Scholarship Programs

The following is a listing of our institutional scholarships available at the college. The application for the following year will be available late fall and close mid spring. Please visit our website

at <https://www.nwscc.edu/about-nw-scc/college-departments/student-services/financial-aid> for the online application process.

Academic Scholarship  
Ambassador Scholarship  
Applied Technology Scholarship  
Cosmetology Instructor Training Scholarship\*  
College Bowl Scholarship  
GED Leadership Scholarship\*  
MLK (minority) Scholarship  
Opportunity Scholarship  
Performing Arts Scholarship  
Talent Search Scholarship  
Upward Bound Scholarship  
Val/Sal Scholarship

**\*Application process not online, awarded by designated departments.**

## Scholarship Policies and Procedures

Students on two year institutional scholarships must complete 30 credit hours per year (fall, spring, summer) and maintain the appropriate CGPA as outlined below. Scholarships will be cancelled for students who fail to meet the minimum qualifications after the first year.

Academic	3.0	30 hours
Applied Tech	2.5	30 hours
College Bowl*	3.0	24 hours
GED Leadership	2.5	30 hours
Opportunity*	2.5	30 hours
Performing Arts*	2.5	24 hours
Talent Search	2.5	24 hours
Upward Bound	2.5	24 hours
Val/Sal	3.25	30 hours

**\*Scholarship has additional renewal criteria not listed. Please speak with SFS Office for additional information.**

## Shoals Scholar Dollars

Students must be from Lauderdale and Colbert counties who recently graduated high school and meet the required criteria. Students must have a high school average of 75 or higher, 98% high school attendance, and no major disciplinary actions. Must be enrolled full-time and maintain a 2.5 college GPA. No probationary period is granted if guidelines are not met.

## Senior Adult Scholarship Program

Students who meet College admission requirements and who are 60 years of age or older are eligible for the

Senior Adult Scholarship program. The award is based upon space availability in each course. The scholarship covers tuition only in college-credit courses (defined as courses measured in both credit hours and scheduled weekly contact hours that are part of an organized and specified program leading to a formal award-associate degree or certificate).

## Ready to Work Program

These scholarships are based on recommendations from the Director of the Ready to Work Program. Recipients receive up to 4 credit hours of instruction on this scholarship which is also authorized by the Alabama Department of Postsecondary Education.

## GED Free Class

Based on authorization from the Alabama Department of ACCS Education, all Alabama students receiving their GED are allowed up to 4 credit hours of instruction.

## Third Party Scholarships

These are scholarships received on behalf of a student from an outside party. NW-SCC must receive payment from the third party before any funds are applied to a student's account.

## Northwest-Shoals Community College Foundation, Inc.

Northwest-Shoals Community College Foundation, Inc. exists for the sole purpose of providing support for programs and activities which enhance the quality of education and expand the educational opportunities for students enrolled at Northwest-Shoals Community College. To achieve this purpose, the Foundation seeks to heighten community awareness of the mission and accomplishments of the College and to secure contributions and bequests which will be used to support academic and technical programs as well as scholarships.

The Board of Directors of Northwest-Shoals Community College Foundation is composed of business and community leaders who are residents of the College service area which includes the following counties: Lauderdale, Lawrence, Colbert, Franklin, and Winston. These individuals have a strong interest in the College and are committed to using their talents, energy, and influence to generate community support for the College and Foundation.

The Foundation offers a variety of scholarships for students in the College's service area. Online applications are available at the [College's website](#) beginning January of each year. The deadline for application submissions is around the middle of March of each year. For more information on these scholarships, please contact the Foundation Office by e-mail [teresah@nwscc.edu](mailto:teresah@nwscc.edu).

## Foundation Scholarships:

Aaron B. Singleton Memorial Scholarship  
Alls Family Memorial Scholarship  
American Legion Scholarship  
Ashley Darby Memorial Scholarship  
Barry "Tyler" Rhea Memorial Scholarship  
Bill Lucas Memorial Scholarship  
Billy Bowling Memorial Scholarship  
Broughton Isom Memorial Scholarship  
Bruce Crowe Memorial Scholarship  
Bruce Hall Memorial Scholarship  
Buffaloe Memorial Scholarship Endowment  
Carl Elliott/"Ole Caroline" Book Scholarship  
Cecil Earl Clapp, Sr. Memorial Scholarship  
Cliff and Mabel Brown Memorial Scholarship  
D. Mitchell Self Memorial Scholarship  
Diana Ashe-Clayton Memorial Scholarship  
Dual Enrollment / Dual Credit Scholarship  
Edward Fennel Mauldin Memorial Endowed Scholarship  
Esther McAfee Flippo Hunt Memorial Scholarship  
Franklin A. Lenfesty Memorial Scholarship  
General Foundation Scholarship  
Homajean Grisham Memorial Scholarship  
Howell Heflin Memorial Scholarship  
Humphrey Lee Phi Theta Kappa Scholarship  
Integrated Corporate Solutions Scholarship  
Joseph W. Wade Memorial Scholarship  
Joshua "Josh" Green Memorial Scholarship  
Karen Thompson Memorial Scholarship  
LeWalsh/Weatherford Book Scholarship  
Lockheed Martin Scholarship  
Martha Isbell Memorial Scholarship  
Marvin E. Daly Memorial Scholarship  
Mattie Lou Gist Memorial Scholarship  
Michael Denton Memorial Scholarship  
Neil Taylor, Sr./Charles Taylor Book Scholarship  
NW-SCC Faculty and Staff Scholarship  
Nursing Alumni Scholarship  
Orben F. Gist Memorial Scholarship  
Owen Tinkham Memorial Scholarship  
Percy Sledge Memorial Scholarship  
Rebecca Haddock Memorial Scholarship  
Sam Beau Barron Memorial Book Scholarship  
Shelby Grissom Memorial Scholarship  
Shoals Home Builders Association Scholarship  
Susan M. Holcomb Memorial Scholarship  
VFW Post 5140/Paul W. Shockley, Sr. Memorial

## Scholarship

Walston and Jewel Hester Memorial Scholarship  
William F. "Bill" Gardiner Memorial Scholarship  
William M. "Bill" Gough, III Memorial Scholarship  
William and Mammie Simms Memorial Scholarship

The Foundation shall award scholarships based upon donated funds and/or accrued interest in scholarship account.

## Other Financial Aid Programs Workforce Investment Opportunity Act (WIOA)

The Workforce Investment Opportunity Act assists with training or retraining of citizens who qualify as being either economically disadvantaged or as a dislocated worker. For further information, contact the Sheffield CareerLink at 256.383.5610 or the Hamilton CareerLink at 205.921.5672.

## Trade Adjustment Assistance (TAA)

This program is designed to retrain persons who have lost their jobs because of certain trade agreements. For further information, contact the Shoals Career Center at 256.383.5610.

## Vocational Rehabilitation Program

Under this program, disabled persons or persons with vocational limitations may qualify for financial assistance. For information, contact the Muscle Shoals Rehabilitation Agency at 256.381.1110 or the Jasper Rehab at 1.800.671.6841.

## Prepaid Affordable College Tuition (PACT)

The Prepaid Affordable College Tuition Program is a state program through which accounts are purchased to pay undergraduate tuition and qualified fees at public institutions in Alabama. Our resource for PACT information is [treasury.alabama.gov/pact/](https://treasury.alabama.gov/pact/).

## Veterans Programs

### CHAPTER 33 - POST 9/11 GI BILL®

Individuals who have served at least 90 aggregate days on active duty after September 11, 2001 may be eligible for this program. Individuals who were in a selected reserve component and served on active duty on or after September 11, 2001 for at least 90 consecutive days may be eligible for this program.

Application package includes:

- Form 22-1990 – Application of Education Benefits (Can be found online at <https://www.ebenefits.va.gov/ebenefits/vonapp>)
- Certificate of Eligibility

## CHAPTER 31 - VOCATIONAL REHABILITATION

This benefit is designed to assist veterans with a service-related disability in obtaining and maintaining employment. A service-related disability rating of 20% or more is required as part of the eligibility requirements.

- Veterans should apply for vocational rehabilitation through the County Veterans Service Office and must follow guidelines from the Vocational Rehabilitation and Counseling Division of the DVA regarding application and admission requirements

## CHAPTER 1606 - SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAM

Individuals who have agreed to serve six years, on or after July 1, 1985, or extended an enlistment for a period of at least six years in the selected reserve may be eligible for this program.

Application package includes:

- Form 22-1990 – Application of Education Benefits (Can be found online at <https://www.ebenefits.va.gov/ebenefits/vonapp>)
- Certificate of Eligibility or Notice of Basic Eligibility (NOBE) (Copies are obtained from your National Guard or Reserve component)

## CHAPTER 35 - SURVIVORS AND DEPENDENT'S EDUCATIONAL ASSISTANCE

Surviving spouses and children of veterans who meet the following criteria may be eligible for this program:

- Suffered a service-related death,
- Died as a result of a service-related disability or
- Receive a 100% permanent and total service-related disability.

Application package includes:

- Form 22-5490 -- Application for Survivor's and Dependent's Educational Assistance (Can be found online at <https://www.ebenefits.va.gov/ebenefits/vonapp>)
- Certificate of Eligibility

## ALABAMA G.I. DEPENDENT'S SCHOLARSHIP PROGRAM

Children and spouses of veterans who meet the following criteria may be eligible for this program:

- Must have honorably served at least 90 or more days of continuous active federal military service or be honorably discharged by reason of service-connected disability after serving less than 90 days of continuous active federal military service during wartime
- Must be rated 20% or more disabled due to service-connected disabilities or have held the qualifying rating at the time of death, a former Prisoner of War (POW), declared Missing in Action (MIA), died as a result of a service-connected disability, or died while on active military service in the line of duty
- Must be a permanent civilian resident of the State of Alabama for at least one year immediately prior to (a) the initial entry into active military service, or (b) any subsequent period of military service in which a break (one year or more) in service occurred and the Alabama civilian residency was established.

### To Apply:

Contact your county's Veterans Affairs Office, or call 334- 242-5077.

- If the student is deemed eligible, the Alabama Department of Veterans Affairs will send a certificate of eligibility to the student and to the approved school

## ALABAMA NATIONAL GUARD EDUCATIONAL ASSISTANCE PROGRAM (ANGEAP)

Students in the Alabama National Guard may be eligible for up to \$5,232.00 per semester minus other aid. All Alabama National Guard Members are encouraged to apply by filling out the ANGEAP request each semester and turning it in to the VA School Certifying Official in the Office of Student Financial Services. The stipend is not set for any period of time during the semester, and the Office of Student Financial Services cannot provide information regarding the time of payment.

Once the ANGEAP request is turned in, the SCO will forward it to the Alabama National Guard office. When all required channels have approved the request, the Alabama Commission on Higher Education (ACHE) will send the school a check for the approved amount. The ANGEAP is a Limited Funded Program, and submission of this application does not ensure that funds will be available when application arrives at ACHE.

## TUITION ASSISTANCE (TA)

Tuition assistance (TA) is a Department of Defense (DOD) program. GoArmyEd is the virtual gateway for all eligible Active Duty, National Guard, and Army Reserve soldiers to request tuition assistance (TA) online, anytime, anywhere, for classroom and distance learning. It allows soldiers to manage their education records, including college classes, testing, on-duty classes, and Army education counselor support. Soldiers may request TA through [www.GoArmyEd.com](http://www.GoArmyEd.com) prior to the course start date. GoArmyEd will notify the soldier whether the TA is approved or not. If the TA request is not approved, GoArmyEd will advise the soldier of the reason and next steps. All drops/withdrawals must be handled through GoArmyEd. Soldiers who do not successfully complete a class due to military reasons must request a Withdrawal for Military Reasons through GoArmyEd and complete all required steps to ensure that they will not be charged. Students have 14 days from the start of the semester to input information into the GoArmyEd system for TA approval.

## VA POLICY ON TUITION AND FEE RATE

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 or chapter 33, 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 chapter 33 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 chapter 33 benefits (38 U.S.C. 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and the transferor is a member of the uniformed service who is serving on active duty.

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

## VA COMPLAINT POLICY

- “Any VA Complaint against the school should be routed through the VA / GI Bill® Feedback System by going to the following link:  
<http://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.”

## CERTIFYING ENROLLMENT

Certification is the process by which the College verifies to the VA a student's dates of attendance, degree program and number of credit hours taken. The VA will not pay any student without receiving this certification. VA students must submit their "concise" schedule each semester to Student Financial Services and complete the Enrollment Certification Request before being certified for that semester to ensure all classes meet requirements. VA students must also notify the School Certifying Official of any changes in their schedule (adding/ dropping courses).

The VA Certifying Official will process all certifications in a timely manner. The Vaonce web based system will email students certification information.

**NOTE: All courses taken must be in your selected program. VA students will not be certified for, nor**

**paid by the VA, for courses that are not in their program, audited classes, repeats, withdrawals or non-required courses.**

## CHANGES IN SCHEDULE

All add/drop changes after initial certification should be reported by the student to the Northwest-Shoals Community College Student Financial Services and are forwarded to the VA Regional Office. Withdrawing or adding classes may change the eligible monthly rate received by the student, and if not reported in a timely manner could lead to an underpayment or overpayment of benefits. Students are encouraged to report these changes in a timely manner to avoid these situations. The VA Certifying Official should report all changes to the VA within 30 days of the date of the change.

## CHANGING MAJOR

Students must report a change of major to the VA Certifying Official in the College's Student Financial Services at the beginning of the semester in which the change occurs. Students will be required to complete a change of program request, VA Form 22-1995 (chapters 33, 30, 1606 and 1607) or 22-5495 (chapter 35). For chapter 31 students, see your case manager.

## PAYMENT OF TUITION AND FEES

All VA students are responsible for making payment for tuition and fees by the payment due date to avoid being dropped from courses. Chapter 33, Chapter 31 and Alabama G.I. students will only have to pay the balance of what their benefit level does not cover at the time tuition and fee payment is due.

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.



# Academic Procedures and Requirements

## Placement Testing

All new enrollees who have not successfully completed college-level English and mathematics courses or taken the ACT exam within the last three years must take a placement exam before registering for classes. This test indicates the beginning levels of math, English, and reading courses. This test allows calculator usage on the algebra portions. The following types of calculators are not permitted: pocket organizers, handheld or laptop computers, electronic writing pads or pen-input devices, models with a QWERTY (typewriter) keypad, and models with built-in capability to simplify algebraic expressions, multiply polynomials, or factor polynomials. Specifically prohibited models: CFX-9970G, Casio Algebra fx 2.0, TI-89, and TI-92. Any four function, scientific, or graphing calculator, except as specified, may be used. \*There is a retesting fee.

## Developmental Education

Students who score below the standard placement score established by the College will be required to enroll in related developmental education courses. Developmental education instruction is designed to remediate prior deficiencies in knowledge and skills judged necessary for a student to progress satisfactorily through a college level program or course of instruction. Credit earned for developmental education courses shall not satisfy requirements for graduation in degree, certificate or diploma programs. A student may enroll in college level courses while enrolled in developmental education courses as long as the discipline is different than the discipline in which the student scores below the standard placement score. Any student enrolled in two or more developmental education courses shall not enroll in more than a total of 12 credit hours that semester. Any student who scores below the standard placement score and is placed into developmental education course instruction in a given discipline must remain in such instruction in that discipline until academic deficiencies are remediated. The College shall maintain data files on each student enrolled in developmental education courses.

## Academic Advising

Academic advising is an extension of the educational process and is considered an essential part of the

student's educational experience. Its primary purpose is to assist students in the development of meaningful educational plans which are compatible with their life goals. While the academic advisor assists the student by helping identify and assess alternatives and consequences of decisions, the student has the ultimate responsibility for making these decisions.

The College maintains an advising process for the benefit of students. Every student enrolled will be assigned a faculty advisor. Each student is encouraged to discuss plans, problems, and needs with the faculty advisor. If students do not know who their advisor is, they should call the Advising Center at 256.331.5221.

Advisors aid students in verifying that all educational requirements of both the College and their specific programs are met. Advisors are available during advising days and regular office hours throughout the semester. Students are encouraged to make an appointment with their advisor prior to registering for classes each term. Distance education students may seek advising assistance by contacting their assigned advisor or Advising Center staff by phone or email.

Students experiencing academic difficulty or considering withdrawal from the College for any reason are encouraged to contact their advisor, counselor, advising coordinator, or the assistant dean.

## Registration

Registration dates are listed on the College Academic Calendar as well as in each semester's registration guide. Currently enrolled students may register through the myNWSCC portal. The student is responsible for completing the registration process correctly and for attending classes as scheduled.

All course changes must be completed by the end of the day given as the deadline date for add/drop in the College Academic Calendar. Students may register for credit courses after the last day of add/drop only with special permission from the Instructional Dean's Office or appropriate designee.

New students are invited to small group registration dates as determined by NW-SCC each term. All students will be assigned an advisor, which will assist with registration.

## Credit Hour Definition and Policy

Northwest-Shoals Community College (NW-SCC) defines a credit hour in accordance with federal regulations 34 CFR 600.2 and the converting Contact Hours to Credit Hour Equivalencies.

Alabama Community College System requires institutions operate on a semester system. Semester hours of credit are then based upon the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact. A variety of class meeting schedules that fall within this structure may be present within the institutions.

## Maximum and Minimum Credit Hour Load

The Northwest-Shoals Community College Academic year is 32 credit hours and the normal credit hour load is 16 to 18 credit hours. Total credit hours above 19 credit hours constitutes a student overload. A student desiring to take more than 19 credit hours must obtain special permission from the Instructional Dean's Office. A maximum load of 24 credit hours may be taken by a student in extraordinary circumstances and only with special permission. No student will be approved for more than 24 credit hours in any one semester for any reason. Students must have a 2.00 GPA or higher to request a course overload. The minimum load for a regular full-time student is 12 hours. A typical student will earn 32 semester hours in two semesters or 16 hours each semester (fall and spring).

## Auditing a Course

1. A student who desires to audit a course must be admitted to the College and meet the pre-requisites for that course or have the permission of the instructor;
2. The student's intent to audit a course must be made at the time of registration. The Registrar will designate on the class roll that the student is auditing the course. "AU" is assigned upon completion of the course and will appear on the official transcript;
3. The student who audits a course will complete the same course work as students who register for credit with the exception of tests and examinations;
4. Once the grade of "AU" has been established, it will not be changed.
5. The cost of auditing a course is the same as that for taking a course for credit.

## Cancellation of Classes

Every effort is made to insure that courses and programs described in the College Catalog are offered to students in an appropriate and reasonable

sequence. Students should be aware, however, that admission to the College or registration for a given semester does not guarantee the availability of a specific course. Course availability is determined by student demand and instructor availability. Northwest-Shoals Community College reserves the right to cancel or modify any class scheduled.

## Schedule Changes

### Adding or Dropping a Course (Add/Drop)

Students may make schedule changes during the designated Add/Drop period by accessing the myNWSCC portal.

**Students may not add classes after the end of the Add/ Drop period without approval of the Instructional Dean's Office and the instructor for each course to be added.**

Any change to the student's schedule after Add/Drop must be processed by admissions staff. Students adding a course after the Add/Drop period must pay tuition and fees for the course (or courses) added.

## Withdrawal from a Course

A student who is unable to complete a course is expected to withdraw from that course by proper withdrawal procedures with the instructor, a Student Success Coach, Financial Aid Office and the Admissions Office.

A grade of "W" will be assigned for the course, a student withdraws prior to the last day to withdraw date published in each registration guide. This grade will have no effect on the student's GPA. The grade of "W" is allowed regardless of the student's grades to the point of withdrawal. This withdrawal may only be by student request.

Students receiving financial aid should consider the impact of their withdrawal on their financial aid status before withdrawal from a course.

**Withdrawal from a class will not be approved after the posted last day to withdraw.**

## Withdrawal from College

A student may initiate withdrawal upon request at any time during the term by obtaining the proper forms from the Admissions Office and completing the forms according to the instructions given. The official

withdrawal date will be the date these forms are completed and submitted to the Admissions Office on the Shoals or Phil Campbell Campuses.

A grade of "W" will be assigned as the final grade if a student withdraws prior to the last day to withdraw date published in each semester schedule. A grade of "F" will be assigned if a student withdraws after the published date.

Students receiving financial aid should consider the impact of their withdrawal on their financial aid status before withdrawal from College.

## Administrative Withdrawal From a Course or From College

A student may be withdrawn administratively from any course for:

1. Failure to complete College registration properly.
2. Failure to fulfill a financial obligation to the College.
3. Failure to fulfill conditions of registration in those cases in which a student was admitted on conditions.
4. Failure to fulfill other conditions of admission and/or registration.
5. Failure to meet standards of progress requirements.
6. Failure to attend class during the first week of the semester.

## Grading System

Each course for which a student has registered must be assigned one of the letter grades as follows. The numerical scale applies to all courses except NUR, LPN, EMS, DMS, RAD, and MAT.

Grade Definition		Numerical Quality Scale	Points
A	Excellent	(90-100)	4 points
B	Good	(80-89)	3 points
C	Average	(70-79)	2 points
D	Poor	(60-69)	1 point
F	Failure	(below 60)	0 points
S	Satisfactory		0 points
U	Unsatisfactory		0 points
IP	In Progress		0 points
I	Incomplete. Class work must be made up no later than the end of the following semester, or the grade automatically becomes an F.		0 points

AU	Audit. Course taken for non-credit. Credit hours will not be averaged into the GPA. Must be declared by the end of the registration period and may not be changed thereafter.	0 points
W	Official withdrawal from a course within a time period designated by the College, but not to exceed 60 percent of the semester time; or withdrawal from the College within a time period designated by the College. Credit hours will not be averaged into the GPA.	

Satisfactory grades are "A," "B," and "C". While a grade of "D" is considered passing at the College, senior colleges and universities may not grant credit for a course in which the student has made a grade of "D".

A final grade of "I" may be assigned if a student fails to complete all course requirements because of illness or other extenuating circumstances that occur near the close of a term which prevent a student whose performance has otherwise been satisfactory from completing the requirements of a course. Unless extenuating circumstances are present, a student's failure to submit required work when it is due does not provide a basis for the grade of "I". In such cases, a grade of "F" is usually appropriate.

## Final Exams

Final exams are administered in all courses. They are to be given during the dates scheduled or the last scheduled class meeting for the course. Requests for permission to take or to give final exams early must be approved by the Instructional Dean's Office in writing.

In cases where early exams are permitted, it is expected that all course requirements will be met and/or appropriate additional assignments will be completed to account for the time missed.

If a student fails to report for a final exam without known cause, the grade to be reported should be determined as follows: If the student has done satisfactory work to that point, a grade of "I" may be reported on the assumption that the student is ill or will otherwise present sufficient reason for an official excuse. If the student's work has been unsatisfactory to that point, the grade of "F" should be reported. A grade of "I" automatically becomes a grade of "F" unless it is removed during the next semester.

## Grade Appeal

It is preferred that all grade appeals be handled in an informal manner between the student and the instructor. If the discussion between the two does not result in a resolution, a formal grade appeal may be initiated.

The grade appeal procedure must be initiated by the end of the drop/add period of the term following the term in which the grade was awarded. There can be no formal grade appeal for any grade other than a final grade; however, lab grades, project grades, tests, and other assignments which may adversely affect the final grade may be appealed by the student.

Since the first level of appeal is between the student and the instructor of the course, it is necessary that the student confer with the instructor to gain understanding of the procedure used in awarding the grade. Preferably any disagreement will be resolved at this level. If a resolution is impossible at this level, the student may make a formal grade appeal to the Division Chairperson. The student should obtain a form from the Instructional Dean's Office to formally request a grade appeal.

Upon completion of the Grade Appeal form, the student should return the form to the Instructional Dean's Office. The Instructional Dean's Office will then inform the Division Chairperson of the appeal and will request that the Chairperson meet with the student to discuss the problem. If the matter can be resolved at this level, it should be done in writing on the Grade Appeal form. If no resolution is reached, the student will meet with the Grade Appeal Committee. This committee is selected by the Division Chairperson to hear this appeal only. (If the Division Chairperson is the instructor of the course, the Instructional Dean will appoint another Division Chairperson to handle the Grade Appeal Committee.)

The committee will be headed by the Division Chairperson or his/her designee and will consist, if possible, of at least one faculty member from the discipline of the course in dispute. All committees should consist of no fewer than three faculty members. The committee will be objective and even-handed as it reviews the grade appeal.

The committee may request any documentation necessary from the student and/or the instructor. The committee will interview the student and may wish to interview the instructor. Based on the findings from the information and the interview, the committee will make a formal recommendation to the Instructional Dean.

The Instructional Dean's Office may accept the recommendation, request further information, or reject the committee's recommendation. In all cases, the Instructional Dean's Office will inform the student in writing of the findings.

## Class Attendance Policy

Because class attendance is considered to be essential to the accomplishment of course objectives, excessive absences, more than 20% of the class meetings for a course, are discouraged. These absences also include any absences accrued during late registration. Failure to adhere to the 20% policy may result in a failing grade based on academic performance. Any variation of this policy must be approved through the Instructional Dean's Office. A student who is absent due to required participation in a school activity must be allowed to make up work according to guidelines issued by individual instructors.

Attendance for distance education courses may be determined by academically-related course work completed in the learning management system, by initiating contact with a faculty member to ask a content-related course question, or if in a blended course format, by participation in a class or lab activity. This may include discussion postings, quizzes, or other assignments as noted by the course instructor. Instructors have access to detailed course logs to track student activity in distance courses.

## Excused Absences

The only excused absences that the College recognizes are absences from classes due to students representing the College in some official capacity such as a scholarly competition sponsored by the College or attending documented required military duties. Absences are excused only with written permission of the Instructional Dean's Office. Students are responsible for making prior arrangements for class assignments.

## The Semester System

The academic year is divided into two semesters of approximately sixteen weeks and a summer term of eleven weeks. Credit is awarded based on standard criteria of hours students receive instruction in a semester.

### Quality Points and Grade Point Average - (GPA)

A - 4 quality points per hour

B - 3 quality points per hour

C - 2 quality points per hour

D - 1 quality point per hour

F - 0 quality points per hour

The student's scholastic standing or GPA is obtained by dividing the total number of quality points earned by the total number of semester hours attempted for which the grades of A, B, C, D, or F are assigned.

## Standards of Academic Progress: General

Required GPA levels for students according to number of hours attempted at the College.

A student will attain clear academic status provided he or she:

1. Attempts 12-21 credit hours and maintains a 1.5 GPA or
2. Attempts 22-32 credit hours and maintains a 1.75 GPA or
3. Attempts 33 or more credit hours and maintains a 2.0 GPA

## DEFINITION OF TERMS:

**Grade Point Average (GPA)** - Using a 4-point scale, the grade point average based on all hours attempted during any one semester at the College.

**Cumulative Grade Point Average (GPA)** - Using a 4-point scale, the grade point average based on all hours attempted at the College.

**Clear Academic Status** - The status of a student whose GPA is at or above the level required by this policy for the number of credit hours attempted at the College.

**Academic Probation** - The status of a student whose Cumulative GPA falls below the level required for the total number of credit hours attempted at the College or the status of a student who was on Academic Probation the previous semester and whose Cumulative GPA for that semester remained below the level required for the total number of credit hours attempted at the College but whose GPA for that semester was at least 2.0.

**One Semester Academic Suspension** - The status of a student who was on Academic Probation the previous semester but who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose Cumulative GPA that semester was below the level required for the total number of credit hours attempted at the College and whose GPA for that semester was below 2.0.

**One Year Academic Suspension** - The status of a student who was on Academic Probation the previous semester and who had been previously suspended without since having achieved Clear Academic Status and whose Cumulative GPA that semester remained below the level required for the total number of credit hours attempted at the College and whose GPA for that semester was below 2.0.

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

**Intervention for Student Success** - When a student is placed on academic probation, one-semester academic suspension or on one calendar year academic suspension, college officials may provide intervention for the student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/ or prescribing other specific courses.

## Application of Standards of Progress

1. When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the College, the student's status is **Clear**.
2. When a student's Cumulative GPA is below the GPA required for the number of credit hours attempted at the College, the student is placed on **Academic Probation**.
3. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the College but the semester GPA is 2.0 or above, the student remains on **Academic Probation**.
4. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the College and the semester GPA is below 2.0; the student is suspended for one semester. The transcript will read **SUSPENDED-ONE SEMESTER**.
5. The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read **SUSPENDED-ONE SEMESTER/READMITTED UPON APPEAL**. The student who is readmitted upon appeal re-enters on Academic Probation.

6. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted at the College but whose semester GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.
7. A student returning from a one semester or one-year suspension and while on academic probation fails to obtain the required GPA for the number of hours attempted and fails to maintain a semester GPA of 2.0 will be placed on a **one year suspension**.
8. A student may appeal a one-semester or a one-year suspension. The permanent student record will reflect the student's status (except when the status is clear). When appropriate, the record will reflect **ACADEMIC PROBATION, ACADEMIC SUSPENSION-ONE TERM, ACADEMIC PROBATION-ONE YEAR, ONE TERM SUSPENSION-READMITTED ON APPEAL, or ONE-YEAR SUSPENSION-READMITTED ON APPEAL**.

### Process for Appeal for Readmission

If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Assistant Dean no later than the close of open registration (see College Catalog or Semester Course Schedules for dates). During the meeting of the Admissions Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, together with the materials presented by the student, shall be placed in the College's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured. If the student is readmitted without serving the one-semester suspension or the one-calendar-year suspension, the transcript will read SUSPENDED-ONE SEMESTER or ONE YEAR/READMITTED UPON APPEAL.

## Standards of Academic Progress: Transfer Students

1. A transfer student who is admitted on Clear academic status is subject to the same standards of academic progress as a "native" student. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA calculation.
2. A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 credit hours at the College. If at the conclusion of the term in which the student has attempted a total of 12 or more credit hours at the College the Cumulative GPA is below 2.0, the student is suspended for one term. The transcript will read SUSPENDED—ONE SEMESTER.
3. If, at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 or more credit hours at the College the Cumulative GPA is 2.0 or above, the student's status is Clear.

## Repetition of Courses and Course Forgiveness

Course forgiveness is implemented when a student repeats a course and the last grade awarded (excluding grades of W and WP) replace the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted and will not be affected. The official transcript will list the course and grade each time it is attempted.

When a student completes a course more than once, all grades for the course (excluding the first grade) will be used in computing the cumulative grade point average. Official transcripts will list each course in which a student was enrolled.

A student may repeat a course more than once, but that course may be counted only once toward fulfillment of credit hours for graduation.

NOTE: Students should check financial aid regulations regarding repetition of courses.

## 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). Students should consult the Financial Aid Office for any affects the



academic bankruptcy policy may have on their financial aid status. The following apply to any request for academic bankruptcy:

1. Academic bankruptcy is initiated by a written request from the student to the registrar/records official.
2. 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.
3. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
4. 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.
5. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
6. 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.
7. When a student receives a declaration of academic bankruptcy, a permanent notation of "Academic Bankruptcy" will be reflected on the transcript for each semester affected.
8. Approval of the academic bankruptcy status at Northwest-Shoals Community College does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

## Student Records Policy

As provided by Public Law 93-380, Protection of Rights of Privacy of Parents and Students, Northwest-Shoals Community College maintains information about students which facilitates the educational development of the student and the effective administration of the College in order to guarantee the rights of privacy and access as provided by the Family Educational Rights and Privacy Act of 1974 (FERPA). The College has formulated the following policies and procedures:

### A. General Policy

It is the policy of Northwest-Shoals Community College that all student records are maintained for five years after the student graduates or leaves the institution. Records are then stored in a fireproof alphabetical filing system in the records room at each

campus and only the official permanent record (official application for admission, official transcript containing grades and credit and other official transcripts/GED) is maintained. Other information contained in the student record is destroyed in keeping with the State Record Manual published by the Alabama Department of Archives and History, Montgomery, Alabama. No information from records, files, or other data directly related to a student other than public information defined below shall be disclosed to individuals or agencies outside the College without the written consent of the student except pursuant to a lawful subpoena or court order or except in the case of educational or governmental officials as provided by law. Information contained in such records may be shared within the College.

Students shall have access to all such information with the exceptions set out below in accordance with the procedure outlined within this policy statement.

### B. Definition of Student

For the purpose of this policy, a "student" is defined as "any individual currently or previously enrolled in any course(s) offered by the College."

### C. Definition of Educational Records

Student educational records are defined as those records, files, documents, and other material which contain information directly related to students. Records of instructional, supervisory, and administrative personnel which are the sole possession of the maker and accessible only to the maker or a substitute are specifically excluded from this definition of educational records.

Records which are made or maintained by institutional counselors or other professionals or paraprofessionals, and which are maintained in connection with personal treatment or personal counseling and are not available to anyone not involved officially within the College are also excluded from a student's educational records. Such records, however, are available to a physician or appropriate professional of the student's choice, if requested.

### D. Public Information

The following is a list of public information which may be made available by the College without prior consent of the student and is considered part of the public record of the student's attendance:

1. Student's name
2. Student's address (local and permanent)
3. Student's telephone number
4. Date and place of birth of student

5. Major field of study
6. Student's participation in officially recognized activities, clubs, organizations, and weight and height of members of athletic institution teams
7. Dates of attendance of student
8. Degrees and awards received by student
9. The institution most recently previously attended by the student

If any student has an objection to any of the aforementioned information being released during any given term or academic year, the student should notify, in person or in writing, the Assistant Dean.

## E. Location of Individuals Responsible for Student Records

The College has designated the following officials as being responsible for students' records within their respective areas:

**Assistant Dean** - The Assistant Dean will see that all students upon acceptance to the institution will have an individual student record file containing all admissions criteria needed for acceptance to the institution. The Assistant Dean is charged with the responsibility of continuously maintaining all students' files in a safe and orderly manner, updating all records needed on the individual student, and updating and maintaining an adequate backup system for all student records.

**Chief Fiscal Officer** - The Chief Fiscal Officer will have the responsibility of seeing that all provisions as set forth in this policy are applied to the release of financial information concerning individual students.

## F. Disclosure of Student Records to the Student

The student is accorded the right to inspect in the presence of the appropriate official as stated in section "E" of this policy statement records, files, and data primarily and directly related to the student. In order to inspect one's file, the student should go to the office of the appropriate official, present a valid photo identification, and initiate a written request. If the named student cannot personally appear, the student must submit a notarized request to the appropriate official. The request for inspection shall be granted by the College within forty-five (45) days of the time of the receipt. If in the opinion of the appropriate official inspection can reasonably be accomplished only by providing copies of documents, such copies shall be made and provided to the student. The right of inspection does not include financial statements of parents, confidential recommendations placed in the

file prior to January 1, 1975, other confidential recommendations, nor access to items waived by the student in accordance with paragraph H.

## G. Challenging the Contents of the Record

The College will respond to any reasonable request for an explanation or interpretation of any item in a student's file. Requests for such explanation or interpretation should be addressed in writing to the appropriate official.

If after inspecting a record a student wishes to challenge any part of the file's content, a written request for a hearing should be addressed to the President, who will set a date and time for the hearing within forty-five (45) days of receiving the written request. The request for a hearing should identify the item or items in the file to be challenged and state the grounds for challenge, i.e., inaccuracy, misleading nature, inappropriateness. The President with the appropriate records official as stated in section E shall examine the contested item(s) in the file and shall examine any documents or hear any testimony the student wishes to present. The President and the records official may decide that the items should be retained or that they should be deleted or altered. There may be a decision that the material is accurate and appropriate but that the student should be allowed to place a written explanation in the file. The President shall issue a written decision within ten (10) days of the conclusion of the hearing.

## H. Waiver of Access

The College may request that a student waive his/her right to inspect confidential recommendations regarding that student's application for admission, application for employment, the receipt of an honor, or other recognition. If a student receives a request for waiver, the student may sign and return the waiver, may request a list of names of persons who will be asked for recommendations before signing, or may refuse to waive the right to access.

Such a waiver shall not be a condition for admission to the institution, financial aid assistance, or any other benefits received by students at the College.

## I. Providing Records to Third Parties

The general policy of the College is to refuse access to a student's records to third parties without the written consent of the individual student. Should a student wish to have such records released, a written request must be directed to the proper official specifying the records to be released, the person to whom records

are to be released, and a request for copies to the student if desired. The College will then transfer or grant access to the information. The established service fee for producing photocopies of records will be assessed against the person whose record is involved.

Transcripts are not provided for noncredit courses. A student's records may be available to the following persons under conditions noted without written consent of the student:

1. School officials including administrators, instructors, department heads, counselors, and staff designated by such persons within the College who have a legitimate educational interest.
2. Official representatives of federal departments or agencies, or state education authorities for purpose of audits, evaluative studies, etc. Data collected will be protected to prevent personal identification except when specifically authorized by federal law. The data or copies that may be on file at the College will be destroyed when no longer needed.
3. Financial aid officers when such information is relevant to financial aid needs analysis or other aspects of determining and/or renewing financial assistance to the individual student.
4. Release of educational records of deceased students may only be released to the student's parents or the executor/executrix of the deceased student's estate. A record of requests for access, the legitimate interest involved, and action taken will be placed in the student's file for all requests of the file except those from school officials as noted in paragraph one above. Inspection of individual student records other than by the personnel noted in paragraph one above will be supervised by the appropriate official or designee. The student's record shall not be taken from the designated official's office area.
5. Officials of other educational or governmental agencies based on the case of need.

## J. Student Issued Records-Transcripts

The transcript policy of Northwest-Shoals Community College includes the following:

- In compliance with the Family Educational Rights and Privacy Act, the Admissions/Records Office must have electronic student consent to issue official Northwest-Shoals Community College transcripts to institutions, companies, agencies, etc. Records officials will not copy or otherwise

reproduce copies of official student transcripts and other information obtained from transfer students as official transcript requirements.

- Official transcripts may be issued from Northwest-Shoals Community College in electronic form through OneACCS - Credentials Solutions.
- Transcript request forms can be accessed within our website. From the menu, select Current Students, NW-SCC Transcript Release. There is a charge for processing official transcripts. The amount is due upon submission of the electronic request.
- Official transcript requests are processed as they are received. Processing times are longer at the end of each academic semester. To ensure timely delivery, requests should be made at least two working days before the transcripts are needed.
- Transcripts will not be issued for students who have outstanding admission or financial obligations to the College or any disciplinary action.

## K. Changes in the Policy

This policy statement is subject to change by additional federal regulations or court decisions that may modify and/or negate any portion of the regulations in Public Law 93-380. This statement of policy will be published in the future in appropriate college publications. To provide additional notice of the policy, copies will be posted on bulletin boards on all campuses of the College.

## Credit from Non-Traditional Sources

The College provides an opportunity for students to earn a reasonable amount of credit toward the associate degree through methods other than formal classroom instruction.

While non-traditional credit applies toward degrees granted by the College, it should not be assumed that such credit will automatically be accepted by other institutions. Students are advised to consult a counselor to obtain information regarding policies at other institutions. A maximum of 25 percent of credit toward any degree may be earned from non-traditional sources.

The types of non-traditional credit and procedures are listed below:

## A. Course Credit by Departmental Challenge Examination

Students may be awarded credit for documented competencies and previous formal training by demonstrating their competencies on departmental challenge exams. These departmental exams are generally used as credit for experience or as credit earned in programs at area vocational schools. These departmental exams are not available for core courses in Associate in Arts or Associate in Science degrees. The guidelines and procedures for obtaining credit by departmental examination are:

1. The maximum number of semester hours a student can challenge is 9.
2. A student may not challenge a lower level course in a sequence in which he/she has passed a higher level course in the sequence.
3. A student cannot challenge a course he/she has already completed.
4. Prerequisites for a course must be completed before the course may be challenged.
5. A course may be challenged only once.
6. The student must register and pay for the course he/ she is planning to challenge.
7. The student must make arrangements within the first five (5) HOURS of class meeting time (i.e. within first week for a M-F class; within the first two (2) class meetings for M-W or T-TH classes) with the division chairperson to challenge a course.
8. The student must attend class until the results of the challenge examination are determined.
9. The challenge examination results should be made known to the student within three (3) school days of the administration of the examination (to allow for schedule alteration if desired and possible).
10. A student cannot withdraw from the class after taking the challenge exam.
11. The challenge examination grade will serve as the course grade. The student may remain in the challenged course and complete the course for a second course grade. If this occurs, the instructor will complete a change of grade form reflecting the new grade. This will replace the earlier grade on the student's transcript.
12. Challenge examinations will be constructed by full-time faculty teaching within the challenged area; securely maintained in the division office; administered by the division office; and graded on a rotating basis by fulltime faculty teaching in the area challenged. For more information, contact the appropriate divisional chairperson.

## B. Specialized Military Training

The College adheres to policies prescribed by the "Guide to the Evaluation of Educational Experiences in the Armed Services" in granting credit for military course work. The student should consult the Director of Admissions for information regarding the type and amount of credit which can be granted. United States Armed Forces Institute (USAFI/DANTES) Credit earned under the auspices of USAFI/DANTES may be granted by the College. The policy which applies to the CLEP program also applies to USAFI/DANTES credit. Consult the Director of Admissions for a full evaluation of USAFI/DANTES credit.

## C. Advanced Placement

Students who have completed college-level courses offered by high schools through the CEEB Advanced Placement Program and who have passed the National Examinations of the CEEB Advanced Placement Program with a score of three (3) or higher will be awarded advanced placement credit in the equivalent courses at the College. Advanced Placement scores must be received for CEEB after the student applies for admission but prior to the beginning of the semester in which the student wants the credit to be applied. It is the student's responsibility to have the College Entrance Examination Board forward reports to the College Office of Admissions. The student should be aware that some universities may require a score of four (4) for advanced placement. Acceptance of a score of three (3) by the College will not assure that the senior institution will award advanced credit for the course credit through advanced placement by the College. A maximum of 20 semester hours credit may be awarded by state community and junior colleges.

## D. Articulated Credit

Articulation is a planned process that allows a high school student enrolled in certain Occupational/ Technical Programs, the opportunity to progress from secondary to postsecondary in a sequential manner without duplication of instruction. Students may receive up to one semester of postsecondary course credit for skills and theory received at a high school. Applicants seeking credit transfer from high school should contact the Occupational Program Instructor or contact the Admissions Office at the College for specific instructions.

## E. College Level Examination Program

(CLEP) is a National System of credit by examination. The College is an open test center.

The College honors credit earned through CLEP examinations provided appropriate scores are

achieved, and certain conditions are met. A minimum score at or above the 50th percentile on both general examinations and subject examinations is required for specific course credit.

Any elective credit earned by nontraditional means may apply toward the total number of hours required for graduation but may not apply toward specific requirements in particular subject area. For example, elective credit in English will not meet degree requirements of composition or literature.

Credit for SUBJECT EXAMINATIONS is granted provided the student has not been enrolled for more than one week in the course for which credit is to be earned. 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 both subject examination and its course equivalent.

The policy of granting credit through CLEP at the College may differ from policies at other colleges. CLEP Tests are administered by appointment. Tests will not be scheduled during final exams or during official registration dates. For more information, contact Carolyn Fincher, Phil Campbell Campus at 256.331.6297 or go to [www.collegeboard.com/clep](http://www.collegeboard.com/clep).

## F. Biology Placement Examination

The state of Alabama has developed a Placement Exam for the Biology Department. The exam is an internet based 75-question, multiple choice placement test which covers the objectives of BIO 103. Students who must take BIO 104 to satisfy degree requirements will not be allowed to substitute the test for the BIO 103 pre-requisite course.

A student who passes this examination may proceed directly to BIO 201. For information on this exam, contact the Science Department Chairperson or the Division Chairperson.

## Honors

The College recognizes scholastic achievement by publishing the President's List and the Dean's List at the end of each regular semester.

The President's List includes the names of students enrolled in twelve or more hours who have a GPA of 4.0. Developmental courses carrying grades of A-F will be calculated in the term GPA, but will not count toward the minimum course load requirement for honors purposes.

The Dean's List includes the names of students enrolled in twelve or more hours who have a GPA of 3.5 or above but below 4.0. Developmental courses carrying grades of A-F will be calculated in the semester GPA but will not count toward the minimum course load requirement for honors purposes.

## Academic Honors Upon Graduation

Academic honors will be awarded annually to the three students achieving the highest Cumulative GPA as follows:

Highest Academic Achievement in a Degree Program  
Highest Academic Achievement in a Certificate Program

These awards can be presented only to students having a GPA of 3.75 or higher on all college work. Awards for certificate programs will be made only for programs which are one year or longer. Duplicate awards will be made if necessary.

The attainment of the following Cumulative GPA at the end of the spring term prior to spring graduation entitles the graduating students to honors at the Honor's Day Program.

## Graduation Honors for Degrees

Superior academic achievement by graduating students shall be recognized by the following designations on transcripts:

Graduation with Highest Honors  
(or Summa Cum Laude).....3.90 to 4.00 GPA

Graduation with High Honors  
(or Magna Cum Laude).....3.70 to 3.89 GPA

Graduation with Honors  
(or Cum Laude).....3.50 to 3.69 GPA

## Graduation Honors for Certificates

Graduation with Distinction.....3.5 to 4.00 GPA

NOTE: Calculation of the GPA for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, diploma, or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 32 semester credit hours of college-level courses at the College.

# Graduation Requirements

The College awards the Associate in Arts, the Associate in Science, the Associate in Applied Science, the Associate in Occupational Technology Degrees, or Certificates for non degree programs.

## Degrees

The Associate in Arts and the Associate in Science degrees are awarded to students who complete planned university parallel programs and the General Education Minimum Requirements as outlined in this catalog.

A majority of the Associate in Arts and Associate in Science Degree Programs are designed for those students who plan to transfer to four-year institutions to pursue programs of study requiring little specialization on the freshman and sophomore levels. Substitutions to degree requirements in these programs are possible to afford maximum course transfer to a specific institution. All substitutions must be recommended by the advisor and approved by the appropriate Department Head or Division Chairperson and the Instructional Dean's Office.

The Associate in Applied Science Degree is awarded to students who satisfy the requirements of a specific career, technical, or occupational degree program as outlined in this catalog.

The Associate in Occupational Technology Degree may be awarded to students who satisfy the requirements in both a primary and secondary technical specialty.

## Degree Requirements

1. Meet program requirements. Each student will determine program requirements from the College catalog. (Students who maintain continuous enrollment excluding summer term may elect either to meet graduation requirements specified in the original catalog in effect when they entered, or they may elect to meet graduation requirements listed in the catalog in effect at the time for graduation. Students who do not maintain continuous enrollment may use the catalog in effect at the point of readmission or the one in effect at the time for graduation to determine graduation requirements.)
2. Earn a Cumulative GPA of 2.0 in all courses attempted at the College. When a course (other than one which can be repeated for credit) has been repeated, only the most recent attempt will be used in calculating the Cumulative GPA for graduation. However, a course may be counted

only once for purposes of meeting graduation requirements unless specifically noted in the course description.

3. Complete at least 25 percent (25%) of degree requirements at the College.
4. Clear all procedural, operational, and financial obligations to the College.

## Occupational and General Certificate Requirements

Graduation requirements for certificate programs are the same as those described for degrees. In order to graduate from certificate programs, students must complete all program requirements as outlined. Course substitutions are made only with the approval of the Department Head or Division Chairperson and the Instructional Dean's Office.

## Multiple Degrees or Certificates

Students may receive more than one degree or certificate with the following stipulations:

1. Only one transfer degree (Associate in Arts - AA or Associate in Science - AS) will be awarded;
2. All program-specific courses must be completed for each Associate in Occupational Technology Degree and each Associate in Applied Science Degree awarded. Required general education courses (orientation, English, Speech, math, science, etc.) may be used for multiple degrees.
3. The cost for reprinting a degree will be \$17.50.

## Graduation

When a student meets the required number of hours for his or her program of study, the student will automatically be graduated. The degree or certificate will be reflected on the student's transcript. Students who have graduated will receive a printed copy of the award.

Any questions regarding graduation should be directed to the Assistant Registrar's Office at 256.331.5297 or email to [graduation@nwsc.edu](mailto:graduation@nwsc.edu).

## Reverse Transfer

Northwest-Shoals Community College participates in the statewide initiative to award Associate degrees based on reverse transfer from four-year institutions located within the state of Alabama.

To be eligible for a reverse transfer, students must have earned at least 25 percent of the credits they need for a degree from a community college and have earned at



least three semester hours from the four-year institution as part of the overall associate degree requirements.

Questions concerning the reverse transfer program should be directed to the Director of Admissions/Registrar at 256.331.5462 or email [transcripts@nwscce.edu](mailto:transcripts@nwscce.edu).

All paperwork for the associate degree will be completed by NW-SCC. Any questions concerning the degree audit should be directed to the Assistant Registrar at 256.331.5297 or email [graduation@nwscce.edu](mailto:graduation@nwscce.edu).

# Programs of Study

## Methods of Course Delivery

### Off-Campus College Sites

The College may offer courses at off-campus locations. Through off-campus classes, students may pursue a college degree or expand their base of knowledge without driving long distances. See current class schedule for times and sites. Students use library services from the Shoals and the Phil Campbell Campuses. A needs assessment survey will be completed by off-campus students each semester to determine how the College may improve its services. Contact the Instructional Dean's Office at 256.331.5240.

### Videoconference System

The College provides two-way, interactive videoconferences, workshops, and courses through videoconferencing equipment. This system was set up to enable selected Alabama public educational institutions to share resources and to communicate quickly and easily from site to site. The system transmits college courses at the graduate and undergraduate levels, academic meetings, business conferences, technical training, continuing education courses and workshops. The videoconference system enables users at multiple locations to interact as if they were all in the same room. All conference participants see and hear other participants through video monitors.

The College has several videoconference classrooms located on both campuses.

Since videoconference students attend class on-campus, registration and access to student services and other resources is the same as for all other on-campus students. Videoconference students do not have to complete the distance education orientation.

### Distance Education

Through distance education, the College is reaching beyond its campus into homes and workplaces to help students overcome the obstacles of time, geography, and career commitments. Distance education courses are based on the same instructional outcomes and objectives as on-campus courses.

Online courses and blended courses are offered by the College. These courses are listed in the class schedule each semester.

**ONLINE COURSES** - An online distance education course is delivered via the internet using a campus-supported Learning Management System (LMS). With the exception of proctored exams, no on-campus meetings are required.

**BLENDED COURSES** - A blended distance education course replaces the majority of face-to-face and/ or theory time with online instructional time so that at least 75% of the content is provided in an entirely online format.

Students may earn an Associate in Arts or Associate in Science Degree by taking distance education courses.

Students may find additional information on minimum technology and skill requirements as well as other general information on the College website under Online and Distance Education or by contacting the Distance Education Office at 256.331.5395 or [cookson@nwsccl.edu](mailto:cookson@nwsccl.edu).

## Plans of Study

### General Education/University Transfer

The College is authorized to award the Associate in Arts (AA) and Associate in Science (AS) degrees for students planning to transfer to a four-year college or university. A student who plans to transfer to a senior institution should obtain the current catalog of that institution to use as a check sheet in fulfilling freshman and sophomore course requirements of that institution.

Transfer guides are available in the advising center to help students determine what courses should be taken while at Northwest-Shoals. A student in consultation with an academic advisor usually can develop an educational plan using the transfer guides that parallels the first two years of the program of the four-year institution to which the student plans to transfer. In a few instances, one or two specialized courses may not be taught, but the student can substitute electives that may fulfill the requirements of the institution to which the student will transfer. In summary, individual guides can be produced to meet the needs of the transfer student.

Entering students should be aware that it is quite common that a student will need to take additional pre-requisite courses. For example, the appropriate beginning course in mathematics or English will be determined by placement scores and high school preparation; the beginning course in Computer Information Systems program will depend on the prior

experience of the student in computers and mathematics. A student may be required to enroll in a reading course prior to some college courses.

Every effort is made to ensure that the courses and programs described in this catalog are offered to students in an appropriate and reasonable sequence. Students should be aware, however, that admission to the College or registration for a given semester does not guarantee the availability of a specific course or a program of courses that may be under review for continuance. Availability of courses and programs is determined by student demand, instructor availability, and periodic program reviews. Whenever a program is determined to have insufficient numbers to continue institutional support, students currently enrolled will, whenever possible, be given notification of the decision and sufficient time to complete the program with continuous enrollment. If new students are enrolled after this decision, they will be advised of the tentative status of the program and their potential inability to complete the program at this institution.

## STARS (Alabama Articulation Program)

The Alabama Articulation Program (also called STARS – Statewide Articulation Reporting System) is a computerized articulation and transfer planning system 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. Students planning to transfer to an Alabama public senior institution should print and retain the Transfer Guide for their major along with the transfer institution's Area V courses. Failure to follow this guide may result in courses not being transferable. It is the student's responsibility to become familiar with the requirements of the intended transfer senior institution. Students interested in receiving a STARS Transfer Guide should visit the STARS website at <http://stars.troy.edu> or contact their advisor.

## PLANS OF STUDY

**University Parallel Transfer Guides are available in the Advising Center or by visiting an academic advisor.**

### Associate in Arts Degree

Art  
General Liberal Arts  
Music  
Pre-Law  
Teacher Education  
Pre-Elementary Education  
Pre-Secondary Education

### Associate in Science Degree

Business Administration  
Child Development  
Computer Information Systems  
Environmental Health & Safety  
General Education  
Medical Technology  
Pre-Chemical Laboratory Technician  
Pre-Computer Science  
Pre-Criminal Justice  
Pre-Dentistry  
Pre-Engineering  
Pre-Environmental Biology  
Pre-Environmental Science  
Pre-Financial Planning & Counseling  
Pre-Health, Physical Education and Recreation  
Pre-Industrial Hygiene  
Pre-Medicine  
Pre-Nursing (B.S.N.)  
Pre-Optometry  
Pre-Pharmacy  
Pre-Physical Therapy  
Pre-Veterinary Medicine  
Water & Wastewater Management & Technology

## Associate in Arts and Associate in Science Degrees

The Associate in Arts and Associate in Science degrees require a minimum of 60 semester hours credit for completion. These degrees are essentially planned sets of general education courses that make up the first half of a four-year baccalaureate degree. Thus, Associate in Arts and Associate in Science degree students do not officially major in an academic discipline at Northwest-Shoals. Majors are actually defined by the institutions to which these students transfer. However, Associate in Arts and Associate in Science degree students are assigned to an advisor on the basis of an intended major or a field of interest indicated by individual students.

**It is the student's responsibility to become familiar with the requirements of the senior institution to which transfer may occur.** A student planning to transfer should follow a prescribed transfer program in order to prevent loss of credit upon transferring. Students should consult with their advisor or the Advising Center before registering.

**Note 1:** The specific courses are suggested for graduation and transfer requirements. Students should consult the requirements of the senior institution to which they plan to transfer.

Placement in college level English, math, and science courses depends upon scores achieved in placement tests (ASSET, COMPASS, ACCUPLACER, or ACT). Placement in developmental level courses may be required to ensure student success but will not count toward graduation.

**Note 2:** The College recommends that students take a sequence in literature and history. However, the state requirement is that at least one history and one literature must be completed with a sequence in one or the other. If only one literature is completed, the student must take an additional course from Area II to replace it. If only one history is completed, the student must take an additional course from Area IV to replace it. Only ART 100 or MUS 101 will generally meet the fine art requirement at transfer institutions.

**Note 3:** Students may take courses as many times as permissible, credit will not be cumulative.

## Degree Requirements for the Associate in Arts and Associate in Science Degree

The Associate Degree (A.A. or A.S.) is awarded to a student completing a planned university parallel program designed to meet the requirements of the first two years of a Bachelor of Arts Degree or a Bachelor of Science Degree. The requirements vary with individual four-year institutions; therefore, students should consult the catalog of the four-year college to which they plan to transfer, discuss plans with their advisor, and/or consult the Advising Center. ORI107 (Student Success) is a college requirement, not a requirement of a specific program. All associate degrees contain the following core requirements:

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

### Area I: Written Composition

\*Keyboarding skills are essential for the successful completion of ENG 101.

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

### Area II: Humanities and Fine Arts

Students must complete a six-hour sequence in Literature or History.

Item #	Title	Credits
	Literature Elective (6 credits)	6
	Humanities and Fine Arts Elective	3

### Area III: Natural Sciences and Mathematics

Item #	Title	Credits
	Core Science Elective	8
	Core Math Elective	3

### Area IV: History, Social and Behavioral Science

Item #	Title	Credits
	History Elective	6
	Social and Behavioral Sciences Elective	6

### Area V: Pre-Professional, Pre-Major and Elective Courses

19-23 Hours:

- ORI 107 is required for graduation.
- CIS 146 or demonstrated equivalent computer competency skills.
- Choose remaining 15-19 hours from degree requirements and major from elective courses appropriate to individual student and transfer institution.
- NOTE: Students transferring to Engineering Program require Area II (9 hrs), Area IV (9 hrs), and Area V (25-29 hrs).

Item #	Title	Credits
ORI 107	Student Success	1
CIS 146	Microcomputer Applications	3
<b>Minimum Credit Hours for Graduation:</b>		<b>60-64</b>

### Career, Technical and Occupational Programs

Plans leading to the Associate in Applied Science and the Associate in Occupational Technology degrees are college-level programs of study designed to prepare students to enter occupational, semi-professional, or para-professional employment. Though many of the courses in these programs transfer to four-year

colleges and universities, the primary intent is to prepare students for immediate employment after successful completion of a two-year program of courses.

Certificates are awarded to students who successfully complete the requirements of specific technical or occupational programs. These programs are offered to students who want to prepare for specific occupational employment. These programs vary in length from two to five semesters. Entry into a career, technical, or occupational program is dependent upon the student's ability to perform the essential functions of the program.

The College offers several short certification programs on an "as needed" basis. We refer to these short certification programs as General Certificate Programs. Many of these programs meet the minimum requirements for taking state board or other qualifying examinations.

## Associate in Occupational Technology (AOT) Degrees

These degrees are designed for students seeking to become multi-skilled technicians. The AOT includes both a primary technical specialty and a secondary technical specialty.

**General Education Core for Associate in Occupational Technology Degree Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

**General Education Core: 15-21 hours**  
**Technical Concentration and Electives: 39-61 hours**  
**Total Minimum: 60 hours**

### Area I: Written Composition

3-6 Hours

### Area II: Humanities and Fine Arts

3-6 hours

**\*NOTE: SPH107 or foreign language may NOT be the one course designated to fulfill SACSCOC Core Requirement 2.7.3 for Humanities and Fine Arts.**

## Area III: Natural Sciences and Mathematics

6 hours

Three hours must be in Mathematics and three hours in a Natural Science course: Biological Sciences, Chemistry, Environmental Science, Physics, or Physical Science

## Area IV: History, Social and Behavioral Science

3 hours

## Technical Concentrations and Electives

39-61 hours

A technical major requires a minimum of 27 credit hours in a single content area.

A technical minor has a minimum of 12 credit hours in another related technical area.

Minimum Credit Hours for Graduation:	60
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## Associate in Applied Science (AAS) Degrees

These degrees are designed for students planning to specialize in technical, business, semiprofessional, and supervisory fields that are career-oriented. Portions of this degree may, in selected fields transfer to a senior institutions.

**General Education Core for Associate in Applied Science Degree Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

**General Education Core: 15-29**  
**Technical Concentration and Electives: 31-61**  
**Total Minimum: 60**  
**Total Maximum: 76**

### Area I: Written Composition

3-6 hours

## Area II: Humanities and Fine Arts

3-6 hours

NOTE: SPH107 or foreign language may NOT be the one course designated to fulfill SACSCOC Core Requirement 2.7.3 for Humanities and Fine Arts.

## Area III: Natural Sciences and Mathematics

6-11 hours

Three hours must be in Mathematics and three hours in a Natural Science course: Biological Sciences, Chemistry, Environmental Science, Physics, or Physical Science

## Area IV: History, Social and Behavioral Science

3-6 hours

## Area V: Technical Concentration and Electives

31-61 hours

Courses appropriate to the degree requirements, occupational or technical speciality requirements, core courses, and electives

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<b>Minimum Credit Hours for Graduation:</b>	<b>60-76</b>
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## Health Studies Programs

Northwest-Shoals Community College (NW-SCC) offers a variety of health programs. Each program seeks national accreditation through its specialty organization to demonstrate the quality of the educational programs. If state or national credentialing is available, the health science program prepares students to take that exam upon program completion.

NW-SCC offers students the ability to earn an Associate in Science degree, Associate in Applied Science degree, career certificate and short term certificate.

### Associate in Applied Science Degree

- Diagnostic Imaging - Radiography: 510911 MRAD
- Diagnostic Medical Sonography: 510910 MDMS
- Emergency Medical Services: 510904 EMP
- Medical Assisting Technology: 510801 MAT
- Registered Nursing: 513801 NUR

- Nursing Mobility (LPN and Paramedic to ADN): 513801 MOB

## Career Certificates

- Paramedic: 510904 EMS
- Practical Nursing (LPN): 511613 LPN

## Short-Term General Certificates

- EMT: 510904 EMT
- EMT Advanced: 510904 EMA
- Medical Assisting Technology
  - Phlebotomy Option: 510801 PBX
  - Medical Billing and Coding Option: 510801 MCO

## Allied Health - Linkage Programs

- Clinical Laboratory Technician: 510899 GEL
- Dental Assisting: 510899 GEL
- Dental Hygiene: 510899 GEL
- Health Information Technology: 510899 GEL
- Human Services: 510899 GEL
- Occupational Therapist Assistant: 510899 GEL
- Physical Therapist Assistant: 510899 GEL
- Respiratory Therapy: 510899 GEL

Allied Health Linkage Programs are to be completed at Wallace/Hanceville in order to receive degree.

## Special Program

Nursing Assistant: 513902 NAS

## Allied Health Linkage Programs

Northwest-Shoals Community College has established a cooperative linkage program with Wallace State/Hanceville. The first year of general education and prerequisite courses are completed at the NW-SCC on either campus. After acceptance to Wallace State and the desired program, students transfer to Wallace State to complete the course work in the specific area along with clinical experiences to obtain an Associate in Applied Science Degree/and or Certificate.

The following programs are offered through this arrangement:

### Health Programs / Approximate Length of Study at Wallace State Community College:

- [Clinical Laboratory Technician](#) / 5 semesters
- [Dental Assisting](#) / 4 semesters
- [Dental Hygiene](#) / 5 semesters
- [Health Information Technology](#) / 5-6 semesters



- Human Services / 5 semesters
- [Occupational Therapist Assistant](#) / 5 semesters
- [Physical Therapist Assistant](#) / 5 semesters
- [Respiratory Therapy](#) / 5 semesters

Linkage students should submit an application for admission to Wallace State College as soon as they begin classes at Northwest-Shoals. Separate applications are required by each program. June 1 is the deadline date for program applications. Call (256) 352-8031 to request specific program application.

Students interested in pursuing any of the linkage programs should contact a Northwest-Shoals advisor as early as possible. The student is also strongly advised to contact the Wallace State College linkage program director the first semester at Northwest-Shoals to ensure that the proper courses are taken.

Linkage students will be expected to meet the academic standards of Northwest-Shoals. **Since admission requirements and course requirements at Wallace State are subject to change, please consult with the linkage coordinator at Wallace State.\*** Students who complete these programs are awarded the Associate in Applied Science degree from Wallace State. In addition, the Linkage program offers a certificate program for Dental Assisting.

While attending Wallace State, the student will be responsible for tuition, books, cost of background

screening and drug testing fee, an Accident Insurance fee and a Malpractice Insurance fee each semester. Malpractice insurance is available through the College at a low cost. Most programs require students to carry health insurance. All students must have evidence of current immunizations and physical exam.

Linkage scholarships are available. March 1st is the deadline for application.

**\* Contact WSCC for current updates that may have been added to a linkage program after the publication of the NW-SCC catalog.**

Health programs at Wallace State have program admission requirements unique to the individual program. Information on program admission requirements can be obtained through the WSCC catalog, WSCC website ([www.wallacestate.edu](http://www.wallacestate.edu)), or Sharon Watson, Health Linkage advisor located at NW-SCC. Admission requirements may include, but are not limited to CPR certification, ACT scores, Compass testing, and observation hours.

After program admission, all WSCC Health Science Division students are required to submit a physical exam, and to consent to drug testing and criminal background checks to meet clinical agency requirements.

# Programs

## Associate in Applied Science (AAS) Degrees

These degrees are designed for students planning to specialize in technical, business, semiprofessional, and supervisory fields that are career-oriented. Portions of this degree may, in selected fields transfer to a senior institutions.

**General Education Core for Associate in Applied Science Degree** Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.

**General Education Core:**15-29  
**Technical Concentration and Electives:** 31-61  
**Total Minimum:** 60  
**Total Maximum:** 76

### Area I: Written Composition

3-6 hours

### Area II: Humanities and Fine Arts

3-6 hours

NOTE: SPH107 or foreign language may NOT be the one course designated to fulfill SACSCOC Core Requirement 2.7.3 for Humanities and Fine Arts.

### Area III: Natural Sciences and Mathematics

6-11 hours

Three hours must be in Mathematics and three hours in a Natural Science course: Biological Sciences, Chemistry, Environmental Science, Physics, or Physical Science

### Area IV: History, Social and Behavioral Science

3-6 hours

## Area V: Technical Concentration and Electives

31-61 hours

Courses appropriate to the degree requirements, occupational or technical speciality requirements, core courses, and electives

<b>Minimum Credit Hours for Graduation:</b>	<b>60-76</b>
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## Associate in Occupational Technology (AOT) Degrees

These degrees are designed for students seeking to become multi-skilled technicians. The AOT includes both a primary technical specialty and a secondary technical specialty.

**General Education Core for Associate in Occupational Technology Degree** Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.

**General Education Core:** 15-21 hours  
**Technical Concentration and Electives:** 39-61 hours  
**Total Minimum:** 60 hours

### Area I: Written Composition

3-6 Hours

### Area II: Humanities and Fine Arts

3-6 hours

**\*NOTE: SPH107 or foreign language may NOT be the one course designated to fulfill SACSCOC Core Requirement 2.7.3 for Humanities and Fine Arts.**

### Area III: Natural Sciences and Mathematics

6 hours

Three hours must be in Mathematics and three hours in a Natural Science course: Biological Sciences, Chemistry, Environmental Science, Physics, or Physical Science

## Area IV: History, Social and Behavioral Science

3 hours

## Technical Concentrations and Electives

39-61 hours

A technical major requires a minimum of 27 credit hours in a single content area.

A technical minor has a minimum of 12 credit hours in another related technical area.

**Minimum Credit Hours for Graduation: 60**

## Accounting Technology

### Accounting Technology

### Associate in Occupational Technology (AOT)

Available: Shoals Campus

Advisors: D. South (5211) dsouth@nwscc.edu

The Accounting Technology Degree is designed to meet the personnel needs in a broad range of accounting fields, including accounting systems, bookkeeping, payroll accounting and other areas of accounting and business. Students will complete all of the accounting courses available and will also have courses in other related business areas. Minors are available in Business management and supervision and business office management.

The AOT Award must complete all major certificate courses, one minor certificate course of study, and the required credit hours of general education courses in Areas I, II, III, and IV. Upon completion of all the courses listed, students are eligible to receive the Associate in Occupational Technology Degree.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:

- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Area I: Written Composition

\* Keyboarding skills are essential for the successful completion of ENG 101.

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

## Area II: Humanities and Fine Arts

Item #	Title	Credits
	ACT Area II Elective	3

## Area III: Natural Sciences and Mathematics

Item #	Title	Credits
	MTH 116 or higher	3
	ACT Natural Science Elective	4

## Area IV: History, Social and Behavioral Sciences

For the elective, ECO 231 or 232 is preferred.

Item #	Title	Credits
	ACT Area IV Elective	3

## Area V: Technical Concentration and Electives

Item #	Title	Credits
ACT 104	Introduction to Business	3
ACT 114	Introduction to Accounting Database Resources	3
ACT 195	Accounting Co-Op	3
ACT 246 or OAD 137	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 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
CIS 146	Microcomputer Applications	3
	ACT AOT Elective	6

## Minor Requirements: Business Management and Supervision

Item #	Title	Credits
BUS 275	Principles of Management	3
BUS 215	Business Communication	3
	BUS Elective (3 credits)	3
	BUS Elective (3 credits)	3

## Minor Requirements: Office Administration

Item #	Title	Credits
OAD 101	Beginning Keyboarding	3
OAD 130	Electronic Calculations	3
OAD 133	Business Communications	3
OAD 138	Records/Information Management	3
<b>Minimum Credit Hours for Graduation:</b>		<b>70</b>

## Accounting Technology

### Career Certificate

Available: Shoals Campus

Advisors: D. South (5211) dsouth@nwscc.edu

Accounting Technology is designed to meet the need for personnel in a broad range of accounting fields, including accounting systems, recordkeeping, financial statements, payroll accounting, and other areas.

The certificate is designed for the student who does not intend to transfer to a four-year institution but intends to seek immediate employment. This certificate is appropriate for students who are employed and wish to gain a better understanding of accounting.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## General Education Requirements

\* Keyboarding skills are essential for the successful completion of ENG 101.

Item #	Title	Credits
ENG 101	English Composition I	3
MTH 116	Mathematical Applications	3
CIS 146	Microcomputer Applications	3
	OAD 133 or BUS 215	3

## Major Requirements

Item #	Title	Credits
ACT 104	Introduction to Business	3
ACT 114	Introduction to Accounting Database Resources	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
ACT 246 or OAD 137	Microcomputer Accounting	3
ACT 247	Advanced Accounting Applications on the Microcomputer	3
ACT 253	Individual Income Tax	3
ACT 249	Payroll Accounting	3
	ACT 256 or BUS 248	3
	ACT Elective	3
<b>Minimum Credit Hours for Graduation:</b>		<b>42</b>

## Accounting Technology

### Bookkeeping

### Short-Term Certificate

Available: Shoals Campus

Advisors: D. South (5211) dsouth@nwscc.edu

This short-term certificate is designed to prepare students for immediate employment or to allow current employees to advance to a new position. Students are provided with general accounting knowledge and skills to enable them to fill a bookkeeper position. It gives the students basic accounting skills they would need to complete journal entries and to maintain the general ledger of a company. They will also receive the necessary skills to prepare the payroll for a business and to complete quarterly payroll tax returns. Students should have the necessary skills to operate QuickBooks accounting software with confidences after completing this certificate.

Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### General Education Requirements

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
ACT 114	Introduction to Accounting Database Resources	3
ACT 246 or OAD 137	Microcomputer Accounting	3
ACT 249	Payroll Accounting	3
<b>Minimum Credit Hours for Graduation:</b>		<b>15</b>

## Air Conditioning/Refrigeration Technology

### Air Conditioning/Refrigeration Technology

#### Associate in Occupational Technology (AOT)

Available: Shoals Campus  
 Advisors: R. Corsbie (5251) rcorsbie@nwscc.edu  
 T. Maupin (5247) tmaupin@nwscc.edu

Students desiring to receive the AOT Award must complete all major certificate courses, one minor certificate course of study, and the required credit hours of general education courses in Areas I, II, III, and IV. Upon completion of all the courses listed, students are eligible to receive the Associate in Occupational Technology Degree. Students desiring to take general education courses for transfer to another institution should consult an advisor for proper general education course selection.

Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.

NOTE: Computer competency skills are embedded within one or more courses required in this curriculum.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Area I: Written Composition

Item #	Title	Credits
	ENG 101 or ENG 100	3

### Area II: Humanities and Fine Arts

Item #	Title	Credits
	ACR Area II Elective	3

### Area III: Natural Science and Mathematics

A minimum of 3 hours in MTH 116 or MTH 100 or Higher is required. The additional 3 hours of degree creditable coursework may be taken from disciplines of biology, chemistry, physical science, physics, environmental technology.

Item #	Title	Credits
	MTH 100 or higher	3

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

Courses may be taken from the disciplines of history, economics, geography, political science, psychology, and sociology.

## Area V: Technical Concentration and Electives

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 121	Principles of Electricity for HVACR	3
ACR 123	HVACR Electrical Components	3
ACR 126	Commercial Heating Systems	3
ACR 132	Residential Air Conditioning	3
ACR 147	Refrigeration Transition and Recovery Theory	3
ACR 148	Heat Pump Systems I	3
ACR 181	Special Topics in Air Conditioning and Refrigeration I	3
ACR 195	Co-Op	3
ACR 203	Commercial Refrigeration	3
ACR 205	System Sizing and Air Distribution	3
ACR 209	Commercial Air Conditioning Systems	3

## Minor Requirements: Electrical Technology

Item #	Title	Credits
ELT 114	Residential Wiring Methods	3
ELT 115	Residential Wiring Methods II	3
ELT 131	Commercial/Industrial Wiring I	3
	ACR Minor Elective	3

## Minor Requirements: Welding (Fall and Spring Semester Minor)

Item #	Title	Credits
WDT 108	SMAW Fillet/OFC	3
WDT 109	SMAW Fillet/Pac/Cac	3
WDT 122	SMAW Fillet/OFC Lab	3
WDT 123	SMAW Fillet/Pac/CAC Lab	3

## Minor Requirements: Welding (Summer Semester Minor)

Item #	Title	Credits
WDT 110	Industrial Blueprint Reading	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding Theory	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 219	Welding Inspection & Testing	3

## MSSC Certified Production Technician

Item #	Title	Credits
ADM 291	Mssc Safety Course	3
ADM 292	Mssc Quality Practices and Measurement Course	3
ADM 293	Mssc Manufacturing Processes and Production Course	3
ADM 294	Mssc Maintenance Awareness Course	3
<b>Minimum Credit Hours for Graduation:</b>		<b>72</b>

## Air Conditioning/Refrigeration Technology

### Career Certificate

Available: Shoals Campus

Advisors: R. Corsbie (5251) rcorsbie@nwsc.edu

T. Maupin (5247) tmaupin@nwsc.edu

The health, comfort, and productivity of any nation is dependent upon air conditioning and refrigeration equipment. Air conditioning has become a necessity rather than a luxury in today's homes, offices, public buildings, and industries.

Air Conditioning/Refrigeration Technology covers the practical application of planning, installing, and servicing heating, air conditioning and refrigeration equipment in residential and commercial establishments.

The increased use of air conditioning and refrigeration in homes and work environments provides growing job opportunities in transportation, food preservation, manufacturing, space programs, medical services, and many others.

Transfer Students: Students may receive up to one semester for clock hours and credit units earned at another institution.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

NOTE:

Transfer Credit: Students may receive up to one semester of Advanced Placement for Career Technical coursework completed at another institution.



## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Area I: Written Composition

Item #	Title	Credits
	ENG 101 or ENG 100	3

## Area III: Natural Science and Mathematics

Item #	Title	Credits
MTH 116	Mathematical Applications	3

## Area V: Technical Concentration and Electives

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 121	Principles of Electricity for HVACR	3
ACR 123	HVACR Electrical Components	3
ACR 126	Commercial Heating Systems	3
ACR 132	Residential Air Conditioning	3
ACR 147	Refrigeration Transition and Recovery Theory	3
ACR 148	Heat Pump Systems I	3
ACR 181	Special Topics in Air Conditioning and Refrigeration I	3
ACR 195	Co-Op	3
ACR 203	Commercial Refrigeration	3
ACR 205	System Sizing and Air Distribution	3
ACR 209	Commercial Air Conditioning Systems	3
<b>Minimum Credit Hours for Graduation:</b>		<b>51</b>

## Air Conditioning/Refrigeration Technology ACR Basic

### Short-Term Certificate

Available: Shoals Campus

Advisors:

R. Corsbie (5251) rcorsbie@nwscce.edu

T. Maupin (5247) tmaupin@nwscce.edu

This short-term certificate is designed to prepare students for immediate employment. Students are provided technical knowledge and job specific skills that enable them to compete favorably in the Air Conditioning and Refrigeration industry. Opportunities for Air Conditioning and Refrigeration technicians exist in business service industries, manufacturing, repair work, and construction. Graduates of Basic Air Conditioning and Refrigeration Technology certificates will be prepared to enter the workforce as an entry level HVAC&R technician.

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
ACR 119	Fundamentals of Gas Heating Systems	3
ACR 121	Principles of Electricity for HVACR	3
ACR 148	Heat Pump Systems I	3
<b>Minimum Credit Hours for Graduation:</b>		<b>12</b>

## Air Conditioning/Refrigeration Technology ACR Level 1

### Short-Term Certificate

Available: Shoals Campus

Advisors:

R. Corsbie (5251) rcorsbie@nwscce.edu

T. Maupin (5247) tmaupin@nwscce.edu

This short-term certificate is designed to prepare students for immediate employment. Students are provided technical knowledge and job specific skills that enable them to compete favorably in the Air Conditioning and Refrigeration industry. Opportunities for Air Conditioning and Refrigeration technicians exist in business service industries, manufacturing, repair work, and construction. Graduates of Basic Air Conditioning and Refrigeration Technology certificates will be prepared to enter the workforce as an entry level HVAC&R technician.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Required Courses

Item #	Title	Credits
ACR 113	Refrigeration Piping Practices	3
ACR 123	HVACR Electrical Components	3
ACR 126	Commercial Heating Systems	3
ACR 181	Special Topics in Air Conditioning and Refrigeration I	3
<b>Minimum Credit Hours for Graduation:</b>		<b>12</b>

## Air Conditioning/Refrigeration Technology ACR Level 2

### Short-Term Certificate

Available: Shoals Campus

Advisors:

R. Corsbie (5251) [rcorsbie@nwscscc.edu](mailto:rcorsbie@nwscscc.edu)

T. Maupin (5247) [tmaupin@nwscscc.edu](mailto:tmaupin@nwscscc.edu)

This short-term certificate is designed to prepare students for immediate employment. Students are provided technical knowledge and job specific skills that enable them to compete favorably in the Air Conditioning and Refrigeration industry. Opportunities for Air Conditioning and Refrigeration technicians exist in business service industries, manufacturing, repair work, and construction. Graduates of Basic Air Conditioning and Refrigeration Technology certificates will be prepared to enter the workforce as an entry level HVAC&R technician.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Required Courses

Item #	Title	Credits
ACR 112	HVACR Service Procedures	3
ACR 209	Commercial Air Conditioning Systems	3
ACR 205	System Sizing and Air Distribution	3
<b>Minimum Credit Hours for Graduation:</b>		<b>9</b>

## Air Conditioning/Refrigeration Technology ACR Level 3

### Short-Term Certificate

Available: Shoals Campus

Advisors:

R. Corsbie (5251) [rcorsbie@nwscscc.edu](mailto:rcorsbie@nwscscc.edu)

T. Maupin (5247) [tmaupin@nwscscc.edu](mailto:tmaupin@nwscscc.edu)

This short-term certificate is designed to prepare students for immediate employment. Students are provided technical knowledge and job specific skills that enable them to compete favorably in the Air Conditioning and Refrigeration industry. Opportunities for Air Conditioning and Refrigeration technicians exist in business service industries, manufacturing, repair work, and construction. Graduates of Basic Air Conditioning and Refrigeration Technology certificates will be prepared to enter the workforce as an entry level HVAC&R technician.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
ACR 132	Residential Air Conditioning	3
ACR 147	Refrigeration Transition and Recovery Theory	3
ACR 203	Commercial Refrigeration	3
<b>Minimum Credit Hours for Graduation:</b>		<b>9</b>

## Allied Health Linkage Programs

Northwest-Shoals Community College has established a cooperative linkage program with Wallace State/Hanceville. The first year of general education and prerequisite courses are completed at the NW-SCC on either campus. After acceptance to Wallace State and the desired program, students transfer to Wallace State to complete the course work in the specific area along with clinical experiences to obtain an Associate in Applied Science Degree/and or Certificate.

The following programs are offered through this arrangement:

### Health Programs / Approximate Length of Study at Wallace State Community College:

- Clinical Laboratory Technician / 5 semesters
- Dental Assisting / 4 semesters
- Dental Hygiene / 5 semesters
- Health Information Technology / 5-6 semesters
- Human Services / 5 semesters
- Occupational Therapist Assistant / 5 semesters
- Physical Therapist Assistant / 5 semesters
- Respiratory Therapy / 5 semesters

Linkage students should submit an application for admission to Wallace State College as soon as they begin classes at Northwest-Shoals. Separate applications are required by each program. June 1 is the deadline date for program applications. Call (256) 352-8031 to request specific program application.

Students interested in pursuing any of the linkage programs should contact a Northwest-Shoals advisor as early as possible. The student is also strongly advised to contact the Wallace State College linkage program director the first semester at Northwest-Shoals to ensure that the proper courses are taken.

Linkage students will be expected to meet the academic standards of Northwest-Shoals. **Since admission requirements and course requirements at Wallace State are subject to change, please**

### consult with the linkage coordinator at Wallace

**State.\*** Students who complete these programs are awarded the Associate in Applied Science degree from Wallace State. In addition, the Linkage program offers a certificate program for Dental Assisting.

While attending Wallace State, the student will be responsible for tuition, books, cost of background screening and drug testing fee, an Accident Insurance fee and a Malpractice Insurance fee each semester. Malpractice insurance is available through the College at a low cost. Most programs require students to carry health insurance. All students must have evidence of current immunizations and physical exam.

Linkage scholarships are available. March 1st is the deadline for application.

**\* Contact WSCC for current updates that may have been added to a linkage program after the publication of the NW-SCC catalog.**

Health programs at Wallace State have program admission requirements unique to the individual program. Information on program admission requirements can be obtained through the WSCC catalog, WSCC website ([www.wallacestate.edu](http://www.wallacestate.edu)), or Sharon Watson, Health Linkage advisor located at NW-SCC. Admission requirements may include, but are not limited to CPR certification, ACT scores, Compass testing, and observation hours.

After program admission, all WSCC Health Science Division students are required to submit a physical exam, and to consent to drug testing and criminal background checks to meet clinical agency requirements.

## Clinical Laboratory Technician Career Degree (Wallace Linkage)

Available: Phil Campbell and Shoals Campuses  
Advisors: K. Sheppard (5331)  
[kim.sheppard@nwscce.edu](mailto:kim.sheppard@nwscce.edu)  
B. Smith (5379) [bsmith@nwscce.edu](mailto:bsmith@nwscce.edu)  
S. Watson (6253) [sberrian@nwscce.edu](mailto:sberrian@nwscce.edu)

Graduates of the Clinical Laboratory Technician Program are employed in hospital laboratories, physicians' offices, and other laboratory facilities as Clinical Laboratory Technicians (CLT) and Medical Laboratory Technicians (MLT). These graduates are allied-health professionals who perform analyses in the areas of microbiology, hematology, immunology, biochemistry, and immunohematology.

The program provides education and training in these sciences and in the performance of laboratory procedures used in the diagnosis and treatment of diseases and disorders. The Clinical Laboratory Program accepts students twice a year in the summer and fall semesters. The graduate receives an Associate in Applied Science Degree and will be eligible to sit for a National Certification Examination. See program webpage for accreditation information.

**General Required Courses to be Completed at Northwest- Shoals Community College.** It is not mandatory that all General Required Courses be completed before entering the professional phase.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

Students must complete specialized courses at Wallace State to receive this degree. Wallace State enrolls students in this program competitively and only in certain terms. See your advisor.

WSCC Program Director: Julie Welch 256.352.8347

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Required Courses

Item #	Title	Credits
BIO 103	Principles of Biology I	4
CHM 104	Introduction to Inorganic Chemistry	4
ENG 101	English Composition I	3
	ENG 102 or SPH 107	3
MTH 116	Mathematical Applications	3
	WL Humanities and Fine Arts Elective	3
PSY 200	General Psychology	3
<b>Minimum Credit Hours for Graduation:</b>		<b>23</b>

## Dental Assisting

### Career Degree (Wallace Linkage)

Available: Phil Campbell and Shoals Campuses  
 Advisors: K. Sheppard (5331)  
 kim.sheppard@nwscce.edu  
 B. Smith (5379) bsmith@nwscce.edu  
 S. Watson (6253) sberrian@nwscce.edu

Upon successful completion of this program, graduates will be prepared to function as Dental Assistants in dental offices, hospitals, and clinics. A dental assistant assists with the direct care of patients under the supervision of a dentist. STUDENTS ENROLLING IN THE PROGRAM MAY DO SO FOR EITHER A CERTIFICATE PROGRAM OR AN ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM. Either approach enables the student to qualify to take the National Certification Examination administered by the Dental Assisting National Board, Inc. Students are required to complete the program within two years of entry into the program. See program webpage for accreditation information.

**General Required Courses to be completed at Northwest- Shoals Community College.**

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

Students must complete specialized courses at Wallace State to receive this degree or certificate. Wallace State enrolls students in this program competitively and only in certain terms. See your advisor. WSCC Program Director: Barbara Ebert 256.352.8380

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

ENG 101, MTH 116, PSY 200 and SPH 107 required for certificate program.

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
MTH 116	Mathematical Applications	3
PSY 200	General Psychology	3
SPH 107	Fundamentals of Public Speaking	3
	WL Humanities and Fine Arts Elective	3
BIO 103	Principles of Biology I	4
<b>Minimum Credit Hours for Graduation:</b>		<b>22</b>

## Dental Hygiene

### Career Degree (Wallace Linkage)

Available: Phil Campbell and Shoals Campuses  
Advisors: K. Sheppard (5331)  
kim.sheppard@nwsccl.edu  
B. Smith (5379) bsmith@nwsccl.edu  
S. Watson (6253) sberrian@nwsccl.edu

Wallace State Community College offers this course of study leading to an Associate in Applied Science Degree in Dental Hygiene. Individuals who have received a Certificate or A.A.S. in Dental Assisting from an accredited program may receive advanced standing for previously completed courses including DHY 103 (Radiology) and DHY 102 (Dental Materials). The DHY Program requires a minimum of five semesters for completion.

As a practicing member of the dental health team, the dental hygienist acts as an educator and motivator in maintenance of oral health and the prevention of dental disease. There are many professional roles the dental hygienist may assume: participation in community health programs, dental office managerial roles, and participation in research activities. Since many dentists employ one or two dental hygienists, employment opportunities in this field are wide. Hygienists are in demand in general dental practices as well as in specialty practices such as periodontics or pediatric dentistry. Hygienists may also be employed to provide dental hygiene services for patients in hospitals, nursing homes, and public health clinics.

See program website for accreditation information.  
Graduates are allowed to take National Dental Hygiene

Boards. Students who successfully complete the National Board Exam are qualified to take any State or Regional licensing examination.

### General Required Courses to be completed at Northwest- Shoals Community College.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

Students must complete specialized courses at Wallace State to receive this degree. Wallace State enrolls students in this program competitively and only in certain terms. See your advisor.

WSCC Program Director: Barbara Ebert 256.352.8380

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

\* BIO 103 highly recommended before BIO 201, 202 and 220.

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
CHM 104	Introduction to Inorganic Chemistry	4
ENG 101	English Composition I	3
MTH 116	Mathematical Applications	3
PSY 200	General Psychology	3
SPH 107	Fundamentals of Public Speaking	3
SOC 200	Introduction to Sociology	3
	WL Humanities and Fine Arts Elective	3
<b>Minimum Credit Hours for Graduation:</b>		<b>35</b>



## Health Information Technology Career Degree (Wallace Linkage)

Available: Phil Campbell and Shoals Campuses  
Advisors: K. Sheppard (5331)  
kim.sheppard@nwsccl.edu  
B. Smith (5379) bsmith@nwsccl.edu  
S. Watson (6253) sberrian@nwsccl.edu

The Health Information Technician (HIT) is a skilled professional who analyzes and evaluates highly sensitive data in health records. Skills of the health information technician are varied but include the following: supervising the release of health information, maintaining and utilizing information storage and retrieval systems, compiling various health statistics, editing transcribed clinical information, and supervising electronic health information management systems. Health information technicians may be employed by any facility that manages patient information, such as a hospital, clinic, physician office, insurance company, or medical research center.

Health Information Technicians are trained to also become medical coding specialists. The medical coding specialists perform detailed review of medical records to identify diagnoses and operative procedures. Numeric classification codes are assigned to each diagnosis and procedure, using automated or manual methods. Principle classification systems used include the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM), and Current Procedural Terminology (CPT).

See program webpage for program accreditation information. Each graduate of the HIT Program is eligible to take the national examination to become a Registered Health Information Technician (RHIT). Technicians trained in non-accredited programs or trained on the job are not eligible to take the examination.

Students have the opportunity to spend many hours in a clinical setting to practice skills obtained in the classroom. Students enrolled in professional practice experience (clinical) courses will be assigned hours consistent with day shift. Assignment to the professional practice experience facilities will be at the discretion of program officials, and students are required to travel to different locations for the "hands-on" training.

The Health Information Technology Program Offers three alternatives for a student's completion of classes: (Note: Actual program completion time may vary).

1. **One year, non-integrated program:** A student who has completed all general education courses may complete the HIT program courses in three semesters of full-time study.

2. **Two year, integrated program:** A student may schedule general education courses while taking the health information technology courses. This alternative requires a minimum of 5 to 6 semesters to complete.

3. **Online Program:** A student may schedule HIT online courses in accordance with either the one year or two year completion option. The professional practice experience activities must be completed on dayshift at an approved health care facility, not online. HIT students who live within 50 miles of campus must attend a minimum number of on-campus class/lab meetings. Instructors may require online students to take make-up exams on campus. Instructors may also require online course exams to be proctored, according to college policy.

4. **Part-time Program:** The student may choose to complete the program by taking classes on a part-time basis. Program completion time will depend upon the number of classes taken each semester. The program must be completed within three years following entry into the program.

Students should indicate on the program application the option that they would like to choose to complete their degree.

### General Courses to be Completed at Northwest-Shoals Community College.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

Students must complete specialized courses at Wallace State to receive this degree. Wallace State enrolls students in this program competitively and only in certain terms. See your advisor.

WSCC Program Director: Donna Stanley 256.352.8327

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.



## Required Courses

BIO 103 highly recommended prior to BIO 201 & 202.

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
	ENG 102 or SPH 107	3
MTH 116	Mathematical Applications	3
OAD 211	Medical Terminology	3
	WL Social and Behavioral Sciences Elective	3
	WL Humanities and Fine Arts Elective	3
<b>Minimum Credit Hours for Graduation:</b>		<b>30</b>

## Human Services

### Career Degree (Wallace Linkage)

Available: Phil Campbell and Shoals Campuses

Advisors: K. Sheppard (5331)

kim.sheppard@nwscc.edu

B. Smith (5379) bsmith@nwscc.edu

S. Watson (6253) sberrian@nwscc.edu

The Human Services curriculum is designed for students who wish to pursue a two-year degree and prepare for a paraprofessional career in a mental health/human services related field.

Clinical experience allows the student to gain valuable knowledge in observation and assistance in human services facilities. Students enrolled in clinical education will be assigned hours consistent with day working hours of human services agencies. However, assignments may include second shift hours of 3-11 p.m. Assignment to clinical facilities will be at the discretion of the program director and/or clinical director. Students may be required to travel distances away from their home for their clinical assignment.

The Human Services Program offers three A.A.S. degree options for the student: Mental Health Technician Associate, Alcohol and Drug Associate Counseling Associate, and Social Work Associate. A student may complete one or more of the three options, depending upon which field he/she desires to pursue.

The Mental Health Technician Associate Option is offered every year. The Alcohol and Drug Counseling Associate Option is offered in odd-numbered years and the Social Work Associate Option is offered in even-numbered years.

The Mental Health Associate (sometimes called a Psychiatric Technician, Behavioral Health Technician, Mental Health Technologist, or Counselor Assistant) is trained to work as a paraprofessional in state institutions, mental health centers, psychiatric (behavioral medicine) units of hospitals, domestic violence centers, developmental centers, group homes, halfway houses, and a variety of human services facilities. He/she may work with children, adolescents, and adults who are experiencing mental illness, mental retardation, substance abuse, domestic violence, adjustment disorders (personal loss, stress, and health), various categories of behavior-related pathology, and family issues. Upon completion of the program, a student may voluntarily take the Nationally Certified Psychiatric Technician exam to become a Nationally Certified Psychiatric Technician.

The Alcohol and Drug Counseling Associate option offers special training for students desiring to work with substance abusers and their families. He/she is trained to work in state institutions, mental health centers, profit treatment centers, non-profit treatment centers, 12-step recovery programs, halfway houses, and group homes. With the course work in this program and a minimum of two years of documented work experience in the addictions field, the student may qualify to take the state certification exam to become a "Certified Alcohol and Drug Counselor."

The Social Work Associate Option trains the student to work as an assistant social worker or assistant case manager. Graduates of this option work at mental health centers, domestic violence shelters, nursing homes, assisted living facilities, developmental centers, state institutions, hospitals, service providers of the Alabama Department of Human Resources, addiction recovery programs, various state and federal government programs, Community Action programs, non-profit assistance programs, child advocacy centers, adolescent programs, adolescent and adult detention centers, and literacy programs. Students are trained to work with individuals at all stages of the human lifespan.

### **General Required Courses to be Completed at Northwest- Shoals Community College.**

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

Students must complete specialized courses at Wallace State to receive this degree. Wallace State enrolls students in this program every term. See your advisor.

WSCC Program Director: Susan Beck 256.352.8339

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
BIO 103	Principles of Biology I	4
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
	ENG 102 or SPH 107	3
	MTH 100 or MTH 116	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
	WL Humanities and Fine Arts Elective	3
<b>Minimum Credit Hours for Graduation:</b>		<b>26</b>

## Occupational Therapy Assistant Career Degree (Wallace Linkage)

Available: Phil Campbell and Shoals Campuses  
 Advisors: K. Sheppard (5331) kim.sheppard@nwscce.edu  
 B. Smith (5379) bsmith@nwscce.edu  
 S. Watson (6253) sberrian@nwscce.edu

Under the direction of an Occupational Therapist, the Occupational Therapy Assistant (OTA) assists in evaluating patients and in developing a plan of selected tasks to restore, influence, or enhance performance of individuals whose abilities to cope with daily living tasks are impaired or threatened by developmental deficits, the aging process, physical injury or illness, learning disabilities, or psychological and social disabilities. Occupational Therapy Assistants are employed in general hospitals,

rehabilitation centers, nursing homes, home health care agencies, private practices, and other specialized health care settings.

The Occupational Therapy Assistant Program is a two-year course of full-time study.

The certifying agency is the National Board for Certification in Occupational Therapy, Inc. (NBCOT). After successful completion of the NBCOT exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Conviction of a felony may affect a graduate's ability to sit for the NBCOT certification examination or to attain state licensure. Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. See program webpage for accreditation information.

## General Required Courses to be Completed at Northwest- Shoals Community College.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

Students must complete specialized courses at Wallace State to receive this degree. Wallace State enrolls students in this program competitively and only in certain terms. See your advisor.

WSCC Program Director: Allen Keener 256.352.8333

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

BIO 103 highly recommended prior to BIO 201.

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
ENG 101	English Composition I	3
	WL Humanities and Fine Arts Elective	3
MTH 116	Mathematical Applications	3
OAD 211	Medical Terminology	3
CIS 146	Microcomputer Applications	3
PSY 200	General Psychology	3
SPH 107	Fundamentals of Public Speaking	3
<b>Minimum Credit Hours for Graduation:</b>		<b>26</b>

## Physical Therapist Assistant Career Degree (Wallace Linkage)

Available: Phil Campbell and Shoals Campuses  
Advisors: K. Sheppard (5331)  
kim.sheppard@nwsccl.edu  
B. Smith (5379) bsmith@nwsccl.edu  
S. Watson (6253) sberrian@nwsccl.edu

The Physical Therapist Assistant (PTA) is a skilled technical health worker who, under the supervision of a Registered Physical Therapist, assists in patients' treatment programs. The assistant, following established procedures, carries out a planned patient care program. Duties of the Physical Therapist Assistant are varied but include rehabilitation of orthopedic, neurological, pediatric, and sports-related problems. Physical Therapist Assistants are employed in general hospitals, rehabilitation centers, nursing homes, home health-care agencies, private practices, and other specialized health-care settings.

The Physical Therapist Assistant Program is a two-year course of study. The student should complete the first year of general education course prerequisites before being eligible to apply to the Physical Therapist Assistant Program. Three semesters are necessary to complete the final year of the program, which begins in the fall semester. The second year classes include technical and clinical experience in a variety of health-care settings where the student performs selected clinical procedures under the supervision of a Physical Therapist or Physical Therapist Assistant.

See program webpage for accreditation information.  
Graduates will be eligible to apply to sit for the National

Licensing Examination for the Physical Therapist Assistant, administered by the Federation of State Boards of Physical Therapy. After successful completion of this exam, the individual will be a Licensed Physical Therapist Assistant. Acceptance to Wallace State College does not guarantee admission to the Physical Therapist Program.

### General Required Courses to be Completed at Northwest- Shoals Community College.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

Students must complete specialized courses at Wallace State to receive this degree. Wallace State enrolls students in this program competitively and only in certain terms. See your advisor.

WSCC Program Director: Allen Keener 256.352.8333

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

\* Biology 103 highly recommended prior to BIO 201 & 202.

\* For Humanities/Fine Arts elective, Ethics in the Health Science or Spanish is recommended.

\* PTA 120 Intro to Kinesiology: Not required for admission to program, but recommended. Bonus points given to applicant for admission purposes.

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
	WL Humanities and Fine Arts Elective	3
MTH 100	Intermediate College Algebra	3
OAD 211	Medical Terminology	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SPH 107	Fundamentals of Public Speaking	3
<b>Minimum Credit Hours for Graduation:</b>		<b>30</b>

## Respiratory Therapy

### Career Degree (Wallace Linkage)

Available: Phil Campbell and Shoals Campuses  
Advisors: K. Sheppard (5331)  
kim.sheppard@nwscce.edu  
B. Smith (5379) bsmith@nwscce.edu  
S. Watson (6253) sberrian@nwscce.edu

This program is designed to provide training necessary for successful completion of the requirements for the advanced practitioner level as defined by the National Board for Respiratory Care (NBRC). A respiratory therapist is responsible for administering under a physician's prescription many types of breathing therapeutics and utilizing specialized breathing, aerosol, and humidification equipment. The respiratory therapist works closely with the physician and also directly with the patient in the treatment situation.

The Respiratory Therapy program is accredited by the Commission of Accreditation of Allied Health Education Programs in association with the Committee

on Accreditation for Respiratory Care (CoARC). Upon graduation, the student is eligible to take the registry examination of the National Board of Respiratory Care.

### General Required Courses to be Completed at Northwest- Shoals Community College.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

Students must complete specialized courses at Wallace State to receive this degree. Wallace State enrolls students in this program competitively and only in certain terms. See your advisor.

WSCC Program Director: Allen Keener 256.352.8333

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

\* BIO 103 highly recommended prior to BIO 201 & 202.

\* BIO 201, ENG 101, and MTH 100 must be completed by the June 1 application deadline. The other courses may be completed at Wallace.

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
	ENG 102 or SPH 107	3
MTH 100	Intermediate College Algebra	3
PSY 200	General Psychology	3
	WL Humanities and Fine Arts Elective	3
<b>Minimum Credit Hours for Graduation:</b>		<b>24</b>

# Automotive Collision Repair

## Automotive Collision Repair

### Associate in Occupational Technology (AOT)

Available: Shoals Campus

Advisors: T. Maupin (5247) tmaupin@nwsc.edu

Students desiring to receive the AOT Award must complete all major certificate courses, one minor certificate course of study, and the required credit hours of general education courses in Areas I, II, III, and IV. Upon completion of all the courses listed, students are eligible to receive the Associate in Occupational Technology Degree. Students desiring to take general education courses for transfer to another institution should consult an advisor for proper general education course selection.

**Entering students are required to take ORI 107. Transfer students are exempt from this requirement.**

NOTE:

Computer competency skills are embedded within one or more courses required in this curriculum.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Area I: Written Composition

Item #	Title	Credits
	ENG 101 or ENG 100	3

### Area II: Humanities and Fine Arts

Choose one course.

### Area III: Natural Science and Mathematics

A minimum of 3 hours in MTH 116 or MTH 100 or Higher is required. The additional 3 hours of degree creditable coursework may be taken from disciplines of biology, chemistry, physical science, physics, environmental technology.

Item #	Title	Credits
	MTH 100 or higher	3

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

Courses may be taken from the disciplines of history, economics, geography, political science, psychology, and sociology.

### Area V: Technical Concentration and Electives

Item #	Title	Credits
ABR 113	Non-Structural Repair	3
ABR 114	Non-Structural Panel Replacement	3
ABR 122	Surface Preparation	3
ABR 123	Paint Application & Equipment	3
ABR 151	Safety & Environmental Practices	3
ABR 154	Automotive Glass and Trim	3
ABR 156	Cutting and Welding	3
ABR 157	Plastic Repairs	3
ABR 213	Automotive Structural Analysis	3
ABR 214	Automotive Structural Repair	3
ABR 223	Automotive Mechanical Components	3
ABR 265	Paint Defects & Final Repairs	3
ABR 293	Auto Body Repair Co-Op	3
	ABR Elective (open)	3
	ABR Elective (open)	3
	ABR Elective (Choose 2)	6

### Minor Requirements: Business Management and Supervision

Item #	Title	Credits
BUS 275	Principles of Management	3
	BUS Elective (3 credits)	3
	BUS Elective (3 credits)	3
	BUS Elective (3 credits)	3

## Minor Requirements: Welding (Fall and Spring Semester)

Item #	Title	Credits
WDT 108	SMAW Fillet/OFC	3
WDT 109	SMAW Fillet/Pac/Cac	3
WDT 122	SMAW Fillet/OFC Lab	3
WDT 123	SMAW Fillet/Pac/CAC Lab	3

## Minor Requirements: Welding (Summer Semester)

Item #	Title	Credits
WDT 110	Industrial Blueprint Reading	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding Theory	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 219	Welding Inspection & Testing	3

## Minor Requirements: Auto Mechanics

Item #	Title	Credits
AUM 101	Fundamentals of Automotive Technology	3
AUM 112	Electrical Fundamentals	3
AUM 121	Braking Systems	3
	AUM Elective	3

## MSSC Certified Production Technician

Item #	Title	Credits
ADM 291	Mssc Safety Course	3
ADM 292	Mssc Quality Practices and Measurement Course	3
ADM 293	Mssc Manufacturing Processes and Production Course	3
ADM 294	Mssc Maintenance Awareness Course	3
<b>Minimum Credit Hours for Graduation:</b>		<b>72</b>

## Automotive Collision Repair

### Career Certificate

Available: Shoals Campus  
Advisors: T. Maupin (5247) tmaupin@nwsc.edu

Automotive collision repair has expanded throughout the country to become a major field of automotive work. Repairing damages and restoring the original beauty of an automobile requires the work of a master craftsman. Working conditions and employment opportunities are excellent and will continue to grow.

This Automotive Collision Repair program is designed to train students to repair an automobile correctly, economically, and safely. The program includes technology, welding, mathematics, shop safety, metal straightening, panel replacement, interior trim and body refinishing, auto electricity, glass replacement, frame straightening, fiber glass repair, and damage estimations. The student will learn how to become an automobile repair person with skills that include all phases of auto collision repair.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

### NOTES:

\* A high school diploma or GED certificate is not required for admission to this program. Students must be at least 16 years old to enroll.

\* Transfer Credit: Students may receive up to one semester of Advanced Placement for Career Technical coursework completed at another institution.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.



## Required Courses

Item #	Title	Credits
	ENG 101 or ENG 100	3
MTH 116	Mathematical Applications	3
ABR 113	Non-Structural Repair	3
ABR 114	Non-Structural Panel Replacement	3
ABR 122	Surface Preparation	3
ABR 123	Paint Application & Equipment	3
ABR 151	Safety & Environmental Practices	3
ABR 154	Automotive Glass and Trim	3
ABR 156	Cutting and Welding	3
ABR 157	Plastic Repairs	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 & Suspension	3
ABR 258	Heating & AC in Collision Repair	3
ABR 261	Restraint Systems	3
ABR 265	Paint Defects & Final Repairs	3
ABR 266	Aluminum Welding in Collision Repair	3
<b>Minimum Credit Hours for Graduation:</b>		<b>57</b>

## Automotive Collision Repair Basic Short-Term Certificate

Available: Shoals Campus

Advisors:

T. Maupin (5247) tmaupin@nwsccl.edu

This short-term certificate prepares students with technical knowledge and skills that allow them to become employed as automotive collision repairers. The students learn to straighten bent bodies, remove dents, and replace crumpled parts that are beyond repair. Most of the work is on cars and small trucks. This career offers variety and challenges. Automotive Collision repairers use special equipment to restore damaged metal frames and body sections. They may specialize in one type of repair, such as frame straightening, door and fender repair and glass installation.

Good reading and basic math skills and computer skills are essential to becoming a fully skilled automotive collision repairer. Automotive parts, body materials, and electronics continue to change and become more complex and technologically advanced.

Gaining new skills, reading technical manuals, and attending seminars and classes are important for keeping up with these technological advances.

This short-term certificate does not require a high school diploma or GED certificate for admission. Students must be at least 16 years of age to enroll.

### NOTES

\* Transfer Credit: Students may receive up to one semester of Advanced Placement for Career Technical coursework completed at another institution.

\* A high school diploma or GED certificate is not required for admission to this program. Students must be at least 16 years old to enroll.

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
ABR 113	Non-Structural Repair	3
ABR 122	Surface Preparation	3
ABR 123	Paint Application & Equipment	3
ABR 151	Safety & Environmental Practices	3
ABR 154	Automotive Glass and Trim	3
ABR 156	Cutting and Welding	3
ABR 213	Automotive Structural Analysis	3
ABR 214	Automotive Structural Repair	3
<b>Minimum Credit Hours for Graduation:</b>		<b>24</b>



# Automotive Service Technology

## Automotive Service Technology

### Associate in Occupational Technology (AOT)

Available: Shoals Campus

Advisors: E. Creekmore (5449)

eric.creekmore@nwsccl.edu

D. Carson (5449) d.carson@nwsccl.edu

Students desiring to receive the AOT award must complete all major certificate courses, one minor certificate course of study, and the required credit hours of general education courses in Areas I, II, III, and IV. Upon completion of all the courses listed, students are eligible to receive the Associate in Occupational Technology Degree. Students desiring to take general education courses for transfer to another institution should consult an advisor for proper general education course selection.

**Entering students are required to complete ORI**

**107. Transfer students are exempt from this requirement.**

Computer competency skills are embedded within one or more courses required in this curriculum.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Area I: Written Composition

Item #	Title	Credits
	ENG 101 or ENG 100	3

### Area II: Humanities and Fine Arts

### Area III: Natural Sciences and Mathematics

A minimum of 3 hours in MTH 116 or MTH 100 or Higher is required. The additional 3 hours of degree creditable coursework may be taken from disciplines of biology, chemistry, physical science, physics, environmental technology.

Item #	Title	Credits
	MTH 100 or higher	3

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

Courses may be taken from the disciplines of history, economics, geography, political science, psychology, and sociology.

### Area V: Technical Concentration and Electives

Item #	Title	Credits
AUM 101	Fundamentals of Automotive Technology	3
AUM 112	Electrical Fundamentals	3
AUM 121	Braking Systems	3
AUM 122	Steering, Suspension and Alignment	3
AUM 124	Automotive Engines	3
AUM 130	Drive Train and Axles	3
AUM 133	Motor Vehicle Air Conditioning	3
AUM 162	Electrical and Electronic Systems	3
AUM 224	Manual Transmission and Transaxle	3
AUM 230	Auto Transmission and Transaxle	3
AUM 239	Engine Performance	3
AUM 244	Engine Performance and Diagnostics	3
AUM 246	Automotive Emissions	3
AUM 291	Co-Op	3
	AUM Elective	3

### Minor Requirements: Auto Collision Repair

Item #	Title	Credits
ABR 113	Non-Structural Repair	3
ABR 114	Non-Structural Panel Replacement	3
ABR 122	Surface Preparation	3
	ABR Elective (open)	3

## Minor Requirements: Machine Shop

Item #	Title	Credits
MSP 101	Basic Machining Technology	5
MSP 102	Intermediate Machining Technology	5
MSP 121	Basic Blueprint Reading for Machinists	2

## MSSC Certified Production Technician

Item #	Title	Credits
ADM 291	Mssc Safety Course	3
ADM 292	Mssc Quality Practices and Measurement Course	3
ADM 293	Mssc Manufacturing Processes and Production Course	3
ADM 294	Mssc Maintenance Awareness Course	3
<b>Minimum Credit Hours for Graduation:</b>		<b>72</b>

## Automotive Service Technology Career Certificate

Available: Shoals Campus  
 Advisors: E. Creekmore (5449)  
 eric.creekmore@nwscscc.edu  
 D.Carson(5449) d.carson@nwscscc.edu

The Automotive Service Technology program offers students a curriculum that reflects current industry standards. The curriculum will provide students with the necessary experiences, including knowledge of all automatic systems, tools, and equipment, as well as proper troubleshooting and repair techniques, to become enjoyable in the automatic repair industry.

The Automotive Service Technology program will provide students the knowledge of workplace hazards so students will be able to work safely in the automatic industry, and will strive to instill in students in a professional work ethic so that employers will have the personnel who have the character quality and soft skills to meet their needs.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

NOTES

\* Transfer Credit: Students may receive up to one semester of Advanced Placement for Career Technical coursework completed at another school.

\* A high school diploma or GED certificate is not required for admission to this program. Students must be at least 16 years old to enroll.

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
	ENG 101 or ENG 100	3
MTH 116	Mathematical Applications	3
AUM 101	Fundamentals of Automotive Technology	3
AUM 112	Electrical Fundamentals	3
AUM 121	Braking Systems	3
AUM 122	Steering, Suspension and Alignment	3
AUM 124	Automotive Engines	3
AUM 130	Drive Train and Axles	3
AUM 133	Motor Vehicle Air Conditioning	3
AUM 162	Electrical and Electronic Systems	3
AUM 182	Special Topics in Electrical Systems	2
AUM 212	Advanced Electrical and Electronic Systems	3
AUM 220	Advanced Automotive Engines	3
AUM 224	Manual Transmission and Transaxle	3
AUM 230	Auto Transmission and Transaxle	3
AUM 239	Engine Performance	3
AUM 244	Engine Performance and Diagnostics	3
AUM 246	Automotive Emissions	3
<b>Minimum Credit Hours for Graduation:</b>		<b>53</b>

## Automotive Service Technology Advanced

### Short-Term Certificate

Available: Shoals Campus

Advisors:

E. Creekmore (5449) eric.creekmore@nwscc.edu

D. Carson (5449) d.carson@nwscc.edu

This short-term certificate prepares students to use electronic service equipment and investigate the areas of specialization. A more intensive career preparation is provided through a combination of classroom instruction and hands-on practice. Curriculum is updated frequently to reflect changing technology and equipment. Knowledge of the basic principles of electronics and electrical systems is included in the program design for automotive service technicians. Successful graduates may become certified by Automotive Service Excellence (ASE) in specific service areas after 2 years of experience and passing a written examination. Completion of an automotive mechanic program in high school, vocational or community college may substitute for 1 year of experience.

Completion of Basic Auto Mechanics is recommended prior to enrollment in Advanced Auto Mechanics. A high school diploma or GED is not required for admission to this program. Students must be at least 16 years of age to enroll.

Notes:

\*Transfer Credit: Students may receive up to one semester of Advanced Placement for Career Technical coursework completed at another school.

\*\*A high school diploma or GED certificate is not required for admission to this program. Students must be at least 16 years old to enroll.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
AUM 212	Advanced Electrical and Electronic Systems	3
AUM 220	Advanced Automotive Engines	3
AUM 224	Manual Transmission and Transaxle	3
AUM 230	Auto Transmission and Transaxle	3
AUM 239	Engine Performance	3
AUM 244	Engine Performance and Diagnostics	3
AUM 246	Automotive Emissions	3
AUM 281	Special Topics in Transmissions	3
<b>Minimum Credit Hours for Graduation:</b>		<b>24</b>

## Automotive Service Technology Basic

### Short-Term Certificate

Available: Shoals Campus

Advisors:

E. Creekmore (5449) eric.creekmore@nwscc.edu

D. Carson (5449) d.carson@nwscc.edu

This short-term certificate is designed to prepare students for employment in the automotive service industry. Emphasis is placed upon developing competency in diagnosing problems, inspecting, maintaining and repairing automobiles and light trucks. The increasing sophistication of automotive technology now requires workers who can use computerized shop equipment and work with electronic components, while maintaining their skills with traditional hand-tools.

Basic scientific principles and technical information are taught to give the student a better understanding of the cause of mechanical and electrical failures. The successful student will become skilled in making scientific diagnosis and performing necessary repairs and adjustments to the various systems of the automobile. Employers look for people with strong communication and analytical skills. Good reading, mathematics, and computer skills are needed to study technical manuals and keep abreast of new technology.

Graduates of Basic Auto Mechanics will be prepared to enter the automotive service industry as an entry level automotive technician.

This short-term certificate does not require a high school diploma or a GED certificate for admission. Students must be at least 16 years of age to enroll.

#### Notes:

\*Transfer Credit: Students may receive up to one semester of Advanced Placement for Career Technical coursework completed at another school.

\*\*A high school diploma or GED certificate is not required for admission to this program. Students must be at least 16 years old to enroll.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Required Courses

Item #	Title	Credits
AUM 101	Fundamentals of Automotive Technology	3
AUM 112	Electrical Fundamentals	3
AUM 121	Braking Systems	3
AUM 122	Steering, Suspension and Alignment	3
AUM 124	Automotive Engines	3
AUM 130	Drive Train and Axles	3
AUM 133	Motor Vehicle Air Conditioning	3
AUM 162	Electrical and Electronic Systems	3
<b>Minimum Credit Hours for Graduation:</b>		<b>24</b>

## Cabinetmaking

### Cabinetmaking Advanced

#### Short-Term Certificate

Available: Shoals Campus

Advisors:

T. Grisham (5236) [titus.grisham@nwsccl.edu](mailto:titus.grisham@nwsccl.edu)

Students who have completed the basic cabinetmaking short-term certificate can pursue an advanced cabinetmaking short-term certificate. Students desiring to take this avenue will have a more

in-depth study of cabinetmaking.

Topics include advanced materials and exotic woods, shop organization and tool acquisition. Upon completion of this certificate students will be able to figure costs of material and labor and the use of pertinent formulas.

Hand-eye coordination, manual dexterity and physical fitness, are very important to have. The ability to solve math problems quickly and accurately is also very important. Also, a student should become a fast, safe worker.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Required Courses

Item #	Title	Credits
CAB 102	Introduction to Lumber and Wood Products	3
CAB 104	Cabinet Shop Operations	3
CAB 141	Woodfinishing	3
CAB 230	Estimating Costs in Cabinetmaking	3
<b>Minimum Credit Hours for Graduation:</b>		<b>12</b>

## Cabinetmaking Basic

### Short-Term Certificate

Available: Shoals Campus

Advisors:

T. Grisham (5236) [titus.grisham@nwsccl.edu](mailto:titus.grisham@nwsccl.edu)

This Cabinetmaking short term certificate prepares students with the skills and related technical knowledge necessary for employment as a woodworking craftsman. Topics include basic materials and processes. Uses and care of tools and equipment, safety, job planning and execution, and wood finishing techniques. Students are taught how to design, construct, and install interior casework.

Eye-hand coordination, manual dexterity and physical fitness, and a good sense of balance are important to have. The ability to solve math problems quickly and

accurately is also helpful. To advance, cabinetmakers should be able to accurately estimate how long a job should take to complete and its cost.

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
CAB 101	Introduction to Cabinetmaking	3
CAB 103	Sizes, Dimension, and Joints	3
CAB 110	Equipment Maintenance	3
CAB 204	Cabinetmaking and Millwork	3
<b>Minimum Credit Hours for Graduation:</b>		<b>12</b>

# Carpentry

## Carpentry Advanced

### Short-Term Certificate

Available: Shoals Campus

Advisors:

T. Grisham (5236) [titus.grisham@nwsccl.edu](mailto:titus.grisham@nwsccl.edu)

Students desiring to receive an advance carpentry short-term certificate will have the opportunity to have a more in depth study of carpentry in construction. Topics include construction blue prints, design of roof systems, interior and exterior materials (including but not limited to doors and windows, siding, masonry, and concrete).

Advanced Journeyman Carpenter must be able to perform any given task as it relates to carpentry. Carpenters must have eye-hand coordination, physical fitness, and a good sense of balance.

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;

- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
CAR 121	Introduction to Blueprint Reading	3
CAR 131	Roof and Ceiling Systems	3
CAR 132	Interior and Exterior Finish	3
CAR 133	Roof and Ceiling Systems Lab	3
<b>Minimum Credit Hours for Graduation:</b>		<b>12</b>

## Carpentry Basic

### Short-Term Certificate

Available: Shoals Campus

Advisors:

T. Grisham (5236) [titus.grisham@nwsccl.edu](mailto:titus.grisham@nwsccl.edu)

This short-term certificate is designed to prepare students with carpentry skills and related technical knowledge needed for immediate employment in the carpentry profession. Emphasis is placed on safety, employability skills, and requirements for successful employment. Students learn to work from blueprints and instructions, preparing a layout by measuring, marking, and arranging materials. Hand and power tools are used to cut and shape various materials. The materials are joined with nails, screws, staples, or adhesives.

Carpenters may be involved in various kinds of construction activity, maintenance and installation work, repair work, manufacturing firms, government agencies, wholesale and retail establishments, and schools. Many carpenters are self-employed. It is important to acquire skills in all aspects of carpentry and to have flexibility to perform any kind of carpentry work.

Skilled carpenters need manual dexterity, eye-hand coordination, physical fitness, and a good sense of balance.

Carpenters must be able to estimate how long a job should take to complete and its cost.

## NOTES

\* Transfer Credit: Students may receive up to one semester of Advanced Placement for Career Technical coursework completed at another institution.

\* A high school diploma or GED certificate is not required for admission to this program. Students must be at least 16 years old to enroll.

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
CAR 111	Construction Basics	3
CAR 112	Floors, Walls, Site Prep	3
CAR 113	Floors, Walls, Site Prep Lab	3
CAR 114	Construction Basics Lab	3
<b>Minimum Credit Hours for Graduation:</b>		<b>12</b>

# Carpentry/Cabinetmaking

## Carpentry/Cabinetmaking

### Associate in Occupational Technology (AOT)

Available: Shoals Campus

Advisors: T. Grisham (5236) titus.grisham@nwscc.edu

Students desiring to receive the AOT Award must complete all major certificate courses, one minor certificate course of study, and the required credit hours of general education courses in Areas I, II, III, and IV. Upon completion of all the courses listed, students are eligible to receive the Associate in Occupational Technology Degree. Students desiring to take general education courses for transfer to another institution should consult an advisor for proper general education course selection.

**Entering students are required to complete ORI 107**  
**Transfer students are exempt from this requirement.**

NOTE:

\* Computer competency skills are embedded in one or more courses required in this curriculum.

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Area I: Written Composition

Item #	Title	Credits
	ENG 101 or ENG 100	3

## Area II: Humanities and Fine Arts

## Area III: Natural Science and Mathematics

A minimum of 3 hours in MTH 116 or MTH 100 or Higher is required. The additional 3 hours of degree creditable coursework may be taken from disciplines of biology, chemistry, physical science, physics, environmental technology.

Item #	Title	Credits
	MTH 100, MTH 116 or higher	3

## Area IV: History, Social and Behavioral Science

Courses may be taken from the disciplines of history, economics, geography, political science, psychology, and sociology.



## Area V: Technical Concentration and Electives

Item #	Title	Credits
CAB 101	Introduction to Cabinetmaking	3
CAB 102	Introduction to Lumber and Wood Products	3
CAB 103	Sizes, Dimension, and Joints	3
CAB 104	Cabinet Shop Operations	3
CAB 110	Equipment Maintenance	3
CAB 141	Woodfinishing	3
CAB 204	Cabinetmaking and Millwork	3
CAB 230	Estimating Costs in Cabinetmaking	3
CAR 111	Construction Basics	3
CAR 112	Floors, Walls, Site Prep	3
CAR 113	Floors, Walls, Site Prep Lab	3
CAR 114	Construction Basics Lab	3
CAR 121	Introduction to Blueprint Reading	3
CAR 131	Roof and Ceiling Systems	3
CAR 132	Interior and Exterior Finish	3
CAR 133	Roof and Ceiling Systems Lab	3

## Minor Requirements: Business Management and Supervision

Item #	Title	Credits
BUS 275	Principles of Management	3
	BUS Elective (3 credits)	3
	BUS Elective (3 credits)	3
	BUS Elective (3 credits)	3

## Minor Requirements: Welding (Fall and Spring Semester)

Item #	Title	Credits
WDT 108	SMAW Fillet/OFC	3
WDT 109	SMAW Fillet/Pac/Cac	3
WDT 122	SMAW Fillet/OFC Lab	3
WDT 123	SMAW Fillet/Pac/CAC Lab	3

## Minor Requirements: Welding (Summer Semester)

Item #	Title	Credits
WDT 110	Industrial Blueprint Reading	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding Theory	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 219	Welding Inspection & Testing	3

## MSSC Certified Production Technician

Item #	Title	Credits
ADM 291	Mssc Safety Course	3
ADM 292	Mssc Quality Practices and Measurement Course	3
ADM 293	Mssc Manufacturing Processes and Production Course	3
ADM 294	Mssc Maintenance Awareness Course	3
<b>Minimum Credit Hours for Graduation:</b>		<b>75</b>

## Carpentry/Cabinetmaking Career Certificate

Available: Shoals Campus  
 Advisors: T. Grisham (5236) titus.grisham@nwsc.edu

Carpentry/Cabinetmaking, using wood for construction and repair, has been an important craft for centuries. These skills are so important and versatile that they make up the largest group of building trade workers.

Students are exposed to various areas of carpentry/cabinetmaking such as safety, hand tools, blueprint reading, metric measures, stair construction, floor framing, wall and ceiling framing, exterior finish and various types of cabinet building.

Emphasis is placed on learning the true value of good craftsmanship and how to apply this knowledge to benefit the employee and employer. One of the main objectives of the program is to develop the skills, attitudes and ethics needed to become successfully employed.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

### NOTES:

\* A high school diploma or GED certificate is not required for admission to this program. Students must be at least 16 years old to enroll.

\* Transfer Credit: Students may receive up to one semester of Advanced Placement for Career Technical coursework completed at another institution.



## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
	ENG 101 or ENG 100	3
MTH 116	Mathematical Applications	3
CAB 101	Introduction to Cabinetmaking	3
CAB 102	Introduction to Lumber and Wood Products	3
CAB 103	Sizes, Dimension, and Joints	3
CAB 104	Cabinet Shop Operations	3
CAB 110	Equipment Maintenance	3
CAB 141	Woodfinishing	3
CAB 204	Cabinetmaking and Millwork	3
CAB 230	Estimating Costs in Cabinetmaking	3
	CAR 111 or CAR 232	3
CAR 112	Floors, Walls, Site Prep	3
CAR 113	Floors, Walls, Site Prep Lab	3
CAR 114	Construction Basics Lab	3
CAR 121	Introduction to Blueprint Reading	3
CAR 131	Roof and Ceiling Systems	3
CAR 132	Interior and Exterior Finish	3
CAR 133	Roof and Ceiling Systems Lab	3
<b>Minimum Credit Hours for Graduation:</b>		<b>54</b>

## Chemistry

### Chemical Laboratory Technician Short-Term Certificate

Available: Phil Campbell and Shoals Campuses

Advisors:

C. Sockwell (5378) sockwell@nwscc.edu

The Chemical Laboratory Technician short-term certificate emphasizes chemistry and mathematics. The holder of this certificate will have completed 8 semester hours of chemistry and will be exposed to many different areas of chemistry. These areas include fundamental concepts of chemistry, chemical equations and reaction, stoichiometry, thermochemistry, atomic structure,

general concepts of chemical bonding, Valence Bond Theory, Molecular Orbital Theory, chemistry of gases and kinetic theory, acids and bases, chemical equilibrium, and chemical thermodynamics.

The material covered in the courses, along with skills developed in the laboratory, prepares the student for a wide range of employment possibilities, from industrial laboratories to environmental testing.

For those students who wish to continue their education, these courses are transferable.

Notes:

\*\*Keyboarding skills are essential for the successful completion of English 101.

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
BIO 103	Principles of Biology I	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
	ENG 101 or ENG 100	3
MTH 112	Precalculus Algebra	3
MTH 265	Elementary Statistics	3
<b>Minimum Credit Hours for Graduation:</b>		<b>21</b>

## Child Development

### Child Development

#### Associate in Applied Science

Available: Phil Campbell and Shoals Campus

Advisors: D. Durdunji (5450) durdunji@nwscc.edu

This degree is designed to prepare students for employment as teachers or directors in public or private preschool programs, as Head Start teachers or teacher aides, or as teacher assistants in Alabama Pre-K programs in public or private schools. Courses in this program extend beyond the Alabama State

Minimum Standards qualifications for directors, program directors, and preschool teachers in licensed child care facilities.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Area I: Written Composition

Keyboarding skills are essential to the successful completion of ENG 101.

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

## Area II: Humanities and Fine Arts

Item #	Title	Credits
SPH 107	Fundamentals of Public Speaking	3
	CHD Area II Elective	3

## Area III: Natural Sciences and Mathematics

Choose either TWO Math classes and ONE Science class OR ONE Math class and TWO Science classes from among:

Item #	Title	Credits
	CHD Math Elective	3
	CHD Biology Elective	4
PHS 111	Physical Science I	4

## Area IV: History, Social and Behavioral Science

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

## Area V: Technical Concentration and Electives

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
SOC 247	Marriage and the Family	3
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 205	Program Planning for Educating Young 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 with Exceptional Needs	3
CHD 215	Supervised Practical Experience in Early Childhood Education	3
<b>Minimum Credit Hours for Graduation:</b>		<b>68</b>

## Child Development

### Short-Term Certificate

Available: Phil Campbell and Shoals Campus

Advisors:

D. Durdunji (5450) [durdunji@nwscc.edu](mailto:durdunji@nwscc.edu)

This short-term certificate is designed to prepare students for employment in preschool programs. Emphasis is upon developing competency in guiding the experience of preschool children. Graduates may be employed as teachers or directors in private and public preschool programs and as aides in Head Start. Classes in this plan are designed to meet the Alabama state minimum standard qualifications for a director, program director, and teacher in a licensed child care center. This short-term certificate program offers the student background knowledge of all stages of child growth and development; training and practical experience in conducting all types of learning activities with children; knowledge and application of techniques in positive guidance and discipline,

health, safety, and first aid practices; and a basic knowledge of the state minimum standards for daycare centers and homes.

Any person who is interested in the field or desires to enhance his or her knowledge in child care work and has a high school diploma or GED will be eligible for this short-term certificate.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Required Courses

Item #	Title	Credits
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 205	Program Planning for Educating Young Children	3
CHD 206	Children's Health and Safety	3
CHD 215	Supervised Practical Experience in Early Childhood Education	3

### Electives

\*\*CHD Electives

Choose any two of the following courses:

Item #	Title	Credits
CHD 100	Introduction of Early Care and Education of Children	3
CHD 208	Administration of Child Development Programs	3
CHD 209	Infant and Toddler Education Programs	3
CHD 210	Educating Exceptional Young Children with Exceptional Needs	3
CHD 214	Families and Communities in Early Care and Education Programs	3
<b>Minimum Credit Hours for Graduation:</b>		<b>27</b>

## Computer Information Systems Technology

### Computer Information Systems Technology

#### Associate in Applied Science

Available: Shoals Campus

Advisors: T. Roberson (5276) [roberson@nwscc.edu](mailto:roberson@nwscc.edu)

S. Chandler (5234) [schandler@nwscc.edu](mailto:schandler@nwscc.edu)

J. James (6234/5346) [jamesje@nwscc.edu](mailto:jamesje@nwscc.edu)

Northwest-Shoals Community College offers AAS Degrees in Computer Information Systems that prepare the graduate to go right to work upon graduation. The options are: Cyber Security and Software Development. These options emphasize different areas of information technology, but both include experience in several programming languages and office applications. The CIS curriculum is updated upon recommendations of business/ industry representatives.

Graduates of both options will have utilized the Test-Out system to practice on virtual computer hardware from anywhere as well as a physical lab on campus for hands-on computer hardware and software experience. All graduates have advanced knowledge and experience with Microsoft Office.

Graduates of the Cyber Security Option have the skills to repair and rebuild computer hardware, set up and configure computer systems and networks, and secure networks and infrastructure against threats, including mitigating the effects of a security breach. The Security portion of this degree incorporates computer and infrastructure security, so graduates are trained in ethical hacker techniques, including those against hardware devices like Programming Logic Controllers (PLCs), which are utilized in Industrial Control Systems.

Graduates of the Software Development Option have experience developing software for the Microsoft Windows platform, the Android and Apple mobile platforms, the web, and the IBM Power System. The Swift programming language is used for Apple App development. A Mac lab has been established on campus so that students can write the Apple Swift programs. The lab includes iPods and mini iPads for testing purposes. Students also have access to their own virtual IBM Power System that they can access from anywhere courtesy of the IBM Academic Initiative. Students taking this option are also exposed to

networking and maintenance techniques. Graduates are trained via Net Lab to practice ethical hacking techniques.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

NOTE:

Keyboarding skills are essential for the successful completion of ENG 101 and CIS classes.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Cyber Security Option: Area I: Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Cyber Security Option: Area II: Humanities and Fine Arts

Item #	Title	Credits
	CIS Area II Elective	3

### Cyber Security Option: Area III: Natural Sciences and Mathematics

Choose one natural science course from:

Biological Science, Chemistry, Environmental Science, Physics, or Physical Science

Item #	Title	Credits
MTH 116	Mathematical Applications	3

### Cyber Security Option: Area IV: History, Social and Behavioral Science

Item #	Title	Credits
	CIS Area IV Elective	-3

### Cyber Security Option: Area V: Technical Concentration and Electives

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
CIS 147	Advanced Microcomputer Applications	3
CIS 148	Post Advanced Microcomputer Applications	3
CIS 157	Introduction to App Development with Swift	3
CIS 199	Network Communications	3
CIS 202	Python Programming	3
CIS 205	Control Language and Utilities Applications	3
CIS 207	Introduction to Web Development	3
CIS 209	Advanced Web Development	3
CIS 214	Security Analysis (PEN Testing)	3
CIS 220	App Development with Swift	3
CIS 227	App Development with Swift II	3
CIS 245	Cyber Defense	3
CIS 246	Ethical Hacking	3
CIS 249	Microcomputer Operating Systems	3
CIS 251	C++ Programming	3
CIS 255	Java Programming	3
CIS 263	Computer Maintenance	3
CIS 280	Network Security	3
CIS 297	Co-Op for Cis II	3

### Software Development Option: Area I: Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Software Development Option: Area II: Humanities and Fine Arts

Item #	Title	Credits
	CIS Area II Elective	3

### Software Development Option: Area III: Natural Sciences and Mathematics

Choose one Natural Science Course from:

Biological Science, Chemistry, Environmental Science, Physics, or Physical Science

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3

## Software Development Option: Area IV: History, Social and Behavioral Science

Item #	Title	Credits
	CIS Area IV Elective	-3

## Software Development Option: Area V: Technical Concentration and Electives

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
CIS 147	Advanced Microcomputer Applications	3
CIS 148	Post Advanced Microcomputer Applications	3
CIS 155	Introduction to Mobile App Development	3
CIS 157	Introduction to App Development with Swift	3
CIS 199	Network Communications	3
CIS 202	Python Programming	3
CIS 205	Control Language and Utilities Applications	3
CIS 207	Introduction to Web Development	3
CIS 209	Advanced Web Development	3
CIS 220	App Development with Swift	3
CIS 227	App Development with Swift II	3
CIS 245	Cyber Defense	3
CIS 249	Microcomputer Operating Systems	3
CIS 251	C++ Programming	3
CIS 255	Java Programming	3
CIS 263	Computer Maintenance	3
CIS 280	Network Security	3
CIS 297	Co-Op for Cis II	3
<b>Minimum Credit Hours for Graduation:</b>		<b>73-76</b>

## Computer Technology Cyber Security Technician

### Short-Term Certificate

Available: Shoals Campus

Advisors:

T. Roberson (5276) roberson@nwsccl.edu

S. Chandler (5234) schandler@nwsccl.edu

J. James (6234/5346) jamesje@nwsccl.edu

Almost all businesses today utilize microcomputers in their operations, whether they are large or small businesses. The investment they have made in microcomputers requires ongoing maintenance and

security. The need for qualified technicians is continually expanding. These technicians need to know how to diagnose, configure, install, upgrade, and secure industry standard microcomputers. This program is designed to provide the skills needed to become employed as a Cyber Security Technician.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

### NOTES:

\* CIS 249 satisfies the written communication proficiencies for Area I. This course is offered only in the fall and summer.

\* CIS 146 satisfies the mathematics proficiencies for Area III.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Required Courses

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
CIS 157	Introduction to App Development with Swift	3
CIS 199	Network Communications	3
CIS 214	Security Analysis (PEN Testing)	3
CIS 245	Cyber Defense	3
CIS 249	Microcomputer Operating Systems	3
CIS 263	Computer Maintenance	3
CIS 280	Network Security	3
<b>Minimum Credit Hours for Graduation:</b>		<b>24</b>



## Computer Technology Software Technician

Available: Shoals Campus

Advisors: T. Roberson (5276) roberson@nwsccl.edu

S. Chandler (5234) schandler@nwsccl.edu

J. James (6234/5346) jamesje@nwsccl.edu

The rapid expansion of microcomputer systems in all phases of business operations has generated a demand for knowledgeable technicians who can install, upgrade, service, and support industry standard software for microcomputers. This program will train the student to use PC operating systems, word processing, spreadsheets, database, and other related software tools which are commonly used in business.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

### NOTES:

\* CIS 146 satisfies the mathematics proficiencies for Area III.

\* CIS 249 satisfies the written communication proficiencies for Area I. Course is offered only in the fall and in the summer.

\* Keyboarding skills are essential for the successful completion of CIS classes.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
CIS 147	Advanced Microcomputer Applications	3
CIS 148	Post Advanced Microcomputer Applications	3
CIS 157	Introduction to App Development with Swift	3
CIS 202	Python Programming	3
CIS 205	Control Language and Utilities Applications	3
CIS 220	App Development with Swift	3
CIS 227	App Development with Swift II	3
CIS 249	Microcomputer Operating Systems	3
<b>Minimum Credit Hours for Graduation:</b>		<b>27</b>

## Microcomputer Applications

### Short-Term Certificate

Available: Shoals Campus

Advisors: T. Roberson (5276) roberson@nwsccl.edu

S. Chandler (5234) schandler@nwsccl.edu

J. James (6234/5346) jamesje@nwsccl.edu

The Microcomputer Applications Short-Term Certificate verifies that the graduate completed Introductory, Intermediate, and Advanced problems in four Microsoft Office applications. Those applications include Word, Excel, Access, and PowerPoint. SAM is the simulation software that is utilized in each class so students have a real-world scenario. The introductory class should prepare the student to pass the Entry Level MOS certification exams. The additional classes should assist the students in passing the Expert Level MOS certification exams. In addition, Cyber Security is introduced in the introductory class. A Windows class is also included in the requirements for this certificate.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;

- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
CIS 147	Advanced Microcomputer Applications	3
CIS 148	Post Advanced Microcomputer Applications	3
CIS 249	Microcomputer Operating Systems	3
<b>Minimum Credit Hours for Graduation:</b>		<b>12</b>

## Swift Programming

### Short-Term Certificate

Available: Shoals Campus

Advisors: T. Roberson (5276) [roberson@nwsc.edu](mailto:roberson@nwsc.edu)

S. Chandler (5234) [schandler@nwsc.edu](mailto:schandler@nwsc.edu)

J. James (6234/5346) [jamesje@nwsc.edu](mailto:jamesje@nwsc.edu)

The Swift Programming Short-Term Certificate verifies that the student completed three courses in Swift App Development (app development for iOS systems). Students are provided a lab of MAC computers for app development. They are also provided iPad minis and iPods for testing purposes. The additional required course is either Java or Python, two of the most popular programming languages in current use.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
CIS 157	Introduction to App Development with Swift	3
	CIS 202 or CIS 255	3
CIS 220	App Development with Swift	3
CIS 227	App Development with Swift II	3

**Minimum Credit Hours for Graduation: 12**

## Cosmetology

### Salon and Spa Management

#### Associate in Applied Science

Available: Shoals Campus

Advisors: C. Bankston (5265) [bankstonc@nwsc.edu](mailto:bankstonc@nwsc.edu)

M. Grissom (5420) [melinda.grissom@nwsc.edu](mailto:melinda.grissom@nwsc.edu)

A degree program that prepares cosmetologists, hairstylists, and other personal grooming specialists to manage beauty parlors, shops, and full-service or specialized salon and to prepare for licensure as professional salon and spa owners operator. Includes instruction in cosmetic services marketing and retailing; advertising and promotion; salon management, the cosmetic and salon supply industries, hiring, supervision, and labor relations; applicable business and professional laws and regulations, professional standards and image; and customer service.

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 theory and practical skills necessary to complete successfully the required NIC (National Interstate Council) testing, Alabama Board of Barbering and Cosmetology examination.

**All entering students under the AAS degree must complete all required classes before they can take Alabama Board of Cosmetology and Barbering License Exam. Students cannot drop from an AAS Salon and Spa Degree to the Career Certificate.**

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.



## Area I: Written Composition

Keyboarding skills are essential to the successful completion of ENG 101.

Item #	Title	Credits
ENG 101	English Composition I	3

## Area II: Humanities and Fine Arts

Item #	Title	Credits
SPH 107	Fundamentals of Public Speaking	3
	ART 100 or MUS 101	3

## Area III: Natural Sciences and Mathematics

Item #	Title	Credits
	MTH 100 or MTH 116	3
	COS Science Elective	4

## Area IV: History, Social and Behavioral Science

Item #	Title	Credits
	COS Area IV Elective	3

## Area V: Technical Concentration and Electives

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
COS 190	Internship in Cosmetology	3
SAL 201	Entrepreneurship for Salon/Spa	3
SAL 133	Salon Management Technology	3
COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 113	Theory of Chemical Services	3
COS 114	Chemical Services Lab	3
COS 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 167	State Board Review	3
COS 144	Hair Shaping and Design	3
COS 145	Hair Shaping Lab	3
<b>Minimum Credit Hours for Graduation:</b>		<b>67</b>

## Salon and Spa Management

### Career Certificate

Available: Shoals Campus

Advisors: C. Bankston (5265) bankstonc@nwscc.edu

M. Grissom (5420) melinda.grissom@nwscc.edu

A career certificate that prepares cosmetologists, hairstylists, and other personal grooming specialists to manage beauty parlors, shops, and full-service or specialized salon and to prepare for licensure as professional salon and spa owners operator. Includes instruction in cosmetic services marketing and retailing; advertising and promotion; salon management; the cosmetic and salon supply industries; hiring; supervision, and labor relations; applicable business and professional laws and regulations; professional standards and image; and customer service.

Students are provided a complete review of all procedures and practical skills pertaining to their training in the program.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

**All entering students under the Salon and Spa Management Career Certificate program must complete 1500 clock hours to be eligible to take Alabama Board of Cosmetology and Barbering license Exam. All students must complete all credit units that are required along with MTH 116 or higher and ENG 101.**

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Area I: Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

## Area III: Natural Sciences and Mathematics

Item #	Title	Credits
MTH 116	Mathematical Applications	3

## Area V: Technical Concentration and Electives

Item #	Title	Credits
COS 190	Internship in Cosmetology	3
SAL 133	Salon Management Technology	3
COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 113	Theory of Chemical Services	3
COS 114	Chemical Services Lab	3
COS 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 167	State Board Review	3
COS 144	Hair Shaping and Design	3
COS 145	Hair Shaping Lab	3
<b>Minimum Credit Hours for Graduation:</b>		<b>48</b>

## Cosmetology Instructor Training

### Salon and Spa Management Instructor Training

#### Short-Term Certificate

Available: Shoals Campus  
 Advisors: C. Bankston (5265) bankstonc@nwsc.edu  
 M. Grissom (5420) melinda.grissom@nwsc.edu

Instructor training is a teacher training program for licensed Cosmetologist. The student is introduced to curriculum development principles and methods of teaching through independent study. The courses include application of learning principles, methods, and techniques in a classroom and laboratory environment. Required record keeping, classroom management, and methods of evaluation are included in the short-term certificate.

The full-time program consists of two semesters, along with having a current Cosmetology license for at least one year, and three semesters if not currently licensed for one year. After completion of the prescribed

curriculum, the student is eligible to take the NIC Alabama Board of Cosmetology and Barbering Instructor's license. Completed courses and hours are transferable to some states for licensing.

### Requirements for admission:

- Approved application with NW-SCC Salon and Spa Program.
- Student must have a current Cosmetology license for at least 1 year (the program requires two semesters).
- If student has a current Cosmetology license for less than a year, the program requires three semesters.
- Student instructors will furnish their books and materials necessary for the course.
- Associate in Applied Science Degree in Salon and Spa Management is required.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### First Semester

Item #	Title	Credits
CIT 211	Teaching and Curriculum Development	3
CIT 212	Teacher Mentorship	3
CIT 213	Lesson Plan Development	3
CIT 214	Lesson Plan Methods and Development	3

### Second Semester

Item #	Title	Credits
CIT 221	Lesson Plan Implementation	3
CIT 222	Instructional Materials and Methods	3
CIT 223	Instructional Materials and Methods Applications	3
CIT 224	Special Topics in Cosmetology Instruction	3

## Third Semester

Item #	Title	Credits
COS 291	Co-Op	3
COS 162	Special Topics in Cosmetology/ Teaching Essentials	3
COS 125	Career and Personal Development	3
COS 167	State Board Review	3
<b>Minimum Credit Hours for Graduation:</b>		<b>36</b>

## Criminal Justice

### Criminal Justice

#### Associate in Applied Science

Available: Phil Campbell and Shoals Campuses  
Advisor: K. Tucker (8060) ktucker@nwscc.edu  
K. Brackins (6242) kbrackins@nwscc.edu

This degree is designed for students entering into Criminal Justice careers, particularly for those interested in law enforcement. Although many of the courses in this career program may transfer to four-year institutions, this program is not designed for transfer. This program does not include many courses that four-year institutions require in their general education program.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

#### NOTES:

\* Criminal Justice Courses are offered on the Phil Campbell campus depending on student demand.

\* Students who have successfully completed the Police Academy (as established by the Alabama Police Officers and Training Commission) may be given credit for CRJ 110 and CRJ 116 with the approval of the CRJ advisor.

#### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:

- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Area I: Written Composition

Keyboarding skills are essential for the successful completion of English 101.

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

### Area II: Humanities and Fine Arts

Item #	Title	Credits
SPH 107	Fundamentals of Public Speaking	3
CRJ Area II Elective		3

### Area III: Natural Sciences and Mathematics

Choose one course from the natural sciences:

Biology, Chemistry, Environmental Science, Physical Science and Physics.

Item #	Title	Credits
MTH 116	Mathematical Applications	3

### Area IV: History, Social and Behavioral Science

Students may also choose a U.S. History course instead of POL 211.

Item #	Title	Credits
POL 211	American National Government	3
PSY 200	General Psychology	3

## Area V: Technical Concentration and Electives

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
CRJ 100	Introduction to Criminal Justice	3
CRJ 110	Introduction to Law Enforcement	3
CRJ 140	Criminal Law and Procedure	3
CRJ 146	Criminal Evidence	3
CRJ 216	Police Organization and Administration	3
CRJ 220	Criminal Investigation	3
SOC 200	Introduction to Sociology	3
	CRJ Elective	3
	CRJ Elective	3
	CRJ Elective	3
	CRJ Elective	3
<b>Minimum Credit Hours for Graduation:</b>		<b>61</b>

## Design Engineering Technology

### Design Engineering Technology

#### Associate in Applied Science

Available: Shoals Campus

Advisors: S. Defoor (5257) [stephen.defoor@nwscc.edu](mailto:stephen.defoor@nwscc.edu)

Design Engineering prepares students for the manufacturing and construction industry. Today, the drafter is a highly skilled technician with an ability to visualize objects three dimensionally before they are physically created. By using traditional manual tools or computer assisted methods, the drafter creates drawings that describe the shape and size of the product or project.

Design Engineering instruction at the College is offered in fundamental, intermediate, and advanced levels of drafting and design. Advanced courses train students for the development of drawings in mechanical and architectural design. Related studies prepare the student academically in mathematics, physics, psychology, and English.

A graduate of the program will be generally qualified to enter the industry as an entry level draftsman, detailer, or apprentice designer. Graduates are encouraged to continue education toward a professional degree in engineering or architecture.

Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.

Notes:

\* Drafting Electives totaling 5 semester hours are required. Students should consult with advisor concerning other possible electives from other program areas.

\* Computer competency skills are embedded within one or more courses required in this curriculum.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Area I: Written Composition

\* Keyboarding skills are essential for the successful completion of English 101.

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

### Area II: Humanities and Fine Arts

Item #	Title	Credits
	DDT Area II Elective	3

### Area III: Natural Sciences and Mathematics

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3
MTH 112	Precalculus Algebra	3
PHY 115	Technical Physics	4

### Area IV: History, Social and Behavioral Science

Item #	Title	Credits
PSY 200	General Psychology	3

## Area V: Technical Concentration and Electives

Item #	Title	Credits
DDT 104	Basic Computer Aided Drafting and Design	3
DDT 111	Fundamentals of Drafting and Design Technology	3
DDT 117	Manufacturing Processes	3
DDT 124	Intro to Technical Drawing	3
DDT 127	Intermediate Computer Aided Drafting and Design	3
DDT 128	Intermediate Technical Drawing	3
DDT 131	Machine Drafting Basics	3
DDT 132	Architectural Drafting	3
DDT 104	Basic Computer Aided Drafting and Design	3
DDT 181E	Special Topics - Work Ethics	3
DDT 211	Intermediate Machine Drafting	3
DDT 220	Advanced Technical Drawing	3
DDT 231	Advanced Cad	3
DDT 233	Solids Modeling	3
DDT 227	Strength of Materials	4
DDT 291	Co-Op	3
	DDT Elective	5
<b>Minimum Credit Hours for Graduation:</b>		<b>76</b>

## Computer-Aided Design

### Short-Term Certificate

Available: Shoals Campus

Advisor:

S. Defoor (5257) stephen.defoor@nwscc.edu

This short-term certificate is open to drafting and design industry personnel with a minimum of one year experience in manual drafting, design, or engineering. The program provides upgrade training in the use of computer aided drafting and design (CADD) technology.

Two Drafting electives totaling 6 semester hours are required. Students should consult with advisor concerning other possible electives from other program areas.

### Entrance Requirements

- Submit a completed application;

- High School diploma or equivalent required;
- Age Requirement;
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
DDT 104	Basic Computer Aided Drafting and Design	3
DDT 127	Intermediate Computer Aided Drafting and Design	3
DDT 231	Advanced Cad	3
	DDT Elective	5
	DDT Elective	5
<b>Minimum Credit Hours for Graduation:</b>		<b>15</b>

## Diagnostic Imaging - Radiography

### Diagnostic Imaging - Radiography

#### Associate in Applied Science

Available: Shoals Campus

Advisors: R. Robertson (5390)

rick.robertson@nwscc.edu

C. Simms (8108) carl.simms@nwscc.edu

## GENERAL INFORMATION

The Division of Health Studies offers a five-semester Associate Degree Diagnostic Imaging (RAD) program. Upon satisfactory complete, the Associate of Applied Science Degree is awarded. The Diagnostic Imaging program prepares individuals, under the supervision of physicians, to provide medical imaging services to patients and attending health care professionals. The student will receive training in applied anatomy & physiology, patient positioning, radiographic technique, radiation biology, safety and emergency procedures, equipment operation and maintenance, quality assurance, patient education, and medical imaging/radiologic services management.

**NOTICE: The curriculum is continuing to be reviewed and analyzed. Modifications will be made as needed. The most updated information will be found in the College catalog posted on the NW-SCC website.**

## ADMISSION

1. Complete and submit college admissions application to the Admissions Office and receive a NW-SCC student number prior to application deadline.
2. Complete and submit application for the Program (separate from college application) to the Assistant to Health Studies Office in Building 122, Room 162, with unofficial transcripts from all colleges attended attached by the deadline of April 15th.
3. Have an unconditional admission to the college.
4. Be in good standing with the college.
5. Submit official high school transcripts showing graduation OR official GED report to the Admissions Office. A final transcript with proof of graduation must be received by June 1st.
6. Submit official transcripts from ALL other colleges attended to the Admissions Office prior to application deadline. If you are attending another college, the final official transcript must be received by the Admissions Office by June 1st.
7. Must have a minimum 2.50 cumulative grade point average on a 4.0 scale based on the required academic core courses for Diagnostic Imaging, and
  - a. Current or previous NW-SCC students must have a minimum 2.0 GPA or higher at NW-SCC.
  - b. Transfer students must enter NW-SCC on clear academic status (cumulative 2.0 GPA)
8. Have a minimum of 18 ACT composite score National or Residual. The writing component is not required. The official results must be sent to the NW-SCC Admissions Office. An unofficial copy of the ACT scores must be attached to the Diagnostic Imaging application. There is no expiration date on the ACT score for the Diagnostic Imaging application. The ACT must be taken by the application deadline.
9. Meet the eligibility criteria required for Diagnostic Imaging Program.
10. Must be eligible for ENG 101 and MTH 100 or higher as determined by college policy.

The College reserves the right to adjust requirements or use additional criteria to determine admission. Admission to the Associate of Applied Science in Diagnostic Imaging is competitive; the number of students is limited by the number of faculty and clinical facilities available. Meeting minimum admission criteria

does not guarantee admission into the Program. After meeting all minimum criteria, applicants are ranked using a point system.

The Associate Degree Diagnostic Imaging is developed as a combined sequence of radiography coursework. It is strongly suggested that all general education coursework be completed with a minimum grade of "C" or higher prior to the start of radiography coursework. The general education courses are offered on both the Shoals and Phil Campbell campuses at NW-SCC. Completion of certain courses prior to application results in a higher ranking score and improves the chances of being admitted.

**NOTICE: Your ability to comply with the ELIGIBILITY CRITERIA listed may be evaluated by health studies faculty at any time that your ability to do so is in question.**

## Eligibility Criteria

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

The eligibility criteria delineated below are necessary for Diagnostic Imaging program admission, progression and graduation and for the provision of safe and effective Diagnostic Imaging care. The eligibility criteria include but are not limited to the ability to:

Candidates must be able to meet all Eligibility Criteria required of the program. Physical disabilities must not pose a threat to the safety of the student, faculty, patients, or other health care workers.

Those functions are as follows:

- Have physical stamina to stand and walk for 8 hours or more in a clinical setting
- Can stand on both legs, move from room to room, and maneuver in small spaces
- Can bend the body downward and forward by bending at the spine and waist
- Can flex and extend all joints freely
- Can raise objects from a lower to higher position or move objects horizontally from position to position
- Possess mobility, coordination and strength to push, pull, or transfer heavy objects (strength to lift 25 lbs. frequently and 50 lbs. or more occasionally)
- Possess manual dexterity, mobility, and stamina to perform CPR



- Can seize, grasp, turn and otherwise work with both hands
- Can pick, pinch, or otherwise work with fingers
- Possess sufficient hearing to assess patients' needs, follow instructions, communicate with other health care workers, as well as respond to audible sounds of radiographic equipment
- Possess the visual acuity to read, write, and assess the patient and the environment
- Possess verbal, nonverbal, and written communication skill adequate to exchange ideas, detailed information, and instruction accurately
- Able to read, comprehend, and write legibly in the English language
- Able to interact purposefully and effectively with others
- Able to convey sensitivity, respect, tact, and a mentally healthy attitude
- Oriented to reality and not mentally impaired by mind-altering substances
- Able to function safely and effectively during high stress periods

## TRANSFER POLICY

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions.

It does not apply to students wishing to transfer from other institutions.

Criteria for transfer:

1. Must meet minimum admission standards for the Diagnostic Imaging program.
2. Must possess a grade of C or better in all Diagnostic Imaging required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at the time of transfer.
3. Dean/Chairperson/Director of previous Diagnostic Imaging program must provide a letter of eligibility for progression in previous Diagnostic Imaging program.
4. Must comply with all program policies and requirements at NW-SCC (including, but not limited to the program, progression policy, Diagnostic Imaging progression policy, and reinstatement policy.
5. Complete at least 25% of the Diagnostic Imaging program required courses for degree at NW-SCC.
6. Must meet acceptability criteria for placement at all clinical agencies for clinical experiences.

7. Acceptance of transfer students into the Diagnostic Imaging program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

8. ACCS Diagnostic Imaging Curriculum courses will be transferred without review of the course syllabus.

9. Submit an application requesting transfer to the Diagnostic Imaging Program by the deadline published by the program.

## PROGRAM REQUIREMENTS

After acceptance each student must:

1. Submit completed medical examination forms (at student expense) that provide evidence that the student is free of communicable disease and chemical dependency, and is physically and psychologically able to participate fully in both classroom and clinical aspects of the program. The Health Studies Faculty reserves the right to require at any time (at student expense) an additional medical examination in order to evaluate the student's state of physical, mental, and/or emotional health such as during pregnancy, infectious diseases, interference with mobility, emotional stability, chemical dependence, etc. When an examination or treatment is required, written proof must be provided by the physician attesting to the student's ability to carry out both classroom and clinical requirements of the program.

**NOTE: Northwest-Shoals Community College reserves the right to remove from the program any student who is refused use of facilities by any clinical agency.**

2. Meet the Eligibility Criteria with or without reasonable accommodations. These functions relate to the physical, mental, and emotional capabilities of the prospective students and are available in writing from the Health Studies Division or individual programs. Additional health criteria may be required by clinical agencies.

3. Purchase regulation uniforms and specified accessories.

4. Participate In, successfully complete, and pay for course card in cardiopulmonary resuscitation at the health care provider level (BLS) by the American Heart Association through the NW-SCC Health Studies Division during the first semester of the program.

5. Receive certain immunizations/vaccinations at the student's expense.

6. Purchase professional liability insurance through the College (attached fee).

7. Participate in and pay for periodic standardized tests (if applicable).

8. Participate in and pay for substance abuse testing as directed by the Health Studies Division.

9. Participate in and pay for background checks as directed by the Health Studies Division. It is recommended that each student carry health insurance.

## PROGRAM PROGRESSION POLICY:

In order to continue in the Diagnostic Imaging program, the student must:

1. Complete all required coursework from each previous semester with a grade of C or higher.
2. Maintain a 2.0 cumulative GPA at NW-SCC. Please note: The Grading Scale for all Diagnostic Imaging Courses is:

A = 90 – 100

B = 80 – 89

C = 75 – 79

D = 60 – 74

F = 59 and below

3. Be accepted by all clinical agencies for clinical experiences. If a student is dismissed from any clinical agency, the student will be dismissed from the program. Depending on the issue, the student may be withdrawn or receive a failing clinical grade.

4. Earn a satisfactory clinical evaluation in all Diagnostic Imaging courses with a clinical component.

5. Maintain ability to meet essential functions for the program with or without reasonable accommodations.

6. Maintain current CPR at the health care provider level by American Heart Association.

7. Maintain an adequate level of health, including but not limited to, annual physical examination, annual PPD, vaccinations, and freedom from chemical dependency and/or mental disorder.

A student that has an unsuccessful attempt in a radiography course (W, I, D, or F) cannot progress in the Diagnostic Imaging sequence until the course is completed successfully. Course repetition will be based on instructor availability and program resources.

## DIAGNOSTIC IMAGING PROGRESSION POLICY

In order to progress in the Diagnostic Imaging program, the following policy should be followed:

1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the Diagnostic Imaging program will result in dismissal from the program.
2. A student may be reinstated to the Diagnostic Imaging program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All Diagnostic Imaging admission standards must be met.
3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then the student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

## REINSTATEMENT POLICY:

Definition or reinstatement: Students who have a withdrawal or failure in a Diagnostic Imaging course and are eligible to return to that course will be considered for reinstatement to the program.

1. Students who desire to be reinstated following non-progression must schedule an appointment with a Diagnostic Imaging faculty advisor to discuss reinstatement.
2. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement.
3. In order to be eligible for reinstatement, the student must,
  - a) Apply for readmission to the College if not currently enrolled;
  - b) Receive unconditional admission status from the College;
  - c) Demonstrate a 2.0 GPA in the Diagnostic Imaging Program;
  - d) Have no more than one non-progression since program admission;
  - e) Submit application requesting reinstatement to the program
  - by the deadline
  - f) Demonstrate the ability to meet eligibility criteria for the Diagnostic Imaging program with or without reasonable accommodations;

- g) Demonstrate competency in previous Diagnostic Imaging courses by those students who have been out of progression for greater than one semester (This may be evaluated by testing and/or skills validation);
- h) Be accepted by all clinical agencies for clinical experiences;
- i) Demonstrate current American Heart Association CPR completion at the Health Care Provider level;

4. Students dismissed from the NW-SCC Diagnostic Imaging program for disciplinary reasons and/or unsafe patient care in the clinical area will not be allowed reinstatement to the program. The student may reapply as a new student into the NW-SCC Diagnostic Imaging program after the period of two years have lapsed unless the unsafe action resulted in actual harm or injury to self or others. In such cases, and in cases of dismissal due to criminal background or substance abuse, students may not reapply nor reinstate to any NW-SCC Health Studies Program.

5. Reinstatement to the Diagnostic Imaging program is not guaranteed and will only be allowed one time;

6. Reinstatement will be denied due to, but not limited to, any of the following circumstances:

- a) Grade point average is less than 2.0 from courses completed at the current institution;
- b) Refusal by any clinical agency to accept the student for clinical experiences;
- c) Classroom, laboratory, or clinical space unavailability;
- d) more than twelve months have lapsed since the student has enrolled in a Diagnostic Imaging course;
- e) being previously dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area.

A total of two unsuccessful attempts (D, F, or Withdrawal) in Diagnostic Imaging courses will result in dismissal from the program. Withdrawal and/or a D or F in one or more courses in a term will be considered one attempt.

## READMISSION POLICY

Students who are ineligible for reinstatement due to two unsuccessful attempts in any Diagnostic Imaging program of the Alabama Community College System may apply for readmission as a new student to the program provided:

- a) the student meets current entry requirements, and
- b) the student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory patient care in the clinical area that resulted in actual harm or injury to self or others;
- c) the student is accepted by all clinical agencies for clinical experiences.

## STANDARDS OF CONDUCT:

The Diagnostic Imaging student shall comply with the standards that determine acceptable behavior of a diagnostic imaging student. **FAILURE TO COMPLY WITH ANY OF THESE STANDARDS WHILE IN ANY HEALTH STUDIES PROGRAM CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM.**

The following examples of behavior may be grounds for dismissal from a Health Studies Program or for certification/ licensure application. Any individual who:

1. Is guilty of fraud or deceit in procuring or attempting to procure a license.
2. Is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the profession.
3. Is unfit or incompetent due to the use of alcohol or is addicted to the use of habit-forming drugs to such an extent as to render the licensee unsafe or unreliable.
4. Is mentally incompetent.
5. Is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health.
6. Has willfully or repeatedly violated any of the provisions for standards of conduct related to the profession.
7. Has been convicted of a felony.
8. Has been convicted of any violation of a Federal or State law relating to controlled substances.
9. Has any other reasons authorized by law.
10. Has been placed on a State and/or Federal abuse registry.
11. Has been court-martialed or disciplined or administratively discharged by the military.

Students who have demonstrated any of the behaviors prior to or during attendance of the program may have

to provide appropriate explanatory documentation with the certification/ licensing agency board. Any concerns related to the above should be discussed with a program advisor.

## ANTICIPATED EXPENSES:

As a student in the program, you can anticipate certain necessary expenses. First of all, the tuition rate is the same as that for other NW-SCC students, but Diagnostic Imaging Program students will incur other expenses, which are listed below. Note that the amounts listed are approximations and are subject to change. The list may not include all items, but any additional would be disclosed to students upon admission to the program.

Books and on-line resources: \$1,600.00

Physical Exam, TB Tests and Immunizations: \$1,000.00

Uniforms and Small Equipment: \$345.00

Clinical Kit / Tracking: \$150.00

Clinical ID Badges: \$20.00

Drug Screening: \$80.00

Liability Insurance: \$40.00

Background Checks: \$75.00

NOTICE: In addition to the expenses listed, you are responsible for transportation, meals, health care expenses, any liability incurred during and while traveling to and/or from educational experiences.

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

**Minimum Credit Hours for Graduation: 0**

## Diagnostic Imaging - Radiography

### Associate in Applied Science

Associate in Applied Science Degree

Available: Shoals Campus

Advisors: R. Robertson (5390)

rick.robertson@nwscc.edu

C. Simms (8108) carl.simms@nwscc.edu

The Associate in Applied Science Degree in Diagnostic Imaging is a five-semester program beginning upon admission into the Diagnostic Imaging program, which prepares the graduate to sit for certification.

## NOTES:

\* Post-Primary Medical Imaging Certificates for Magnetic Resonance Imaging (MRI) and computer Tomography (CT) are available through the program. Please see the Medical Imaging Program Director for Information.

\* Post-Primary Medical Imaging Certificate Curriculum is currently being reviewed. Please discuss these options with the Diagnostic Imaging Program Director.

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Semester I (Fall)

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3
BIO 201	Human Anatomy and Physiology I	4
RAD 111	Introduction to Radiography	2
RAD 112	Radiography Procedures I	4
RAD 113	Patient Care	2
RAD 114	Clinical Education I	2

## Semester II (Spring)

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
RAD 122	Radiographic Procedures II	4
RAD 124	Clinical Education II	5
RAD 125	Imaging Equipment	3

## Semester III (Summer)

Item #	Title	Credits
ENG 101	English Composition I	3
RAD 135	Exposure Principles	3
RAD 136	Radiation Protection and Biology	2
RAD 134	Clinical Education III	5

## Semester IV (Fall)

Item #	Title	Credits
	PSY 200 or PSY 210	3
RAD 212	Image Evaluation and Pathology2	
RAD 214	Clinical Education IV	8

## Semester V (Spring)

Item #	Title	Credits
RAD 227	Review Seminar	2
RAD 224	Clinical Education V	8
	RAD Humanities Elective	3
<b>Minimum Credit Hours for Graduation:</b>		<b>72</b>

# Diagnostic Medical Sonography

## Diagnostic Medical Sonography

### Associate in Applied Science

Available: Shoals Campus

Advisors: Terri Christian (8091)

terri.christian@nwsccl.edu

Kim Gaiser (8104) kim.gaiser@nwsccl.edu

## GENERAL INFORMATION

The Division of Health Studies offers a four-semester Associate Degree Diagnostic Medical Sonography

(DMS) program. Upon satisfactory complete, the Associate of Applied Science Degree is awarded. The Diagnostic Medical Sonography program prepares individuals, under the supervision of physicians, to utilize medical ultrasound techniques to gather sonographic data used to diagnose a variety of conditions and diseases. The student will receive training in acoustic principles, instrumentation and safety, abdominal, obstetrical, gynecologic, and superficial sonography.

The Associate Degree Diagnostic Medical Sonography Program supports the Philosophy and Purpose of the College and serves its community by preparing associate degree sonographers for a beginning level of practice in varied health settings.

Purpose and Goal: To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

**NOTICE: The curriculum is continuing to be reviewed and analyzed. Modifications will be made as needed. The most updated information will be found in the College catalog posted on the NW-SCC website.**

## ADMISSION

1. Complete and submit college admissions application to the Admissions Office and receive a NW-SCC student number prior to application deadline.
2. Complete and submit application for the Program (separate from college application) to the Assistant to Health Studies Office in Building 122, Room 162, with unofficial transcripts from all colleges attended attached. The deadline is April 15th.
3. Have an unconditional admission to the college.
4. Be in good standing with the college.
5. Submit official high school transcripts showing graduation OR official GED report to the Admissions Office. A final transcript with proof of graduation must be received by June 1st.
6. Submit official transcripts from ALL other colleges attended to the Admissions Office prior to application deadline. If you are attending another college, the final official transcript must be received by the Admissions Office by June 1st.

7. Must have a minimum 2.50 cumulative grade point average on a 4.0 scale based on the required academic core courses for Diagnostic Medical Sonography, and

- a. Current or previous NW-SCC students must have a minimum 2.0 GPA or higher at NW-SCC.
- b. Transfer students must enter NW-SCC on clear academic status (cumulative 2.0 GPA)

8. Have a minimum of 18 ACT composite score National or Residual. The writing component is not required. The official results must be sent to the NW-SCC Admissions Office. An unofficial copy of the ACT scores must be attached to the Diagnostic Medical Sonography application. There is no expiration date on the ACT score for the Diagnostic Medical Sonography application. The ACT must be taken by the application deadline.

9. Have completed BIO201, ENG101, MTH100 or higher, PHY115, PSY200 or PSY210, and a Humanities Elective with a grade of C or higher. (Classes must be completed with official documentation before the deadline of June 1st.)

10. Meet the eligibility criteria required for Diagnostic Medical Sonography.

The College reserves the right to adjust requirements or use additional criteria to determine admission.

Admission to the Associate of Applied Science in Diagnostic Medical Sonography Degree is competitive; the number of students is limited by the number of faculty and clinical facilities available. Meeting minimum admission criteria does not guarantee admission into the Program. After meeting all minimum criteria, applicants are ranked using a point system. The Associate Degree Diagnostic Medical Sonography Program is developed as a combined sequence of sonography coursework. General education coursework must be completed with a minimum grade of "C" or higher prior to the start of sonography coursework. The general education courses are offered on both the Shoals and Phil Campbell campuses at NW-SCC. Completion of certain courses prior to application results in a higher ranking score and improves the chances of being admitted.

NOTICE: Your ability to comply with the Eligibility Criteria listed may be evaluated by health studies faculty at anytime that your ability to do so is in question.

## ELIGIBILITY CRITERIA

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with

College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

The eligibility criteria delineated below are necessary for Diagnostic Medical Sonography program admission, progression and graduation and for the provision of safe and effective Diagnostic Medical Sonography care. The eligibility criteria include but are not limited to the ability to:

Candidates must be able to meet all Eligibility Criteria required of the program. Physical disabilities must not pose a threat to the safety of the student, faculty, patients, or other health care workers.

The technical standards include but are not limited to the ability to:

- Push, pull or lift 50 pounds routinely and more than 50 pounds occasionally.
- Bend, stoop, kneel, squat or sit and reach routinely.
- Independently perform CPR as defined by the American Heart Association guidelines.
- Adequately control imaging transducer and manipulate equipment weighing up to 500 pounds on wheels.
- Have full use of hands, wrists, and shoulders.
- Adequately visualize and perceive image data on computer and video monitors to acquire and interpret sonographic image data with color distinction.
- Sufficiently distinguish fine audible differences including Doppler signals, patient and co-worker communication and patient conditions such as respirations or movements.
- Work standing on their feet 80% of the time.
- Interact compassionately and effectively with the sick or injured to include good communication skills.
- Assist patients on and off examining tables.
- Fluently demonstrate English language skills to provide optimum communication with patient and healthcare team members.
- Follow verbal and written instructions to provide optimum care for patients.
- Organize and accurately perform the individual steps in a sonographic procedure.

The Sonographer must have sufficient strength, motor coordination and manual dexterity to:

- Transport, move, lift and transfer patients from a wheelchair or cart to a sonography table or to a patient bed.
- Move, adjust and manipulate a variety of sonographic equipment, including the physical



transportation of mobile sonographic machines, in order to complete examinations on the patient according to established procedure and standards of speed and accuracy.

The Sonographer must be capable of:

- Handling stressful situations related to technical and procedural standards and patient care situations.
- Providing physical and emotional support to the patient during the sonographic procedures, being able to respond to situations requiring first aid and providing emergency care to the patient in the absence of, or until the physician arrives.
- Communicating verbally in an effective manner in order to direct patients during sonographic examinations.
- Visually recognizing anatomy on CRT screen.
- Reading and interpreting patient charts and requisitions for sonographic examinations.

The Sonographer must have the mental and intellectual capacity to:

- Calculate and select proper technical factors according to the individual needs of the patient and the requirements of the procedure's standards of speed and accuracy.
- Review and evaluate the recorded images on a CRT and archiving system for the purpose of identifying patient pathology.

## TRANSFER POLICY

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for transfer:

1. Must meet minimum admission standards for the Diagnostic Medical Sonography program.
2. Must possess a grade of C or better in all Diagnostic Medical Sonography required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at the time of transfer.
3. Dean/Chairperson/Director of previous Diagnostic Medical Sonography program must provide a letter of eligibility for progression in previous Diagnostic Medical Sonography program.
4. Must comply with all program policies and requirements at NW-SCC (including, but not limited to

the program, progression policy, Diagnostic Medical Sonography progression policy, and reinstatement policy.

5. Complete at least 25% of the Diagnostic Medical Sonography program required courses for degree at NW-SCC.
6. Must meet acceptability criteria for placement at all clinical agencies for clinical experiences.
7. Acceptance of transfer students into the Diagnostic Medical Sonography program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
8. ACCS Diagnostic Medical Sonography Curriculum courses will be transferred without review of the course syllabus.
9. Submit an application requesting transfer to the Diagnostic Medical Sonography Program by the deadline published by the program.

## PROGRAM REQUIREMENTS

After acceptance each student must:

1. Submit completed medical examination forms (at student expense) that provide evidence that the student is free of communicable disease and chemical dependency, and is physically and psychologically able to participate fully in both classroom and clinical aspects of the program. The Health Studies Faculty reserves the right to require at any time (at student expense) an additional medical examination in order to evaluate the student's state of physical, mental, and/or emotional health such as during pregnancy, infectious diseases, interference with mobility, emotional stability, chemical dependence, etc. When an examination or treatment is required, written proof must be provided by the physician attesting to the student's ability to carry out both classroom and clinical requirements of the program.

NOTE: Northwest-Shoals Community College reserves the right to remove from the program any student who is refused use of facilities by any clinical agency.

2. Meet the Eligibility Criteria with or without reasonable accommodations. This criteria relates to the physical, mental, and emotional capabilities of the prospective students and are available in writing from the Health Studies Division or individual programs. Additional health criteria may be required by clinical agencies.
3. Purchase regulation uniforms and specified accessories.

4. Participate In, successfully complete, and pay for course card in cardiopulmonary resuscitation at the health care provider level (BLS) by the American Heart Association through the NW-SCC Health Studies Division during the first semester of the program.
5. Receive certain immunizations/vaccinations at the student's expense.
6. Purchase professional liability insurance through the College (attached fee).
7. Participate in and pay for periodic standardized tests (if applicable).
8. Participate in and pay for substance abuse testing as directed by the Health Studies Division.
9. Participate in and pay for background checks as directed by the Health Studies Division. It is recommended that each student carry health insurance.

## PROGRAM PROGRESSION POLICY:

In order to continue in the diagnostic medical sonography program, the student must:

1. Complete all required coursework from each previous semester with a grade of C or higher.
2. Maintain a 2.0 cumulative GPA at NW-SCC. Please note: The Grading Scale for all Diagnostic Medical Sonography Courses is:
 

A = 90 – 100  
 B = 80 – 89  
 C = 75 – 79  
 D = 60 – 74  
 F = 59 and below
3. Be accepted by all clinical agencies for clinical experiences. If a student is dismissed from any clinical agency, the student will be dismissed from the program. Depending on the issue, the student may be withdrawn or receive a failing clinical grade.
4. Earn a satisfactory clinical evaluation in all diagnostic medical sonography courses with a clinical component.
5. Maintain ability to meet eligibility criteria for the program with or without reasonable accommodations.
6. Maintain current CPR at the health care provider level by American Heart Association.

7. Maintain an adequate level of health, including but not limited to, annual physical examination, annual PPD, vaccinations, and freedom from chemical dependency and/or mental disorder.

A student that has an unsuccessful attempt in a sonography course (W, I, D, or F) cannot progress in the diagnostic medical sonography sequence until the course is completed successfully. Course repetition will be based on instructor availability and program resources.

## DIAGNOSTIC MEDICAL SONOGRAPHY PROGRESSION POLICY

In order to progress in the diagnostic medical sonography program, the following policy should be followed:

1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the diagnostic medical sonography program will result in dismissal from the program.
2. A student may be reinstated to the diagnostic medical sonography program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All diagnostic medical sonography admission standards must be met.
3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then the student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

## REINSTATEMENT POLICY:

Definition or reinstatement: Students who have a withdrawal or failure in a diagnostic medical sonography course and are eligible to return to that course will be considered for reinstatement to the program.

1. Students who desire to be reinstated following non-progression must schedule an appointment with a diagnostic medical sonography faculty advisor to discuss reinstatement.
2. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement.

3. In order to be eligible for reinstatement, the student must,

- a) Apply for readmission to the College if not currently enrolled;
- b) Receive unconditional admission status from the College;
- c) Demonstrate a 2.0 GPA in the Diagnostic Medical Sonography Program;
- d) Have no more than one non-progression since program admission;
- e) Submit application requesting reinstatement to the program by the deadline
- f) Demonstrate the ability to meet eligibility criteria for the diagnostic medical sonography program with or without reasonable accommodations;
- g) Demonstrate competency in previous diagnostic medical sonography courses by those students who have been out of progression for greater than one semester (This may be evaluated by testing and/or skills validation);
- h) Be accepted by all clinical agencies for clinical experiences;
- i) Demonstrate current American Heart Association CPR completion at the Health Care Provider level;

4. Students dismissed from the NW-SCC Diagnostic Medical Sonography program for disciplinary reasons and/or unsafe patient care in the clinical area will not be allowed reinstatement to the program. The student may reapply as a new student into the NW-SCC Diagnostic Medical Sonography program after the period of two years have lapsed unless the unsafe action resulted in actual harm or injury to self or others. In such cases, and in cases of dismissal due to criminal background or substance abuse, students may no reapply nor reinstate to any NW-SCC Health Studies Program.

5. Reinstatement to the Diagnostic Medical Sonography program is not guaranteed and will only be allowed one time;

6. Reinstatement will be denied due to, but not limited to, any of the following circumstances:

- a) Grade point average is less than 2.0 from courses completed at the current institution;
- b) Refusal by any clinical agency to accept the student for clinical experiences;
- c) Classroom, laboratory, or clinical space unavailability;
- d) more than twelve months have lapsed since the student has enrolled in a diagnostic medical sonography course;

- e) being previously dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area.

A total of two unsuccessful attempts (D, F, or Withdrawal) in diagnostic medical sonography courses will result in dismissal from the program. Withdrawal and/or a D or F in one or more courses in a term will be considered one attempt.

## READMISSION POLICY

Students who are ineligible for reinstatement due to two unsuccessful attempts in any diagnostic medical sonography program of the Alabama Community College System, may apply for readmission as a new student to the program provided:

- a) the student meets current entry requirements, and
- b) the student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory patient care in the clinical area that resulted in actual harm or injury to self or others;
- c) the student is accepted by all clinical agencies for clinical experiences.

## STANDARDS OF CONDUCT:

The Diagnostic Medical Sonography student shall comply with the standards that determine acceptable behavior of a diagnostic medical sonographer.

### **FAILURE TO COMPLY WITH ANY OF THESE STANDARDS WHILE IN ANY HEALTH STUDIES PROGRAM CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM.**

The following examples of behavior may be grounds for dismissal from a Health Studies Program or for certification/ licensure application. Any individual who:

1. Is guilty of fraud or deceit in procuring or attempting to procure a license.
2. Is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the profession.
3. Is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render the licensee unsafe or unreliable.
4. Is mentally incompetent.
5. Is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health.

6. Has willfully or repeatedly violated any of the provisions for standards of conduct related to the profession.

7. Has been convicted of a felony.

8. Has been convicted of any violation of a Federal or State law relating to controlled substances.

9. Has any other reasons authorized by law.

10. Has been placed on a State and/or Federal abuse registry.

11. Has been court martialled or disciplined or administratively discharged by the military.

Students who have demonstrated any of the behaviors prior to or during attendance of the program may have to provide appropriate explanatory documentation with the certification/ licensing agency board. Any concerns related to the above should be discussed with a program advisor.

## ANTICIPATED EXPENSES:

As a student in the program, you can anticipate certain necessary expenses. First of all, the tuition rate is the same as that for other NW-SCC students, but Diagnostic Medical Sonography Program students will incur other expenses, which are listed below. Note that the amounts listed are approximations and are subject to change. The list may not include all items, but any additional would be disclosed to students upon admission to the program.

Books and online resources: \$1,600.00  
Physical Exam, TB Tests & Immunizations: \$1,000.00  
Uniforms and Small Equipment: \$345.00  
Clinical Kit / Tracking: \$150.00  
Clinical ID Badges: \$20.00  
Drug Screening: \$80.00  
Liability Insurance: \$40.00  
Background Checks: \$75.00

NOTICE: In addition to the expenses listed, you are responsible for transportation, meals, health care expenses, any liability incurred during and while traveling to and/or from educational experiences.

The Associate in Applied Science Degree in Diagnostic Medical Sonography is a four-semester program beginning upon admission into the Diagnostic Medical Sonography program, which prepares the graduate to sit for certification. Pre-requisite courses must be completed prior to admission to the program.

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Pre-Requisites

Item #	Title	Credits
ENG 101	English Composition I	3
	MTH 100 or higher	3
BIO 201	Human Anatomy and Physiology I	4
PHY 115	Technical Physics	4
	PSY 200 or PSY 210	3
	DMS Humanities Elective	3

## Semester I (Fall)

Item #	Title	Credits
DMS 202	Foundations of Sonography	3
DMS 204	Sectional Anatomy	2
DMS 205	Abdominal Sonography	4
DMS 216	Sonographic Principles & Instrumentation I	3
DMS 229	Sonography Preceptorship	2

## Semester II (Spring)

Item #	Title	Credits
DMS 206	Gynecologic Sonography	4
DMS 207	Abdominal Pathology	3
DMS 217	Sonographic Principles & Instrumentation II	2
DMS 220	Obstetrical Sonography I	3
DMS 230	Sonography Preceptorship II	3

## Semester III (Summer)

Item #	Title	Credits
DMS 221	Obstetrical Sonography II	3
DMS 225	Superficial Sonography	1
DMS 231	Sonography Preceptorship III	4
DMS 240	Sonography Principles & Instrumentation Seminar	2

## Semester IV (Fall)

Item #	Title	Credits
DMS 232	Sonography Preceptorship IV	5
DMS 241	Abdominal and Ob/Gyn Sonography Seminar	3
DMS 245	Sonography Case Presentation	1
DMS 250	Introduction to Advanced Sonography	3

## Electrical Technology

### Electrical Technology

#### Associate in Occupational Technology (AOT)

Available: Shoals Campus

Advisors: R. Morris (5244) raymorris@nwsc.edu

T. Maupin (5247) tmaupin@nwsc.edu

Students desiring to receive the AOT Award must complete all major certificate courses, one minor certificate course of study, and the required credit hours of general education courses in Areas I, II, III, and IV. Upon completion of all the courses listed, students are eligible to receive the Associate in Occupational Technology Degree. Students desiring to take general education courses for transfer to another institution should consult an advisor for proper general education course selection.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

#### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

#### Area I: Written Composition

Item #	Title	Credits
	ENG 101 or ENG 100	3

#### Area II: Humanities and Fine Arts

#### Area III: Natural Science and Mathematics

The additional 3 hours of degree creditable coursework may be taken from disciplines of biology, chemistry, physical science, physics, environmental technology.

Item #	Title	Credits
	MTH 100, MTH 116 or higher	3

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

Courses may be taken from the disciplines of history, economics, geography, political science, psychology, and sociology.

#### Area V: Technical Concentration and Electives

Item #	Title	Credits
ELT 108	DC Fundamentals	3
ELT 109	AC Fundamentals	3
ELT 110	Wiring Methods	3
ELT 114	Residential Wiring Methods	3
ELT 115	Residential Wiring Methods II	3
ELT 117	Ac/DC Machines	3
ELT 131	Commercial/Industrial Wiring I	3
ELT 209	Motor Controls I	3
ELT 212	Motor Controls II	3
ELT 231	Programmable Controls I	3
ELT 232	Programmable Controls II	3
ELT 241	National Electric Code	3
ELT 242	Journeyman Master Prep Exam	3
ELT 244	Conduit Bending and Installation	3
ELT 291	Co-Op	3

#### Minor Requirements: Air Conditioning/Refrigeration Technology

Choose four of the following courses:

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 113	Refrigeration Piping Practices	3
ACR 126	Commercial Heating Systems	3
ACR 132	Residential Air Conditioning	3
ACR 209	Commercial Air Conditioning Systems	3

## Minor Requirements: Welding (Fall and Spring Semester)

Item #	Title	Credits
WDT 108	SMAW Fillet/OFC	3
WDT 109	SMAW Fillet/Pac/Cac	3
WDT 122	SMAW Fillet/OFC Lab	3
WDT 123	SMAW Fillet/Pac/CAC Lab	3

## Minor Requirements: Welding (Summer Semester)

Item #	Title	Credits
WDT 110	Industrial Blueprint Reading	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding Theory	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 219	Welding Inspection & Testing	3

## MSSC Certified Production Technician

Item #	Title	Credits
ADM 291	Mssc Safety Course	3
ADM 292	Mssc Quality Practices and Measurement Course	3
ADM 293	Mssc Manufacturing Processes and Production Course	3
ADM 294	Mssc Maintenance Awareness Course	3
<b>Minimum Credit Hours for Graduation:</b>		<b>72</b>

## Electrical Technology

### Career Certificate

Available: Shoals Campus

Advisors: R. Morris (5244) raymorris@nwscs.edu

T. Maupin (5247) tmaupin@nwscs.edu

The increased use of electricity and society's dependence upon it has created a vast number of occupational opportunities for the trained electrical technician. Great strides have been made in every line of electrical development. The increased use of automation in industrial plants has increased the need for trained industrial electricians. The Electrical Technology Program is designed to fulfill the needs of a demanding industry. The course includes electrical fundamentals, equipment and machine installation, maintenance and troubleshooting of motors, transformers and industrial controls, wiring methods, modern control methods, hydraulic, pneumatic, and electromechanical systems. The future brings increased demand for electricians who possess the

skills of the trade and a working knowledge of the principles of electricity. The length of the curriculum is 4 semesters full-time day, or full-time night.

**All entering students are required to complete ORI 107 unless transferred from another university or college.**

### NOTES:

\* Transfer Credit: Students may receive up to one semester of Advanced Placement for Career Technical coursework completed at another institution.

\* Contact hours are not shown for electives since they may vary and combine both theory and lab.

\* Computer competency skills are embedded within one or more courses required in this curriculum.

\* An articulation agreement is in place between the College and North Alabama Electrical Joint Apprenticeship and Training Committee (IBEW) to award credit for the electrical training completed through the apprenticeship program at the IBEW as part of an Associate in Occupational Technology (AOT) degree in Electrical Technology. Students will be required to complete 18 hours in general education coursework and 12 hours of minor coursework in an approved minor program. Please contact Tim Maupin at 256.331.5247 for additional information.

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Area I: Written Composition

Item #	Title	Credits
	ENG 101 or ENG 100	3

## Area III: Natural Science and Mathematics

A minimum of 3 hours in MTH 116 or MTH 100.

Item #	Title	Credits
	MTH 100, MTH 116 or higher	3



## Area V: Technical Concentration and Electives

Item #	Title	Credits
ELT 108	DC Fundamentals	3
ELT 109	AC Fundamentals	3
ELT 110	Wiring Methods	3
ELT 114	Residential Wiring Methods	3
ELT 115	Residential Wiring Methods II	3
ELT 117	Ac/DC Machines	3
ELT 131	Commercial/Industrial Wiring I	3
ELT 209	Motor Controls I	3
ELT 212	Motor Controls II	3
ELT 231	Programmable Controls I	3
ELT 232	Programmable Controls II	3
ELT 241	National Electric Code	3
ELT 242	Journeyman Master Prep Exam	3
ELT 244	Conduit Bending and Installation	3
ELT 291	Co-Op	3
<b>Minimum Credit Hours for Graduation:</b>		<b>51</b>

## Electrical Technology Commercial Technician

### Short-Term Certificate

Available: Shoals Campus  
 Advisors: R. Morris (5244) raymorris@nwscscc.edu  
 T. Maupin (5247) tmaupin@nwscscc.edu

This short-term certificate is for students who want to gain knowledge and credentialing in the Commercial Wiring Industry. The courses are a study of commercial electrical wiring practices and methods, the NEC requirements and commercial blueprint interpretations. Courses include hands-on work, load calculations, ampacity, 3-phase, and color codes.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
	ELT 131 or INT 158	3
ELT 117	Ac/DC Machines	3
ELT 244	Conduit Bending and Installation	3
ELT 241	National Electric Code	3
<b>Minimum Credit Hours for Graduation:</b>		<b>12</b>

## Electrical Technology Industrial Technician

### Short-Term Certificate

Available: Shoals Campus  
 Advisors: R. Morris (5244) raymorris@nwscscc.edu  
 T. Maupin (5247) tmaupin@nwscscc.edu

This short-term certificate is for students to gain knowledge and credentialing in the Industrial Electrical Industry. These courses are a study of industrial wiring practices and methods, the NEC requirements, and industrial schematic interpretations.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
	ELT 209 or INT 113	3
ELT 212	Motor Controls II	3
	ELT 231 or INT 184	3
	ELT 232 or INT 284	3
<b>Minimum Credit Hours for Graduation:</b>		<b>12</b>

## Electrical Technology Residential Technician

### Short-Term Certificate

Available: Shoals Campus

Advisors: R. Morris (5244) raymorris@nwscc.edu

T. Maupin (5247) tmaupin@nwscc.edu

This short-term certificate is for students who want to gain knowledge and employment in the Residential Industry. The courses are a study of residential wiring practices and methods, the NEC requirements, and residential blueprint interpretations. Courses include hands-on work, print layout, and service calculations.

#### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

#### Required Courses

Item #	Title	Credits
ELT 114	Residential Wiring Methods	3
ELT 115	Residential Wiring Methods II	3
	ELT 108 or INT 101	3
ELT 110	Wiring Methods	3
<b>Minimum Credit Hours for Graduation:</b>		<b>12</b>

## Electronics Technology

### Biomedical Equipment Technology

#### Short-Term Certificate

Available: Shoals Campus

Advisor:

J. Rogers (8088) jeffrey.rogers@nwscc.edu

This advanced certificate, in addition to the Electronics Technology Associate in Applied Science Degree, will prepare the student for employment in both the medical and industrial settings as biomedical equipment technicians. The increasing complexity of biomedical equipment demands the availability of highly skilled technicians, knowledgeable in the theory of application, underlying physiological principles, and safe application of biomedical

equipment. To enter this certificate program, the student must have program advisor approval and have satisfactorily completed the requirements for the Electronics Technology AAS Degree at the College.

#### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

#### Required Courses

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ILT 169	Hydraulics/Pneumatics	3
ILT 203	Biomedical Electronics I	3
ILT 204	Biomedical Electronics II	3
ILT 239	Certification Preparation	3
ILT 294	Biomedical Electronics Clinical I	3
ILT 295	Biomedical Electronics Clinical II	3
<b>Minimum Credit Hours for Graduation:</b>		<b>22</b>

## Emergency Medical Services

### Emergency Medical Services

#### Associate in Applied Science

Available: Shoals Campus

Advisors: T. Oyen (5437) oyen@nwscc.edu

C. DeMorse (5336) cdemorse@nwscc.edu

J. Flannagin (5334) justin.flannagin@nwscc.edu

**NOTICE: The Alabama Community College System Standardized Curriculum is continuing to be reviewed and analyzed. Modifications will be made as needed.**

**EMS admission criteria, the progression guidelines, and the curriculum are currently under review and are subject to change. Please see the EMS Program Director with any questions or concerns.**

The Division of Health Studies offers the Emergency Medical Services Program. The EMS program is designed to prepare qualified applicants in basic and advanced emergency care in clinical and in field

environments. Graduates qualify for employment with fire and rescue departments, ambulance services, industries, and emergency departments within medical facilities. EMS education spans four levels of competency. Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), and Paramedic. Each level of competency meets or exceeds standards identified in the National Emergency Medical Services Education Standards by the National Highway Traffic Safety Administration and by the State of Alabama Department of Public Health.

Students may enroll in the EMS program with the intention of completing only the courses required for each level of EMS education. Students are not required to complete EMR for admission into the EMT program. Upon successful completion of each level, the student will be eligible to apply for registration with the National Registry of EMTs. Graduation from the program, however, does not guarantee licensure from the Alabama Department of Public Health Office of EMS and Trauma or the ability to take the National Registry of EMT examination.

The Emergency Medical Services Program supports the philosophy and purpose of the College and serves its community by preparing entry level Emergency Medical Services personnel in varied health settings. The EMS Program Director, Medical Director, EMS Faculty, and the EMS Advisory Committee have the responsibility for administering and evaluating the Emergency Medical Services Program according to policies and guidelines established by the College, the Alabama Department of Public Health, and the Commission on Accreditation of Allied Health Education Programs in association with the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). To receive an Associate of Applied Science Degree in Emergency Medical Services, the student must complete the EMT and Paramedic certificate levels and all academic core curriculum course requirements.

Because EMS programs contain a clinical component, students are required to meet additional health requirements as well as the "Essential Functions of the EMT." Questions regarding the EMS program should be directed to the Program Director at 256.331.5336

The Purpose of the Emergency Medical Services Program is to:

1. Prepare entry level Emergency Services Personnel who utilize appropriate knowledge and skills to deliver safe, competent care to clients of all ages

2. Foster learning as a life-long process to remain competent

3. Prepare entry level Emergency Services Personnel who contribute to society as citizens and members within the discipline of EMS

4. Provide education at the certificate and the Associate Degree level, which forms a basis for entry into baccalaureate EMS education

The minimum expectations goal of the EMS Program at Northwest-Shoals Community college is "To prepare competency entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels."

## APPROVALS AND ACCREDITATION

The Emergency Medical Services Program is state approved by the Alabama Department of Public Health Office of EMS and Trauma.

To contact Alabama Department of Public Health Office of EMS and Trauma.

201 Monroe Street, Montgomery, Alabama 36104  
Telephone: 334.206.5383 Fax: 334.206.5260  
<http://www.adph.org/ems/>

The Emergency Medical Services Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs  
9355 113th Street North, Suite 7709  
Seminole, Florida 33756  
Telephone: 727-210-2350 Fax: 727-210-2354  
[www.caahep.org](http://www.caahep.org)

To contact CoAEMSP:  
8301 Lakeview Parkway Suite 111-312  
Rowlett, TX 75088  
Telephone: 214-703-8445 Fax: 214-703-8992  
[www.coaemsp.org](http://www.coaemsp.org)

## ADMISSION PROCEDURES AND REQUIREMENTS

Admission to the EMS program is competitive, and the number of students is limited by the number of faculty

and clinical facilities available. Preference will be given to graduates/ students of Northwest-Shoals Community College EMT and AEMT Programs. Applicants will be notified by the EMS office of acceptance into the EMS program. The College reserves the right to adjust requirements or use additional criteria to determine admission.

\*A list of fees/approximate costs may be obtained from the EMS Office.\*

## General Admission Requirements

To be eligible to enroll in the EMS Program, a student must complete the following:

1. Unconditional admission to the College
2. Good standing with the College
3. Receipt of completed application for the Emergency Medical Services Program by specified deadline. (Late applications may be considered dependent upon faculty and clinical facilities that are available)
4. Be a high school graduate or hold a GED; Complete the ACT or COMPASS/ASSET placement test
5. Meet the Essential Functions for the Emergency Medical Services Program

The student's ability to comply with the Essential Functions may be evaluated by the EMS faculty at any time that a student's ability to do so is in question.

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted, one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the EMS program. The EMS faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to the ADA Coordinator, Tom Carter, at 256.331.5263 or tom.carter@nwscc.edu

6. Be at least 18 years old (younger students who meet certain conditions may be able to enroll with the permission of the Program Director)

7. Possess a valid driver's license

8. Hold current BLS - CPR course completion at the provider level. American Red Cross course equivalent is Professional Rescuer. Community CPR is not acceptable. Students will be allowed to enter the EMT program without CPR completion provided he/she enrolls in a CPR class prior to beginning clinical rotations. The CPR course is provided by the EMS Department;

9. Present evidence of health insurance or sign a waiver

10. Complete EMS 107 Emergency Vehicle Operator Course to operate an ambulance in the State of Alabama. Students must successfully complete this course and meet additional requirements by the Alabama Department of Public Health Office of EMS and Trauma. The EVOC course is provided by the EMS Department

**Meeting minimal requirements does not guarantee acceptance. A list of anticipated expenses can be obtained from the EMS Program Office. Students are responsible for transportation, meals, health care expenses, and any liability incurred during and while traveling to and/or from educational experiences.**

## Unconditional Admission to the EMT Program

In addition to General Admission Requirements the student must:

1. Submit EMS Program Application and receive approval by the EMS Program Director
2. Successfully complete Background Check with no findings
3. Complete ASSET/COMPASS/ACT testing
4. Register and submit payment for courses
5. Attend and complete EMS Program Orientation

## Unconditional Admission to the AEMT Program

In addition to General Admission Requirements the student must:

1. Submit EMS Program Application and receive approval by the EMS Program Director
2. Successfully complete Background Check with no findings
3. Complete ASSET/COMPASS/ACT testing
4. Register and submit payment for courses
5. Complete EMT Program
6. Successfully complete NREMT Examination
7. Hold Alabama EMT licensure
8. Attend and complete EMS Program Orientation

### Unconditional Admission to the Paramedic Program

In addition to General Admission Requirements the student must:

1. Submit EMS Program Application and receive approval by the EMS Program Director
2. Successfully complete Background Check with no findings
3. Complete ASSET/COMPASS/ACT testing
4. Register and submit payment for courses
5. Hold Alabama EMT licensure
6. Completed EMS 189 or BIO 201 with a grade of "C" or better
7. Completed EMS Program Entrance Examination (Fee is associated with this examination)
8. Have a minimum of 2.0 for EMS coursework and required academic coursework for the last 24 hours
9. Attend and complete EMS Program Orientation
10. If applicable, complete any required remedial coursework for Math 100 and English 101

Conditional Admission may be granted based upon the discretion of the EMS Program Director. Students allowed to enroll with conditional admission will be assigned to the current cohort for the date when all requirements have been met.

Upon successful completion of each level, the student will be eligible to apply for registration with the National Registry of EMTs. Graduation from the program,

however, does not guarantee licensure from the Alabama Department of Public Health Office of EMS and Trauma or the ability to take the National Registry of EMT examination.

Paramedic program students can complete requirements for a Certificate or AAS Degree.

### PARAMEDIC CERTIFICATE OPTION

In addition to the general admission requirements, students admitted to the Paramedic certificate program must:

1. Complete ENG 130 or higher and MTH 116 or higher with a grade of "D" or better prior to the last semester of the Paramedic program
2. Students electing to take BIO 201 must also complete BIO 202 with a grade of "D" or better for the certificate option

### AAS DEGREE OPTION

In addition to the general admission requirements, students admitted to the degree tract must:

1. Complete ENG 101 and MTH 116 or higher with a grade of "D" or better prior to the last semester of the Paramedic Program
2. Complete BIO 201 and BIO 202 with a grade of "C" or better for the AAS Degree
3. Complete additional General Education Requirements: ENG 102 or SPH 107, PSY 200, and a Humanities Elective

### PROGRAM CONTINUATION

In order to continue in the EMT, Advanced EMT, or Paramedic courses, the student must complete the following:

1. Complete and submit the physical examination form and required data PRIOR to attendance at clinical. The student must present written documentation on College forms of a physical examination within the last 12 months by a licensed practicing physician, physician assistant, or nurse practitioner. In addition, the student must:
  - a. Be free from any communicable disease
  - b. Possess eyesight in a minimum of one eye correctable to 20/20 vision, have approximately one hundred and eighty (180) degrees peripheral vision capability and have adequate color perception

- c. Complete a health history, verifying such information as immunization and disease history and special medical needs
- d. Receive (at student expense) necessary immunizations/tests including hepatitis vaccine
- e. Demonstrate the ability to send and receive messages

2. Meet “Essential Functions of the EMT” with or without accommodations by assigned date. A copy of these functions is available upon request

3. Purchase professional liability insurance through the College

4. Complete drug testing and/or background checks as directed by the Health Studies Division or clinical agency

5. The EMS Program grading scale is:

100 – 90 = A  
 89 – 80 = B  
 79 – 75 = C  
 74 – 60 = D  
 59 and below = F

6. Receive a grade of “C” in each EMS or EMP course in order to continue

7. Earn a satisfactory clinical evaluation on the clinical component of any course with a clinical component

8. Be accepted by clinical agencies for clinical experiences

**NOTE : Northwest-Shoals Community College reserves the right to remove from the program any student who is refused use of facilities by a clinical agency. A student who is refused use of a facility is considered refused by all agencies associated with the program. Therefore, the program is not required to find an alternative site.**

## TRANSFER STUDENTS

Students who wish to transfer must:

1. Meet general and unconditional admission and progression requirements for NW-SCC and the EMS program

2. Successfully complete the program:

- a. Within one year of initial entry for the EMT program (otherwise all EMT courses must be repeated)

- b. Within one year of initial entry for the Advanced EMT program (otherwise all EMT courses must be repeated)
- c. Within two years of initial entry for the Paramedic program (otherwise all Paramedic courses must be repeated)

3. Be a student in good standing with the previous institution(s)

4. Have Director of previous EMS program provide a letter of good standing in previous EMS program.

5. Complete skill validation requirements

6. Provide clinical documentation (example: Fisdap or data on a signed EMS Program letterhead of previous institution) for consideration

7. Be accepted by all clinical agencies for clinical experiences

**NOTE: Northwest-Shoals Community College reserves the right to remove from the program any student who is refused use of facilities by a clinical agency. A student who is refused use of a facility is considered refused by all agencies associated with the program. Therefore, the program is not required to find an alternative site.**

## PROGRAM PROGRESSION POLICY

In order to continue in the EMS program, the student must:

1. Complete all required general education courses according to The Alabama College System EMS Education curriculum

2. Maintain a grade of “C” or better in all required EMS courses and maintain a 2.0 GPA at NW-SCC

3. Be accepted by all clinical agencies for clinical experiences

4. Earn a satisfactory clinical evaluation in all EMS courses with a clinical component

5. Maintain ability to meet essential functions for EMS with or without reasonable accommodations

6. Maintain current CPR at the health care provider level

7. Maintain an adequate level of health including but not limited to annual PPD, and freedom from chemical dependency and/ or mental disorder



#### 8. Successfully complete the EMS education program:

- a. Within one year of initial entry for the EMT program (otherwise all EMT courses must be repeated).
- b. Within one year of initial entry for the Advanced EMT program (otherwise all EMT courses must be repeated).
- c. Within two years of initial entry for the Paramedic program (otherwise all Paramedic course must be repeated).

A student that has an unsuccessful attempt in an EMS course (W, D, or F) cannot progress until the course is completed successfully. Course repetition will be based on instructor availability and program resources. Withdrawal and/or a D or F in one or more EMS courses in a term is considered one unsuccessful attempt. A grade of "I" may prevent the student from progression and will be evaluated by the faculty, program director, and medical director.

## REINSTATEMENT (READMISSION) POLICY

In order to continue in the EMS program the student must:

1. Students whose progression through EMS is interrupted and who desire to be reinstated in the program must schedule an appointment with an EMS faculty advisor to discuss reinstatement. In order to be eligible for reinstatement, the following criteria must be met:

- a. Apply for readmission to the college if not currently enrolled
- b. Submit application requesting reinstatement to the EMS program
- c. Request reinstatement within one year from the term of withdrawal or failure
- d. Demonstrate competency in previous EMS courses. This may be evaluated by testing and/or skills validation
- e. Adhere to EMS curriculum and/or program policies and procedures effective at the point of reinstatement

2. Reinstatement to the EMS program is not guaranteed

3. Reinstatement will be denied due to, but not limited to any of the following circumstances:

- a. Grade point average is less than 2.0 from courses completed at the current institution
- b. Refusal by clinical agencies to accept the student for clinical experiences

- c. Twelve months have elapsed since the student was enrolled in an EMS course
- d. Student has been dismissed from the program for a violation of the College/EMS Program handbook.
- e. Student dismissed from the program for disciplinary reasons and/or unsafe/unsatisfactory client care

4. Students who are unsuccessful on the third (3rd) admission will be dismissed from the EMS program

5. Students who have three unsuccessful attempts in any EMS program course may apply for admission as a new student provided:

- a. the student meets current entry requirements
- b. at least two years have elapsed since the student's dismissal from the last program and
- c. the student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area

## STANDARDS OF CONDUCT

The EMS student shall comply with the standards that determine acceptable behavior of a healthcare professional in accordance with the Alabama Department of Public Health Office of EMS and Trauma, National Registry of EMTs, and EMS Program.

### **FAILURE TO COMPLY WITH ANY OF THESE 7 STANDARDS WHILE IN THE EMS PROGRAM CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM**

The following examples of behavior may be grounds for dismissal from the EMS program or for licensure application review by the Alabama Department of Public Health Office of EMS and Trauma. Any individual who:

1. Is guilty of fraud or deceit in procuring or attempting to procure a license
2. Is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the EMS profession
3. Is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render the licensee unsafe or unreliable
4. Is mentally incompetent

5. Is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health

6. Has willfully or repeatedly violated any of the provisions of this act

7. Has been convicted of a felony

8. Has been convicted of any violation of a Federal or State law relating to controlled substances

9. Has any other reasons authorized by law

10. Has been placed on a State and/or Federal abuse registry

11. Has been court martialled or disciplined or administratively discharged by the military

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

## ANTICIPATED EXPENSES

As a student in the EMS program, you can anticipate certain necessary expenses. First of all, the tuition rate is the same as that for other NW-SCC students, but health studies students will incur other expenses, which are listed below. Note that the amounts listed are approximations and are subject to change without notice.

- Textbooks: \$1,500.00 (includes EMT, AEMT, Paramedic)
- Standardized Tests: \$200.00
- Computer Software (FISDAP): \$84.00
- Annual Physical Exam, TB Test & Shots: \$750.00
- Uniforms and Small Equipment: \$300.00
- Clinical Kit: \$85.00
- Clinical ID Badges: \$5.00 each semester enrolled
- Drug Screening: \$80.00
- Liability Insurance: \$80.00 (\$20 each semester enrolled in program)
- Licensure Application Fee: \$12.00
- NREMT Examination for EMT: \$80.00
- NREMT Examination for AEMT: \$115.00
- NREMT Examination for Paramedic: \$125.00
- Background Checks: \$85.00
- Tuition at published rate for courses in program of study
- Course completion/certification cards: \$35.00
- Parking Decal \$ 20.00

**NOTICE: In addition to the expenses listed, you are responsible for transportation, meals, health care expenses, any liability incurred during and while traveling to and/or from educational experiences.**

## Emergency Medical Services Associate in Applied Science Degree

**While not required, students are encouraged to complete Advanced EMT prior to enrolling in paramedic courses.**

The Associate in Applied Science Degree is completed in four (4) semesters to include EMT consists of the following courses, which are taught concurrently and must be successfully completed for eligibility to apply for registration for examination with NREMT.

### NOTES:

\* Successful completion of BIO 201 required PRIOR to admission.

\* All clinical hours for all clinical courses are minimum clock hours. Students are still required to achieve minimum competencies in each class. Additional may be required to achieve minimum competency.

\* Direct to Paramedic track requires all academic coursework for the AAS to be completed prior to EMS admission. See program director for additional information.

\* Computer competency skills are embedded within one or more courses required in this curriculum.

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
BIO 202	Human Anatomy and Physiology II	4
EMS 240	Paramedic Operations	2
EMS 241	Paramedic Cardiology	3
EMS 242	Paramedic Patient Assessment	2
EMS 257	Paramedic Applied Pharmacology	2
EMS 244	Paramedic Clinical I	1
	MTH 116 or higher	3
BIO 202	Human Anatomy and Physiology II	4
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
ENG 101	English Composition I	3
	PSY 200 or PSY 210	3
EMS 253	Paramedic Transition to the Workplace	2
EMS 254	Advanced Competencies for Paramedic	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
	ENG 102 or SPH 107	3
	EMS Humanities Elective	3
	<b>Minimum Credit Hours for Graduation:</b>	<b>63</b>

## Emergency Medical Services AEMT Certificate

### Certificate

Available: Shoals Campus

Advisors: M. Simpson (5435) msimpson@nwsc.edu

T. Oyen (5437) oyen@nwsc.edu

C. DeMorse (5336) cdemorse@nwsc.edu

J. Flannagin (5334) justin.flannagin@nwsc.edu

**NOTICE: The Alabama Community College System Standardized Curriculum is continuing to be reviewed and analyzed. Modifications will be made as needed.**

**EMS admission criteria, the progression guidelines, and the curriculum are currently under review and are subject to change. Please see the EMS Program Director with any questions or concerns.**

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The Purpose of the Emergency Medical Services Program is to:

1. Prepare entry level Emergency Services Personnel who utilize appropriate knowledge and skills to deliver safe, competent care to clients of all ages
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3. Prepare entry level Emergency Services Personnel who contribute to society as citizens and members within the discipline of EMS
4. Provide education at the certificate and the Associate Degree level, which forms a basis for entry into baccalaureate EMS education

## APPROVALS AND ACCREDITATION

The Emergency Medical Services Program is state approved by the Alabama Department of Public Health Office of EMS and Trauma.

To contact Alabama Department of Public Health Office of EMS and Trauma.  
201 Monroe Street, Montgomery, Alabama 36104  
Telephone: 334.206.5383 Fax: 334.206.5260  
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The Emergency Medical Services Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs  
25400 U.S. Highway 19 North Suite 158,  
Clearwater, Florida 33756  
Telephone: 727-210-2350 Fax: 727-210-2354  
[www.caahep.org](http://www.caahep.org)

To contact CoAEMSP:  
8301 Lakeview Parkway Suite 111-312  
Rowlett, TX 75088  
Telephone: 214-703-8445 Fax: 214-703-8992  
[www.coaemsp.org](http://www.coaemsp.org)

## ADMISSION PROCEDURES AND REQUIREMENTS

Admission to the EMS program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Preference will be given to graduates/ students of Northwest-Shoals Community College EMT and AEMT Programs.

Applicants will be notified by the EMS office of acceptance into the EMS program. The College reserves the right to adjust requirements or use additional criteria to determine admission.

\*A list of fees/approximate costs may be obtained from the EMS Office.\*

## General Admission Requirements

To be eligible to enroll in the EMS Program, a student must complete the following:

1. Unconditional admission to the College
2. Good standing with the College
3. Receipt of completed application for the Emergency Medical Services Program by specified deadline. (Late applications may be considered dependent upon faculty and clinical facilities that are available)
4. Be a high school graduate or hold a GED; Complete the ACT or COMPASS/ASSET placement test
5. Meet the Essential Functions for the Emergency Medical Services Program

The student's ability to comply with the Essential Functions may be evaluated by the EMS faculty at any time that a student's ability to do so is in question.

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted, one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the EMS program. The EMS faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to the ADA Coordinator, Tom Carter, at 256.331.5263 or [tom.carter@nwscc.edu](mailto:tom.carter@nwscc.edu)

6. Be at least 18 years old (younger students who meet certain conditions may be able to enroll with the permission of the Program Director)

7. Possess a valid driver's license

8. Hold current BLS - CPR course completion at the provider level. American Red Cross course equivalent is Professional Rescuer. Community CPR is not acceptable. Students will be allowed to enter the EMT program without CPR completion provided he/she enrolls in a CPR class prior to beginning clinical rotations. The CPR course is provided by the EMS Department;

9. Present evidence of health insurance or sign a waiver

10. Complete EMS 107 Emergency Vehicle Operator Course to operate an ambulance in the State of Alabama. Students must successfully complete this course and meet additional requirements by the Alabama Department of Public Health Office of EMS and Trauma. The EVOC course is provided by the EMS Department

**Meeting minimal requirements does not guarantee acceptance. A list of anticipated expenses can be obtained from the EMS Program Office. Students are responsible for transportation, meals, health care expenses, and any liability incurred during and while traveling to and/or from educational experiences.**

### Unconditional Admission to the AEMT Program

In addition to General Admission Requirements the student must:

1. Submit EMS Program Application and receive approval by the EMS Program Director
2. Successfully complete Background Check with no findings
3. Complete ASSET/COMPASS/ACT testing
4. Register and submit payment for courses
5. Complete EMT Program
6. Successfully complete NREMT Examination
7. Hold Alabama EMT licensure
8. Attend and complete EMS Program Orientation

Conditional Admission may be granted based upon the discretion of the EMS Program Director. Students allowed to enroll with conditional admission will be assigned to the current cohort for the date when all requirements have been met.

Upon successful completion of each level, the student will be eligible to apply for registration with the National Registry of EMTs. Graduation from the program, however, does not guarantee licensure from the Alabama Department of Public Health Office of EMS and Trauma or the ability to take the National Registry of EMT examination.

### PROGRAM CONTINUATION

In order to continue in the EMT, Advanced EMT, or Paramedic courses, the student must complete the following:

1. Complete and submit the physical examination form and required data PRIOR to attendance at clinical. The student must present written documentation on College forms of a physical examination within the last 12 months by a licensed practicing physician, physician assistant, or nurse practitioner. In addition, the student must:

- a. Be free from any communicable disease
- b. Possess eyesight in a minimum of one eye correctable to 20/20 vision, have approximately one hundred and eighty (180) degrees peripheral vision capability and have adequate color perception
- c. Complete a health history, verifying such information as immunization and disease history and special medical needs
- d. Receive (at student expense) necessary immunizations/tests including hepatitis vaccine
- e. Demonstrate the ability to send and receive messages

2. Meet "Essential Functions of the EMT" with or without accommodations by assigned date. A copy of these functions is available upon request

3. Purchase professional liability insurance through the College

4. Complete drug testing and/or background checks as directed by the Health Studies Division or clinical agency

5. The EMS Program grading scale is:

100 – 90 = A

89 – 80 = B

79 – 75 = C  
74 – 60 = D  
59 and below = F

6. Receive a grade of “C” in each EMS or EMP course in order to continue

7. Earn a satisfactory clinical evaluation on the clinical component of any course with a clinical component

8. Be accepted by clinical agencies for clinical experiences

**NOTE : Northwest-Shoals Community College reserves the right to remove from the program any student who is refused use of facilities by a clinical agency. A student who is refused use of a facility is considered refused by all agencies associated with the program. Therefore, the program is not required to find an alternative site.**

## TRANSFER STUDENTS

Students who wish to transfer must:

1. Meet general and unconditional admission and progression requirements for NW-SCC and the EMS program

2. Successfully complete the program:

- a. Within one year of initial entry for the EMT program (otherwise all EMT courses must be repeated)
- b. Within one year of initial entry for the Advanced EMT program (otherwise all EMT courses must be repeated)
- c. Within two years of initial entry for the Paramedic program (otherwise all Paramedic courses must be repeated)

3. Be a student in good standing with the previous institution(s)

4. Have Director of previous EMS program provide a letter of good standing in previous EMS program.

5. Complete skill validation requirements

6. Provide clinical documentation (example: FISDAP or data on a signed EMS Program letterhead of previous institution) for consideration

7. Be accepted by all clinical agencies for clinical experiences

**NOTE: Northwest-Shoals Community College reserves the right to remove from the program any**

**student who is refused use of facilities by a clinical agency. A student who is refused use of a facility is considered refused by all agencies associated with the program. Therefore, the program is not required to find an alternative site.**

## PROGRAM PROGRESSION POLICY

In order to continue in the EMS program, the student must:

1. Complete all required general education courses according to The Alabama College System EMS Education curriculum

2. Maintain a grade of “C” or better in all required EMS courses and maintain a 2.0 GPA at NW-SCC

3. Be accepted by all clinical agencies for clinical experiences

4. Earn a satisfactory clinical evaluation in all EMS courses with a clinical component

5. Maintain ability to meet essential functions for EMS with or without reasonable accommodations

6. Maintain current CPR at the health care provider level

7. Maintain an adequate level of health including but not limited to annual PPD, and freedom from chemical dependency and/ or mental disorder

8. Successfully complete the EMS education program:

- a. Within one year of initial entry for the EMT program (otherwise all EMT courses must be repeated).
- b. Within one year of initial entry for the Advanced EMT program (otherwise all EMT courses must be repeated).
- c. Within two years of initial entry for the Paramedic program (otherwise all Paramedic course must be repeated).

A student that has an unsuccessful attempt in an EMS course (W, D, or F) cannot progress until the course is completed successfully. Course repetition will be based on instructor availability and program resources. Withdrawal and/or a D or F in one or more EMS courses in a term is considered one unsuccessful attempt. A grade of “I” may prevent the student from progression and will be evaluated by the faculty, program director, and medical director.



## REINSTATEMENT (READMISSION) POLICY

In order to continue in the EMS program the student must:

1. Students whose progression through EMS is interrupted and who desire to be reinstated in the program must schedule an appointment with an EMS faculty advisor to discuss reinstatement. In order to be eligible for reinstatement, the following criteria must be met:

- a. Apply for readmission to the college if not currently enrolled
- b. Submit application requesting reinstatement to the EMS program
- c. Request reinstatement within one year from the term of withdrawal or failure
- d. Demonstrate competency in previous EMS courses. This may be evaluated by testing and/or skills validation
- e. Adhere to EMS curriculum and/or program policies and procedures effective at the point of reinstatement

2. Reinstatement to the EMS program is not guaranteed

3. Reinstatement will be denied due to, but not limited to any of the following circumstances:

- a. Grade point average is less than 2.0 from courses completed at the current institution
- b. Refusal by clinical agencies to accept the student for clinical experiences
- c. Twelve months have elapsed since the student was enrolled in an EMS course
- d. Student has been dismissed from the program for a violation of the College/EMS Program handbook.
- e. Student dismissed from the program for disciplinary reasons and/or unsafe/unsatisfactory client care

4. Students who are unsuccessful on the third (3rd) admission will be dismissed from the EMS program

5. Students who have three unsuccessful attempts in any EMS program course may apply for admission as a new student provided:

- a. the student meets current entry requirements
- b. at least two years have elapsed since the student's dismissal from the last program and
- c. the student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area

## STANDARDS OF CONDUCT

The EMS student shall comply with the standards that determine acceptable behavior of a healthcare professional in accordance with the Alabama Department of Public Health Office of EMS and Trauma, National Registry of EMTs, and EMS Program.

### **FAILURE TO COMPLY WITH ANY OF THESE 7 STANDARDS WHILE IN THE EMS PROGRAM CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM**

The following examples of behavior may be grounds for dismissal from the EMS program or for licensure application review by the Alabama Department of Public Health Office of EMS and Trauma. Any individual who:

1. Is guilty of fraud or deceit in procuring or attempting to procure a license
2. Is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the EMS profession
3. Is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render the licensee unsafe or unreliable
4. Is mentally incompetent
5. Is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health
6. Has willfully or repeatedly violated any of the provisions of this act
7. Has been convicted of a felony
8. Has been convicted of any violation of a Federal or State law relating to controlled substances
9. Has any other reasons authorized by law
10. Has been placed on a State and/or Federal abuse registry
11. Has been court martialled or disciplined or administratively discharged by the military

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

## ANTICIPATED EXPENSES

As a student in the EMS program, you can anticipate certain necessary expenses. First of all, the tuition rate is the same as that for other NW-SCC students, but health studies students will incur other expenses, which are listed below. Note that the amounts listed are approximations and are subject to change without notice.

- Textbooks: \$1,500.00 (includes EMT, AEMT, Paramedic)
- Standardized Tests: \$200.00
- Computer Software (FISDAP): \$84.00
- Annual Physical Exam, TB Test & Shots: \$750.00
- Uniforms and Small Equipment: \$300.00
- Clinical Kit: \$85.00
- Clinical ID Badges: \$5.00 each semester enrolled
- Drug Screening: \$80.00
- Liability Insurance: \$80.00 (\$20 each semester enrolled in program)
- Licensure Application Fee: \$12.00
- NREMT Examination for EMT: \$80.00
- NREMT Examination for AEMT: \$115.00
- NREMT Examination for Paramedic: \$125.00
- Background Checks: \$85.00
- Tuition at published rate for courses in program of study
- Course completion/certification cards: \$35.00
- Parking Decal \$ 20.00

**NOTICE: In addition to the expenses listed, you are responsible for transportation, meals, health care expenses, any liability incurred during and while traveling to and/or from educational experiences.**

## Emergency Medical Services AEMT Certificate

The AEMT Certificate is one semester in length and consists of the following courses, which are taught concurrently and must be successfully completed for eligibility to apply for registration for examination with NREMT. Students must have completed EMT coursework with a grade of "C" or better for enrollment eligibility for the AEMT program.

**NOTE: Students intending to complete Paramedic training are encouraged to complete EMS 189 or BIO 201. Students are required to have Alabama EMT licensure to complete EMS 156.**

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required:

- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
<b>Minimum Credit Hours for Graduation:</b>		<b>9</b>

## Emergency Medical Services EMT Certificate

### Certificate

Available: Shoals Campus  
Advisors: M. Simpson (5435) msimpson@nwsccl.edu  
T. Oyen (5437) oyen@nwsccl.edu  
C. DeMorse (5336) cdemorse@nwsccl.edu  
J. Flannagin (5334) justin.flannagin@nwsccl.edu

**NOTICE: The Alabama Community College System Standardized Curriculum is continuing to be reviewed and analyzed. Modifications will be made as needed.**

**EMS admission criteria, the progression guidelines, and the curriculum are currently under review and are subject to change. Please see the EMS Program Director with any questions or concerns.**

The Division of Health Studies offers the Emergency Medical Services Program. The EMS program is designed to prepare qualified applicants in basic and advanced emergency care in clinical and in field environments. Graduates qualify for employment with fire and rescue departments, ambulance services, industries, and emergency departments within medical facilities. EMS education spans four levels of competency. Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), and Paramedic. Each level of competency meets or exceeds standards identified in the National Emergency Medical Services Education Standards by the National Highway Traffic Safety Administration and by the State of Alabama Department of Public Health.

Students may enroll in the EMS program with the intention of completing only the courses required for each level of EMS education. Students are not required to complete EMR for admission into the EMT program. Upon successful completion of each level, the student will be eligible to apply for registration with the National Registry of EMTs. Graduation from the program, however, does not guarantee licensure from the Alabama Department of Public Health Office of EMS and Trauma or the ability to take the National Registry of EMT examination.

The Emergency Medical Services Program supports the philosophy and purpose of the College and serves its community by preparing entry level Emergency Medical Services personnel in varied health settings. The EMS Program Director, Medical Director, EMS Faculty, and the EMS Advisory Committee have the responsibility for administering and evaluating the Emergency Medical Services Program according to policies and guidelines established by the College, the Alabama Department of Public Health, and the Commission on Accreditation of Allied Health Education Programs in association with the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). To receive an Associate of Applied Science Degree in Emergency Medical Services, the student must complete the EMT and Paramedic certificate levels and all academic core curriculum course requirements.

Because EMS programs contain a clinical component, students are required to meet additional health requirements as well as the "Essential Functions of the EMT." Questions regarding the EMS program should be directed to the Program Director at 256.331.5336

The Purpose of the Emergency Medical Services Program is to:

1. Prepare entry level Emergency Services Personnel who utilize appropriate knowledge and skills to deliver safe, competent care to clients of all ages
2. Foster learning as a life-long process to remain competent
3. Prepare entry level Emergency Services Personnel who contribute to society as citizens and members within the discipline of EMS
4. Provide education at the certificate and the Associate Degree level, which forms a basis for entry into baccalaureate EMS education

## APPROVALS AND ACCREDITATION

The Emergency Medical Services Program is state approved by the Alabama Department of Public Health Office of EMS and Trauma.

To contact Alabama Department of Public Health Office of EMS and Trauma.  
201 Monroe Street, Montgomery, Alabama 36104  
Telephone: 334.206.5383 Fax: 334.206.5260  
<http://www.adph.org/ems/>

The Emergency Medical Services Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs  
25400 U.S. Highway 19 North Suite 158,  
Clearwater, Florida 33756  
Telephone: 727-210-2350 Fax: 727-210-2354  
[www.caahep.org](http://www.caahep.org)

To contact CoAEMSP:  
8301 Lakeview Parkway Suite 111-312  
Rowlett, TX 75088  
Telephone: 214-703-8445 Fax: 214-703-8992  
[www.coaemsp.org](http://www.coaemsp.org)

## ADMISSION PROCEDURES AND REQUIREMENTS

Admission to the EMS program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Preference will be given to graduates/ students of Northwest-Shoals Community College EMT and AEMT Programs. Applicants will be notified by the EMS office of acceptance into the EMS program. The College reserves the right to adjust requirements or use additional criteria to determine admission.

\*A list of fees/approximate costs may be obtained from the EMS Office.\*

### General Admission Requirements

To be eligible to enroll in the EMS Program, a student must complete the following:

1. Unconditional admission to the College
2. Good standing with the College

3. Receipt of completed application for the Emergency Medical Services Program by specified deadline. (Late applications may be considered dependent upon faculty and clinical facilities that are available)

4. Be a high school graduate or hold a GED; Complete the ACT or COMPASS/ASSET placement test

5. Meet the Essential Functions for the Emergency Medical Services Program

The student's ability to comply with the Essential Functions may be evaluated by the EMS faculty at any time that a student's ability to do so is in question.

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted, one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the EMS program. The EMS faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to the ADA Coordinator, Tom Carter, at 256.331.5263 or tom.carter@nwscc.edu

6. Be at least 18 years old (younger students who meet certain conditions may be able to enroll with the permission of the Program Director)

7. Possess a valid driver's license

8. Hold current BLS - CPR course completion at the provider level. American Red Cross course equivalent is Professional Rescuer. Community CPR is not acceptable. Students will be allowed to enter the EMT program without CPR completion provided he/she enrolls in a CPR class prior to beginning clinical rotations. The CPR course is provided by the EMS Department;

9. Present evidence of health insurance or sign a waiver

10. Complete EMS 107 Emergency Vehicle Operator Course to operate an ambulance in the State of Alabama. Students must successfully complete this course and meet additional requirements by the Alabama Department of Public Health Office of EMS and Trauma. The EVOC course is provided by the EMS Department

**Meeting minimal requirements does not guarantee acceptance. A list of anticipated expenses can be obtained from the EMS Program Office. Students are responsible for transportation, meals, health care expenses, and any liability incurred during and while traveling to and/or from educational experiences.**

### Unconditional Admission to the EMT Program

In addition to General Admission Requirements the student must:

1. Submit EMS Program Application and receive approval by the EMS Program Director
2. Successfully complete Background Check with no findings
3. Complete ASSET/COMPASS/ACT testing
4. Register and submit payment for courses
5. Attend and complete EMS Program Orientation

Conditional Admission may be granted based upon the discretion of the EMS Program Director. Students allowed to enroll with conditional admission will be assigned to the current cohort for the date when all requirements have been met.

Upon successful completion of each level, the student will be eligible to apply for registration with the National Registry of EMTs. Graduation from the program, however, does not guarantee licensure from the Alabama Department of Public Health Office of EMS and Trauma or the ability to take the National Registry of EMT examination.

### PROGRAM CONTINUATION

In order to continue in the EMT, Advanced EMT, or Paramedic courses, the student must complete the following:

1. Complete and submit the physical examination form and required data PRIOR to attendance at clinical. The

student must present written documentation on College forms of a physical examination within the last 12 months by a licensed practicing physician. In addition, the student must:

- a. Be free from any communicable disease
- b. Possess eyesight in a minimum of one eye correctable to 20/20 vision, have approximately one hundred and eighty (180) degrees peripheral vision capability and have adequate color perception
- c. Complete a health history, verifying such information as immunization and disease history and special medical needs
- d. Receive (at student expense) necessary immunizations/tests including hepatitis vaccine
- e. Demonstrate the ability to send and receive messages

2. Meet "Essential Functions of the EMT" with or without accommodations by assigned date. A copy of these functions is available upon request

3. Purchase professional liability insurance through the College

4. Complete drug testing and/or background checks as directed by the Health Studies Division or clinical agency

5. The EMS Program grading scale is:

100 – 90 = A  
 89 – 80 = B  
 79 – 75 = C  
 74 – 60 = D  
 59 and below = F

6. Receive a grade of "C" in each EMS or EMP course in order to continue

7. Earn a satisfactory clinical evaluation on the clinical component of any course with a clinical component

8. Be accepted by clinical agencies for clinical experiences

**NOTE : Northwest-Shoals Community College reserves the right to remove from the program any student who is refused use of facilities by a clinical agency. A student who is refused use of a facility is considered refused by all agencies associated with the program. Therefore, the program is not required to find an alternative site.**

## TRANSFER STUDENTS

Students who wish to transfer must:

1. Meet general and unconditional admission and progression requirements for NW-SCC and the EMS program

2. Successfully complete the program:

- a. Within one year of initial entry for the EMT program (otherwise all EMT courses must be repeated)
- b. Within one year of initial entry for the Advanced EMT program (otherwise all EMT courses must be repeated)
- c. Within two years of initial entry for the Paramedic program (otherwise all Paramedic courses must be repeated)

3. Be a student in good standing with the previous institution(s)

4. Have Director of previous EMS program provide a letter of good standing in previous EMS program.

5. Complete skill validation requirements

6. Provide clinical documentation (example: Fisdap or data on a signed EMS Program letterhead of previous institution) for consideration

7. Be accepted by all clinical agencies for clinical experiences

**NOTE: Northwest-Shoals Community College reserves the right to remove from the program any student who is refused use of facilities by a clinical agency. A student who is refused use of a facility is considered refused by all agencies associated with the program. Therefore, the program is not required to find an alternative site.**

## PROGRAM PROGRESSION POLICY

In order to continue in the EMS program, the student must:

1. Complete all required general education courses according to The Alabama College System EMS Education curriculum

2. Maintain a grade of "C" or better in all required EMS courses and maintain a 2.0 GPA at NW-SCC

3. Be accepted by all clinical agencies for clinical experiences

4. Earn a satisfactory clinical evaluation in all EMS courses with a clinical component

5. Maintain ability to meet essential functions for EMS with or without reasonable accommodations

6. Maintain current CPR at the health care provider level

7. Maintain an adequate level of health including but not limited to annual PPD, and freedom from chemical dependency and/ or mental disorder

8. Successfully complete the EMS education program:

- a. Within one year of initial entry for the EMT program (otherwise all EMT courses must be repeated).
- b. Within one year of initial entry for the Advanced EMT program (otherwise all EMT courses must be repeated).
- c. Within two years of initial entry for the Paramedic program (otherwise all Paramedic course must be repeated).

A student that has an unsuccessful attempt in an EMS course (W, D, or F) cannot progress until the course is completed successfully. Course repetition will be based on instructor availability and program resources. Withdrawal and/or a D or F in one or more EMS courses in a term is considered one unsuccessful attempt. A grade of "I" may prevent the student from progression and will be evaluated by the faculty, program director, and medical director.

## REINSTATEMENT (READMISSION) POLICY

In order to continue in the EMS program the student must:

1. Students whose progression through EMS is interrupted and who desire to be reinstated in the program must schedule an appointment with an EMS faculty advisor to discuss reinstatement. In order to be eligible for reinstatement, the following criteria must be met:

- a. Apply for readmission to the college if not currently enrolled
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- d. Demonstrate competency in previous EMS courses. This may be evaluated by testing and/or skills validation
- e. Adhere to EMS curriculum and/or program policies and procedures effective at the point of reinstatement

2. Reinstatement to the EMS program is not guaranteed

3. Reinstatement will be denied due to, but not limited to any of the following circumstances:

- a. Grade point average is less than 2.0 from courses completed at the current institution
- b. Refusal by clinical agencies to accept the student for clinical experiences
- c. Twelve months have elapsed since the student was enrolled in an EMS course
- d. Student has been dismissed from the program for a violation of the College/EMS Program handbook.
- e. Student dismissed from the program for disciplinary reasons and/or unsafe/unsatisfactory client care

4. Students who are unsuccessful on the third (3rd) admission will be dismissed from the EMS program

5. Students who have three unsuccessful attempts in any EMS program course may apply for admission as a new student provided:

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## STANDARDS OF CONDUCT

The EMS student shall comply with the standards that determine acceptable behavior of a healthcare professional in accordance with the Alabama Department of Public Health Office of EMS and Trauma, National Registry of EMTs, and EMS Program.

### **FAILURE TO COMPLY WITH ANY OF THESE 7 STANDARDS WHILE IN THE EMS PROGRAM CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM**

The following examples of behavior may be grounds for dismissal from the EMS program or for licensure application review by the Alabama Department of Public Health Office of EMS and Trauma. Any individual who:

1. Is guilty of fraud or deceit in procuring or attempting to procure a license



2. Is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the EMS profession
3. Is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render the licensee unsafe or unreliable
4. Is mentally incompetent
5. Is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health
6. Has willfully or repeatedly violated any of the provisions of this act
7. Has been convicted of a felony
8. Has been convicted of any violation of a Federal or State law relating to controlled substances
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10. Has been placed on a State and/or Federal abuse registry
11. Has been court martialled or disciplined or administratively discharged by the military

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

## ANTICIPATED EXPENSES

As a student in the EMS program, you can anticipate certain necessary expenses. First of all, the tuition rate is the same as that for other NW-SCC students, but health studies students will incur other expenses, which are listed below. Note that the amounts listed are approximations and are subject to change without notice.

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- Course completion/certification cards: \$35.00
- Parking Decal \$ 20.00

**NOTICE: In addition to the expenses listed, you are responsible for transportation, meals, health care expenses, any liability incurred during and while traveling to and/or from educational experiences.**

## Emergency Medical Services EMT Certificate

The EMT Certificate is one semester in length and consists of the following courses, which are taught concurrently and must be successfully completed for eligibility to apply for registration for examination with NREMT.

**NOTE: EMS 100 and EMS 107 are not required for graduation. EMS 100, or its equivalent, is required for clinical rotations. EMS 107 is required to operate an ambulance upon successfully obtaining EMT licensure.**

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
<b>Minimum Credit Hours for Graduation:</b>		<b>10</b>

## Emergency Medical Services Paramedic Certificate

### Certificate

Available: Shoals Campus  
Advisors: T. Oyen (5437) [oyen@nwscce.edu](mailto:oyen@nwscce.edu)  
C. DeMorse (5336) [cdemorse@nwscce.edu](mailto:cdemorse@nwscce.edu)  
J. Flannagin (5334) [justin.flannagin@nwscce.edu](mailto:justin.flannagin@nwscce.edu)

**NOTICE: The Alabama Community College System Standardized Curriculum is continuing to be reviewed and analyzed. Modifications will be made as needed.**

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Students may enroll in the EMS program with the intention of completing only the courses required for each level of EMS education. Students are not required to complete EMR for admission into the EMT program. Upon successful completion of each level, the student will be eligible to apply for registration with the National Registry of EMTs. Graduation from the program, however, does not guarantee licensure from the Alabama Department of Public Health Office of EMS and Trauma or the ability to take the National Registry of EMT examination.

The Emergency Medical Services Program supports the philosophy and purpose of the College and serves its community by preparing entry level Emergency Medical Services personnel in varied health settings. The EMS Program Director, Medical Director, EMS Faculty, and the EMS Advisory Committee have the responsibility for administering and evaluating the Emergency Medical Services Program according to

policies and guidelines established by the College, the Alabama Department of Public Health, and the Commission on Accreditation of Allied Health Education Programs in association with the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). To receive an Associate of Applied Science Degree in Emergency Medical Services, the student must complete the EMT and Paramedic certificate levels and all academic core curriculum course requirements.

Because EMS programs contain a clinical component, students are required to meet additional health requirements as well as the "Essential Functions of the EMT." Questions regarding the EMS program should be directed to the Program Director at 256.331.5336

The Purpose of the Emergency Medical Services Program is to:

1. Prepare entry level Emergency Services Personnel who utilize appropriate knowledge and skills to deliver safe, competent care to clients of all ages
2. Foster learning as a life-long process to remain competent
3. Prepare entry level Emergency Services Personnel who contribute to society as citizens and members within the discipline of EMS
4. Provide education at the certificate and the Associate Degree level, which forms a basis for entry into baccalaureate EMS education

## APPROVALS AND ACCREDITATION

The Emergency Medical Services Program is state approved by the Alabama Department of Public Health Office of EMS and Trauma.

To contact Alabama Department of Public Health Office of EMS and Trauma.  
201 Monroe Street, Montgomery, Alabama 36104  
Telephone: 334.206.5383 Fax: 334.206.5260  
<http://www.adph.org/ems/>

The Emergency Medical Services Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs  
25400 U.S. Highway 19 North Suite 158,

Clearwater, Florida 33756  
Telephone: 727-210-2350 Fax: 727-210-2354  
[www.caahep.org](http://www.caahep.org)

To contact CoAEMSP:  
8301 Lakeview Parkway Suite 111-312  
Rowlett, TX 75088  
Telephone: 214-703-8445 Fax: 214-703-8992  
[www.coaemsp.org](http://www.coaemsp.org)

## ADMISSION PROCEDURES AND REQUIREMENTS

Admission to the EMS program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Preference will be given to graduates/ students of Northwest-Shoals Community College EMT and AEMT Programs. Applicants will be notified by the EMS office of acceptance into the EMS program. The College reserves the right to adjust requirements or use additional criteria to determine admission.

\*A list of fees/approximate costs may be obtained from the EMS Office.\*

### General Admission Requirements

To be eligible to enroll in the EMS Program, a student must complete the following:

1. Unconditional admission to the College
2. Good standing with the College
3. Receipt of completed application for the Emergency Medical Services Program by specified deadline. (Late applications may be considered dependent upon faculty and clinical facilities that are available)
4. Be a high school graduate or hold a GED; Complete the ACT or COMPASS/ASSET placement test
5. Meet the Essential Functions for the Emergency Medical Services Program

The student's ability to comply with the Essential Functions may be evaluated by the EMS faculty at any time that a student's ability to do so is in question.

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden

on the respective College. In order to be admitted, one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the EMS program. The EMS faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to the ADA Coordinator, Tom Carter, at 256.331.5263 or [tom.carter@nwsc.edu](mailto:tom.carter@nwsc.edu)

6. Be at least 18 years old (younger students who meet certain conditions may be able to enroll with the permission of the Program Director)
7. Possess a valid driver's license
8. Hold current BLS - CPR course completion at the provider level. American Red Cross course equivalent is Professional Rescuer. Community CPR is not acceptable. Students will be allowed to enter the EMT program without CPR completion provided he/she enrolls in a CPR class prior to beginning clinical rotations. The CPR course is provided by the EMS Department;
9. Present evidence of health insurance or sign a waiver
10. Complete EMS 107 Emergency Vehicle Operator Course to operate an ambulance in the State of Alabama. Students must successfully complete this course and meet additional requirements by the Alabama Department of Public Health Office of EMS and Trauma. The EVOC course is provided by the EMS Department

**Meeting minimal requirements does not guarantee acceptance. A list of anticipated expenses can be obtained from the EMS Program Office. Students are responsible for transportation, meals, health care expenses, and any liability incurred during and while traveling to and/or from educational experiences.**

### Unconditional Admission to the Paramedic Program

In addition to General Admission Requirements the student must:

1. Submit EMS Program Application and receive approval by the EMS Program Director

2. Successfully complete Background Check with no findings
3. Complete ASSET/COMPASS/ACT testing
4. Register and submit payment for courses
5. Hold Alabama EMT licensure
6. Completed EMS 189 or BIO 201 with a grade of "C" or better
7. Completed EMS Program Entrance Examination (Fee is associated with this examination)
8. Have a minimum of 2.0 for EMS coursework and required academic coursework for the last 24 hours
9. Attend and complete EMS Program Orientation
10. If applicable, complete any required remedial coursework for Math 116 or higher and English 100 or higher

Conditional Admission may be granted based upon the discretion of the EMS Program Director. Students allowed to enroll with conditional admission will be assigned to the current cohort for the date when all requirements have been met.

Upon successful completion of each level, the student will be eligible to apply for registration with the National Registry of EMTs. Graduation from the program, however, does not guarantee licensure from the Alabama Department of Public Health Office of EMS and Trauma or the ability to take the National Registry of EMT examination.

Paramedic program students can complete requirements for a Certificate or AAS Degree.

## PARAMEDIC CERTIFICATE OPTION

In addition to the general admission requirements, students admitted to the Paramedic certificate program must:

1. Complete ENG 100 or higher and MTH 116 or higher with a grade of "D" or better prior to the last semester of the Paramedic program
2. Students electing to take BIO 201 must also complete BIO 202 with a grade of "D" or better for the certificate option

## PROGRAM CONTINUATION

In order to continue in the EMT, Advanced EMT, or Paramedic courses, the student must complete the following:

1. Complete and submit the physical examination form and required data PRIOR to attendance at clinical. The student must present written documentation on College forms of a physical examination within the last 12 months by a licensed practicing physician. In addition, the student must:

- a. Be free from any communicable disease
- b. Possess eyesight in a minimum of one eye correctable to 20/20 vision, have approximately one hundred and eighty (180) degrees peripheral vision capability and have adequate color perception
- c. Complete a health history, verifying such information as immunization and disease history and special medical needs
- d. Receive (at student expense) necessary immunizations/tests including hepatitis vaccine
- e. Demonstrate the ability to send and receive messages

2. Meet "Essential Functions of the EMT" with or without accommodations by assigned date. A copy of these functions is available upon request

3. Purchase professional liability insurance through the College

4. Complete drug testing and/or background checks as directed by the Health Studies Division or clinical agency

5. The EMS Program grading scale is:

100 – 90 = A  
 89 – 80 = B  
 79 – 75 = C  
 74 – 60 = D  
 59 and below = F

6. Receive a grade of "C" in each EMS or EMP course in order to continue

7. Earn a satisfactory clinical evaluation on the clinical component of any course with a clinical component

8. Be accepted by clinical agencies for clinical experiences

**NOTE : Northwest-Shoals Community College reserves the right to remove from the program any**

**student who is refused use of facilities by a clinical agency. A student who is refused use of a facility is considered refused by all agencies associated with the program. Therefore, the program is not required to find an alternative site.**

## TRANSFER STUDENTS

Students who wish to transfer must:

1. Meet general and unconditional admission and progression requirements for NW-SCC and the EMS program
2. Successfully complete the program:
  - a. Within one year of initial entry for the EMT program (otherwise all EMT courses must be repeated)
  - b. Within one year of initial entry for the Advanced EMT program (otherwise all EMT courses must be repeated)
  - c. Within two years of initial entry for the Paramedic program (otherwise all Paramedic courses must be repeated)
3. Be a student in good standing with the previous institution(s)
4. Have Director of previous EMS program provide a letter of good standing in previous EMS program.
5. Complete skill validation requirements
6. Provide clinical documentation (example: Fisdap or data on a signed EMS Program letterhead of previous institution) for consideration
7. Be accepted by all clinical agencies for clinical experiences

**NOTE: Northwest-Shoals Community College reserves the right to remove from the program any student who is refused use of facilities by a clinical agency. A student who is refused use of a facility is considered refused by all agencies associated with the program. Therefore, the program is not required to find an alternative site.**

## PROGRAM PROGRESSION POLICY

In order to continue in the EMS program, the student must:

1. Complete all required general education courses according to The Alabama College System EMS Education curriculum

2. Maintain a grade of "C" or better in all required EMS courses and maintain a 2.0 GPA at NW-SCC
  3. Be accepted by all clinical agencies for clinical experiences
  4. Earn a satisfactory clinical evaluation in all EMS courses with a clinical component
  5. Maintain ability to meet essential functions for EMS with or without reasonable accommodations
  6. Maintain current CPR at the health care provider level
  7. Maintain an adequate level of health including but not limited to annual PPD, and freedom from chemical dependency and/ or mental disorder
  8. Successfully complete the EMS education program:
    - a. Within one year of initial entry for the EMT program (otherwise all EMT courses must be repeated).
    - b. Within one year of initial entry for the Advanced EMT program (otherwise all EMT courses must be repeated).
    - c. Within two years of initial entry for the Paramedic program (otherwise all Paramedic course must be repeated).
- A student that has an unsuccessful attempt in an EMS course (W, D, or F) cannot progress until the course is completed successfully. Course repetition will be based on instructor availability and program resources. Withdrawal and/or a D or F in one or more EMS courses in a term is considered one unsuccessful attempt. A grade of "I" may prevent the student from progression and will be evaluated by the faculty, program director, and medical director.

## REINSTATEMENT (READMISSION) POLICY

In order to continue in the EMS program the student must:

1. Students whose progression through EMS is interrupted and who desire to be reinstated in the program must schedule an appointment with an EMS faculty advisor to discuss reinstatement. In order to be eligible for reinstatement, the following criteria must be met:
  - a. Apply for readmission to the college if not currently enrolled
  - b. Submit application requesting reinstatement to the EMS program

- c. Request reinstatement within one year from the term of withdrawal or failure
- d. Demonstrate competency in previous EMS courses. This may be evaluated by testing and/or skills validation
- e. Adhere to EMS curriculum and/or program policies and procedures effective at the point of reinstatement

2. Reinstatement to the EMS program is not guaranteed

3. Reinstatement will be denied due to, but not limited to any of the following circumstances:

- a. Grade point average is less than 2.0 from courses completed at the current institution
- b. Refusal by clinical agencies to accept the student for clinical experiences
- c. Twelve months have elapsed since the student was enrolled in an EMS course
- d. Student has been dismissed from the program for a violation of the College/EMS Program handbook.
- e. Student dismissed from the program for disciplinary reasons and/or unsafe/unsatisfactory client care

4. Students who are unsuccessful on the third (3rd) admission will be dismissed from the EMS program

5. Students who have three unsuccessful attempts in any EMS program course may apply for admission as a new student provided:

- a. the student meets current entry requirements
- b. at least two years have elapsed since the student's dismissal from the last program and
- c. the student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area

## STANDARDS OF CONDUCT

The EMS student shall comply with the standards that determine acceptable behavior of a healthcare professional in accordance with the Alabama Department of Public Health Office of EMS and Trauma, National Registry of EMTs, and EMS Program.

### **FAILURE TO COMPLY WITH ANY OF THESE 7 STANDARDS WHILE IN THE EMS PROGRAM CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM**

The following examples of behavior may be grounds for dismissal from the EMS program or for licensure

application review by the Alabama Department of Public Health Office of EMS and Trauma. Any individual who:

1. Is guilty of fraud or deceit in procuring or attempting to procure a license
2. Is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the EMS profession
3. Is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render the licensee unsafe or unreliable
4. Is mentally incompetent
5. Is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health
6. Has willfully or repeatedly violated any of the provisions of this act
7. Has been convicted of a felony
8. Has been convicted of any violation of a Federal or State law relating to controlled substances
9. Has any other reasons authorized by law
10. Has been placed on a State and/or Federal abuse registry
11. Has been court martialled or disciplined or administratively discharged by the military

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

## ANTICIPATED EXPENSES

As a student in the EMS program, you can anticipate certain necessary expenses. First of all, the tuition rate is the same as that for other NW-SCC students, but health studies students will incur other expenses, which are listed below. Note that the amounts listed are approximations and are subject to change without notice.

- Textbooks: \$1,500.00 (includes EMT, AEMT, Paramedic)
- Standardized Tests: \$200.00
- Computer Software (FISDAP): \$84.00
- Annual Physical Exam, TB Test & Shots: \$750.00
- Uniforms and Small Equipment: \$300.00
- Clinical Kit: \$85.00
- Clinical ID Badges: \$5.00 each semester enrolled



- Drug Screening: \$80.00
- Liability Insurance: \$80.00 (\$20 each semester enrolled in program)
- Licensure Application Fee: \$12.00
- NREMT Examination for EMT: \$80.00
- NREMT Examination for AEMT: \$115.00
- NREMT Examination for Paramedic: \$125.00
- Background Checks: \$85.00
- Tuition at published rate for courses in program of study
- Course completion/certification cards: \$35.00
- Parking Decal \$ 20.00

**NOTICE: In addition to the expenses listed, you are responsible for transportation, meals, health care expenses, any liability incurred during and while traveling to and/or from educational experiences.**

**While not required, students are encouraged to complete Advanced EMT prior to enrolling in the paramedic program.**

## Emergency Medical Services Paramedic Certificate

The Paramedic Certificate consists of the following courses, which are taught concurrently and must be successfully completed for eligibility to apply for registration for examination with NREMT.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

**\* Students completing EMS 189 are not required to complete BIO 201 and BIO 202 for the Paramedic Certificate Program.**

Item #	Title	Credits
	EMS 118 or EMS 155	7-9
	EMS 119 or EMS 156	1-2
EMS 240	Paramedic Operations	2
EMS 241	Paramedic Cardiology	3
EMS 242	Paramedic Patient Assessment	2
EMS 257	Paramedic Applied Pharmacology	2
EMS 244	Paramedic Clinical I	1
	MTH 116 or higher	3
	EMS 189 or BIO 201 and BIO 202	4-8
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
	ENG 101 or ENG 100	3
EMS 253	Paramedic Transition to the Workplace	2
EMS 254	Advanced Competencies for Paramedic	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
<b>Minimum Credit Hours for Graduation:</b>		<b>49-56</b>

## Environmental Technology

### Environmental Health and Safety Technician

#### Associate in Applied Science

Available: Shoals Campus  
Advisors: C. Eubanks (5293) eubanks@nwsc.edu

This degree is designed to prepare students for employment as Environmental, Health and Safety Technicians. Students will be trained in the use and application of environmental technology, as well as the management and support of industrial safety processes. Also see the A.S. degree program.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Area I: Written Composition

\* Students planning to transfer should take ENG 102.

\* Keyboarding skills are essential for the successful completion of English 101.

Item #	Title	Credits
ENG 101	English Composition I	3
ENG 130	Technical Report Writing	3

## Area II: Humanities and Fine Arts

\* Students planning to transfer should take SPH 107.

Item #	Title	Credits
	Speech Elective	3
	EVT Area II Elective	3

## Area III: Natural Sciences and Mathematics

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3
BIO 103	Principles of Biology I	4
BIO 201	Human Anatomy and Physiology I	4

## Area IV: History, Social and Behavioral Science

Item #	Title	Credits
	EVT Area IV Elective	3

## Area V: Technical Concentration and Electives

Item #	Title	Credits
CHM 104	Introduction to Inorganic Chemistry	4
CHM 105	Introduction to Organic Chemistry	4
CIS 146	Microcomputer Applications	3
	EVT 101 or PHS 120	4
EVT 105	Introduction to Occupational Safety and Health	3
EVT 107	Environmental Health and Safety Assessments and Reporting	3
EVT 110	Introduction to Environmental Laws and Regulations	3
EVT 201	Environmental Internship I	3
EVT 210	Environmental Sampling and Analysis	4
EVT 220	Toxicology	3
EVT 250	Hazardous Waste Operations and Emergency Response	4
EVT 260	Introduction to Industrial Hygiene	3
EVT 280	Hazardous Materials Management	3
<b>Minimum Credit Hours for Graduation:</b>		<b>70</b>

## Environmental Health and Safety Technician

### Short-Term Certificate

Available: Shoals Campus

Advisor: C. Eubanks (5293) eubanks@nwscc.edu

This short-term certificate is designed to prepare students for employment as Environmental, Health and Safety Technicians. Also, see the A.S. & A.A.S. Degree Programs.

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
CHM 104	Introduction to Inorganic Chemistry	4
	EVT 101 or PHS 120	4
EVT 105	Introduction to Occupational Safety and Health	3
EVT 107	Environmental Health and Safety Assessments and Reporting	3
EVT 110	Introduction to Environmental Laws and Regulations	3
EVT 250	Hazardous Waste Operations and Emergency Response	4
EVT 260	Introduction to Industrial Hygiene	3
<b>Minimum Credit Hours for Graduation:</b>		<b>24</b>

## Industrial Maintenance Technology

### Industrial Systems Technology: Electrical Option

#### Associate in Applied Science

Available: Shoals Campus

Advisors: J. Rogers (8038) jeffery.rogers@nwscc.edu

T. Maupin (5247) tmaupin@nwscc.edu

This degree is designed to offer students entry level skills in the field of Industrial Systems Technology with a total focus on electrical systems. A student who graduates in the program should be able to install and maintain all types of plant electrical systems.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

#### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Area I: Written Composition

Item #	Title	Credits
	ENG 101 or ENG 100	3

## Area II: Humanities and Fine Arts

Item #	Title	Credits
	Area II Elective	3

## Area III: Natural Sciences and Mathematics

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3
PHY 115	Technical Physics	4

## Area IV: History, Social and Behavioral Science

Item #	Title	Credits
	Area IV Elective	3

## Area V: Technical Concentration and Electives

Item #	Title	Credits
INT 101	DC Fundamentals	3
INT 103	AC Fundamentals	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 134	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
INT 158	Industrial Wiring I	3
INT 161	Blueprint Reading for Industrial Technicians	3
INT 184	Introduction to Programmable Logic Controllers	3
INT 206	Industrial Motors I	3
INT 207	Industrial Automatic Controls	3
INT 211	Industrial Motors II	3
INT 213	Industrial Motor Control II	3
INT 261	Mssc Safety Course	3
INT 280	Special Topics Computer Fundamentals	3
INT 284	Advanced Programmable Logic Controllers	3
INT 291	Cooperative Education	3
	INT Technical Elective	3
	INT Technical Elective	3
<b>Minimum Credit Hours for Graduation:</b>		<b>73</b>

## Industrial Systems Technology: FAME Option

### Associate in Applied Science

Available: Shoals Campus

Advisors: J. Rogers (8038) jeffery.rogers@nwscc.edu

C. Bogus (5250) caleb.bogus@nwscc.edu

This degree is designed to offer students advanced entry level skills in the field of Industrial Systems Technology. A student who graduates in the program should be able to install and maintain all types of plant equipment.

### General Information

Students must apply, meet the entrance requirements, and be selected for acceptance into the FAME program. Meeting entrance requirements does not guarantee acceptance into the program due to apprenticeship component, which also requires selection by a participating industry partner.

### Entrance Requirements

An online fillable FAME application and additional instructions are available at [nwscc.edu/fame](http://nwscc.edu/fame). Hard copies of application materials may be turned into the Admissions office on either the Phil Campbell or Shoals campus. Digital materials may be submitted to [fame@nwscc.edu](mailto:fame@nwscc.edu). Students must submit the following items:

- NW-SCC online application
- FAME application
- Unofficial copy of High School and College transcripts
- Unofficial or official score report from ACT or Accuplacer
- Essay
- Completion of Career Interest Inventory

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Area I: Written Composition

Item #	Title	Credits
	ENG 101 or ENG 100	3

### Area II: Humanities and Fine Arts

Item #	Title	Credits
	Area II Elective	3

### Area III: Natural Sciences and Mathematics

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3
PHY 115	Technical Physics	4

### Area IV: History, Social and Behavioral Science

Item #	Title	Credits
	Area IV Elective	3

### Area V: Technical Concentration and Electives

Item #	Title	Credits
INT 101	DC Fundamentals	3
INT 103	AC Fundamentals	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 127	Principles of Industrial Pumps and Piping Systems	3
INT 134	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
INT 158	Industrial Wiring I	3
INT 161	Blueprint Reading for Industrial Technicians	3
INT 184	Introduction to Programmable Logic Controllers	3
INT 206	Industrial Motors I	3
INT 213	Industrial Motor Control II	3
INT 254	Robot Maintenance and Troubleshooting	3
INT 261	Mssc Safety Course	3
INT 280	Special Topics Computer Fundamentals	3
INT 284	Advanced Programmable Logic Controllers	3
INT 291	Cooperative Education	3
<b>Minimum Credit Hours for Graduation:</b>		<b>67</b>

## Industrial Systems Technology: Instrumentation Option

### Associate in Applied Science

Available: Shoals Campus

Advisors: J. Rogers (8038) jeffery.rogers@nwscc.edu

T. Maupin (5247) tmaupin@nwscc.edu

This degree is designed to offer students entry level skills in the field of Industrial Systems Technology. A student who graduates in the program should be able to install and maintain all types of plant equipment.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Area I: Written Composition

Item #	Title	Credits
	ENG 101 or ENG 100	3

### Area II: Humanities and Fine Arts

Item #	Title	Credits
	Area II Elective	3

### Area III: Natural Sciences and Mathematics

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3
PHY 115	Technical Physics	4

### Area IV: History, Social and Behavioral Science

Item #	Title	Credits
	Area IV Elective	3

## Area V: Technical Concentration and Electives

Item #	Title	Credits
INT 101	DC Fundamentals	3
INT 103	AC Fundamentals	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 134	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
INT 158	Industrial Wiring I	3
INT 161	Blueprint Reading for Industrial Technicians	3
INT 184	Introduction to Programmable Logic Controllers	3
INT 206	Industrial Motors I	3
INT 207	Industrial Automatic Controls	3
INT 261	Mssc Safety Course	3
INT 280	Special Topics Computer Fundamentals	3
INT 284	Advanced Programmable Logic Controllers	3
INT 291	Cooperative Education	3
ILT 114	Instrumentation Operation and Calibration	3
ILT 240	Sensors Technology and Applications	3
	INT Technical Elective	3
	INT Technical Elective	3
<b>Minimum Credit Hours for Graduation:</b>		<b>73</b>

## Industrial Systems Technology: Mechanical Option

### Associate in Applied Science

Available: Shoals Campus

Advisors: J. Rogers (8038) jeffery.rogers@nwscc.edu

T. Maupin (5247) tmaupin@nwscc.edu

This degree is designed to offer students entry level skills in the field of Industrial Systems Technology. A student who graduates in the program should be able to install and maintain all types of plant equipment.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Area I: Written Composition

Item #	Title	Credits
	ENG 101 or ENG 100	3

## Area II: Humanities and Fine Arts

Item #	Title	Credits
	Area II Elective	3

## Area III: Natural Sciences and Mathematics

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3
PHY 115	Technical Physics	4

## Area IV: History, Social and Behavioral Science

Item #	Title	Credits
	Area IV Elective	3

## Area V: Technical Concentration and Electives

Item #	Title	Credits
INT 101	DC Fundamentals	3
INT 103	AC Fundamentals	3
INT 106	Elements of Industrial Mechanics	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 121	Industrial Hydraulics Troubleshooting	3
INT 127	Principles of Industrial Pumps and Piping Systems	3
INT 134	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
INT 158	Industrial Wiring I	3
INT 161	Blueprint Reading for Industrial Technicians	3
INT 206	Industrial Motors I	3
INT 261	Mssc Safety Course	3
INT 280	Special Topics Computer Fundamentals	3
INT 291	Cooperative Education	3
MSP 105	Lathes	3
WDT 182	Special Topics - Advanced Maintenance Welding	3
	INT Technical Elective	3
	INT Technical Elective	3
<b>Minimum Credit Hours for Graduation:</b>		<b>73</b>

## Industrial Systems Technology

### Career Certificate

Available: Shoals Campus

Advisors: J. Rogers (8038) [jeffery.rogers@nwscc.edu](mailto:jeffery.rogers@nwscc.edu)

T. Maupin (5247) [tmaupin@nwscc.edu](mailto:tmaupin@nwscc.edu)

This degree is designed to offer students entry level skills in the field of Industrial Systems Technology. A student who graduates in the program should be able to install and maintain all types of plant equipment.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**



## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## General Education Requirements

Item #	Title	Credits
	ENG 101 or ENG 100	3
MTH 100	Intermediate College Algebra	3
INT 101	DC Fundamentals	3
INT 103	AC Fundamentals	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 134	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
INT 158	Industrial Wiring I	3
INT 161	Blueprint Reading for Industrial Technicians	3
INT 206	Industrial Motors I	3
INT 261	Mssc Safety Course	3
INT 280	Special Topics Computer Fundamentals	3
<b>Minimum Credit Hours for Graduation:</b>		<b>39</b>

## Industrial Systems Technology: Basic

### Short-Term Certificate

Available: Shoals Campus  
Advisors: J. Rogers (8038) jeffery.rogers@nwscs.edu  
T. Maupin (5247) tmaupin@nwscs.edu

This short-term certificate is for students who want to gain knowledge of electrical theory and wiring principles. The courses are a study of basic AC and DC electrical theory and industrial wiring practices. Courses include hands on work on DC and AC circuitry, power supplies, print layout, and industrial wiring.

### Entrance Requirements

- Submit a completed application;

- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
INT 101	DC Fundamentals	3
INT 103	AC Fundamentals	3
INT 113	Industrial Motor Control I	3
INT 158	Industrial Wiring I	3
<b>Minimum Credit Hours for Graduation:</b>		<b>12</b>

## Industrial Systems Technology: Electrical

### Short-Term Certificate

Available: Shoals Campus  
Advisors: J. Rogers (8038) jeffery.rogers@nwscs.edu  
T. Maupin (5247) tmaupin@nwscs.edu

This short-term certificate is for students who want to gain knowledge of Industrial motors and motor controls. The courses are a study of motors found in industry and how to control those motors by using motor starters and PLC programming. Courses include hands on work, wiring motors, examining parts of motors, troubleshooting motors, motor starters, motor circuits, and Programmable Logic Controllers. Courses will also include programming in relay ladder logic for PLC's.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
INT 184	Introduction to Programmable Logic Controllers	3
INT 206	Industrial Motors I	3
INT 211	Industrial Motors II	3
INT 213	Industrial Motor Control II	3



## **Industrial Systems Technology: Instrumentation**

### **Short-Term Certificate**

Available: Shoals Campus  
Advisors: J. Rogers (8038) jeffery.rogers@nwscs.edu  
T. Maupin (5247) tmaupin@nwscs.edu

This short-term certificate is for students who want to gain knowledge of Industrial Instrumentation and Automation. These courses are a study of process measurements, calibration, and automation. Courses include hands on calibration work on pressure, level, flow, temperature, sensors, control valves, and industrial automation controls.

#### **Entrance Requirements**

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

#### **Required Courses**

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
INT 184	Introduction to Programmable Logic Controllers	3
INT 207	Industrial Automatic Controls	3
ILT 114	Instrumentation Operation and Calibration	3
ILT 240	Sensors Technology and Applications	3
<b>Minimum Credit Hours for Graduation:</b>		<b>12</b>

## **Industrial Systems Technology: Mechanical**

### **Short-Term Certificate**

Available: Shoals Campus  
Advisors: J. Rogers (8038) jeffery.rogers@nwscs.edu  
T. Maupin (5247) tmaupin@nwscs.edu

This short-term certificate is designed for students to gain knowledge and credentialing in the Industrial Mechanical Industry. These courses are a study of industrial mechanical principles and hands on work on mechanical drive systems, shaft alignment, hydraulics, industrial pumps and piping systems.

#### **Entrance Requirements**

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

#### **Required Courses**

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
INT 106	Elements of Industrial Mechanics	3
INT 117	Principles of Industrial Mechanics	3
INT 118	Fundamentals of Industrial Hydraulics and Pneumatics	3
INT 127	Principles of Industrial Pumps and Piping Systems	3
<b>Minimum Credit Hours for Graduation:</b>		<b>12</b>

## **Machine Shop Technology**

### **Machine Shop Technology**

#### **Associate in Occupational Technology (AOT)**

Available: Phil Campbell and Shoals Campuses  
Advisors: T. Maupin (5247) tmaupin@nwscs.edu  
M. Johnson (8047) mpjohnson@nwscs.edu

Students desiring to receive the AOT Award must complete all major certificate courses, one minor certificate course of study, and the required credit hours of general education courses in Areas I, II, III, and IV. Upon completion of all the courses listed, students are eligible to receive the Associate in Occupational Technology Degree. Students desiring to take general education courses for transfer to another institution should consult an advisor for proper general education course selection.

Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.

NOTE:

\* Computer competency skills are embedded within one or more courses required in this curriculum.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Area I: Written Composition

Item #	Title	Credits
	ENG 101 or ENG 100	3

### Area II: Humanities and Fine Arts

### Area III: Natural Sciences and Mathematics

A minimum of 3 hours in MTH 116 or MTH 100 or Higher is required. The additional 3 hours of degree creditable coursework may be taken from disciplines of biology, chemistry, physical science, physics, environmental technology..

Item #	Title	Credits
	MTH 100, MTH 116 or higher	3

### Area IV: History, Social and Behavioral Science

Courses may be taken from the disciplines of history, economics, geography, political science, psychology, and sociology.

Item #	Title	Credits
MSP 101	Basic Machining Technology	5
MSP 102	Intermediate Machining Technology	5
MSP 103	Advanced Machining Technology	5
MSP 104	Basic Machining Calculations	2
MSP 105	Lathes	3
MSP 107	Milling Machines	3
MSP 115	Advanced Milling Machines	5
MSP 121	Basic Blueprint Reading for Machinists	2
MSP 131	Introduction to Metrology	2
MSP 142	Advanced Machining Calculations	2
MSP 181	Special Topics - Grinding	2
MSP 221	Advance Blueprinting	2
MSP 291	Co-Op in Machine Shop Technology	0
	MSP Elective	2
	MSP Elective	2

### Minor Requirements: Welding (Fall and Spring Semester)

Item #	Title	Credits
WDT 108	SMAW Fillet/OFC	3
WDT 109	SMAW Fillet/Pac/Cac	3
WDT 122	SMAW Fillet/OFC Lab	3
WDT 123	SMAW Fillet/Pac/CAC Lab	3

### Minor Requirements: Welding (Summer Semester)

Item #	Title	Credits
WDT 110	Industrial Blueprint Reading	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding Theory	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 219	Welding Inspection & Testing	3

## MSSC Certified Production Technician

Item #	Title	Credits
ADM 291	Mssc Safety Course	3
ADM 292	Mssc Quality Practices and Measurement Course	3
ADM 293	Mssc Manufacturing Processes and Production Course	3
ADM 294	Mssc Maintenance Awareness Course	3

## Minor Requirements: Air Conditioning/Refrigeration Technology

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 132	Residential Air Conditioning	3
ACR 209	Commercial Air Conditioning Systems	3
<b>Minimum Credit Hours for Graduation:</b>		<b>72</b>

## Machine Shop/Computer Numerical Control (CNC)

### Career Certificate

Available: Phil Campbell and Shoals Campuses  
 Advisors: T. Maupin (5247) tmaupin@nwsc.edu  
 M. Johnson (8047) mpjohnson@nwsc.edu

This certificate is designed to prepare students to enter the machine tool industry. Students entering this plan should have good manual dexterity to operate equipment, spatial comprehension, and math skills to interpret part shape and size from blueprints and a good mechanical aptitude. No high school diploma or GED is required, but students must be at least 16 years of age to enroll. Students without GED's are encouraged to use the College facilities to obtain a diploma while in the program.

The five-semester day plan (nine semester extended plan) exposes the student to most machine shop equipment. The student will operate drills, lathes, milling machines, and grinders. During the fourth semester, the student has the opportunity to learn the basics of CNC (Computer Numerical Control) programming, setup, and operation. An extensive study of CAM (Computer Aided Machining) is available through an elective course.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

### NOTES:

\* A high school diploma or GED certificate is not required for admission to this program. Students must be at least 16 years old to enroll.

\* Transfer Credit: Students may receive up to one semester of Advanced Placement for Career Technical coursework completed at another institution.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Required Courses

Item #	Title	Credits
	ENG 101 or ENG 100	3
	MTH 100 or MTH 116	3
MSP 101	Basic Machining Technology	5
MSP 102	Intermediate Machining Technology	5
MSP 103	Advanced Machining Technology	5
MSP 104	Basic Machining Calculations	2
MSP 105	Lathes	3
MSP 107	Milling Machines	3
MSP 111	Introduction to Computer Numerical Control	2
MSP 112	Basic Computer Numerical Control Turning	3
MSP 113	Basic Computer Numerical Control Milling	3
MSP 115	Advanced Milling Machines	5
MSP 121	Basic Blueprint Reading for Machinists	2
MSP 131	Introduction to Metrology	2
MSP 142	Advanced Machining Calculations	2
MSP 181	Special Topics - Grinding	2
MSP 221	Advance Blueprinting	2
	MSP Elective	2
<b>Minimum Credit Hours for Graduation:</b>		<b>54</b>

# Medical Assisting Technology

## Medical Assisting Technology

### Associate in Applied Science

Available: Shoals Campus

Advisors: M. Peebles (8074) mpeebles@nwscc.edu

K. McBay (8059) katherine.mcbay@nwscc.edu

## General Information

Medical Assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The profession of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills, formal education and practical experience that serve as standards for entry into the profession.

## Program Description

The Medical Assisting curriculum covers administrative duties such as scheduling and receiving patients, preparing and maintaining medical records, performing secretarial duties, serving as a liaison between the physician and other individuals, and managing practice finances. Clinical duties include preparing the patient for examination, taking patient histories and vital signs, performing first aid and CPR, assisting the physician with examinations and treatments, performing routine laboratory procedures and diagnostic tests, preparing and administering medications as directed by the physician and performing electrocardiograms.

Graduates will be eligible to apply to sit for the for the Registered Medical Assistant Examination or the Certified Medical Assistant Examination. After successful completion of the exam, the individual will be a Registered or Certified Medical Assistant.

## Goals and Objectives:

1. To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To prepare the student to work in a physician's office or medical clinic where they can successfully utilize administrative and clinical skills and techniques.
3. To teach the student to be professional at all times.
4. To teach the student in a manner that is applicable to "practical" work situations and encourages the development of critical thinking skills.

5. To teach the student appropriate knowledge and attitudes concerning the legal and ethical responsibilities of the profession.

6. To teach the student how to function as a valuable member of the health care team.

7. To encourage all students to sit for a nationally recognized credential such as the RMA or CMA.

8. To encourage continuing education so the student will be aware of continuous changes in the health care field.

The Medical Assisting Program offers some online and on campus courses. Laboratory/Clinical sections of all MAT classes must be completed on campus, or at the clinical site. Laboratory section assignments will be made based on space availability and may be day or evening. Students will indicate on the program application the option that they would like to choose: Medical Assisting Associate degree plan, Medical Billing & Coding Certificate, or Phlebotomy Certificate.

## Approvals and Accreditations

The Northwest-Shoals Community College Medical Assisting Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33763  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

Medical Assisting Education Review Board  
20 N. Wacker Drive, Suite 1575  
Chicago, Illinois 60606  
1-800-228-2262  
[www.maerb.org](http://www.maerb.org)

## Admission Requirements

Applicants Must:

1. Meet all the general admission requirements of NW-SCC.
2. Submit a NW-SCC application to the Admissions Office.
3. Submit a program application to the Medical Assisting Technology Department by completing the online application.

4. Possess a minimum of 2.5 cumulative GPA on a 4.0 scale
5. Must be eligible to take English 101 (English Composition I) and at least Math 116 (Technical Math).
6. Possess Essential Functions required for Medical Assisting Program (See Essential Functions).

**NOTICE: The Alabama Community College System (ACCS) Standardized Curriculum is continuing to be reviewed and analyzed. Modifications will be made as needed. The most updated information will be found in the College catalog posted on the NW-SCC website.**

## Selection and Notification

1. The Medical Assisting Program admits each fall semester; admission for spring semester is based on availability in classes.
2. Students are selected on the basis of completion of all program requirements prior to deadline. If the number of qualified applications exceeds the number of spaces available in the Medical Assisting Program, the cumulative college GPA or the ACT or Compass score will be used to rank applicants for admission.
3. Program applications will be reviewed for completion of program admission requirements. Written notification of the outcome of each application will be mailed to the student at the address provided on the application.
4. Students selected must respond, confirming acceptance within ten (10) days of the postmarked date of the acceptance letter and declare MAT as their program major. A student who fails to respond to their acceptance letter, and or fails to declare MAT as their major, will forfeit his/her place in the class. If the student has a felony conviction or has pled guilty to a felony or has any drug or alcohol offense on the required background check completed the first semester of the program or is convicted during the program, he or she will be dismissed from the program.
5. Students selected for acceptance must attend the mandatory orientation session. Failure to do so may result in forfeiture of their space in the class.

## Program Expectations

Students admitted into the Medical Assisting Program are expected to comply with all program competencies of the Medical Assisting Program.

### Required competencies:

1. Administrative competencies: perform clerical functions, perform bookkeeping procedures, process insurance claims.
2. Clinical competencies: fundamental procedures, specimen collection, diagnostic testing, patient care.
3. General competencies: professional communications, legal concepts, patient instruction, operational functions.

## Upon Admission

1. Medical Assisting students are required to submit physical examination and essential function forms, including proof of Hepatitis B and other vaccinations, as well as a two part TB skin test unless student receives yearly TB skin test. The physical and vaccinations required will be the student's expense.
2. Students are required to submit proof of current CPR certification before they are allowed in clinical facilities. Only CPR courses that provide certification through the American Heart Association will be accepted.
3. Accident and liability insurance, available through the College, is required of all Medical Assisting students. The cost of the insurance will be added as a course fee.
4. Medical Assisting students are required to undergo Background Screening and Drug Testing. The cost of the drug screen will be added as a course fee to one of the medical assisting courses. The cost of the Background Screening will be the student's responsibility. Drug Screens and Background Screening will be administered as directed by Medical Assisting Department.
5. Medical Assisting students must comply with the Alabama Infected Health Care Worker Act. Code of Ala. 1975, §§22-IIA-2, 22-IIA-7, 22-IIA-13, .22-IIA-14 (g), 22-IIA-70
6. Students must present evidence of health insurance or sign a waiver.

## Progression

1. Students must maintain a grade of "C" or better in all required courses.
2. Math must be completed prior to taking MAT 211, Clinical Procedures II for the medical assistant. Students will have four attempts to complete a drug calculation test with a score of at least 90.

3. Maintain a grade of "C" or better in all required general education and medical assisting courses and maintain a 2.0 cumulative GPA at NW-SCC.

4. Students must be accepted by clinical agencies for all clinical experiences. Must complete 225 unpaid clinical hours during the last semester in the Medical Assisting program in facility assigned by Medical Assisting Department (hours completed Monday – Friday according to facility hours, can not guarantee night and weekend hours).

5. Students must perform a satisfactory evaluation on all clinical skills.

6. Must maintain current CPR. AHA Health Care Provider

7. Maintain ability to meet essential functions for medical assisting with or without reasonable accommodations.

8. Maintain an adequate level of health including freedom from chemical dependency and/or mental disorder.

9. Northwest-Shoals Community College reserves the right to remove from the program any student who is refused use of facilities by a clinical agency. A student who is refused use of a facility is considered refused by all agencies associated with the program. Therefore, the program is not required to find an alternative site.

## Readmission to Program

Students who withdraw, or are dismissed from the program, must apply for re-admission. Students will be readmitted one time only.

## Work Experience

College credit is not awarded for work experience in the healthcare field.

## THE ALABAMA COMMUNITY COLLEGE SYSTEM MEDICAL ASSISTING TECHNOLOGY PROGRAM ELIGIBILITY CRITERIA

The ACCS endorses the Americans' with Disabilities Act (ADA). In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective care. The applicant/student must be able to meet the eligibility criteria with or without reasonable accommodations throughout the program of learning.

Admission, progression and graduation are contingent upon one's ability to demonstrate the eligibility criteria delineated for the program with or without reasonable accommodations. The program and/or affiliated clinical agencies may identify additional eligibility criteria. The program reserves the right to amend the eligibility criteria as deemed necessary. In order to be admitted and to progress in the program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the eligibility criteria with or without reasonable accommodations. The eligibility criteria delineated are those deemed necessary the ACCS health studies programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the medical assisting technology program and may vary from reasonable accommodations made by healthcare employers. The eligibility criteria delineated below are necessary for program admission, progression and graduation and for the provision of safe and effective care. The eligibility criteria include, but are not limited to, the ability to:

- Sensory Perception
  - Visual
    - Observe and discern subtle changes in physical conditions and the environment
    - Visualize different color spectrums and color changes
    - Read fine print in varying levels of light
    - Read for prolonged periods of time
    - Read cursive writing
    - Read at varying distances
    - Read data/information displayed on monitors/equipment
  - Auditory
    - Interpret monitoring devices
    - Distinguish muffled sounds heard through a stethoscope
    - Hear and discriminate high and low frequency sounds produced by the body and the environment
    - Effectively hear to communicate with others
  - Tactile
    - Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
  - Olfactory
    - Detect body odors and odors in the environment
- Communication/ Interpersonal Relationships

- Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
- Work effectively in groups
- Work effectively independently
- Discern and interpret nonverbal communication
- Express one's ideas and feelings clearly
- Communicate with others accurately in a timely manner
- Obtain communications from a computer
- Cognitive/Critical Thinking
  - Effectively read, write and comprehend the English language
  - Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical decisions in a variety of health care settings
  - Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
  - Satisfactorily achieve the program objectives
- Motor Function
  - Handle small delicate equipment/objects without extraneous movement, contamination or destruction
  - Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
  - Maintain balance from any position
  - Stand on both legs
  - Coordinate hand/eye movements
  - Push/pull heavy objects without injury to client, self or others
  - Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
  - Walk without a cane, walker or crutches
  - Function with hands free for care and transporting items
  - Transport self and client without the use of electrical devices
  - Flex, abduct and rotate all joints freely
  - Respond rapidly to emergency situations
  - Maneuver in small areas
  - Perform daily care functions for the client
  - Coordinate fine and gross motor hand movements to provide safe effective care
  - Calibrate/use equipment
  - Execute Movement required to provide care in all health care settings
  - Perform CPR and physical assessment
  - Operate a computer
- Professional Behavior

- Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
- Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
- Handle multiple tasks concurrently
- Perform safe, effective care for clients in a caring context
- Understand and follow the policies and procedures of the College and clinical agencies
- Understand the consequences of violating the student code of conduct
- Understand that posing a direct threat to others is unacceptable and subjects one to discipline
- Meet qualifications for licensure/certification by examination as stipulated by the respective program
- Not to pose a threat to self or others
- Function effectively in situations of uncertainty and stress inherent in providing care
- Adapt to changing environments and situations
- Remain free of chemical dependency
- Report promptly to clinicals and remain for 6-12 hours at the medical facility
- Provide care in an appropriate time frame
- Accept responsibility, accountability, and ownership of one's actions
- Seek supervision/consultation in a timely manner
- Examine and modify one's own behavior when it interferes with care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted, one must be able to perform all of the eligibility criteria with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the eligibility criteria cannot be met with or without reasonable accommodations, the student will be withdrawn from the program. The faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the eligibility criteria.



Requests for reasonable accommodations should be directed to: ADA Coordinator, Tom Carter, at 256.331.5263 or tom.carter@nwscs.edu

## Medical Assisting Technology Associate in Applied Science Degree

Available: Shoals Campus  
M. Peebles (8074) mpeebles@nwscs.edu  
K. McBay (8059) katherine.mcbay@nwscs.edu

This degree is designed to prepare students to assist the physician in providing patient care in physician's offices, minor emergency centers, long-term care facilities, and other types of freestanding medical clinics. Medical assistants are also prepared to assume administrative roles in physician's offices, including dealing with billing protocols, coding mechanisms, and office procedures.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Area I: Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

### Area II: Humanities and Fine Arts

Item #	Title	Credits
SPH 107	Fundamentals of Public Speaking	3
	MAT Area II Elective	3

### Area III: Natural Sciences and Mathematics

Item #	Title	Credits
	MTH 100 or MTH 116	3
	BIO 101, BIO 103 or BIO 220	4

### Area IV: History, Social and Behavioral Science

Item #	Title	Credits
PSY 200	General Psychology	3

### Area V: Technical Concentration and Electives

Item #	Title	Credits
ORI 107	Student Success	1
CIS 146	Microcomputer Applications	3
MAT 101	Medical Terminology	3
	MAT 102 or BIO 201	3
	MAT 103 or BIO 202	3
MAT 111	Clinical Procedures I for the Medical Assistant	3
MAT 120	Medical Administrative Procedures I	3
MAT 121	Medical Administrative Procedures II	3
MAT 125	Laboratory Procedures I for the Medical Assistant	3
MAT 128	Medical Law and Ethics for the Medical Assistant	3
MAT 200	Management of Office Emergencies	2
MAT 211	Clinical Procedures II for the Medical Assistant	3
MAT 215	Laboratory Procedures II for the Medical Assistant	3
MAT 216	Pharmacology for the Medical Office	4
MAT 220	Medical Office Insurance	3
MAT 228	Medical Assistant Review Course	1
MAT 229	Medical Assisting Preceptorship	3
HIT 230	Medical Coding Systems I	3
EMS 100	Cardiopulmonary Resuscitation I	1
	MAT Focus Elective	6
<b>Minimum Credit Hours for Graduation:</b>		<b>76</b>

## **Medical Assisting Technology: Medical Billing and Coding Option**

### **Short-Term Certificate**

Available: Shoals Campus

Advisors: M. Peebles (8074) mpeebles@nwscc.edu

K. McBay (8059) katherine.mcbay@nwscc.edu

### **General Information**

Medical Assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The profession of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills, formal education and practical experience that serve as standards for entry into the profession.

### **Program Description**

The Medical Assisting curriculum covers administrative duties such as scheduling and receiving patients, preparing and maintaining medical records, performing secretarial duties, serving as a liaison between the physician and other individuals, and managing practice finances. Clinical duties include preparing the patient for examination, taking patient histories and vital signs, performing first aid and CPR, assisting the physician with examinations and treatments, performing routine laboratory procedures and diagnostic tests, preparing and administering medications as directed by the physician and performing electrocardiograms.

Graduates will be eligible to apply to sit for the for the Registered Medical Assistant Examination or the Certified Medical Assistant Examination. After successful completion of the exam, the individual will be a Registered or Certified Medical Assistant.

### **Goals and Objectives:**

1. To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To prepare the student to work in a physician's office or medical clinic where they can successfully utilize administrative and clinical skills and techniques.
3. To teach the student to be professional at all times.
4. To teach the student in a manner that is applicable to "practical" work situations and encourages the development of critical thinking skills.

5. To teach the student appropriate knowledge and attitudes concerning the legal and ethical responsibilities of the profession.

6. To teach the student how to function as a valuable member of the health care team.

7. To encourage all students to sit for a nationally recognized credential such as the RMA or CMA.

8. To encourage continuing education so the student will be aware of continuous changes in the health care field.

The Medical Assisting Program offers some online and on campus courses. Laboratory/Clinical sections of all MAT classes must be completed on campus, or at the clinical site. Laboratory section assignments will be made based on space availability and may be day or evening. Students will indicate on the program application the option that they would like to choose: Medical Assisting Associate degree plan, Medical Billing & Coding Certificate, or Phlebotomy Certificate.

### **Approvals and Accreditations**

The Northwest-Shoals Community College Medical Assisting Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33763  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

Medical Assisting Education Review Board  
20 N. Wacker Drive, Suite 1575  
Chicago, Illinois 60606  
1-800-228-2262  
[www.maerb.org](http://www.maerb.org)

### **Admission Requirements**

Applicants Must:

1. Meet all the general admission requirements of NW-SCC.
2. Submit a NW-SCC application to the Admissions Office.
3. Submit a program application to the Administrative Assistant to Medical Assisting Technology Department in Building 110 (by announced department deadline).

4. Possess a minimum of 2.5 cumulative GPA on a 4.0 scale
5. Must be eligible to take English 101 (English Composition I) and at least Math 116 (Technical Math).
6. Possess Eligibility Criteria required for Medical Assisting Program (See Eligibility Criteria).

**NOTICE: The Alabama Community College System (ACCS) Standardized Curriculum is continuing to be reviewed and analyzed. Modifications will be made as needed. The most updated information will be found in the College catalog posted on the NW-SCC website.**

## Selection and Notification

1. The Medical Assisting Program admits each fall semester; admission for spring semester is based on availability in classes.
2. Students are selected on the basis of completion of all program requirements prior to deadline. If the number of qualified applications exceeds the number of spaces available in the Medical Assisting Program, the cumulative college GPA or the ACT or Compass score will be used to rank applicants for admission.
3. Program applications will be reviewed for completion of program admission requirements. Written notification of the outcome of each application will be mailed to the student at the address provided on the application.
4. Students selected must respond, confirming acceptance within ten (10) days of the postmarked date of the acceptance letter and declare MAT as their program major. A student who fails to respond to their acceptance letter, and or fails to declare MAT as their major, will forfeit his/her place in the class. If the student has a felony conviction or has pled guilty to a felony or has any drug or alcohol offense on the required background check completed the first semester of the program or is convicted during the program, he or she will be dismissed from the program.
5. Students selected for acceptance must attend the mandatory orientation session. Failure to do so may result in forfeiture of their space in the class.

## Program Expectations

Students admitted into the Medical Assisting Program are expected to comply with all program competencies of the Medical Assisting Program.

## Required competencies:

1. Administrative competencies: perform clerical functions, perform bookkeeping procedures, process insurance claims.
2. Clinical competencies: fundamental procedures, specimen collection, diagnostic testing, patient care.
3. General competencies: professional communications, legal concepts, patient instruction, operational functions.

## Upon Admission

1. Medical Assisting students are required to submit physical examination and essential function forms, including proof of Hepatitis B and other vaccinations, as well as a two part TB skin test unless student receives yearly TB skin test. The physical and vaccinations required will be the student's expense.
2. Students are required to submit proof of current CPR certification before they are allowed in clinical facilities. Only CPR courses that provide certification through the American Heart Association will be accepted.
3. Accident and liability insurance, available through the College, is required of all Medical Assisting students. The cost of the insurance will be added as a course fee.
4. Medical Assisting students are required to undergo Background Screening and Drug Testing. The cost of the drug screen will be added as a course fee to one of the medical assisting courses. The cost of the Background Screening will be the student's responsibility. Drug Screens and Background Screening will be administered as directed by Medical Assisting Department.
5. Medical Assisting students must comply with the Alabama Infected Health Care Worker Act. Code of Ala. 1975, §§22-IIA-2, 22-IIA-7, 22-IIA-13, .22-IIA-14 (g), 22-IIA-70
6. Students must present evidence of health insurance or sign a waiver.

## Progression

1. Students must maintain a grade of "C" or better in Area V Technical Concentration and all required courses.

2. Math must be completed prior to taking MAT 211, Clinical Procedures 11 for the medical assistant. Students will have four attempts to complete a drug calculation test with a score of at least 90.

3. Maintain a grade of "C" or better in all required general education and medical assisting courses and maintain a 2.0 cumulative GPA at NW-SCC.

4. Students must be accepted by clinical agencies for all clinical experiences. Must complete 225 unpaid clinical hours during the last semester in the Medical Assisting program in facility assigned by Medical Assisting Department (hours completed Monday – Friday according to facility hours, can not guarantee night and weekend hours).

5. Students must perform a satisfactory evaluation on all clinical skills.

6. Must maintain current CPR. AHA Health Care Provider

7. Maintain ability to meet eligibility criteria for medical assisting with or without reasonable accommodations.

8. Maintain an adequate level of health including freedom from chemical dependency and/or mental disorder.

9. Northwest-Shoals Community College reserves the right to remove from the program any student who is refused use of facilities by a clinical agency. A student who is refused use of a facility is considered refused by all agencies associated with the program. Therefore, the program is not required to find an alternative site.

## Readmission to Program

Students who withdraw, or are dismissed from the program, must apply for re-admission. Students will be readmitted one time only.

## Work Experience

College credit is not awarded for work experience in the healthcare field.

## THE ALABAMA COMMUNITY COLLEGE SYSTEM MEDICAL ASSISTING TECHNOLOGY PROGRAM ELIGIBILITY CRITERIA

The ACCS endorses the Americans' with Disabilities Act (ADA). In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. Physical, cognitive, psychomotor, affective and social abilities

are required in unique combinations to provide safe and effective care. The applicant/student must be able to meet the eligibility criteria with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the eligibility criteria delineated for the program with or without reasonable accommodations. The program and/or affiliated clinical agencies may identify additional eligibility criteria. The program reserves the right to amend the eligibility criteria as deemed necessary. In order to be admitted and to progress in the program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the eligibility criteria with or without reasonable accommodations. The eligibility criteria delineated are those deemed necessary the ACCS health studies programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the medical assisting technology program and may vary from reasonable accommodations made by healthcare employers. The eligibility criteria delineated below are necessary for program admission, progression and graduation and for the provision of safe and effective care. The eligibility criteria include, but are not limited to, the ability to:

- Sensory Perception
  - Visual
    - Observe and discern subtle changes in physical conditions and the environment
    - Visualize different color spectrums and color changes
    - Read fine print in varying levels of light
    - Read for prolonged periods of time
    - Read cursive writing
    - Read at varying distances
    - Read data/information displayed on monitors/equipment
  - Auditory
    - Interpret monitoring devices
    - Distinguish muffled sounds heard through a stethoscope
    - Hear and discriminate high and low frequency sounds produced by the body and the environment
    - Effectively hear to communicate with others
  - Tactile
    - Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
  - Olfactory

- Detect body odors and odors in the environment
- Communication/ Interpersonal Relationships
  - Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
  - Work effectively in groups
  - Work effectively independently
  - Discern and interpret nonverbal communication
  - Express one's ideas and feelings clearly
  - Communicate with others accurately in a timely manner
  - Obtain communications from a computer
- Cognitive/Critical Thinking
  - Effectively read, write and comprehend the English language
  - Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical decisions in a variety of health care settings
  - Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
  - Satisfactorily achieve the program objectives
- Motor Function
  - Handle small delicate equipment/objects without extraneous movement, contamination or destruction
  - Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
  - Maintain balance from any position
  - Stand on both legs
  - Coordinate hand/eye movements
  - Push/pull heavy objects without injury to client, self or others
  - Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
  - Walk without a cane, walker or crutches
  - Function with hands free for care and transporting items
  - Transport self and client without the use of electrical devices
  - Flex, abduct and rotate all joints freely
  - Respond rapidly to emergency situations
  - Maneuver in small areas
  - Perform daily care functions for the client
  - Coordinate fine and gross motor hand movements to provide safe effective care
  - Calibrate/use equipment
  - Execute Movement required to provide care in all health care settings
  - Perform CPR and physical assessment

- Operate a computer
- Professional Behavior
  - Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
  - Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
  - Handle multiple tasks concurrently
  - Perform safe, effective care for clients in a caring context
  - Understand and follow the policies and procedures of the College and clinical agencies
  - Understand the consequences of violating the student code of conduct
  - Understand that posing a direct threat to others is unacceptable and subjects one to discipline
  - Meet qualifications for licensure/certification by examination as stipulated by the respective program
  - Not to pose a threat to self or others
  - Function effectively in situations of uncertainty and stress inherent in providing care
  - Adapt to changing environments and situations
  - Remain free of chemical dependency
  - Report promptly to clinicals and remain for 6-12 hours at the medical facility
  - Provide care in an appropriate time frame
  - Accept responsibility, accountability, and ownership of one's actions
  - Seek supervision/consultation in a timely manner
  - Examine and modify one's own behavior when it interferes with care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted, one must be able to perform all of the eligibility criteria with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the eligibility criteria cannot be met with or without reasonable accommodations, the student will be withdrawn from the program. The faculty reserves the right at any time to require an

additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the eligibility criteria.

Requests for reasonable accommodations should be directed to: ADA Coordinator, Tom Carter, at 256.331.5263 or tom.carter@nwscc.edu

## Medical Billing and Coding Option Short-Term Certificate

Available: Shoals Campus  
M. Peebles (8074) mpeebles@nwscc.edu  
K. McBay (8059) katherine.mcbay@nwscc.edu

Medical Billing and Coding Option short-term certificate requires the student to complete 27 semester hours in medical assisting courses. This program will prepare students for careers in the health care field by offering courses in both the clinical and administrative functions of a physician's office.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Required Courses

Item #	Title	Credits
MAT 101	Medical Terminology	3
	MAT 102 or BIO 201	3
	MAT 103 or BIO 202	3
MAT 120	Medical Administrative Procedures I	3
MAT 121	Medical Administrative Procedures II	3
MAT 220	Medical Office Insurance	3
HIT 230	Medical Coding Systems I	3
HIT 232	Medical Coding Systems II	3
<b>Minimum Credit Hours for Graduation:</b>		<b>24</b>

## Medical Assisting Technology: Phlebotomy Option

### Short-Term Certificate

Available: Shoals Campus  
Advisors: M. Peebles (8074) mpeebles@nwscc.edu  
K. McBay (8059) katherine.mcbay@nwscc.edu

### General Information

Medical Assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The profession of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills, formal education and practical experience that serve as standards for entry into the profession.

### Program Description

The Medical Assisting curriculum covers administrative duties such as scheduling and receiving patients, preparing and maintaining medical records, performing secretarial duties, serving as a liaison between the physician and other individuals, and managing practice finances. Clinical duties include preparing the patient for examination, taking patient histories and vital signs, performing first aid and CPR, assisting the physician with examinations and treatments, performing routine laboratory procedures and diagnostic tests, preparing and administering medications as directed by the physician and performing electrocardiograms.

Graduates will be eligible to apply to sit for the for the Registered Medical Assistant Examination or the Certified Medical Assistant Examination. After successful completion of the exam, the individual will be a Registered or Certified Medical Assistant.

### Goals and Objectives:

1. To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To prepare the student to work in a physician's office or medical clinic where they can successfully utilize administrative and clinical skills and techniques.
3. To teach the student to be professional at all times.
4. To teach the student in a manner that is applicable to "practical" work situations and encourages the development of critical thinking skills.

5. To teach the student appropriate knowledge and attitudes concerning the legal and ethical responsibilities of the profession.
6. To teach the student how to function as a valuable member of the health care team.
7. To encourage all students to sit for a nationally recognized credential such as the RMA or CMA.
8. To encourage continuing education so the student will be aware of continuous changes in the health care field.

The Medical Assisting Program offers some online and on campus courses. Laboratory/Clinical sections of all MAT classes must be completed on campus, or at the clinical site. Laboratory section assignments will be made based on space availability and may be day or evening. Students will indicate on the program application the option that they would like to choose: Medical Assisting Associate degree plan, Medical Billing & Coding Certificate, or Phlebotomy Certificate.

## Approvals and Accreditations

The Northwest-Shoals Community College Medical Assisting Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33763  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

Medical Assisting Education Review Board  
20 N. Wacker Drive, Suite 1575  
Chicago, Illinois 60606  
1-800-228-2262  
[www.maerb.org](http://www.maerb.org)

## Admission Requirements

Applicants Must:

1. Meet all the general admission requirements of NW-SCC.
2. Submit a NW-SCC application to the Admissions Office.
3. Submit a program application to the Administrative Assistant to Medical Assisting Technology Department in Building 110 (by announced department deadline).

4. Possess a minimum of 2.5 cumulative GPA on a 4.0 scale
5. Must be eligible to take English 101 (English Composition I) and at least Math 116 (Technical Math).
6. Possess Eligibility Criteria required for Medical Assisting Program (See Essential Functions).

**NOTICE: The Alabama Community College System (ACCS) Standardized Curriculum is continuing to be reviewed and analyzed. Modifications will be made as needed. The most updated information will be found in the College catalog posted on the NW-SCC website.**

## Selection and Notification

1. The Medical Assisting Program admits each fall semester; admission for spring semester is based on availability in classes.
2. Students are selected on the basis of completion of all program requirements prior to deadline. If the number of qualified applications exceeds the number of spaces available in the Medical Assisting Program, the cumulative college GPA or the ACT or Compass score will be used to rank applicants for admission.
3. Program applications will be reviewed for completion of program admission requirements. Written notification of the outcome of each application will be mailed to the student at the address provided on the application.
4. Students selected must respond, confirming acceptance within ten (10) days of the postmarked date of the acceptance letter and declare MAT as their program major. A student who fails to respond to their acceptance letter, and or fails to declare MAT as their major, will forfeit his/her place in the class. If the student has a felony conviction or has pled guilty to a felony or has any drug or alcohol offense on the required background check completed the first semester of the program or is convicted during the program, he or she will be dismissed from the program.
5. Students selected for acceptance must attend the mandatory orientation session. Failure to do so may result in forfeiture of their space in the class.

## Program Expectations

Students admitted into the Medical Assisting Program are expected to comply with all program competencies of the Medical Assisting Program.



### Required competencies:

1. Administrative competencies: perform clerical functions, perform bookkeeping procedures, process insurance claims.
2. Clinical competencies: fundamental procedures, specimen collection, diagnostic testing, patient care.
3. General competencies: professional communications, legal concepts, patient instruction, operational functions.

### Upon Admission

1. Medical Assisting students are required to submit physical examination and eligibility criteria forms, including proof of Hepatitis B and other vaccinations, as well as a two part TB skin test unless student receives yearly TB skin test. The physical and vaccinations required will be the student's expense.
2. Students are required to submit proof of current CPR certification before they are allowed in clinical facilities. Only CPR courses that provide certification through the American Heart Association will be accepted.
3. Accident and liability insurance, available through the College, is required of all Medical Assisting students. The cost of the insurance will be added as a course fee.
4. Medical Assisting students are required to undergo Background Screening and Drug Testing. The cost of the drug screen will be added as a course fee to one of the medical assisting courses. The cost of the Background Screening will be the student's responsibility. Drug Screens and Background Screening will be administered as directed by Medical Assisting Department.
5. Medical Assisting students must comply with the Alabama Infected Health Care Worker Act. Code of Ala. 1975, §§22-IIA-2, 22-IIA-7, 22-IIA-13, .22-IIA-14 (g), 22-IIA-70
6. Students must present evidence of health insurance or sign a waiver.

### Progression

1. Students must maintain a grade of "C" or better in Area V Technical Concentration and all required courses.

2. Math must be completed prior to taking MAT 211, Clinical Procedures 11 for the medical assistant. Students will have four attempts to complete a drug calculation test with a score of at least 90.

3. Maintain a grade of "C" or better in all required general education and medical assisting courses and maintain a 2.0 cumulative GPA at NW-SCC.

4. Students must be accepted by clinical agencies for all clinical experiences. Must complete 225 unpaid clinical hours during the last semester in the Medical Assisting program in facility assigned by Medical Assisting Department (hours completed Monday – Friday according to facility hours, can not guarantee night and weekend hours).

5. Students must perform a satisfactory evaluation on all clinical skills.

6. Must maintain current CPR. AHA Health Care Provider

7. Maintain ability to meet eligibility criteria for medical assisting with or without reasonable accommodations.

8. Maintain an adequate level of health including freedom from chemical dependency and/or mental disorder.

9. Northwest-Shoals Community College reserves the right to remove from the program any student who is refused use of facilities by a clinical agency. A student who is refused use of a facility is considered refused by all agencies associated with the program. Therefore, the program is not required to find an alternative site.

### Readmission to Program

Students who withdraw, or are dismissed from the program, must apply for re-admission. Students will be readmitted one time only.

### Work Experience

College credit is not awarded for work experience in the healthcare field.

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  - Maneuver in small areas
  - Perform daily care functions for the client
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  - Execute Movement required to provide care in all health care settings
  - Perform CPR and physical assessment

- Operate a computer
- Professional Behavior
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  - Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
  - Handle multiple tasks concurrently
  - Perform safe, effective care for clients in a caring context
  - Understand and follow the policies and procedures of the College and clinical agencies
  - Understand the consequences of violating the student code of conduct
  - Understand that posing a direct threat to others is unacceptable and subjects one to discipline
  - Meet qualifications for licensure/certification by examination as stipulated by the respective program
  - Not to pose a threat to self or others
  - Function effectively in situations of uncertainty and stress inherent in providing care
  - Adapt to changing environments and situations
  - Remain free of chemical dependency
  - Report promptly to clinicals and remain for 6-12 hours at the medical facility
  - Provide care in an appropriate time frame
  - Accept responsibility, accountability, and ownership of one's actions
  - Seek supervision/consultation in a timely manner
  - Examine and modify one's own behavior when it interferes with care or learning

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additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the eligibility criteria.

Requests for reasonable accommodations should be directed to: ADA Coordinator, Tom Carter, at 256.331.5263 or tom.carter@nwscc.edu

## Phlebotomy Option Short-Term Certificate

Available: Shoals Campus  
 M. Peebles (8074) mpeebles@nwscc.edu  
 K. McBay (8059) katherine.mcbay@nwscc.edu

The College offers a 13-hour short-term certificate in phlebotomy, which prepares the student for work in acute care settings such as major hospital laboratories, minor emergency centers, and freestanding laboratories, working under the supervision of medical laboratory technologists or laboratory managers. The course will provide both classroom and clinical experiences.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Required Courses

Item #	Title	Credits
MAT 101	Medical Terminology	3
MAT 125	Laboratory Procedures I for the Medical Assistant	3
MAT 215	Laboratory Procedures II for the Medical Assistant	3
MAT 239	Phlebotomy Preceptorship	3
EMS 100	Cardiopulmonary Resuscitation I	1
<b>Minimum Credit Hours for Graduation:</b>		<b>13</b>

# Nurse Assistant

## Nursing Assistant

### Certificate

Available: Shoals Campus

Advisors: B. Humphres (6207) bhumphres@nwscce.edu

N. Thompson (6249) nikki.thompson@nwscce.edu

C. Tidwell (5305) cindy@nwscce.edu

The Nursing Assistant course includes instruction in theory, nursing skills lab, and a clinical rotation in a long-term care facility. A basic introduction to the field of long-term care and home health care is provided. This course does not require a high school diploma or GED certificate for admission.

After successful completion of the 75-hour nurse assistant course, the student will meet requirements to take both the written and skills examinations required by the Alabama Department of Public Health (ADPH) to be a Certified Nurse Assistant (CNA) in the state of Alabama. Tests are available from at least two test services in the state. Students must pass the test within 24 months of having successfully completed a state approved nurse assistant training program. Applicants are allowed three attempts to take the written test and the clinical skills test. Both tests must be passed in the same 24-month eligibility period for the results to be provided to the ADPH, the certifying agency.

Certification as a nurse assistant enables the individual to obtain employment in nursing homes, hospitals, or home health care agencies. Employment eligibility for persons less than 18 years old is dependent upon the policy of the individual agency.

### Clinical requirements:

1. Ability to meet eligibility criteria (with or without accommodation).
2. Current proof of negative TB skin test (2 step)
3. Verification of current CPR certification at the American Heart Association, Health Provider level (BLS)
4. Negative drug screen (performed by school-approved vendor)
5. Clear criminal background check (performed by school approved vendor)

Note that the amounts listed are approximations and that they are subject to change without notice.

- Tuition and fees: \$568.00
- Student Insurance Fee: \$7.50
- Textbook: \$81.75
- Liability Insurance: \$20.00
- TB Skin Test: varies
- Background Check: \$60.00
- Clinical ID Badge: \$5.00
- Certification Exam: \$100.00
- Parking Decal: \$20.00
- Drug Screening: \$40.00
- Uniform and Shoes: varies

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required:
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

Item #	Title	Credits
NAS 100	Long Term Care Nursing Assistant	4
Minimum Credit Hours for Graduation:		4

## Nursing

### Registered Nursing

#### Associate in Applied Science

Available: Phil Campbell Campus

Advisors:

P. Ford (5306) pford@nwscce.edu

M. Hester (6237) mhester@nwscce.edu

B. Humphres (6207) bhumphres@nwscce.edu

D. Jaynes (6221) dromans@nwscce.edu

B. Michael (6250) brittany.michael@nwscce.edu

M. Simpson (5435) msimpson@nwscce.edu

R. Stewart (6256) rebecca.stewart@nwscce.edu

N. Thompson (6249) nikki.thompson@nwscce.edu

S. Thomas (6252) cthomas@nwscce.edu

C. Tice (6293) ctice@nwscce.edu

C. Tidwell (5305) cindy@nwscce.edu

### GENERAL INFORMATION

The Division of Health Studies offers a five-semester Associate Degree Nursing (ADN) program. Upon satisfactory completion, the Associate of Applied Science Degree is awarded, and the graduate is eligible to apply to take the National Council Licensure

Examination (NCLEX-RN) for licensure as a Registered Nurse. Graduation from the program however, does not guarantee Board of Nursing approval to take the NCLEX-RN licensing examination. See Standards of Conduct section.

The Associate Degree Nursing Program supports the Philosophy and Purpose of the College and serves its community by preparing associate degree nurses for a beginning level of practice in varied health settings. The Nursing Program Director and the nursing faculty have the responsibility for administering and evaluating the Associate Degree Nursing Program according to policies and guidelines established by the College and the Alabama Board of Nursing.

The Purpose of the Associate Degree Nursing Program is to:

1. Prepare entry level Registered Nurses who utilize the nursing process to deliver safe, competent care to clients of all ages who have common health problems;
2. Foster learning as a life-long process to remain competent;
3. Prepare entry level Registered Nurses who contribute to society as citizens and members within the discipline of nursing;
4. Provide education at the Associate Degree level, which forms a basis for entry into baccalaureate nursing education.

## APPROVALS AND ACCREDITATION

The Associate Degree Nursing Program is state approved by the Alabama Board of Nursing and nationally accredited by the Accreditation Commission for Education in Nursing . Each agency's address is provided:

Alabama Board of Nursing  
RSA Plaza, Ste. 250  
770 Washington Ave.  
Montgomery, Alabama 36104  
phone: 334.242.4060, Fax: 334.242.4360  
Website: <http://www.abn.state.al.us>

Accreditation Commission for Education in Nursing  
(ACEN)  
3390 Peachtree Road NE  
Suite 1400  
Atlanta, Georgia 30326  
phone: (404) 975-5000  
Fax: 404.975.5020, Website:  
<http://www.acenursing.org>

All agencies utilized for students' clinical experiences are accredited or licensed by their governing body.

## ADMISSION PROCEDURES AND REQUIREMENTS: GENERIC OPTION

A generic option and a Healthcare Transition option are offered. The **generic option** is for students without previous nursing education. Students are admitted in the fall or summer semester and complete five semesters of nursing.

**NOTICE: The Alabama Community College System (ACCS) Standardized Curriculum is continuing to be reviewed and analyzed. Modifications will be made as needed. The most updated information will be found in the College catalog posted on the NW-SCC website.**

## GENERIC OPTION

Minimum admission standards for the Associate Degree Nursing Program include:

- Submission of a complete college application to the admissions office prior to application deadline (if not currently enrolled)
- Unconditional admission to the College;
- Good standing with the College;
- Submission of a completed application for the Associate Degree Nursing Program to the NW-SCC Nursing Office by the admission deadline:
  - Fall Admission: April 15th
  - Summer Admission: October 15th
- Minimum of 18 ACT composite score (writing component not required), National or Residual, is required, and results must be submitted to the Admissions office. There is no expiration date on ACT for the nursing application.
- Minimum of 2.50 cumulative grade point average on a 4.0 scale based on the required academic core courses for nursing AND
  - Current or previous NW-SCC students must have a minimum 2.0 GPA or higher at NW-SCC
  - Transfer students must enter NW-SCC on clear academic status (cumulative 2.0 GPA)
  - Students without prior college courses must have a minimum 2.50 cumulative high school GPA on all high school work attempted (including 12th grade)
- Eligibility for: ENG 101 and MTH 100 or higher level as determined by college policy, and
- Meeting the Eligibility Criteria required for nursing. (See Eligibility Criteria.)

The College reserves the right to adjust requirements or use additional criteria to determine admission. Admission to the Associate Degree Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

The Associate Degree Nursing Program is developed as a combined sequence of nursing and general education courses, and students may take all required general education courses once admitted to nursing. The general education courses are offered on both the Shoals and Phil Campbell campuses at NW-SCC. If you have major responsibilities such as family or work, or if you have been away from school for several years, or if you do not have a strong academic background, you are encouraged to complete as many general education courses as possible before attempting to enter the nursing program. Completion of certain courses prior to application results in a higher ranking score and improves the chances of being admitted. Therefore, students typically enter the nursing program with a minimum of two semesters of general education classes already completed. Otherwise, the general education courses must be taken no later than the semester specified in the curriculum. Prior credit for general education courses does not shorten the length of the curriculum due to the required sequence of nursing courses.

NOTICE: Your ability to comply with the ELIGIBILITY CRITERIA listed may be evaluated by the nursing faculty at anytime that your ability to do so is in question.

#### **THE ALABAMA COMMUNITY COLLEGE SYSTEM NURSING PROGRAM ELIGIBILITY CRITERIA**

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    - Read data/information displayed on monitors/equipment
  - Auditory
    - Interpret monitoring devices
    - Distinguish muffled sounds heard through a stethoscope
    - Hear and discriminate high and low frequency sounds produced by the body and the environment
    - Effectively hear to communicate with others
  - Tactile
    - Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
  - Olfactory
    - Detect body odors and odors in the environment
- Communication/ Interpersonal Relationships
  - Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
  - Work effectively in groups
  - Work effectively independently
  - Discern and interpret nonverbal communication
  - Express one's ideas and feelings clearly
  - Communicate with others accurately in a timely manner
  - Obtain communications from a computer

- Cognitive/Critical Thinking
  - Effectively read, write and comprehend the English language
  - Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical decisions in a variety of health care settings
  - Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
  - Satisfactorily achieve the program objectives
- Motor Function
  - Handle small delicate equipment/objects without extraneous movement, contamination or destruction
  - Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
  - Maintain balance from any position
  - Stand on both legs
  - Coordinate hand/eye movements
  - Push/pull heavy objects without injury to client, self or others
  - Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
  - Walk without a cane, walker or crutches
  - Function with hands free for care and transporting items
  - Transport self and client without the use of electrical devices
  - Flex, abduct and rotate all joints freely
  - Respond rapidly to emergency situations
  - Maneuver in small areas
  - Perform daily care functions for the client
  - Coordinate fine and gross motor hand movements to provide safe effective care
  - Calibrate/use equipment
  - Execute Movement required to provide care in all health care settings
  - Perform CPR and physical assessment
  - Operate a computer
- Professional Behavior
  - Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
  - Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
  - Handle multiple tasks concurrently
  - Perform safe, effective care for clients in a caring context
  - Understand and follow the policies and procedures of the College and clinical agencies

- Understand the consequences of violating the student code of conduct
- Understand that posing a direct threat to others is unacceptable and subjects one to discipline
- Meet qualifications for licensure/certification by examination as stipulated by the respective program
- Not to pose a threat to self or others
- Function effectively in situations of uncertainty and stress inherent in providing care
- Adapt to changing environments and situations
- Remain free of chemical dependency
- Report promptly to clinicals and remain for 6-12 hours on the clinical unit
- Provide care in an appropriate time frame
- Accept responsibility, accountability, and ownership of one's actions
- Seek supervision/consultation in a timely manner
- Examine and modify one's own behavior when it interferes with care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted, one must be able to perform all of the eligibility criteria with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the eligibility criteria cannot be met with or without reasonable accommodations, the student will be withdrawn from the program. The faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the eligibility criteria.

Requests for reasonable accommodations should be directed to: ADA Coordinator, Tom Carter, at 256.331.5263 or [tom.carter@nwscc.edu](mailto:tom.carter@nwscc.edu)

## TRANSFER POLICY

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions. Criteria for transfer:



- Must meet minimum admission standards for the Nursing program.
- Must possess a grade of C or better in all Nursing Program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at the time of transfer.
- Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
- Must comply with all program policies and requirements at accepting institution (including, but not limited to the program progression policy, nursing progression policy and reinstatement policy).
- Complete at least 25% of the Nursing Program required courses for degree/certificate at the accepting institution.
- Must meet acceptability criteria for placement at all clinical agencies for clinical experiences.
- Acceptance of transfer students into Nursing Programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
- ACCS Nursing Curriculum courses will be transferred without review of the course syllabus. The last nursing course in which the student was enrolled cannot be more than 12 months old.
- Submit an application requesting transfer to the Nursing Program by the following deadlines:
  - Fall Semester: May 15th
  - Spring Semester: October 15th
  - Summer Semester: February 15th

## PROGRAM REQUIREMENTS:

After acceptance each student must:

- Submit completed medical examination forms (at student expense) that provide evidence the student is free of communicable disease and chemical dependency, and is physically and psychologically able to participate fully in both classroom and clinical aspects of the program. The nursing faculty reserves the right to require at any time (at student expense) an additional medical examination in order to evaluate the student's state of physical, mental, and/or emotional health such as during pregnancy, infectious diseases, interference with mobility, emotional instability, chemical dependence, etc. When an examination or treatment is required, written proof must be provided by the physician attesting to the student's ability to carry out both classroom and clinical requirements of the program.
- Meet the Eligibility Criteria with or without reasonable accommodations. These functions relate to physical, mental, and emotional

capabilities of the prospective students and are available in writing from the Nursing Department. Additional health criteria may be required by clinical agencies.

- Purchase regulation uniforms and specified accessories.
- Participate in and pay for certification in cardiopulmonary resuscitation at the health care provider level (BLS) by the American Heart Association.
- Receive certain immunizations at the student's expense.
- Purchase professional liability insurance through the College.
- Participate in and pay for periodic standardized tests.
- Participate in and pay for drug testing as directed by the Health Studies Division.
- Participate in and pay for background checks as directed by the Health Studies Division. It is recommended that each student carry health insurance.

**NOTE: Northwest-Shoals Community College reserves the right to remove from the program any student who is refused use of facilities by any clinical agency.**

**NOTICE: The Alabama Community College System Standardized Curriculum is continuing to be reviewed and analyzed. Modifications will be made as needed.**

## ADN PROGRAM COMPLETION

Students completing NUR 112, 113, 114, and 115 and required academic courses will be awarded the Practical Nursing Certificate. Students who have completed required academic courses and continue in the program through completion of NUR 211 and 221 will be awarded an Associate in Applied Science Degree. Students are responsible for meeting all the progression and graduation requirements.

## PROGRAM PROGRESSION POLICY:

In order to continue in the nursing program, the student must:

- Complete all required general education courses according to The Alabama Community College System Nursing curriculum.
- Maintain a grade of "C" or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA at NW-SCC.
  - Please note: The Grading Scale for all Nursing Courses in the Nursing Program is:

- A = 90-100
- B = 80-89
- C = 75-79
- D = 60-74
- F = 59 and below.
- Be accepted by all clinical agencies for clinical experiences. If a student is dismissed from any clinical agency, he or she will be dismissed from the program. Depending on the issue, the student may be withdrawn or receive a failing clinical grade.
- Earn a satisfactory clinical evaluation in all nursing courses with a clinical component.
- Maintain ability to meet eligibility criteria for nursing with or without reasonable accommodations.
- Maintain current CPR at the health care provider level by American Heart Association.
- Maintain an adequate level of health, including but not limited to, annual physical examination, annual PPD, vaccinations, and freedom from chemical dependency and/or mental disorder.

A student who has an unsuccessful attempt in a nursing course (W, D, or F) cannot progress in the nursing course sequence until the course is repeated successfully. Course repetition will be based on instructor availability and program resources.

## NURSING PROGRESSION POLICY

In order to progress in the nursing program, the following policy should be followed:

- A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
- A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
- Should a student progress on to the ADN program (Level Two) after being reinstated in the PN Program (Level One), the reinstatement status from the PN program (Level One) still stands.
- A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
- If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.
- ADN students whose second unsuccessful attempt occurs in NUR 211 or 221 may apply for the Healthcare Transition option, provided the student meets all admission requirements for the Healthcare Transition option, including valid Alabama Practical Nursing License.

## REINSTATEMENT POLICY:

Definition of reinstatement: Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

- Students who desire to be reinstated following non-progression must schedule an appointment with a nursing faculty advisor to discuss reinstatement.
- A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement.
- In order to be eligible for reinstatement, the student must,
  - Apply for readmission to the college if not currently enrolled.
  - Receive unconditional admission status from the College;
  - Demonstrate a 2.0 GPA in Nursing Program .
  - Have no more than one non-progression since program admission;
  - Submit application requesting reinstatement to the nursing program by the following deadlines:
    - Fall Semester - May 15
    - Spring Semester - October 15
    - Summer Semester - February 15
  - Demonstrate the ability to meet eligibility criteria for nursing with or without reasonable accommodations;
  - Demonstrate competency in previous nursing courses by those students who have been out of progression for greater than one semester; (This may be evaluated by testing and/or skills validation.)
  - Be accepted by all clinical agencies for clinical experiences;
  - Demonstrate current American Heart Association CPR certification at the Health Care Provider level
- Students dismissed from the NW-SCC Nursing program for disciplinary reasons and/or unsafe patient care in the clinical area will not be allowed reinstatement to the nursing program. The student may reapply as a new student into the NW-SCC Nursing program after the period of two years have lapsed, unless the unsafe action resulted in actual harm or injury to self or others. In such cases, and in cases of dismissal due to criminal background or substance abuse, students may not reapply nor reinstate to the nursing program.

- Reinstatement to the nursing program is not guaranteed and will only be allowed one time;(including those who were reinstated in the PN program who join the ADN class as a NW-SCC PN to ADN transfer student)
- Reinstatement will be denied due to, but not limited to, any of the following circumstances:
  - Grade point average is less than 2.0 from courses completed at the current institution;
  - Refusal by any clinical agency to accept the student for clinical experiences;
  - space unavailability;
  - more than twelve(12) months have lapsed since the student has enrolled in a nursing course;
  - being previously dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area.

A total of two unsuccessful attempts (D, F, or withdrawal) in nursing courses will result in dismissal from the nursing program. Withdrawal and/or a D or F in one or more courses in a term will be considered one attempt.

## READMISSION POLICY:

Students who are ineligible for reinstatement due to two unsuccessful attempts in any nursing program may apply for admission as a new student to any nursing program within the Alabama Community College System, provided:

- the student meets current entry requirements, and
- the student was not dismissed from the previous program for unsafe/unsatisfactory patient care in the clinical area that resulted in actual harm or injury to self or others or for disciplinary reasons.
- the student is accepted by all clinical agencies for clinical experiences

## STANDARDS OF CONDUCT:

The nursing student shall comply with the standards, which determines acceptable behavior of the nurse in accordance with the Northwest-Shoals Community College Student Handbook and the Alabama Board of Nursing Administrative Code. **FAILURE TO COMPLY WITH ANY OF THESE STANDARDS WHILE IN THE NURSING PROGRAM CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM.**

The following examples of behavior may be grounds for dismissal from the nursing program or for licensure application review by the Alabama Board of Nursing. Any individual who:

- Is guilty of fraud or deceit in procuring or attempting to procure a license.

- Is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession.
- Is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render the licensee unsafe or unreliable.
- Is mentally incompetent.
- Is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health.
- Has willfully or repeatedly violated any of the provisions of this act.
- Has been convicted of a felony.
- Has been convicted of any violation of a Federal or State law relating to controlled substances.
- Has any other reasons authorized by law.
- Has been placed on a State and/or Federal abuse registry.
- Has been court martialled or disciplined or administratively discharged by the military.

Students who have demonstrated any of the behaviors prior to or during attendance of the nursing program will have to provide appropriate explanatory documentation with their state board license application. Any concerns related to the above should be discussed with the Nursing Program Director.

Regulatory questions aid the Board in determining the applicant's "good moral character", as required by law. The regulatory questions ask about your past history in the following areas: Criminal History, Substance Use, Physical or Mental Health, Discipline or Investigations of Other Licenses or Professions, and Military Discharge. Applicants are expected to read the questions carefully and answer honestly. All arrests, charges and convictions should be reported. This includes cases which were ultimately dismissed. It includes cases which were resolved by a guilty plea, nolo contendere plea, a trial, or by some type of deferred prosecution or pre-trial agreement. Felonies and misdemeanors should be reported. Minor traffic violations do not need to be reported. DUI is not a minor traffic violation. Affirmative responses do not preclude an individual from reinstatement of licensure, but may prompt further investigation.

Students are encouraged to visit the Alabama Board of Nursing's website for more information regarding answering Regulatory Questions.

## ANTICIPATED EXPENSES:

As a student in the ADN program, you can anticipate certain necessary expenses. First of all, the tuition rate is the same as that for other NW-SCC students, but nursing program students will incur other expenses,

which are listed below. Note that the amounts listed are approximations and that they are subject to change without notice.

Books and Online resources: \$1,600.00  
Standardized Exams: \$400.00  
Physical Exam, TB Test & Immunizations: \$1,000.00  
Uniforms and Small Equipment: \$345.00  
Clinical Kit: \$70.00  
Clinical ID Badges: \$10.00  
Computer Software: \$400.00  
Drug Screening: \$80.00  
Liability Insurance: \$40.00  
Graduation Pictures: \$25.00  
Graduation Pin (optional): \$40.00-200.00  
RN Licensure Application Fee: \$85.00  
RN Temporary Permit (AL) (optional): \$50.00  
NCLEX: \$200.00  
Background Checks: \$75.00  
NCLEX-RN Review (optional): \$300.00

**NOTICE: In addition to the expenses listed, you are responsible for transportation, meals, health care expenses, any liability incurred during and while traveling to and/or from educational experiences.**

## Registered Nursing Associate in Applied Science Degree

The Associate in Applied Science Degree in Nursing is a five semester program beginning with the first nursing course, which prepares the graduate to sit for the Registered Nurse licensure examination. Candidates for the Associate in Applied Science in Nursing must complete the prescribed general education course requirements, plus 39 hours in nursing for a total of 66 hours.

\* All non-nursing courses must be completed with a grade of "C" or higher before or during semesters noted below.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Semester I (Fall)

\* The math courses which satisfy the nursing math requirement are those which are MTH 100 or higher (Examples: MTH 100, MTH 110, MTH 112, MTH 265).

**MTH 116 will not satisfy the requirement for nursing.** Your selected MTH course and BIO 201 must be completed with a grade of "C" or higher before or during the semester noted above. All other general education courses must be completed with a grade of "C" or higher in order to graduate.

Item #	Title	Credits
	NUR Math	3
BIO 201	Human Anatomy and Physiology I	4
NUR 112	Fundamental Concepts of Nursing	7

## Semester II (Spring)

\* Keyboarding skills are essential to the successful completion of ENG 101.

\* ENG 101, BIO 202 and PSY 210 must be completed with a grade of "C" or higher before or during the semester noted above. All other general education courses must be completed with a grade of "C" or higher in order to graduate.

Item #	Title	Credits
ENG 101	English Composition I	3
BIO 202	Human Anatomy and Physiology II	4
PSY 210	Human Growth and Development	3
NUR 113	Nursing Concepts	8

## Semester III (Summer)

\* SPH 107 must be completed with a grade of "C" or higher before or during the semester noted above. All other general education courses must be completed with a grade of "C" or higher in order to graduate.

### NOTE

Students who successfully complete NUR 112, NUR 113, NUR 114, NUR 115 and all required academic courses of the first three semesters will be awarded the PN certificate. Students who continue in the program through completion of NUR 211 and 221 and have completed all required academic courses will be awarded the Associate in Applied Science Degree.)

Item #	Title	Credits
SPH 107	Fundamentals of Public Speaking	3
NUR 114	Nursing Concepts II	8
NUR 115	Evidence Based Clinical Reasoning	2

## Semester IV (Fall)

\* BIO 220 must be completed with a grade of "C" or higher before or during the semester noted above. All other general education courses must be completed with a grade of "C" or higher in order to graduate.

Item #	Title	Credits
BIO 220	General Microbiology	4
NUR 211	Advanced Nursing Concepts	7

## Semester V (Spring)

\* Humanities Elective must be completed with a grade of "C" or higher before or during the semester noted above. All other general education courses must be completed with a grade of "C" or higher in order to graduate.

Item #	Title	Credits
	NUR Humanities Elective	3
NUR 221	Advanced Evidence Based Clinical Reasoning	7
<b>Minimum Credit Hours for Graduation:</b>		<b>66</b>

## Registered Nursing: Mobility (Healthcare Transition)

### Associate in Applied Science

Available: Phil Campbell Campus

Advisors:

P. Ford (5306) pford@nwscc.edu

M. Hester (6237) mhester@nwscc.edu

B. Humphres (6207) bhumphres@nwscc.edu

D. Jaynes (6221) dromans@nwscc.edu

B. Michael (6250) brittany.michael@nwscc.edu

M. Simpson (5435) msimpson@nwscc.edu

R. Stewart (6256) rebecca.stewart@nwscc.edu

N. Thompson (6249) nikki.thompson@nwscc.edu

S. Thomas (6252) cthomas@nwscc.edu

C. Tice (6293) ctice@nwscc.edu

C. Tidwell (5305) cindy@nwscc.edu

### GENERAL INFORMATION

The Division of Health Studies offers a five-semester Associate Degree Nursing (ADN) program. Upon satisfactory completion, the Associate of Applied Science Degree is awarded, and the graduate is eligible to apply to take the National Council Licensure Examination (NCLEX-RN) for licensure as a Registered Nurse. Graduation from the program however, does not guarantee Board of Nursing approval to take the NCLEX-RN licensing examination. See Standards of Conduct section.

The Associate Degree Nursing Program supports the Philosophy and Purpose of the College and serves its community by preparing associate degree nurses for a beginning level of practice in varied health settings. The Nursing Program Director and the nursing faculty have the responsibility for administering and evaluating the Associate Degree Nursing Program according to policies and guidelines established by the College and the Alabama Board of Nursing.

The Purpose of the Associate Degree Nursing Program is to:

1. Prepare entry level Registered Nurses who utilize the nursing process to deliver safe, competent care to clients of all ages who have common health problems;
2. Foster learning as a life-long process to remain competent;
3. Prepare entry level Registered Nurses who contribute to society as citizens and members within the discipline of nursing;
4. Provide education at the Associate Degree level, which forms a basis for entry into baccalaureate nursing education.

## APPROVALS AND ACCREDITATION

The Associate Degree Nursing Program is state approved by the Alabama Board of Nursing and nationally accredited by the Accreditation Commission for Education in Nursing . Each agency's address is provided:

Alabama Board of Nursing  
RSA Plaza, Ste. 250  
770 Washington Ave.  
Montgomery, Alabama 36104  
phone: 334.242.4060, Fax: 334.242.4360  
Website: <http://www.abn.state.al.us>

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE  
Suite 1400  
Atlanta, Georgia 30326  
phone: (404) 975-5000  
Fax: 404.975.5020, Website:  
<http://www.acenursing.org>

All agencies utilized for students' clinical experiences are accredited or licensed by their governing body.

## ADMISSION PROCEDURES AND REQUIREMENTS

A generic option and a Healthcare Transition option are offered. The **Healthcare Transition option** is for Licensed Practical Nurses who graduated from a state-approved school of practical nursing and hold a current, active, and unencumbered Alabama (or Multistate) Practical Nursing license or for Paramedics who hold an active Alabama Paramedic license and graduated from a CAAHEP accredited program. This license must be maintained throughout the program. Paramedics must also provide proof of current CNA certification in the state of Alabama. Proof of licensure must be on file.

**NOTICE: The Alabama Community College System (ACCS) Standardized Curriculum is continuing to be reviewed and analyzed. Modifications will be made as needed. The most updated information will be found in the College catalog posted on the NW-SCC website.**

## HEALTHCARE TRANSITION OPTION

**Track One:** Students who completed the Alabama Standard Concept Based Curriculum greater than one academic year of the Healthcare Transition coursework and students who did not complete the Alabama

Standard Concept Based Curriculum for the PN Certificate must take NUR 209. Paramedic entry into the ADN program begins in Track One.

**Track Two:** Students who completed the Alabama Standard Concept Based Curriculum for the PN certificate within one academic year of the Healthcare Transition coursework are exempt from taking NUR 209.

Minimum admission standards for the Healthcare Transition option Include:

- Submission of a complete college application to the admissions office prior to application deadline (if not currently enrolled).
- Unconditional admission to the college.
- Good standing with the college.
- Submission of a completed application for the Healthcare Transition option of the Associate Degree Nursing Program to the NW-SCC Nursing Office by the application deadline.
- A minimum of 18 ACT composite score (writing component not required), National or Residual, is required, and results must be submitted to the Admissions office. There is not expiration date on ACT for the nursing application.
- A minimum of 2.50 cumulative grade point average on a 4.0 scale based on the required academic core courses for nursing AND
  - Current or previous NW-SCC students must have a minimum 2.0 GPA or higher at NW-SCC
  - Transfer students must enter NW-SCC on clear academic status (cumulative 2.0 GPA)
- Have completed BIO 201, BIO 202, ENG 101, SPH 106/107, PSY 210, and MTH 100 or higher level with a grade of "C" or higher by the application deadline.
- Possess and maintain a current, active and unencumbered Alabama (or Multistate) PN or Alabama Paramedic license. Proof must be on file.
- LPN's must be a graduate of a state approved school of practical nursing or have a paramedic license. Proof must be on file.
- Paramedics must provide proof of CNA certification by the state of Alabama by the application deadline.
- Paramedics must be graduates of a CAAHEP accredited program. Proof must be on file.
- Meet the ELIGIBILITY CRITERIA required for nursing (See ELIGIBILITY CRITERIA).
- MEET THE APPLICATION DEADLINE. For the Healthcare Transition option, the deadline is:
  - **Track One:** Spring Admission-October 15
  - **Track Two:** Fall Admission- May 15

The College reserves the right to adjust requirements or use additional criteria to determine admission. Admission to the Associate Degree Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance. (Preference will be given to graduates of Northwest-Shoals Community College's PN or paramedic program.) Applicants will be notified in writing via email by the ADN office of acceptance into the ADN program. The college reserves the right to adjust requirements or use additional criteria to determine admission.

The Associate Degree Nursing Program is developed as a combined sequence of nursing and general education courses. The general education courses are offered on both the Shoals and Phil Campbell campuses at NW-SCC. If you have major responsibilities such as family or work, or if you have been away from school for several years, or if you do not have a strong academic background, you are encouraged to complete as many general education courses as possible before attempting to enter the nursing program. Completion of certain courses prior to application results in a higher ranking score and improves the chances of being admitted. Therefore, students typically enter the nursing program with a minimum of two semesters of general education classes already completed. Otherwise, the general education courses must be taken no later than the semester specified in the curriculum or per the admission requirements. Prior credit for general education courses does not shorten the length of the curriculum due to the required sequence of nursing courses.

NOTICE: Your ability to comply with the ELIGIBILITY CRITERIA listed may be evaluated by the nursing faculty at anytime that your ability to do so is in question.

### **THE ALABAMA COMMUNITY COLLEGE SYSTEM NURSING PROGRAM ELIGIBILITY CRITERIA**

The ACCS endorses the Americans' with Disabilities Act (ADA). In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective care. The applicant/student must be able to meet the eligibility criteria with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the eligibility criteria delineated for the program with or without reasonable accommodations. The program and/or affiliated clinical

agencies may identify additional eligibility criteria. The program reserves the right to amend the eligibility criteria as deemed necessary. In order to be admitted and to progress in the program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the eligibility criteria with or without reasonable accommodations. The eligibility criteria delineated are those deemed necessary the ACCS health studies programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the nursing program and may vary from reasonable accommodations made by healthcare employers. The eligibility criteria delineated below are necessary for program admission, progression and graduation and for the provision of safe and effective care. The eligibility criteria include, but are not limited to, the ability to:

- Sensory Perception
  - Visual
    - Observe and discern subtle changes in physical conditions and the environment
    - Visualize different color spectrums and color changes
    - Read fine print in varying levels of light
    - Read for prolonged periods of time
    - Read cursive writing
    - Read at varying distances
    - Read data/information displayed on monitors/equipment
  - Auditory
    - Interpret monitoring devices
    - Distinguish muffled sounds heard through a stethoscope
    - Hear and discriminate high and low frequency sounds produced by the body and the environment
    - Effectively hear to communicate with others
  - Tactile



- Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
- Olfactory
  - Detect body odors and odors in the environment
- Communication/ Interpersonal Relationships
  - Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
  - Work effectively in groups
  - Work effectively independently
  - Discern and interpret nonverbal communication
  - Express one's ideas and feelings clearly
  - Communicate with others accurately in a timely manner
  - Obtain communications from a computer
- Cognitive/Critical Thinking
  - Effectively read, write and comprehend the English language
  - Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical decisions in a variety of health care settings
  - Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
  - Satisfactorily achieve the program objectives
- Motor Function
  - Handle small delicate equipment/objects without extraneous movement, contamination or destruction
  - Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
  - Maintain balance from any position

- Stand on both legs
- Coordinate hand/eye movements
- Push/pull heavy objects without injury to client, self or others
- Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
- Walk without a cane, walker or crutches
- Function with hands free for care and transporting items
- Transport self and client without the use of electrical devices
- Flex, abduct and rotate all joints freely
- Respond rapidly to emergency situations
- Maneuver in small areas
- Perform daily care functions for the client
- Coordinate fine and gross motor hand movements to provide safe effective care
- Calibrate/use equipment
- Execute Movement required to provide care in all health care settings
- Perform CPR and physical assessment
- Operate a computer
- Professional Behavior
  - Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
  - Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
  - Handle multiple tasks concurrently
  - Perform safe, effective care for clients in a caring context
  - Understand and follow the policies and procedures of the College and clinical agencies

- Understand the consequences of violating the student code of conduct
- Understand that posing a direct threat to others is unacceptable and subjects one to discipline
- Meet qualifications for licensure/certification by examination as stipulated by the respective program
- Not to pose a threat to self or others
- Function effectively in situations of uncertainty and stress inherent in providing care
- Adapt to changing environments and situations
- Remain free of chemical dependency
- Report promptly to clinicals and remain for 6-12 hours on the clinical unit
- Provide care in an appropriate time frame
- Accept responsibility, accountability, and ownership of one's actions
- Seek supervision/consultation in a timely manner
- Examine and modify one's own behavior when it interferes with care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted, one must be able to perform all of the eligibility criteria with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the eligibility criteria cannot be met with or without reasonable accommodations, the student will be withdrawn from the program. The faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the eligibility criteria.

Requests for reasonable accommodations should be directed to: ADA Coordinator, Tom Carter, at 256.331.5263 or tom.carter@nwsc.edu

## TRANSFER POLICY

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions. Criteria for transfer:

- Must meet minimum admission standards for the Nursing program.
- Must possess a grade of C or better in all Nursing Program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at the time of transfer.
- Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
- Must comply with all program policies and requirements at accepting institution (including, but not limited to the program progression policy, nursing progression policy and reinstatement policy).
- Complete at least 25% of the Nursing Program required courses for degree/certificate at the accepting institution.
- Must meet acceptability criteria for placement at all clinical agencies for clinical experiences.
- Acceptance of transfer students into Nursing Programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
- ACCS Nursing Curriculum courses will be transferred without review of the course syllabus. The last nursing course in which the student was enrolled cannot be more than 12 months old.
- Submit an application requesting transfer to the Nursing Program by the following deadlines:
  - Fall Semester: May 15th
  - Spring Semester: October 15th
  - Summer Semester: February 15th

## PROGRAM REQUIREMENTS:

After acceptance each student must:

- Submit completed medical examination forms (at student expense) that provide evidence the student is free of communicable disease and chemical dependency, and is physically and psychologically able to participate fully in both classroom and clinical aspects of the program. The nursing faculty reserves the right to require at any time (at student expense) an additional medical examination in order to evaluate the student's state of physical, mental, and/or

emotional health such as during pregnancy, infectious diseases, interference with mobility, emotional instability, chemical dependence, etc. When an examination or treatment is required, written proof must be provided by the physician attesting to the student's ability to carry out both classroom and clinical requirements of the program.

- Meet the Eligibility Criteria with or without reasonable accommodations. These functions relate to physical, mental, and emotional capabilities of the prospective students and are available in writing from the Nursing Department. Additional health criteria may be required by clinical agencies.
- Purchase regulation uniforms and specified accessories.
- Participate in and pay for certification in cardiopulmonary resuscitation at the health care provider level (BLS) by the American Heart Association.
- Receive certain immunizations at the student's expense.
- Purchase professional liability insurance through the College.
- Participate in and pay for periodic standardized tests.
- Participate in and pay for drug testing as directed by the Health Studies Division.
- Participate in and pay for background checks as directed by the Health Studies Division. It is recommended that each student carry health insurance.

**NOTE: Northwest-Shoals Community College reserves the right to remove from the program any student who is refused use of facilities by any clinical agency.**

**NOTICE: The Alabama Community College System Standardized Curriculum is continuing to be reviewed and analyzed. Modifications will be made as needed.**

## ADN PROGRAM COMPLETION

Students who have completed required academic courses and continue in the program through completion of NUR 211 and 221 will be awarded an Associate in Applied Science Degree. Students are responsible for meeting all the progression and graduation requirements.

## PROGRAM PROGRESSION POLICY:

In order to continue in the nursing program, the student must:

- Complete all required general education courses according to The Alabama Community College System Nursing curriculum.
- Maintain a grade of "C" or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA at NW-SCC.
  - Please note: The Grading Scale for all Nursing Courses in the Nursing Program is:
    - A = 90-100
    - B = 80-89
    - C = 75-79
    - D = 60-74
    - F = 59 and below.
- Be accepted by all clinical agencies for clinical experiences. If a student is dismissed from any clinical agency, he or she will be dismissed from the program. Depending on the issue, the student may be withdrawn or receive a failing clinical grade.
- Earn a satisfactory clinical evaluation in all nursing courses with a clinical component.
- Maintain ability to meet eligibility criteria for nursing with or without reasonable accommodations.
- Maintain current CPR at the health care provider level by American Heart Association.
- Maintain an adequate level of health, including but not limited to, annual physical examination, annual PPD, vaccinations, and freedom from chemical dependency and/or mental disorder.

A student who has an unsuccessful attempt in a nursing course (W, D, or F) cannot progress in the nursing course sequence until the course is repeated successfully. Course repetition will be based on instructor availability and program resources.

If a student has had two non-progressions in the Healthcare Transition Option Track One or Track Two, the student may apply as a new student for the Healthcare Transition Option Track One or may apply for admission to the generic option as a new student.

## NURSING PROGRESSION POLICY

In order to progress in the nursing program, the following policy should be followed:

- A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
- A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
- A student must have a 2.0 cumulative GPA at the current institution for reinstatement.

- If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.
- ADN students whose second unsuccessful attempt occurs in NUR 211 or 221 may apply for the Healthcare Transition option, provided the student meets all admission requirements for the Healthcare Transition option, including valid Alabama Practical Nursing License.
- If a student has had two non-progressions in the Healthcare Transition Option Track One or Track Two, the student may apply as a new student for the Healthcare Transition Option Track One or may apply for admission to the generic option as a new student.

## REINSTATEMENT POLICY:

Definition of reinstatement: Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

1. Students who desire to be reinstated following non-progression must schedule an appointment with a nursing faculty advisor to discuss reinstatement.
2. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement.
3. In order to be eligible for reinstatement, the student must,
  - Apply for readmission to the college if not currently enrolled.
  - Receive unconditional admission status from the College;
  - Demonstrate a 2.0 GPA in Nursing Program .
  - Have no more than one non-progression since program admission;
  - Submit application requesting reinstatement to the nursing program by the following deadlines:
    - Fall Semester - May 15
    - Spring Semester - October 15
    - Summer Semester - February 15
  - Demonstrate the ability to meet essential functions for nursing with or without reasonable accommodations;
  - Demonstrate competency in previous nursing courses by those students who have been out of progression for greater than one semester; (This may be evaluated by testing and/or skills validation.)

- Be accepted by all clinical agencies for clinical experiences;
  - Demonstrate current American Heart Association CPR certification at the Health Care Provider level
4. Students dismissed from the NW-SCC Nursing program for disciplinary reasons and/or unsafe patient care in the clinical area will not be allowed reinstatement to the nursing program. The student may reapply as a new student into the NW-SCC Nursing program after the period of two years have lapsed unless the unsafe action resulted in actual harm or injury to self or others. In such cases, and in cases of dismissal due to criminal background or substance abuse, students may not reapply nor reinstate to the nursing program.
  5. Reinstatement to the nursing program is not guaranteed and will only be allowed one time
  6. Reinstatement will be denied due to, but not limited to, any of the following circumstances:
    - Grade point average is less than 2.0 from courses completed at the current institution;
    - Refusal by any clinical agency to accept the student for clinical experiences;
    - space unavailability;
    - more than twelve(12) months have lapsed since the student has enrolled in a nursing course;
    - being previously dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area.

A total of two unsuccessful attempts (D, F, or withdrawal) in nursing courses will result in dismissal from the nursing program. Withdrawal and/or a D or F in one or more courses in a term will be considered one attempt.

## READMISSION POLICY:

Students who are ineligible for reinstatement due to two unsuccessful attempts in any nursing program may apply for admission as a new student to any nursing program within the Alabama Community College System, provided:

- the student meets current entry requirements, and
- the student was not dismissed from the previous program for unsafe/unsatisfactory patient care in the clinical area that resulted in actual harm or injury to self or others or for disciplinary reasons.
- the student is accepted by all clinical agencies for clinical experiences

## STANDARDS OF CONDUCT:

The nursing student shall comply with the standards, which determines acceptable behavior of the nurse in accordance with the Northwest-Shoals Community College Student Handbook and the Alabama Board of Nursing Administrative Code. **FAILURE TO COMPLY WITH ANY OF THESE STANDARDS WHILE IN THE NURSING PROGRAM CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM.**

The following examples of behavior may be grounds for dismissal from the nursing program or for licensure application review by the Alabama Board of Nursing. Any individual who:

- Is guilty of fraud or deceit in procuring or attempting to procure a license.
- Is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession.
- Is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render the licensee unsafe or unreliable.
- Is mentally incompetent.
- Is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health.
- Has willfully or repeatedly violated any of the provisions of this act.
- Has been convicted of a felony.
- Has been convicted of any violation of a Federal or State law relating to controlled substances.
- Has any other reasons authorized by law.
- Has been placed on a State and/or Federal abuse registry.
- Has been court martialled or disciplined or administratively discharged by the military.

Students who have demonstrated any of the behaviors prior to or during attendance of the nursing program will have to provide appropriate explanatory documentation with their state board license application. Any concerns related to the above should be discussed with the Nursing Program Director.

Regulatory questions aid the Board in determining the applicant's "good moral character", as required by law. The regulatory questions ask about your past history in the following areas: Criminal History, Substance Use, Physical or Mental Health, Discipline or Investigations of Other Licenses or Professions, and Military Discharge. Applicants are expected to read the questions carefully and answer honestly. All arrests, charges and convictions should be reported. This includes cases which were ultimately dismissed. It includes cases which were resolved by a guilty plea, nolo contendere plea, a trial, or by some type of

deferred prosecution or pre-trial agreement. Felonies and misdemeanors should be reported. Minor traffic violations do not need to be reported. DUI is not a minor traffic violation. Affirmative responses do not preclude an individual from reinstatement of licensure, but may prompt further investigation.

Students are encouraged to visit the Alabama Board of Nursing's website for more information regarding answering Regulatory Questions.

## ANTICIPATED EXPENSES:

As a student in the ADN program, you can anticipate certain necessary expenses. First of all, the tuition rate is the same as that for other NW-SCC students, but nursing program students will incur other expenses, which are listed below. Note that the amounts listed are approximations and that they are subject to change without notice.

Books and Online resources: \$1,600.00  
Standardized Tests: \$400.00  
Physical Exam, TB Test & Immunizations: \$1,000.00  
Uniforms and Small Equipment: \$345.00  
Clinical Kit: \$70.00  
Clinical ID Badges: \$10.00  
Computer Software: \$400.00  
Drug Screening: \$80.00  
Liability Insurance: \$40.00  
Graduation Pictures: \$25.00  
Graduation Pin (optional): \$40.00-200.00  
RN Licensure Application Fee: \$85.00  
RN Temporary Permit (AL) (optional): \$50.00  
NCLEX: \$200.00  
Background Checks: \$75.00  
NCLEX-RN Review (optional): \$300.00

**NOTICE: In addition to the expenses listed, you are responsible for transportation, meals, health care expenses, any liability incurred during and while traveling to and/or from educational experiences.**

## Registered Nursing Mobility (Healthcare Transition) Associate in Applied Science Degree

Available: Phil Campbell Campus

Skills Competency is required for Healthcare Transition Option Track I and Track II and may include testing and/or skills validation. Upon successful completion of NUR 209, students are eligible to progress into NUR 211. Upon successful completion of the Healthcare Transition Option Track One, students will receive 15 non-traditional credit hours. Upon successful

completion of the Healthcare Transition Option Track Two, students will receive 25 non-traditional credit hours.

Computer competency skills are embedded within one or more courses required in this curriculum.

\* All non-nursing courses must be completed with a grade of "C" or higher before or during semesters noted below.

## Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Prerequisites

\* All prerequisites must be completed with a grade of "C" or higher. The math courses which satisfy the nursing math requirement are those which are MTH 100 or higher (Examples: MTH 100, MTH 110, MTH 112, MTH 265). **MTH 116 will not satisfy the requirement for nursing.**

\*\*Keyboarding skills are essential to the successful completion of ENG 101.

Item #	Title	Credits
	NUR Math	3
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
PSY 210	Human Growth and Development	3
SPH 107	Fundamentals of Public Speaking	3

## Semester I (Spring)

Item #	Title	Credits
NUR 209	Concepts for Healthcare Transition Students	10

## Semester II (Fall)

\* BIO 220 must be completed with a grade of "C" or higher before or during the semester noted above. All other general education courses must be completed with a grade of "C" or higher in order to graduate.

Item #	Title	Credits
BIO 220	General Microbiology	4
NUR 211	Advanced Nursing Concepts	7

## Semester III (Spring)

\* Humanities Elective must be completed with a grade of "C" or higher before or during the semester noted above. All other general education courses must be completed with a grade of "C" or higher in order to graduate.

Item #	Title	Credits
	NUR Humanities Elective	3
NUR 221	Advanced Evidence Based Clinical Reasoning	7
<b>Minimum Credit Hours for Graduation:</b>		<b>66</b>

## Practical Nursing

### Career Certificate

Available: Shoals Campus and Phil Campbell Campus  
Advisors:

P. Ford (5306) pford@nwscce.edu  
B. Humphres (6207 or 5337) bhumphres@nwscce.edu  
C. Tidwell (5305) cindy@nwscce.edu  
M. Hester (6237) mhester@nwscce.edu  
D. Jaynes (6221) dromans@nwscce.edu  
B. Michael (6250) brittany.michael@nwscce.edu  
M. Simpson (5435) msimpson@nwscce.edu  
R. Stewart (6256) rebecca.stewart@nwscce.edu  
N. Thompson (6249) nikki.thompson@nwscce.edu  
S. Thomas (6252) cthomas@nwscce.edu  
C. Tice (6293) ctice@nwscce.edu

This certificate is designed for training capable individuals who desire to become Licensed Practical Nurses (LPN). The Practical Nursing program enables the student to obtain the skills and knowledge leading to employment in the health care field. Topics related to safe, knowledgeable, and efficient nursing care are included. The certificate is approved by the Alabama Board of Nursing. Graduates are eligible to apply to take the state licensing examination (NCLEX-PN) for licensure as Practical Nurses. Graduation from the program however, does not guarantee Board of

Nursing approval to take the NCLEX-PN licensing examination. See Standards of Conduct in the Registered Nursing section of the catalog.

The Practical Nursing Program is three semesters in length.

The Practical Nursing Program is developed as a combined sequence of nursing and general education courses, and students may take all required general education courses once admitted to nursing. The general education courses are offered on both the Shoals and Phil Campbell campuses at NW-SCC. If you have major responsibilities such as family or work, or if you have been away from school for several years, or if you do not have a strong academic background, you are encouraged to complete as many general education courses as possible before attempting to enter the nursing program. Completion of certain courses prior to application results in a higher ranking score and improves the chances of being admitted. Therefore, students typically enter the nursing program with a minimum of two semesters of general education classes already completed. Otherwise, the general education courses must be taken no later than the semester specified in the curriculum. Prior credit for general education courses does not shorten the length of the curriculum due to the required sequence of nursing courses.

## APPROVALS AND ACCREDITATION

The Practical Nursing Program is state approved by the Alabama Board of Nursing and nationally accredited by the Accreditation Commission for Education in Nursing . Each agency's address is provided:

Alabama Board of Nursing  
RSA Plaza, Ste. 250  
770 Washington Ave.  
Montgomery, Alabama 36104  
phone: 334.242.4060, Fax: 334.242.4360  
Website: <http://www.abn.state.al.us>

Accreditation Commission for Education in Nursing  
(ACEN)  
3390 Peachtree Road NE  
Suite 1400  
Atlanta, Georgia 30326  
phone: (404) 975-5000  
Fax: 404.975.5020, Website:  
<http://www.acenursing.org>

All agencies utilized for students' clinical experiences are accredited or licensed by their governing body.

## PRACTICAL NURSING GENERAL ADMISSION REQUIREMENTS:

Minimum admission standards for Practical Nursing include:

- Unconditional admission to the college and be in good standing with College.
- Receipt of completed application for the Practical Nursing Program by October 15th for the summer admission annually.
- Have a minimum of 2.50 cumulative grade point average on a 4.0 scale based on a required academic core courses for nursing and on clear academic status AND
  - Current or previous NW-SCC students must have a minimum 2.0 GPA or higher at NW-SCC
  - Transfer students must enter NW-SCC on clear academic status (cumulative 2.0 GPA)
  - Students without prior college courses must have a minimum 2.50 cumulative high school GPA on all high school work attempted (including 12th grade)
- Eligibility for English 101 and MTH 100 (Intermediate College Algebra) or higher as determined by college policy.
- Minimum of 18 ACT Composite score (writing component not required), national or residual, is required, and results must be submitted to the Admissions office. There is no expiration date on ACT for the nursing application.
- Meeting the Eligibility Criteria required for nursing.

Admission to the PN program is competitive. Meeting minimum requirements does not guarantee acceptance.

The College reserves the right to adjust requirements or use additional criteria to determine admission. **The admission criteria is currently under review and is subject to change.**

NOTICE: Your ability to comply with the ELIGIBILITY CRITERIA listed may be evaluated by the nursing faculty at anytime that your ability to do so is in question.

## THE ALABAMA COMMUNITY COLLEGE SYSTEM NURSING PROGRAM ELIGIBILITY CRITERIA

The ACCS endorses the Americans' with Disabilities Act (ADA). In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective care. The applicant/student must be able



to meet the eligibility criteria with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the eligibility criteria delineated for the program with or without reasonable accommodations. The program and/or affiliated clinical agencies may identify additional eligibility criteria. The program reserves the right to amend the eligibility criteria as deemed necessary. In order to be admitted and to progress in the program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the eligibility criteria with or without reasonable accommodations. The eligibility criteria delineated are those deemed necessary the ACCS health studies programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the nursing program and may vary from reasonable accommodations made by healthcare employers. The eligibility criteria delineated below are necessary for program admission, progression and graduation and for the provision of safe and effective care. The eligibility criteria include, but are not limited to, the ability to:

- Sensory Perception
  - Visual
    - Observe and discern subtle changes in physical conditions and the environment
    - Visualize different color spectrums and color changes
    - Read fine print in varying levels of light
    - Read for prolonged periods of time
    - Read cursive writing
    - Read at varying distances
    - Read data/information displayed on monitors/equipment
  - Auditory
    - Interpret monitoring devices
    - Distinguish muffled sounds heard through a stethoscope
    - Hear and discriminate high and low frequency sounds produced by the body and the environment
    - Effectively hear to communicate with others
  - Tactile
    - Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
  - Olfactory
    - Detect body odors and odors in the environment
- Communication/ Interpersonal Relationships

- Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
- Work effectively in groups
- Work effectively independently
- Discern and interpret nonverbal communication
- Express one's ideas and feelings clearly
- Communicate with others accurately in a timely manner
- Obtain communications from a computer
- Cognitive/Critical Thinking
  - Effectively read, write and comprehend the English language
  - Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical decisions in a variety of health care settings
  - Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
  - Satisfactorily achieve the program objectives
- Motor Function
  - Handle small delicate equipment/objects without extraneous movement, contamination or destruction
  - Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
  - Maintain balance from any position
  - Stand on both legs
  - Coordinate hand/eye movements
  - Push/pull heavy objects without injury to client, self or others
  - Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
  - Walk without a cane, walker or crutches
  - Function with hands free for care and transporting items
  - Transport self and client without the use of electrical devices
  - Flex, abduct and rotate all joints freely
  - Respond rapidly to emergency situations
  - Maneuver in small areas
  - Perform daily care functions for the client
  - Coordinate fine and gross motor hand movements to provide safe effective care
  - Calibrate/use equipment
  - Execute Movement required to provide care in all health care settings
  - Perform CPR and physical assessment
  - Operate a computer
- Professional Behavior

- Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
- Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
- Handle multiple tasks concurrently
- Perform safe, effective care for clients in a caring context
- Understand and follow the policies and procedures of the College and clinical agencies
- Understand the consequences of violating the student code of conduct
- Understand that posing a direct threat to others is unacceptable and subjects one to discipline
- Meet qualifications for licensure/certification by examination as stipulated by the respective program
- Not to pose a threat to self or others
- Function effectively in situations of uncertainty and stress inherent in providing care
- Adapt to changing environments and situations
- Remain free of chemical dependency
- Report promptly to clinicals and remain for 6-12 hours on the clinical unit
- Provide care in an appropriate time frame
- Accept responsibility, accountability, and ownership of one's actions
- Seek supervision/consultation in a timely manner
- Examine and modify one's own behavior when it interferes with care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted, one must be able to perform all of the eligibility criteria with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the eligibility criteria cannot be met with or without reasonable accommodations, the student will be withdrawn from the program. The faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the eligibility criteria.

Requests for reasonable accommodations should be directed to: ADA Coordinator, Tom Carter, at 256.331.5263 or tom.carter@nwscc.edu

## PROGRAM REQUIREMENTS

After acceptance each student must:

- Submit completed medical examination forms (at student expense) that provide evidence the student is free of communicable disease and chemical dependency, and is physically and psychologically able to participate fully in both classroom and clinical aspects of the program. The nursing faculty reserves the right to require at any time (at student expense) an additional medical examination in order to evaluate the student's state of physical, mental, and/or emotional health such as during pregnancy, infectious diseases, interference with mobility, emotional instability, chemical dependence, etc. When an examination or treatment is required, written proof must be provided by the physician attesting to the student's ability to carry out both classroom and clinical requirements of the program.
- Meet the eligibility criteria with or without reasonable accommodations. These standards relate to physical, mental, and emotional capabilities of prospective students and are available in writing from the Nursing Department. Additional health criteria are required by clinical agencies.
- Purchase regulation uniforms and specified accessories.
- Participate in and pay for certification in cardiopulmonary resuscitation at the health care provider level (BLS) by the American Heart Association.
- Receive certain immunizations at the student's expense.
- Purchase professional liability insurance through the College.
- Participate in and pay for periodic standardized testing.
- Participate in and pay for drug testing as directed by Health Studies Division.
- Participate in and pay for background checks as directed by Health Studies Division.

**NOTE: Northwest-Shoals Community College reserves the right to remove from the program any student who is refused use of facilities by any clinical agency.**

**NOTICE: The Alabama Community College System Standardized Curriculum is continuing to be reviewed and analyzed. Modifications will be made as needed.**

## TRANSFER POLICY

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions. Criteria for transfer:

- Must meet minimum admission standards for the Nursing program.
- Must possess a grade of C or better in all Nursing Program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at the time of transfer.
- Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
- Must comply with all program policies and requirements at accepting institution (including, but not limited to the program progression policy, nursing progression policy and reinstatement policy).
- Complete at least 25% of the Nursing Program required courses for degree/certificate at the accepting institution.
- Must meet acceptability criteria for placement at all clinical agencies for clinical experiences.
- Acceptance of transfer students into Nursing Programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
- ACCS Nursing Curriculum courses will be transferred without review of the course syllabus. The last nursing course in which the student was enrolled cannot be more than 12 months old.
- Submit an application requesting transfer to the Nursing Program by the following deadlines:
  - Fall Semester: May 15th
  - Spring Semester: October 15th
  - Summer Semester: February 15th

The following are specific policies for the PN Program for students wishing to transfer from another ACCS PN program:

- You will receive no credit for any nursing education that was acquired more than one (1) year prior to the transfer.
- You must complete two semesters of the program at NW-SCC.
- ACCS Nursing Curriculum courses will be transferred without review of course syllabus.

## PROGRAM PROGRESSION POLICY:

In order to continue in the nursing program, the student must:

- Complete all required general education courses according to The Alabama Community College System Nursing curriculum.
- Maintain a grade of "C" or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA at NW-SCC.
  - Please note: The Grading Scale for all Nursing Courses in the Nursing Program is:
    - A = 90-100
    - B = 80-89
    - C = 75-79
    - D = 60-74
    - F = 59 and below.
- Be accepted by all clinical agencies for clinical experiences. If a student is dismissed from any clinical agency, he or she will be dismissed from the program. Depending on the issue, the student may be withdrawn or receive a failing clinical grade.
- Earn a satisfactory clinical evaluation in all nursing courses with a clinical component.
- Maintain ability to meet eligibility criteria for nursing with or without reasonable accommodations.
- Maintain current CPR at the health care provider level by American Heart Association.
- Maintain an adequate level of health, including but not limited to, annual physical examination, annual PPD, vaccinations, and freedom from chemical dependency and/or mental disorder.

A student who has an unsuccessful attempt in a nursing course (W, D, or F) cannot progress in the nursing course sequence until the course is repeated successfully. Course repetition will be based on instructor availability and program resources.

## NURSING PROGRESSION POLICY

In order to progress in the nursing program, the following policy should be followed:

- A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
- A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
- A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
- If a student has a documented extenuating circumstance that should be considered related

to a withdrawal or failure, then this student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

## REINSTATEMENT POLICY:

Definition of reinstatement: Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

1. Students who desire to be reinstated following non-progression must schedule an appointment with a nursing faculty advisor to discuss reinstatement.
2. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement.
3. In order to be eligible for reinstatement, the student must,
  - Apply for readmission to the college if not currently enrolled.
  - Receive unconditional admission status from the College;
  - Demonstrate a 2.0 GPA in Nursing Program .
  - Have no more than one non-progression since program admission;
  - Submit application requesting reinstatement to the nursing program by the following deadlines:
    - Fall Semester - May 15
    - Spring Semester - October 15
    - Summer Semester - February 15
  - Demonstrate the ability to meet essential functions for nursing with or without reasonable accommodations;
  - Demonstrate competency in previous nursing courses by those students who have been out of progression for greater than one semester; (This may be evaluated by testing and/or skills validation.)
  - Be accepted by all clinical agencies for clinical experiences;
  - Demonstrate current American Heart Association CPR certification at the Health Care Provider level
4. Students dismissed from the NW-SCC Nursing program for disciplinary reasons and/or unsafe patient care in the clinical area will not be allowed reinstatement to the nursing program. The student may reapply as a new student into the NW-SCC Nursing program after the period of two years have lapsed unless the unsafe action resulted in actual harm or injury to self or others. In such cases, and in cases of dismissal due to

criminal background or substance abuse, students may not reapply nor reinstate to the nursing program.

5. Reinstatement to the nursing program is not guaranteed and will only be allowed one time
6. Reinstatement will be denied due to, but not limited to, any of the following circumstances:
  - Grade point average is less than 2.0 from courses completed at the current institution;
  - Refusal by any clinical agency to accept the student for clinical experiences;
  - space unavailability;
  - more than twelve(12) months have lapsed since the student has enrolled in a nursing course;
  - being previously dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area.

A total of two unsuccessful attempts (D, F, or withdrawal) in nursing courses will result in dismissal from the nursing program. Withdrawal and/or a D or F in one or more courses in a term will be considered one attempt.

## READMISSION POLICY:

Students who are ineligible for reinstatement due to two unsuccessful attempts in any nursing program may apply for admission as a new student to any nursing program within the Alabama Community College System, provided:

- the student meets current entry requirements, and
- the student was not dismissed from the previous program for unsafe/unsatisfactory patient care in the clinical area that resulted in actual harm or injury to self or others or for disciplinary reasons.
- the student is accepted by all clinical agencies for clinical experiences

## STANDARDS OF CONDUCT:

The nursing student shall comply with the standards, which determines acceptable behavior of the nurse in accordance with the Northwest-Shoals Community College Student Handbook and the Alabama Board of Nursing Administrative Code. **FAILURE TO COMPLY WITH ANY OF THESE STANDARDS WHILE IN THE NURSING PROGRAM CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM.**

The following examples of behavior may be grounds for dismissal from the nursing program or for licensure application review by the Alabama Board of Nursing. Any individual who:

- Is guilty of fraud or deceit in procuring or attempting to procure a license.

- Is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession.
- Is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render the licensee unsafe or unreliable.
- Is mentally incompetent.
- Is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health.
- Has willfully or repeatedly violated any of the provisions of this act.
- Has been convicted of a felony.
- Has been convicted of any violation of a Federal or State law relating to controlled substances.
- Has any other reasons authorized by law.
- Has been placed on a State and/or Federal abuse registry.
- Has been court martialled or disciplined or administratively discharged by the military.

Students who have demonstrated any of the behaviors prior to or during attendance of the nursing program will have to provide appropriate explanatory documentation with their state board license application. Any concerns related to the above should be discussed with the Nursing Program Director.

Regulatory questions aid the Board in determining the applicant's "good moral character", as required by law. The regulatory questions ask about your past history in the following areas: Criminal History, Substance Use, Physical or Mental Health, Discipline or Investigations of Other Licenses or Professions, and Military Discharge. Applicants are expected to read the questions carefully and answer honestly. All arrests, charges and convictions should be reported. This includes cases which were ultimately dismissed. It includes cases which were resolved by a guilty plea, nolo contendere plea, a trial, or by some type of deferred prosecution or pre-trial agreement. Felonies and misdemeanors should be reported. Minor traffic violations do not need to be reported. DUI is not a minor traffic violation. Affirmative responses do not preclude an individual from reinstatement of licensure, but may prompt further investigation.

Students are encouraged to visit the Alabama Board of Nursing's website for more information regarding answering Regulatory Questions.

## EXPENSES:

The tuition rate is the same as that for other NW-SCC students, but nursing program students will incur other

expenses, which are listed below. Note that the amounts listed are approximations and that they are subject to change without notice.

Textbooks and course outlines: \$1,000.00  
 Professional liability insurance: \$20.00  
 Drug Screening: \$40.00  
 Laboratory kit: \$70.00  
 Uniforms(s) and necessary equipment: \$345.00  
 (stethoscope, watch with second hand, pen light, etc.)  
 Physical examination: \$1,000.00  
 (Immunizations, if needed)  
 Standardized Exams: \$250.00  
 Background Check: \$60.00  
 Clinical ID Badge: \$5.00  
 Computer Software: \$400.00  
 Parking Decal: \$20.00

Additional expenses anticipated during the final semester of the PN program are approximate. These are as follows:

ABN application: \$88.50  
 NCLEX application: \$200.00  
 Temporary permit (optional) ABN Only: \$50.00  
 Nursing Pin (optional): \$45.00  
 NCLEX review course (optional): \$250.00

NOTICE: In addition to the expenses listed above, you are responsible for transportation, meals, health care expenses, any liability incurred during and while traveling to and/or from educational experiences.

## NW-SCC PN to ADN TRANSFER POLICY

NW-SCC PN students are those who have been admitted to or reinstated into the PN program on the Muscle Shoals campus. After completion of the PN certificate, NW-SCC PN students may apply for transfer into the last two semesters of the ADN program without a LPN license based on the following conditions:

- Meet all the ADN program admission and progression requirements.
- Apply to transfer into the ADN program within 7 days of the day grades are posted for the semester of the completion of the NW-SCC PN program with PN certificate.
- No more than one semester has lapsed since completion of the PN certificate at NW-SCC.

If a student is a reinstated student in the PN Program, the reinstatement status continues in the ADN Program. Meeting minimum requirements does not guarantee acceptance.

## Practical Nursing Career Certificate

\* All non-nursing courses must be completed with a grade of "C" or higher before or during semesters noted below.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Semester I

\* The math courses which satisfy the nursing math requirement are those which are MTH 100 or higher (Examples: MTH 100, MTH 110, MTH 112, MTH 265).

**MTH 116 will not satisfy the requirement for nursing.** Your selected MTH course and BIO 201 must be completed with a grade of "C" or higher before or during the semester noted above. All other general education courses must be completed with a grade of "C" or higher in order to graduate.

Item #	Title	Credits
	NUR Math	3
BIO 201	Human Anatomy and Physiology I	4
NUR 112	Fundamental Concepts of Nursing	7

### Semester II

\* ENG 101, BIO 201, PSY 210 must be completed with a grade of "C" or higher before or during the semester noted above. All other general education courses must be completed with a grade of "C" or higher in order to graduate.

\*\*Keyboarding skills are essential for the successful completion of English 101.

Item #	Title	Credits
ENG 101	English Composition I	3
BIO 202	Human Anatomy and Physiology II	4
PSY 210	Human Growth and Development	3
NUR 113	Nursing Concepts	8

### Semester III

\* SPH must be completed with a grade of "C" or higher before or during the semester noted above. All other general education courses must be completed with a grade of "C" or higher in order to graduate.

Item #	Title	Credits
SPH 107	Fundamentals of Public Speaking	3
NUR 114	Nursing Concepts II	8
NUR 115	Evidence Based Clinical Reasoning	2
<b>Minimum Credit Hours for Graduation:</b>		<b>45</b>

## Office Administration

### Business Office Management

#### Associate in Applied Science

This degree is designed for students who wish to seek employment upon completing the prescribed curriculum. Students who complete this degree will obtain the skills needed to function in or manage the modern office. Many of the courses in this program will transfer to four-year institutions business programs.

Available: Phil Campbell and Shoals Campuses  
Advisors: T. McClinton (5212) mcclinton@nwscc.edu  
D. South (5211) dsouth@nwscc.edu

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

Students must choose from one of the three technical concentrations listed below.

#### NOTES:

\* OAD elective may be substituted for OAD 101 if student has two years of high school keyboarding and a working knowledge of Microsoft Word or permission of instructor.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:

- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Area I: Written Composition

Keyboarding skills are essential to the successful completion of ENG 101.

Item #	Title	Credits
ENG 101	English Composition I	3

## Area II: Humanities and Fine Arts

Item #	Title	Credits
	Humanities and Fine Arts Elective	3

## Area III: Natural Sciences and Mathematics

A minimum of 3 hours in MTH 116, MTH 100, or higher is required. The additional 3-4 hours of creditable coursework must be taken from the disciplines of biology, chemistry, physical science, physics, and environmental science.

Item #	Title	Credits
	MTH 100, MTH 116 or higher	3

## Area IV: History, Social and Behavioral Science

Item #	Title	Credits
	ECO 231 or ECO 232	3

## Area V: Technical Concentration and Electives

Item #	Title	Credits
CIS 146	Microcomputer 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 130	Electronic Calculations	3
OAD 131	Business English	3
OAD 134	Career and Professional Development	3
OAD 135	Financial Record Keeping	3
OAD 137	Computerized Financial Record Keeping	3
OAD 138	Records/Information Management	3
OAD 211	Medical Terminology	3
OAD 217	Office Management	3
OAD 218	Office Procedures	3
OAD 241	Office Co-Op	3
	OAD 133 or BUS 215	3

### Technical Concentration: Business Management and Supervision

Item #	Title	Credits
BUS 275	Principles of Management	3
BUS 279	Small Business Management	3
BUS 285	Principles of Marketing	3

### Technical Concentration: Computer Technology

Item #	Title	Credits
CIS 207	Introduction to Web Development	3
	OAD 233 or OAD 231	3
CIS 249	Microcomputer Operating Systems	3

### Technical Concentration: Accounting Technology

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
ACT 249	Payroll Accounting	3
<b>Minimum Credit Hours for Graduation:</b>		<b>76</b>



## Business Office Management

### Career Certificate

Available: Phil Campbell and Shoals Campuses  
Advisors: T. McClinton (5212) mcclinton@nwsc.edu  
D. South (5211) dsouth@nwsc.edu

This certificate is designed to teach students the skills necessary to acquire and maintain a professional position in a business office. A high school diploma or GED certificate for admission is required.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

#### NOTES:

OAD elective may be substituted for OAD 101 if student has two years of high school keyboarding and a working knowledge of Microsoft Word or permission of instructor.

#### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

#### General Education Requirements

Keyboarding skills are essential for the successful completion of ENG 101.

Item #	Title	Credits
	ENG 101 or ENG 100	3
	MTH 100, MTH 116 or higher	3
CIS 146	Microcomputer Applications	3

## Major Requirements

Item #	Title	Credits
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 130	Electronic Calculations	3
OAD 131	Business English	3
OAD 135	Financial Record Keeping	3
OAD 137	Computerized Financial Record Keeping	3
OAD 138	Records/Information Management	3
OAD 217	Office Management	3
OAD 218	Office Procedures	3
	OAD 133 or BUS 215	3
	OAD Elective (Choose 2)	6
<b>Minimum Credit Hours for Graduation:</b>		<b>54</b>

## Water and Wastewater

### Water and Wastewater Management and Technology

#### Short-Term Certificate

Available: Shoals Campus  
Advisors: T. Maupin (5247) tmaupin@nwsc.edu

This short-term certificate is designed to prepare students for employment in positions related to water and wastewater. Also, see the A.S. Degree program.

#### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

## Required Courses

Item #	Title	Credits
WMT 100	Water Supply and Wastewater Control	3
WMT 101	Introduction to Water Treatment Processes	3
WMT 102	Introduction to Wastewater Treatment Processes	3
WMT 120	Sanitary Chemistry and Biology	3
WMT 213	Water and Wastewater Instrumentation and Controls	3
WMT 214	Basic Hydraulics for Water and Wastewater Technology	3
WMT 291	Municipal Internship	3
<b>Minimum Credit Hours for Graduation:</b>		<b>21</b>

## Welding

### Welding

#### Associate in Occupational Technology (AOT)

Advisors: L. Liles (5254/8072) lliles@nwscc.edu  
B. Keeton (6389) bkeeton@nwscc.edu  
R. Garner (5289) wgarner@nwscc.edu

Students desiring to receive the AOT Award must complete all major requirement courses, one minor requirement course of study, and the required credit hours of general education courses in Areas I, II, III, and IV. Upon completion of all the courses listed, students are eligible to receive the Associate in Occupational Technology Degree. Students desiring to take general education courses for transfer to another institution should consult an advisor for proper general education course selection.

**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

NOTE:

\* Computer competency skills are embedded within one or more courses in this curriculum.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required:

- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Area I: Written Composition

Item #	Title	Credits
	ENG 101 or ENG 100	3

### Area II: Humanities and Fine Arts

### Area III: Natural Sciences and Mathematics

A minimum of 3 hours in MTH 116 or MTH 100 or Higher is required. The additional 3 hours of degree-creditable coursework may be taken from disciplines of biology, chemistry, physical science, physics, environmental technology and computer science.

Item #	Title	Credits
	MTH 100, MTH 116 or higher	3

### Area IV: History, Social and Behavioral Science

Courses may be taken from the disciplines of history, economics, geography, political science, psychology, and sociology.

## Area V: Technical Concentration and Electives

Item #	Title	Credits
WDT 108	SMAW Fillet/OFC	3
WDT 109	SMAW Fillet/Pac/Cac	3
WDT 110	Industrial Blueprint Reading	3
WDT 115	GTAW Carbon Pipe Theory	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding Theory	3
WDT 120	Shielded Metal Arc Welding Groove Theory	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 219	Welding Inspection & Testing	3
WDT 228	Gas Tungsten Arc Welding Theory	3
WDT 257	SMAW Carbon Pipe Lab	3
WDT 268	Gas Tungsten Arc Lab	3
WDT 291	Co-Op	0

## Minor Requirements: Machine Shop Technology

Item #	Title	Credits
MSP 101	Basic Machining Technology	5
MSP 102	Intermediate Machining Technology	5
MSP 121	Basic Blueprint Reading for Machinists	2

## Minor Requirements: Air Conditioning/Refrigeration Technology

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 132	Residential Air Conditioning	3
ACR 209	Commercial Air Conditioning Systems	3

## Minor Requirements: Automotive Service Technology

Item #	Title	Credits
AUM 101	Fundamentals of Automotive Technology	3
AUM 112	Electrical Fundamentals	3
AUM 121	Braking Systems	3
AUM 133	Motor Vehicle Air Conditioning	3

## Minor Requirements: Carpentry Technology

Item #	Title	Credits
CAR 111	Construction Basics	3
CAR 112	Floors, Walls, Site Prep	3
CAR 113	Floors, Walls, Site Prep Lab	3
CAR 114	Construction Basics Lab	3

## Minor Requirements: Business and Construction Supervision

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
BUS 275	Principles of Management	3
BUS 279	Small Business Management	3
OAD 217	Office Management	3

## MSSC Certified Production Technician

Item #	Title	Credits
ADM 291	Mssc Safety Course	3
ADM 292	Mssc Quality Practices and Measurement Course	3
ADM 293	Mssc Manufacturing Processes 3 and Production Course	3
ADM 294	Mssc Maintenance Awareness Course	3
<b>Minimum Credit Hours for Graduation:</b>		<b>75-76</b>

## Welding

### Career Certificate

Available: Phil Campbell and Shoals Campuses  
 Advisor: L. Liles (5254/8072) lliles@nwscc.edu  
 B. Keeton (6389) bkeeton@nwscc.edu  
 R. Garner (5289) wgarner@nwscc.edu

This certificate is designed to develop the skills necessary to enter and maintain a job in the welding field. Students should develop the skills necessary to pass a certification test that meets the requirements of the American Welding Society (AWS) D1.1 code. Applicants are not required to have completed any particular subject prior to enrollment. Welders need to have good eye-hand coordination, and they need to be in good physical condition. Welding is used in fabrication shops, construction, maintenance, ship building, aircraft, automotive, electrical, and machine shops. Welding is a tool of all trades. The welding field is rapidly expanding, requiring a continually increasing volume of technical knowledge and skills on the part of the operator.

Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.

#### NOTES:

\* Transfer Credit: Students may receive up to one semester of Advanced Placement for Career Technical coursework completed at another institution.

\* A high school diploma or GED certificate is not required for admission to this program. Students must be at least 16 years old to enroll.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Required Courses

Item #	Title	Credits
	ENG 101 or ENG 100	3
MTH 116	Mathematical Applications	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 Theory	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding Theory	3
WDT 120	Shielded Metal Arc Welding Groove Theory	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 219	Welding Inspection & Testing	3
WDT 228	Gas Tungsten Arc Welding Theory	3
WDT 257	SMAW Carbon Pipe Lab	3
WDT 268	Gas Tungsten Arc Lab	3
<b>Minimum Credit Hours for Graduation:</b>		<b>51</b>

## Welding Basic SMAW (Stick)

### Short-Term Certificate

Available: Phil Campbell and Shoals Campuses  
 Advisors: L. Liles (5254/8072) lliles@nwscscc.edu  
 B. Keeton (6389) bkeeton@nwscscc.edu  
 R. Garner (5289) wgarner@nwscscc.edu

This short-term certificate is designed to prepare students for immediate employment. Students are provided with technical knowledge and job specific skills that enable them to compare automotive vehicle industry. Welders need good eyesight, good eye-hand coordination, and manual dexterity. They should be able to concentrate on detailed work for long periods of time and be able to bend, stoop, and work in awkward positions. Welders need to be adaptable to receive cross-training for other production jobs.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Required Courses

Item #	Title	Credits
WDT 108	SMAW Fillet/OFC	3
WDT 109	SMAW Fillet/Pac/Cac	3
WDT 122	SMAW Fillet/OFC Lab	3
WDT 123	SMAW Fillet/Pac/CAC Lab	3
<b>Minimum Credit Hours for Graduation:</b>		<b>12</b>

## Welding FCAW/GMAW (MIG/Flux Cored)

### Short-Term Certificate

Available: Phil Campbell and Shoals Campuses  
 Advisors: L. Liles (5254/8072) lliles@nwscscc.edu  
 B. Keeton (6389) bkeeton@nwscscc.edu  
 R. Garner (5289) wgarner@nwscscc.edu

This short-term certificate is designed to prepare students for immediate employment. Students are provided with technical knowledge and job specific skills that enable them to compare automotive vehicle industry. Welders need good eyesight, good eye-hand

coordination, and manual dexterity. They should be able to concentrate on detailed work for long periods of time and be able to bend, stoop, and work in awkward positions. Welders need to be adaptable to receive cross-training for other production jobs.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Required Courses

Item #	Title	Credits
WDT 110	Industrial Blueprint Reading	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding Theory	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 219	Welding Inspection & Testing	3
<b>Minimum Credit Hours for Graduation:</b>		<b>12</b>

## Welding GTAW Plate and Pipe (TIG)

### Short-Term Certificate

Available: Phil Campbell and Shoals Campuses  
 Advisors: L. Liles (5254/8072) lliles@nwscc.edu  
 B. Keeton (6389) bkeeton@nwscc.edu  
 R. Garner (5289) wgarner@nwscc.edu

This short-term certificate is designed to prepare students for immediate employment. Students are provided with technical knowledge and job specific skills that enable them to compare automotive vehicle industry. Welders need good eyesight, good eye-hand coordination, and manual dexterity. They should be able to concentrate on detailed work for long periods of time and be able to bend, stoop, and work in awkward positions. Welders need to be adaptable to receive cross-training for other production jobs.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:

- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Required Courses

Item #	Title	Credits
WDT 115	GTAW Carbon Pipe Theory	3
WDT 155	GTAW Carbon Pipe Lab	3
WDT 228	Gas Tungsten Arc Welding Theory	3
WDT 268	Gas Tungsten Arc Lab	3
<b>Minimum Credit Hours for Graduation:</b>		<b>12</b>

## Welding SMAW Groove and Pipe (STICK)

### Short-Term Certificate

Available: Phil Campbell and Shoals Campuses  
 Advisors: L. Liles (5254/8072) lliles@nwscc.edu  
 B. Keeton (6389) bkeeton@nwscc.edu  
 R. Garner (5289) wgarner@nwscc.edu

This short-term certificate is designed to prepare students for immediate employment. Students are provided with technical knowledge and job specific skills that enable them to compare automotive vehicle industry. Welders need good eyesight, good eye-hand coordination, and manual dexterity. They should be able to concentrate on detailed work for long periods of time and be able to bend, stoop, and work in awkward positions. Welders need to be adaptable to receive cross-training for other production jobs.

### Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### Required Courses

Item #	Title	Credits
WDT 120	Shielded Metal Arc Welding Groove Theory	3
WDT 125	Shielded Metal Arc Welding Groove Lab	3
WDT 257	SMAW Carbon Pipe Lab	3

## **Welding Technology Basic**

### **Short-Term Certificate**

Available: Phil Campbell and Shoals Campuses  
Advisors: L. Liles (5254/8072) lliles@nwscc.edu  
B. Keeton (6389) bkeeton@nwscc.edu  
R. Garner (5289) wgarner@nwscc.edu

This short-term certificate is designed to prepare students for immediate employment. Students are provided with technical knowledge and job specific skills that enable them to compete favorably in the welding field.

Opportunities for welders exist in the business services industry, manufacturing, repair and production work, construction machinery maintenance, wholesale trade, and automotive vehicle industry.

Welders need good eyesight, good eye-hand coordination, and manual dexterity. They should be able to concentrate on detailed work for long periods of time and be able to bend, stoop, and work in awkward positions. Welders need to be adaptable to receive cross-training for other production jobs.

NOTE

\* Transfer Credit: Students may receive up to one semester of Advanced Placement for Career Technical coursework completed at another institution.

### **Entrance Requirements**

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

### **Required Courses**

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
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 Theory	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 219	Welding Inspection & Testing	3
<b>Minimum Credit Hours for Graduation:</b>		<b>24</b>

# Course Descriptions

## Accounting Technology

### **ACT 104: Introduction to Business**

This course acquaints the student with American business as a dynamic process. Topics include the private enterprise system, forms of business ownership, marketing, production factors, personnel, labor, finance, and taxation. Upon completion, the student should be able to discuss and apply the basic business principles. Fall and Summer semester only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

### **ACT 114: Introduction to Accounting Database Resources**

This course introduces the student to Database resources available for use with the accounting programs. Emphasis is placed on Database and Financial Accounting software packages. Upon completion, students should be able to use computerized Database software. This course is offered only in the spring semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Semester Offered:** Spring

### **ACT 115: Introduction to Accounting Computer Resources**

This course introduces the student to the computer resources available for use with the accounting program. Emphasis is placed on accounting spreadsheets and financial accounting software packages. Upon completion, the student should be able to use the computer resources in the accounting program.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

### **ACT 195: Accounting 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

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

ACT 247

### **ACT 246 or OAD 137: 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, the student should be able to use software programs for financial accounting applications. This course is offered only in the fall semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

BUS 241

**Semester Offered:** Fall

### **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, the student should be able to use various managerial accounting software programs. This course is offered only in the spring semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

ACT 246 or OAD 137

**Semester Offered:** Spring

### **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, the student should be able to apply knowledge of federal, state, and local laws affecting payrolls. This course is offered only in the spring semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

BUS 241 or OAD 135

**Semester Offered:** Spring



**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, exemption, capital gains/losses, depreciation, and tax credits. Upon completion, the student should be able to apply the fundamentals of the federal income tax laws affecting the individual. This course is offered only in the spring semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

BUS 241

**Semester Offered:** Spring

**ACT 254: Business Income Tax**

This course focuses on federal income tax laws concerning business entities. Emphasis is on income tax investment of partnerships, corporation, LLPs and LLCs. Upon completion of this course, the student will be able to apply federal income tax laws concerning business entities. This course is offered only in the summer semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

BUS 241 and ACT 253

**Semester Offered:** Summer

**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, the student should be able to apply cost accounting principles and techniques. This course is offered only in the summer semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

BUS 242

**Semester Offered:** Summer

**ACT 257: Governmental and Not-For-Profit Accounting**

This course is an introduction to the principles, concepts and practices of accounting for governmental and not-for-profit organizations. Emphasis is on fund accounting and its utilization in governmental agencies, colleges and universities, hospitals, and other not-for-profit organizations. Upon completion of this course, the student will be able to apply the principles, concepts, and practices of governmental and not-for-profit accounting.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

ACT 256 or BUS 242

## Advanced Manufacturing MSSC Certified Production Technician

**ADM 291: Mssc Safety Course**

This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Topics covered include • Work in a safe and productive manufacturing workplace • Perform safety and environmental inspections • Perform emergency drills and participate in emergency teams • Identify unsafe conditions and take corrective action • Provide safety orientation for all employees • Train personnel to use equipment safely • Suggest process and procedures that support safety of work environment • Fulfill safety and health requirements for maintenance, installation and repair • Monitor safe equipment and operator performance • Utilize effective, safety-enhancing workplace practices This course is equivalent to AUT 102 and WKO 131. Students completing this course will receive an MSSC certificate in Safety. Students completing courses ADM 291, 292, 293 and 294 will receive the Certified Production Technician credential.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

As determined by college.

**ADM 292: Mssc Quality Practices and Measurement Course**

This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment. Topics covered include • Participate in periodic internal quality audit activities • Check calibration of gages and other data collection equipment • Suggest continuous improvements • Inspect materials and product/process at all stages to ensure they meet specifications • Document the results of quality problems • Communicate quality problems • Take corrective actions to restore or maintain quality • Record process outcomes and trends • Identify fundamentals of blueprint reading • Use common measurement systems and precision measurement tool This course is equivalent to ADM 106 and WKO 132. Students completing this course will receive an MSSC certificate in quality practices and measurement. Students completing courses ADM 291, 292, 293 and 294 will receive the Certified Production Technician credential.

**Credits:** 3**Lab Hours:** 0**Lecture Hours:** 3**Prerequisites:**

ADM 291 MSSC Safety Course

**ADM 293: Mssc Manufacturing Processes and Production Course**

This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment. Topics covered include • Identify customer needs • Determine resources available for the production process • Set up equipment for the production process • Set team production goals • Make job assignments • Coordinate work flow with team members and other work groups • Communicate production and material requirements and product specifications • Perform and monitor the process to make the product • Document product and process compliance with customer requirements • Prepare final product for shipping or distribution This course is equivalent to AUT 144 and WKO 133. Students completing this course will receive an MSSC certificate in manufacturing processes and production. Students completing courses ADM 291, 292, 293 and 294 will receive the Certified Production Technician credential.

**Credits:** 3**Lab Hours:** 0**Lecture Hours:** 3**Prerequisites:**

ADM 291 MSSC Safety Course

**ADM 294: Mssc Maintenance Awareness Course**

This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. Topics covered include • Prepare preventative maintenance and routine repair • Monitor indicators to ensure correct operations • Perform all housekeeping to maintain production schedule • Recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with: 1. electrical systems; 2. pneumatic systems 3. hydraulic systems; 4. machine automation systems 5. lubrication systems 6. bearings and couplings This course is equivalent to MET 220 and WKO 134. Students completing this course will receive an MSSC certificate in maintenance awareness. Students completing courses ADM 291, 292, 293, and 294 will receive the Certified Production Technician credential. Courses will be articulated.

**Credits:** 3**Lab Hours:** 0**Lecture Hours:** 3**Prerequisites:**

ADM 291 MSSC Safety Course

## Air Conditioning/Refrigeration Technology

**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, HVACR system components, common, and specialty tools for HVACR, 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 HVACR tools, and maintain components of a basic compression refrigeration system.

**Credits:** 3**Lab Hours:** 2**Lecture Hours:** 1

**ACR 112: HVACR Service Procedures**

This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils, and correct methods of charging and recovering refrigerants. Upon completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**ACR 113: Refrigeration Piping Practices**

The course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning, and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should comprehend related terminology, be able to fabricate pipe, tubing, and pipe fittings.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**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:** 2

**Lecture Hours:** 1

**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:** 2

**Lecture Hours:** 1

**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:** 2

**Lecture Hours:** 1

**ACR 122: HVACR Electrical 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:** 2

**Lecture Hours:** 1

**ACR 126: Commercial Heating Systems**

**Credits:** 3

**ACR 130: Computer Assisted HVACR Troubleshooting**

This course focuses on troubleshooting procedures. Emphasis is placed on the proper use of test equipment and machine/ electrical malfunctions. Upon completion, student should be able to diagnosis and repair service problems in HVAC equipment.

**Credits:** 1

**Lab Hours:** 1

**Lecture Hours:** 0

**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 should be able to service and repair residential air-conditioning systems.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**ACR 135: Mechanical/Gas/Safety Codes**

This course is to enhance the student knowledge of the Southern Mechanical and Gas 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

**Lab Hours:** 0

**Lecture Hours:** 3

**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:** 2

**Lecture Hours:** 2

**ACR 147: Refrigeration Transition and Recovery Theory**

This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certification. Upon completion, students should be prepared to take the EPA608 certification examination.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**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:** 2

**Lecture Hours:** 1

**ACR 181: Special Topics in Air Conditioning and Refrigeration I**

This course provides specialized instruction in various areas related to the air conditioning and refrigeration industry.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**ACR 182: Special Topics in Air Conditioning and Refrigeration 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:** 3

**Lecture Hours:** 0

**ACR 183: Special Topics in Air Conditioning and Refrigeration**

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:** 0

**Lecture Hours:** 1

**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

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

Instructor approval required.

**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:** 2

**Lecture Hours:** 1

**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:** 2

**Lecture Hours:** 1

**ACR 209: Commercial Air Conditioning Systems**

This course focuses on servicing and maintaining commercial and residential HVACR 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 HVACR systems.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

## Art

**ART 100: Art Appreciation**

This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original artwork. Upon completion, students should understand the fundamentals of art and the materials used, and have a basic overview of the history of art.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**ART 113: Drawing I**

This course provides the opportunity to develop perceptual and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter, and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects.

**Credits:** 3

**Lab Hours:** 6

**Lecture Hours:** 0

**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 thoughts and feelings.

**Credits:** 3

**Lab Hours:** 6

**Lecture Hours:** 0

**Prerequisites:**

ART 113.

**ART 121: Two-Dimensional Composition I**

This course introduces the basic of concepts of two-dimensional design. Topics include the elements and principles of design with emphasis on the arrangements and relationships among them. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.

**Credits:** 3

**Lab Hours:** 6

**Lecture Hours:** 0

**ART 127: Three-Dimensional Composition**

This introduction to art materials and principles of design acquaints the beginner with fundamentals of three-dimensional art. This course is open to all students and is especially recommended for those who plan further study in art and art education.

**Credits:** 3

**Lab Hours:** 6

**Lecture Hours:** 0

**ART 133: Ceramics I**

This course introduces methods of clay forming as a means of expression. Topics may include hand building, wheel throwing, glazing, construction, design, and the functional and aesthetic aspects of pottery. Upon completion, students should demonstrate through their work, a knowledge of the methods, as well as an understanding of the craftsmanship and aesthetics involved in ceramics.

**Credits:** 3

**Lab Hours:** 6

**Lecture Hours:** 0

**ART 134: Ceramics II**

This course develops the methods of clay forming as a means of expression. Topics may include hand building, glazing, design and the functional and aesthetic aspects of pottery, although emphasis will be placed on the wheel throwing method. Upon completion, students should demonstrate improved craftsmanship and aesthetic quality in the production of pottery.

**Credits:** 3

**Lab Hours:** 6

**Lecture Hours:** 0

**Prerequisites:**

ART 133.

**ART 173: Photography I**

This course is an introduction to the art of photography. Emphasis is placed on the technical and aesthetic aspects of photography with detailed instruction in darkroom techniques. Upon completion, students should understand the camera as a creative tool, understand the films, chemicals and papers, and have a knowledge of composition and history.

**Credits:** 3

**Lab Hours:** 6

**Lecture Hours:** 0

**ART 174: Photography II**

This course advances the students' technical and aesthetic knowledge of photography beyond the introductory level. Emphasis is placed on photographic composition and darkroom techniques as a means of communication. Upon completion, students should demonstrate through the photographic process their creative and communication skills.

**Credits:** 3

**Lab Hours:** 6

**Lecture Hours:** 0

**Prerequisites:**

ART 173.

**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:** 1-4

**Lab Hours:** 1

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

## Automotive Collision Repair

**ABR 113: 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:** 2

**Lecture Hours:** 1

**ABR 114: Non-Structural Panel Replacement**

Students are introduced to 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:** 2

**Lecture Hours:** 1

**ABR 122: Surface Preparation**

This course introduces students to methods of surface preparation for vehicular refinishing. Topics include sanding techniques, metal treatment, selection undercoats, and proper masking procedures.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**ABR 123: Paint Application & 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:** 2

**Lecture Hours:** 1

**ABR 151: Safety & Environmental Practices**

This course is designed to instruct the student in safe work practices. Topics include OSHA requirements, the right to know laws, EPA regulations, as well as state and local laws.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**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 glass, non-structural glass, and automotive trim. Upon completion, students should be able to remove and replace automotive trim and glass.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**ABR 156: Cutting and Welding**

Students are introduced to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc and 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:** 2

**Lecture Hours:** 1

**ABR 157: 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:** 2

**Lecture Hours:** 1

**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:** 3

**Lecture Hours:** 0

**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:** 3

**Lecture Hours:** 0

**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:** 2

**Lecture Hours:** 1

**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:** 2

**Lecture Hours:** 1

**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:** 2

**Lecture Hours:** 1

**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 and use of wiring diagrams, airbag modules, and impact sensors.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**ABR 255: Steering & 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:** 2

**Lecture Hours:** 1

**ABR 258: Heating & 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 services.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1



**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:** 2

**Lecture Hours:** 1

**ABR 265: Paint Defects & Final Repairs**

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:** 2

**Lecture Hours:** 1

**ABR 266: Aluminum Welding in Collision Repair**

This course covers the principles and techniques of aluminum GMA (MIG) welding. Students learn to set up and tune a welding machine, address safety issues, perform proper welding techniques, prepare metal surfaces, and identify and correct weld defects.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**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:** 2

**Lecture Hours:** 1

**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's need to improve or expand skills. Upon course completion, students should be able to demonstrate skills to meet specific needs.

**Credits:** 3

**Lab Hours:** 6

**Lecture Hours:** 0

**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

**Lab Hours:** 3

**Lecture Hours:** 0

## Automotive Service Technology

**AUM 101: Fundamentals of Automotive Technology**

This course provides basic instruction in Fundamentals of Automotive Technology.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**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:** 2

**Lecture Hours:** 1

**AUM 121: Braking Systems**

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes. ABR 223 Automotive Mechanical Components is a suitable substitute for this course.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**AUM 122: Steering, Suspension and Alignment**

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. ABR 255 - Steering & Suspension is a suitable substitute for this course.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**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:** 2

**Lecture Hours:** 1

**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 driveability. ABR 223 Automotive Mechanical Components is a suitable substitute for this course.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**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. ABR 258 - Heating and AC in Collision Repair is a suitable substitute for this course.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**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:** 2

**Lecture Hours:** 1

**AUM 182: Special Topics in Electrical 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:** 2

**Lab Hours:** 2

**Lecture Hours:** 0

**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:** 2

**Lecture Hours:** 1

**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:** 2

**Lecture Hours:** 1

**AUM 224: Manual Transmission and Transaxle**

This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and driveability.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**AUM 230: Auto Transmission and Transaxle**

This course covers 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:** 2

**Lecture Hours:** 1

**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:** 2

**Lecture Hours:** 1

**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 driveability.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**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:** 2

**Lecture Hours:** 1

**AUM 281: Special Topics in Transmissions**

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:** 3

**Lecture Hours:** 0

**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/her work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

Instructor approval required.

## Biology

**BIO 101: Introduction to Biology I**

Introduction to Biology I is the first of a two-sequence course 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 lab is required.

**Credits:** 4

**Lab Hours:** 1

**Lecture Hours:** 3

**BIO 102: Introduction to Biology II**

Introduction to Biology II is the second of a two-sequence course designed for non-science majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. A 120-minute lab is required.

**Credits:** 4

**Lab Hours:** 1

**Lecture Hours:** 3

**Prerequisites:**

BIO 101

**BIO 103: Principles of Biology I**

BIO 103A is the theory portion only of BIO 103. Students must take BIO 103L as a co-requisite to BIO 103A. BIO 103L is the lab portion that accompanies the lecture class. 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

**Lab Hours:** 1

**Lecture Hours:** 3

**BIO 201: Human Anatomy and Physiology I**

Human Anatomy and Physiology I 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, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.

**Credits:** 4

**Lab Hours:** 1

**Lecture Hours:** 3

**Prerequisites:**

\*BIO 103 is strongly recommended

## Business

**BUS 193: Business Co-Op I**

This course is part of a series wherein the student works in an accounting-related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to accounting practices in the business environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**Prerequisites:**

Successful completion of two (2) business courses.

**BUS 198: Computer Information Systems in a Call Center**

This course is a "hands-on" introduction to the computer systems used in a typical call center. Topics include computer fundamentals, basic hardware, and specific software applications common to the call center industry. Working within a customer information database and basic keyboarding will also be a component of this course.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

Instructor approval and minimum WorkKeys levels.

**BUS 199: Call Center Operations**

This course is an introduction to the call center environment. Topics include call center organizational structures, terminology, how calls are screened and routed, basic telephone functions, and the call flow process. Also included is an overview of customer service and the competitive advantage in the marketplace and performance measures used in typical call centers.

**Credits:** 2

**Lab Hours:** 0

**Lecture Hours:** 2

**Prerequisites:**

Instructor approval and minimum WorkKeys levels.

**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. Fall and Summer semesters only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

ENG 101

**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

**Lab Hours:** 0

**Lecture Hours:** 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

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

BUS 241 With a "C" or above or permission of instructor.

**BUS 248: Managerial Accounting**

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit, analysis and cost accounting systems. This course is offered only in the summer semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

BUS 242

**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. Fall and Summer semesters only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 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 hypothesis testing.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**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. Offered in summer term only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

BUS 271.

**BUS 275: Principles of Management**

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications. Fall and summer semesters only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**BUS 279: Small Business Management**

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel. Spring semester only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**BUS 285: Principles of Marketing**

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior. Summer semester only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**BUS 298: Directed Studies**

This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need.

**Credits:** 1-3

**Lab Hours:** 0

**Lecture Hours:** 1

**Prerequisites:**

Permission of the instructor.

# Cabinetmaking

## **CAB 101: Introduction to Cabinetmaking**

This is a beginning woodworking course which deals with basic materials and processes. Topics include basic safety procedures while in the Cabinet shop, an introduction to the safe use of tools and equipment, basic measurement principles, wood products, cutting, and fastening. Upon course completion, students should be able to safely inspect and use shop equipment, measure, mark, and perform various types of cuts, and assemble a specified project.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

## **CAB 102: Introduction to Lumber and Wood Products**

This is an introductory course to lumber, grades, sizes, characteristics, and uses. Topics include the natural properties of trees, identification of various types of wood, the milling process, various defects found in wood, and how it is manufactured. Upon completion the students should be knowledgeable in the wood and wood products for the production of cabinets and fine furniture.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

## **CAB 103: Sizes, Dimension, and Joints**

This course includes the study of cutting lumber to dimensions and materials to size with power tools. Emphasis is on job planning and the construction of all types of joints made with hand and power tools. Upon course completion, students should be able to plan jobs, make shop drawings, job layouts and patterns.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

## **CAB 104: Cabinet Shop Operations**

This course covers start up and general operation of a cabinet shop. Topics include shop organization, fire safety, financing, and tool acquisition. Upon completion, students should have basic knowledge of starting a custom cabinet shop.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

## **CAB 110: Equipment Maintenance**

This is an introductory course to maintaining woodworking tools and equipment. Emphasis is on equipment inspection, cleaning and lubrication, as well as removing and replacing saw blades, jointer, shaper, and planer knives. Upon course completion, students should be proficient in maintaining basic woodworking equipment.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

## **CAB 141: Woodfinishing**

Emphasis is on filling, rubbing, spraying, and building up finishes. Upon course completion, students should be able to perform woodfinishing procedures.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

## **CAB 145: Refinishing Furniture and Antiques**

This course offers instruction in refinishing furniture and restoring antiques. Emphasis is on the removal of old finish by stripping, washing, and sanding furniture; repair of broken pieces; and the use of veneers in patching. Upon course completion, students should be able to refinish furniture and antiques.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

## **CAB 193: Co-Op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to cabinetmaking. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 3

**Lab Hours:** 9

**Lecture Hours:** 0

**Prerequisites:**

Permission of instructor.

**CAB 204: Cabinetmaking and Millwork**

This course focuses on design and construction of casework. Topics include study of designs, construction and installation of kitchen cabinets, vanities, shelves, and other casework and the use and installation of cabinet hardware. Upon completion, students should be able to design, construct and install basic interior casework.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**Prerequisites:**

CAB 102 or permission of the instructor.

**CAB 205: Furniture Construction**

This course covers design and construction of fine furniture. Emphasis is on the development of highly advanced woodworking skills, such as turning duplicate parts, joinery, building jigs and fixtures. Upon completion, students should be able to perform basic skills necessary to construct fine furniture.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**Prerequisites:**

Permission of the instructor.

**CAB 230: Estimating Costs in Cabinetmaking**

This course focuses on estimating costs necessary to complete cabinetmaking projects. Emphasis is on figuring costs of materials and labor and on the use of pertinent formulas. Upon completion, students should be able to estimate costs of complete cabinetmaking projects.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CAB 260: Woodturning**

This course focuses on turning components for fine furniture projects. Emphasis is on operation and maintenance of wood lathes and tools. Upon completion, students should be able to turn duplicate posts and table legs.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**Prerequisites:**

Permission of the instructor.

## Carpentry

**CAR 111: Construction Basics**

This course introduces students to the opportunities in and requirements of the construction industry. Topics include economic outlook for construction, employment outlook, job opportunities, training, apprenticeship, entrepreneurship, construction tools, materials, and equipment, job safety and OSHA standards. Upon completion, students should be able to identify the job market, types of training, knowledge of apprenticeship opportunities, construction tools, materials, equipment, and safety procedures.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CAR 112: Floors, Walls, Site Prep**

This course introduces the student to floor and wall layout, and construction. Topics include methods of house framing, components of floor framing, layouts, sub-flooring, connectors and fasteners, and site preparation. Upon completion, students should be able to identify various types of floor framing systems, select the sizes of floor joists, identify types of house framing, list types of fasteners, and identify property lines, set backs, and demonstrate a working knowledge of terrain and batter boards.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CAR 113: Floors, Walls, Site Prep Lab**

The student will engage in applications of floor and wall construction, application of required tools, use of the builder transit, level rod, tape measure and grade stakes. Emphasis is placed on cutting sill plates, floor joists, girders, header bridging, sub-flooring, stud wall partitions, door and window headers, wall bracing, leveling instruments, and batter boards. Upon completion, students should be able to layout and construct a floor, including the sill, joist bridging and openings, install sub-flooring, construct interior and exterior walls, and layout property stakes of site plans.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Co-Requisites:**

CAR 112.



**CAR 114: Construction Basics Lab**

This course provides practical and safe application of hand, portable power, stationary and pneumatic tools, use of building materials, fasteners and adhesives, and job site safety. Emphasis is placed on the safe use of hand, power, and pneumatic tools, proper selection of lumber, plywood, byproducts, nails, bolts, screw, adhesives, fasteners, construction materials, and job safety. Upon course completion, the student should be able to identify hand, power, stationary, and pneumatic tools and demonstrate their safe use; identify and properly select wood and non-wood building products, and properly use nails, fasteners and adhesives.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**CAR 121: Introduction to Blueprint Reading**

This course introduces the student to the basic concepts of blueprint reading. Topics include scales, symbols, site plans, and notations. Upon completion, the student should be able to identify drawings, scale various drawings, identify different types of lines, symbols, and notations.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CAR 131: Roof and Ceiling Systems**

This course focuses on the design and installation of roof and ceiling systems. Emphasis is placed on rafters, trusses, ceiling joists, roof decking, and roofing materials. Upon completion, students should be able to design a roof and ceiling system, identify proper installation methods of roofing materials, and describe applicable safety rules.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CAR 132: Interior and Exterior Finish**

This course introduces the student to interior and exterior finishing materials and techniques. Topics include interior trim of windows and doors, ceilings and wall moldings, exterior sidings, trim work, painting, and masonry finishes. Upon completion, students should be able to identify different types of doors, windows and moldings and describe the uses of each, identify types of exterior sidings and trim, and describe the different types of paint and their proper application.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**CAR 133: Roof and Ceiling Systems Lab**

The course provides students with practical experience in building and installing roof and ceiling systems. Emphasis is placed on job site safety, layout and cutting of rafters and joists, cutting and building trusses, installing roof decking and roofing materials. Upon completion, students should be able to cut and install rafters, joists and trusses, cut and apply roof decking and roofing materials, and apply safety rules for job site.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Co-Requisites:**

CAR 131.

**CAR 193: Internship in Carpentry**

This course is designed to provide exposure to carpentry practices in non-employment situations. Emphasis is placed on techniques used in the carpentry profession. This course allows students to refine their skills necessary for entry-level employment.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**CAR 206: Special Projects in Carpentry**

This course introduces the students 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:** 0

**Lecture Hours:** 3

**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:** 3

**Lecture Hours:** 0

**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 install trim and molding.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**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

**Lab Hours:** 0

**Lecture Hours:** 3

## Chemistry

**CHM 250: Directed Studies in Chemistry**

This course is designed for independent study in specific areas of chemistry chosen in consultation with a faculty member and carried out under faculty supervision. This course may be repeated three (3) times for credit.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 0

**Prerequisites:**

Divisional approval.

## Child Development

**CHD 100: Introduction of Early Care and Education of Children**

This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 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

**Lab Hours:** 0

**Lecture Hours:** 3

**CHD 202: Children's Creative Experiences**

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math and movement with observation and participation with young children required. Upon completion, students should be able to select and implement creative and age-appropriate experiences for young children.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CHD 203: Children's Literature and Language Development**

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening pre-reading and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities which support a language-rich environment for young children.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CHD 204: Methods and Materials for Teaching Children**

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science and social studies concepts. Upon completion, students should be able to demonstrate basic methods of creating learning experiences using appropriate techniques, materials and realistic expectations.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CHD 205: Program Planning for Educating Young Children**

This course is designed to give students practice in lesson and unit planning, writing behavioral objectives, and evaluating activities taught to young children. Emphasis is placed on identifying basic aspects of cognitive development and how children learn. Upon completion, students should be able to plan and implement developmental^ appropriate curriculum and instructional practices based on knowledge of individual differences and the curriculum goals and content.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**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, plan nutritious meals and snacks, and recommend referrals if necessary.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CHD 207: Observing and Recording Behaviors of Young Children**

This course will provide students information on child observations, portfolio building, observation documentation, and various recording techniques, as well as a review of child development principles. Students will also be given guidance for the appropriate use of assessment materials and ways to support and work with families. Course may include practice in documenting observations.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

CHD 201

**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, develop familiarity with basic recordkeeping techniques, and identify elements of a developmental^ appropriate program.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**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 which is appropriate and supportive of the families and the children.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CHD 210: Educating Exceptional Young Children with Exceptional Needs**

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with young exceptional children.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CHD 211: Child Development Seminar**

A selection of topics relating to young children are addressed in this course. Subject matter will vary according to industry and student needs. Upon completion, students should demonstrate competencies designed to assess course objectives.

**Credits:** 2

**Lab Hours:** 0

**Lecture Hours:** 2

**CHD 214: Families and Communities in Early Care and Education Programs**

This course provides students with information about working with diverse families and communities. Students will be introduced to family and community settings, the importance of relationships with children, and the pressing needs of today's society. Students will study and practice techniques for developing these important relationships and effective communication skills.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CHD 215: Supervised Practical Experience in Early Childhood Education**

This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Emphasis is placed on performance of daily duties which are assessed by the college instructor and the cooperating teacher. Upon completion, students should be able to demonstrate competency in a child care setting.

**Credits:** 3

**Lab Hours:** 6

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

## Computer Information Systems Technology

**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. This course will help prepare students for the MOS and IC3 certification. This course or an equivalent is CORE for the AAT and AAS CIS programs. NOTE: CIS 146 satisfies the mathematics proficiencies for Area III for the Cyber Security Technician Certificate and the Software Technician Certificate ONLY.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CIS 147: Advanced Microcomputer Applications**

This course is a continuation of CIS 146 in which students utilize the advanced features of topics covered 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. Offered only via distance education in the spring semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

CIS146 or permission of instructor.

**Semester Offered:** Spring

**CIS 148: Post Advanced Microcomputer Applications**

This course builds on concepts associated with various microcomputer applications with emphasis on advanced features commonly found in software applications. Advanced features of word processing, spreadsheets, database, and presentation packages are introduced. Features such as macros, Visual Basic Applications, and online features are included in the content of the course. Upon completion, the student will be able to apply the advanced features of selected software to the workplace. This course will help prepare students for the MOS certification. Offered only via distance education in the summer semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

CIS 147

**Semester Offered:** Summer

**CIS 155: Introduction to Mobile App Development**

The purpose of this course is to introduce the students to various app development tools for various mobile platforms. Specific topics include: app distribution sources, mobile device operating systems, surveys of app development software, processes for design, build, deploying, and optimizing apps. At the conclusion of this course students will be able to design, build, deploy, and optimize a basic app. Offered only in the fall semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**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. Offered only on the Shoals campus

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**Semester Offered:** Summer

**CIS 189: Co-Op for Cis I**

This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technologies environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CIS 199: Network Communications**

This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs (Local Area Networks) and WANs (Wide Area Networks), Client/Server technology, the Internet, Intranets and network troubleshooting. Upon completion of the course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. They will receive hands-on experience building a mock network in the classroom. This course will help prepare students for the CCNA and Network + certifications. This is a CORE course for the AAT, AAS CIS programs. CIS 161 or CIS 273 may be used as a suitable substitute for this course. Offered only on the Shoals campus in the summer semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Semester Offered:** Summer

**CIS 202: Python Programming**

This course is an introduction to the Python programming language. Topics include input and output, decision structures, repetition structures, functions, working with files, strings, object-oriented programming and inheritance. Upon completion, students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Offered only in the summer semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Semester Offered:** Summer

**CIS 205: Control Language and Utilities Applications**

This course introduces computer operation and the job or executive language on a mini- or mainframe computer using both batch and on-line techniques. Utilities including sorts, screen design aids, and control programs while operating system concepts such as scheduling are introduced. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Offered only on the Shoals campus in the summer semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Semester Offered:** Summer

**CIS 207: Introduction to Web Development**

Notepad and Internet Explorer are used in this course. At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages. Offered only in the fall semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Semester Offered:** Fall

**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. This course helps prepare students for the Certified Internet Webmaster (CIW) Foundations certification. XAMPT is a free web portable server used in this course. Offered only in the spring semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Semester Offered:** Spring

**CIS 214: Security Analysis (PEN Testing)**

This course introduces students to the concept of security analysis, or penetration testing, of information systems. Students will evaluate the security of a computer system or network, assessing security risks from the position of a potential attacker. Emphasis is on identifying security flaws and providing technical solutions. Offered only on the Shoals campus in the spring semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Semester Offered:** Spring

**CIS 220: App Development with Swift**

This is the first of two courses designed to teach specific skills related to app development using Swift language. Offered only on the Shoals campus in the summer.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**Prerequisites:**

CIS 157

**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. Offered only on the Shoals campus in the fall.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**Prerequisites:**

CIS 220

**CIS 245: Cyber Defense**

This course provides students with information on the concept of cyber defense. Topics include information relative to legal aspects of cyber-attacks, threats to various levels of national and local social infrastructure, financial systems, personal data, and other direct and indirect threats. As part of this course students explore current and historical cyber threats and U. S. policy regarding infrastructure protection. Offered only on the Shoals campus in the fall semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Semester Offered:** Fall

**CIS 246: Ethical Hacking**

This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner. Offered only on the Shoals campus in the summer semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Semester Offered:** Summer

**CIS 249: Microcomputer Operating Systems**

This course provides an introduction to microcomputer operating systems. Topics include a description of the operating system, system commands, and effective and efficient use of the microcomputer with the aid of its system programs. Upon completion, students should understand the function and role of the operating system, its operational characteristics, its configuration, how to execute programs, and efficient disk and file management. .CIS249 satisfies the written communication proficiencies for Area I for the Cyber/ Security Technician Certificate and the Software Technician Certificate ONLY. This course is offered only in distance format in the fall and summer semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Semester Offered:** Fall  
Summer

**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. This course is offered only in the spring semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Semester Offered:** Spring

**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. This course is offered only in the fall semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Semester Offered:** Fall

**CIS 261: COBOL Programming**

This course is an introduction to the COBOL programming language. Included are structured programming techniques, report preparation, arithmetic operations, conditional statements, group totals, and table processing. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CIS 263: Computer Maintenance**

This course provides students with hands-on practical experience in installing software, operating systems, troubleshooting, and maintaining systems. The class will help to prepare participants for the A+ certification sponsored by CompTIA. This course is offered only on the Shoals campus in the spring semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Semester Offered:** Spring

**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. This course is offered only on the Shoals campus in the spring semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Semester Offered:** Spring

**CIS 284: Cis Internship**

This course is designed to provide the student with an opportunity to work in a degree/program related environment. Emphasis is placed on the student's "real world" work experience as it integrates academics with practical applications that relate meaningfully to careers in the computer discipline. Significance is also placed on the efficient and accurate performance of job tasks as provided by the "real world" work experience. Grades for this course will be based on a combination of the employer's evaluation of the student, and the contents of a report submitted by the student. Upon completion of this course, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to a "real world" work experience.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CIS 291: Case Study in Computer Science**

This course is a case study involving the assignment of a complete system development project for analysis, programming, implementation, and documentation. Topics include planning system analysis and design, programming techniques, coding and documentation. Upon completion, students should be able to design, code, test and document a comprehensive computer information system.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CIS 294: Special Topics- Business and Industry Project I**

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:** 3

**Lab Hours:** 0

**Lecture Hours:** 3



**CIS 296: Special Topics- Business and Industry Project II**

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate knowledge of the course topic through completion of assignments and appropriate tests.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CIS 297: Co-Op for Cis II**

This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technologies environment. The grade is based on the student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CIS 299: Directed Studies in Computer Science**

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

## Computer Numerical Control

**CNC 227: Introduction to Statistical Process Control**

This is an introduction course in statistical process control of manufacturing processes. Topics include control charts, pareto diagrams, and cause-effect diagrams. Upon completion, students are expected to perform basic functions in analysis and control of manufacturing processes.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CNC 230: Computer Numerical Control Special Topics**

This course is designed to allow students to work in the lab with limited supervision. The student is to enhance their proficiency levels on various CNC machine tools. Upon completion, students are expected to plan, execute, and present results of advanced CNC products.

**Credits:** 1

**Lab Hours:** 3

**Lecture Hours:** 0

## Cosmetology

**COS 111: Introduction to Cosmetology**

This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Co-Requisites:**

COS 112

**COS 112: Introduction to Cosmetology Lab**

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory component from COS 111.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Co-Requisites:**

COS 111

**COS 113: Theory of Chemical Services**

During this course, students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Co-Requisites:**

COS 114

**COS 114: Chemical Services Lab**

During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Co-Requisites:**

COS 113

**COS 115: Hair Coloring Theory**

In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student will be able to identify all classifications of haircoloring and the effects on the hair.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Co-Requisites:**

COS 116 Hair Coloring Lab

**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:** 3

**Lecture Hours:** 0

**Co-Requisites:**

COS 115 Hair Coloring Theory

**COS 117: Basic Spa Techniques**

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Co-Requisites:**

COS 118 Basic Spa Techniques Lab

**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:** 3

**Lecture Hours:** 0

**Co-Requisites:**

COS 117 Basic Spa Techniques

**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:** 3

**Lecture Hours:** 0

**COS 125: Career and Personal Development**

This course provides the study and practice of personal development and career building and retaining clientele, communication skills, customer service, continuing education, and goal setting. Upon completion, the student should be able to communicate effectively and practice methods for building and retaining clientele.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**COS 144: Hair Shaping and Design**

In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**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:** 3

**Lecture Hours:** 0

**COS 162: Special Topics in Cosmetology/Teaching Essentials**

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:** 3

**Lecture Hours:** 0

**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:** 2

**Lecture Hours:** 1

**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:** 3

**Lecture Hours:** 0

**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:** 3

**Lecture Hours:** 0

**COS 166: Skin Care Bacteriology and Sanitation**

This course introduces students to bacteriology and sanitation of skin care implements. Emphasis is placed on decontamination, infection control, and safety. At the end of this course students will be able to describe practices for sanitizing facial implements and proper use and disposal of non-reusable items.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**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:** 2

**Lecture Hours:** 1

**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:** 2

**Lecture Hours:** 1

**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, the student will be able to demonstrate procedures for acne, facials and masks for deeper layers and wrinkles.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**COS 181: Special Topics**

This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**COS 190: Internship in Cosmetology**

This course is designed to provide exposure to cosmetology practices in non-employment situations. Emphasis is on dependability, attitude, professional judgment, and practical cosmetology skills. Upon completion, the student should have gained skills necessary for entry-level employment.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**COS 291: Co-Op**

This course is designed to provide work experience with a college-approved employer in an area related to Cosmetology. The student works a minimum of 15 contact hours each week. Emphasis is placed on integrating classroom learning with related work experience. Registration with the AL Board of Cosmetology for a student work permit is required. Documentation on tasks and work evaluation are submitted to college instructor. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

## Cosmetology Instructor Training

**CIT 211: Teaching and Curriculum Development**

This course focuses on principles of teaching, teaching maturity, personality 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, students should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

Licensed managing cosmetologist (1 year experience).

**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, students should be able to communicate with students, develop a course of study, and apply appropriate teaching methods.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

Licensed managing cosmetologist (1 year experience).

**Co-Requisites:**

CIT 211

**CIT 213: Lesson Plan Development**

The course introduces students to methods for developing lesson plans. Emphasis is placed on writing lesson plans and on the four-step teaching plan. Upon completion, students should be able to write daily lesson plans and demonstrate the four-step teaching method.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

Licensed managing cosmetologist (1 year experience).

**Co-Requisites:**

CIT 212

**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 suitable substitute, this course becomes a core course.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**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:** 3

**Lecture Hours:** 0

**Prerequisites:**

Licensed managing cosmetologist (1 year experience).

**CIT 222: Instructional Materials and Methods**

This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, students should be able to prepare teaching aids and determine their most effective use.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

Licensed managing cosmetologist (1 year experience).

**Co-Requisites:**

CIT 223

**CIT 223: Instructional Materials and Methods Applications**

This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and use of different categories of instructional aids. Upon completion, students should be able to prepare and effectively present different types of aids for use with a four-step lesson plan.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

Licensed managing cosmetologist (1 year experience).

**Co-Requisites:**

CIT 222

**CIT 224: Special Topics in Cosmetology Instruction**

This course is designed to allow students to further develop their knowledge and skills as cosmetology instructors. Topics will be assigned based on individual student professional needs.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

## Criminal Justice

**CRJ 100: Introduction to Criminal Justice**

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 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

**Lab Hours:** 0

**Lecture Hours:** 3

**CRJ 116: Police Patrol**

This course studies the duties, and responsibilities of the uniformed police patrol. It emphasizes the importance of patrol functions and includes principles, methods, procedures and resources used in police patrol operations.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**CRJ 140: Criminal Law and Procedure**

This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with attention to the Alabama Code. Areas of criminal procedure essential to the criminal justice professional are covered.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 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

**Lab Hours:** 0

**Lecture Hours:** 3

**CRJ 147: Constitutional Law**

This course involves constitutional law as it applies to criminal justice. It includes recent Supreme Court decisions affecting criminal justice professionals, such as right to counsel, search and seizure, due process and civil rights.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 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

**Lab Hours:** 0

**Lecture Hours:** 3

**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

**Lab Hours:** 0

**Lecture Hours:** 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

**Lab Hours:** 0

**Lecture Hours:** 3

**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

**Lab Hours:** 0

**Lecture Hours:** 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

**Lab Hours:** 0

**Lecture Hours:** 3

**CRJ 280: 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:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**Prerequisites:**

Permission of the instructor.

**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 from the department head.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

## Design Engineering Technology

**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.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**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:** 2

**Lecture Hours:** 1

**DDT 114: Industrial Blueprint Drawing**

This course provides students with basic blueprint reading for various industrial applications. Topics include orthographic projection, dimensions and tolerances, symbols, industrial applications, scales and notes. This course may be tailored to meet a specific industry need.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**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 multiview 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

**Lab Hours:** 0

**Lecture Hours:** 3

**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 multiview 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

**Lab Hours:** 0

**Lecture Hours:** 3

**DDT 117: Manufacturing Processes**

This course in materials and processes includes the principles and methodology of material selection, application, and manufacturing processes. Emphasis is directed to solids to include material characteristics, castings, forging, and die assemblies. Upon completion, students should be able to discuss and understand the significance of materials' properties, structure, basic manufacturing processes, and express and interpret material specifications.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**DDT 118: Basic Electrical Drafting**

This course covers the universal language of electrical drafting, including electrical lines, symbols, abbreviations, and notation. Emphasis is placed on typical components such as generators, controls, transmission networks, and lighting, heating, and cooling devices. Upon completion, students should be able to draw basic diagrams of electrical and electronic circuits using universally accepted lines and symbols.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1



**DDT 124: Intro to 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:** 2

**Lecture Hours:** 1

**DDT 125: Surface Development**

This course covers surface intersections and developments. Emphasis is placed on the basic types of intersections using simple geometric forms. Upon completion, students should be able to draw common types of surface intersection and handle them simply as applications of the concepts learned in this class.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**DDT 127: Intermediate Computer Aided Drafting and Design**

This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**Prerequisites:**

DDT 104, DDT 111, DDT 124 or permission of instructor.

**DDT 128: Intermediate Technical Drawing**

This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include dimensioning concepts and pictorial drawings.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**Prerequisites:**

DDT 111, DDT 124 or instructor approval.

**DDT 130: Fundamentals of Drafting for Related Trades**

This course provides an overview of related technical trades drafting. Theory is covered within a broad range of drafting specialties including civil, structural, electrical, mechanical, and electronic drawing. Emphasis is placed on a basic understanding of what each of these fields require for graphic communication.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**DDT 131: Machine Drafting Basics**

This course in machine drafting and design provides instruction in the largest speciality area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working drawings. Upon completion, students should be able to organize, layout, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**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:** 2

**Lecture Hours:** 1

**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:** 2

**Lecture Hours:** 1

**DDT 134: Descriptive Geometry**

This course is designed to teach the fundamental concepts of descriptive geometry through an emphasis on logical reasoning, visualization, and practical applications. Topics include orthographic projection, points and lines in space, auxiliary views, plane representation, intersecting and nonintersecting lines, piercing and intersecting planes, plane development, and calculations. Upon completion, students should be able to project and intersect points, lines, and planes, with their relationships in space, as well as develop surfaces of an object for fabrication purposes.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**DDT 139: Fundamentals of Drafting for Related Trades Lab**

This course is a direct applications lab to the topics covered within DDT 130. Emphasis is placed on drawing accuracy utilizing each of the fields listed with DDT 130.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**DDT 150: Theory of Residential Drawing and Design**

This course provides the theory of residential drawing and design. Topics include architectural styles, house design, site and space planning, environment, drawing requirements, construction materials and process, terminology, and specific types of drawings required to complete a full set of construction documents. Introductory, intermediate, and advanced topics are covered. Emphasis is placed on an understanding of the various issues and requirements essential to the field of residential drawing and design.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**DDT 155: Drawing for Residential Construction**

This course is a direct applications lab to the topics covered within DDT 150. Emphasis is placed upon the production of quality construction documents.

**Credits:** 4

**Lab Hours:** 4

**Lecture Hours:** 0

**DDT 181: Special Topics in Drafting and Design Technology**

These courses provide specialized instruction in various areas related to the drafting industry. Emphasis is placed on meeting students' needs.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**DDT 181E: Special Topics - Work Ethics**

This course provides instruction in work ethics related to Design Engineering Technology.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**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:** 2

**Lecture Hours:** 1

**DDT 191: Drafting Internship**

This course is designed for 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 5 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, students should have gained valuable work experience in a well-planned, coordinated training/work situation.

**Credits:** 1

**Lab Hours:** 1

**Lecture Hours:** 0

**DDT 192: 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 10 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, students should have gained valuable work experience in a well-planned, coordinated training/work situation.

**Credits:** 2

**Lab Hours:** 2

**Lecture Hours:** 0

**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, students should have gained valuable work experience in a well-planned, coordinated training/work situation.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**DDT 211: Intermediate Machine Drafting**

This second course in machine drafting and design provides more advanced instruction in the largest speciality 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:** 2

**Lecture Hours:** 1

**DDT 212: Intermediate Architectural Drafting**

This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include floor construction and detailing; foundation, wall, and roof construction and detailing; use of standards manuals; perspective drawings; electrical plans; plumbing plans; and building materials, with emphasis on residential and some light commercial applications. Upon completion, students should be able to draw and specify advanced-level plans including various architectural details.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**DDT 213: Civil Drafting, Plat Maps**

This course introduces the drafting practices, symbols, conventions, and standards utilized in civil engineering contract documents. Topics include site planning, land surveying, topographic surveys, along with civil terminology. Upon completion, students should be able to draw accurate plat maps giving legal descriptions of land parcels, draw simple site plans, and identify and use proper symbols and conventions on civil engineering drawings.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**DDT 214: Pipe Drafting**

This course covers the theory and practical application needed to understand piping fundamentals as used in refineries and petrochemical plants. Topics include process and mechanical flow diagrams, plant equipment, isometric drawings, instrumentation symbols, pipe symbols, flanges, fittings, and applications of basic math and trigonometry. Upon completion, students should be able to demonstrate pipe drafting techniques and fundamentals in order to prepare working drawings used in refineries and the petrochemical industrial environment.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**DDT 215: Geometric Dimensioning and Tolerancing**

This course is designed to teach fundamental concepts of size description by geometric methods including appropriate engineering controls. Emphasis is placed on the drawing and application of common geometric dimensioning and tolerancing symbols to engineering drawings as designated by the latest ANSI/ASME Standards. Upon completion, students should be able to use geometric dimensioning and tolerancing symbols in applying size information and manufacturing controls to working drawings.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**DDT 216: Design of Structural Wood Members**

This course provides structural theory and rule-of-thumb design for structural wood members. Joists, beams, girders, rafters, posts, and columns are designed as related to residential and light commercial needs. Bending moment, shear, and slenderness ratios are discussed as well as code requirements and rule-of-thumb. Emphasis is placed upon competency.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**DDT 217: Building Codes, Ordinances, Zoning Restrictions and the A.d.a.**

This course provides an in-depth study of building codes, municipal ordinances, zoning restrictions, and compliance with the Americans With Disability Act as related to commercial drafting and design. Emphasis is placed upon a working understanding of these topics.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

Permission of the instructor.

**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 Customary English system and the ISO System. Upon completion, students should be able to apply dimensions, tolerances, and notes to drawings to acceptable standards, including Geometric Dimensioning and Tolerancing, and produce drawings using and specifying common threads and various fasteners, including welding methods.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**DDT 222: Advanced Architectural Drafting**

This third course in architectural design and drafting continues with advanced architectural plans, including a slant toward light commercial construction. Topics include climate control plans, application of building codes, building materials and finish specifications, cost estimating, and bid specifications. Upon completion, students should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial applications.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**DDT 224: Structural Concrete Drafting**

This course is designed to develop the knowledge and skills necessary to understand the basic components and terminology of pre-cast and poured-in-place concrete structures. Emphasis is placed on pre-cast concrete framing plans, sections, fabrication and connection details, poured-in-place concrete foundations, floor systems, and bills of material. Upon completion, students should be able to construction engineering and shop drawings of concrete beams, column, floor, rood, and wall framing plans using the A.I.S.C. Manual and incorporating safety practices.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**DDT 225: Structural Steel Drafting**

This course covers the theory and practical applications necessary to understand the basic design and terminology of structural steel components used in light commercial buildings. Emphasis is placed on structural steel drafting techniques, bolted and welded connections, framing plans, sections, fabrication and connection details, and bills of material. Upon completion, students should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the A.I.S.C. Manual and incorporating safety practices.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**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:** 2

**Lecture Hours:** 1

**DDT 227: Strength of Materials**

This course in statics and strength of materials includes the study of forces and how they act and react on bodies and structures. Topics include the effects of forces as found in structures and machines under conditions of equilibrium, how materials resist forces, strengths of common construction materials and structural components. Force systems such as parallel, concurrent, and non-current are studied in coplanar and non-coplanar situations are included. Upon completion, student should understand and be able to apply the principles of force in engineering drawings.

**Credits:** 4

**Lab Hours:** 0

**Lecture Hours:** 4

**DDT 228: Geographic Information Systems**

This course is designed as an introduction to the world of G.I.S. and what it's about and builds on the skills attained in Civil Drafting I and II. Emphasis will be placed on utilizing G.I.S. software in conjunction with a CAD program to produce "intelligent" maps tied to a database in solving complex projects and problems. Upon completion, students should be able to manipulate attributed objects drawn on CAD/GIS software and accurately produce basic G.I.S. drawings.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**DDT 231: Advanced Cad**

This course covers the advanced applications of CAD software to engineering projects in various applications, including architectural, civil, mechanical, and environmental engineering, with consideration for advanced physical and psychological principle of CAD. These principles will be applied toward CAD customization and programming principles, for the expressed purpose of increasing productivity and improving the performance of the CAD operator, thereby, making CAD much more productive in an engineering environment. Emphasis will be place on using intelligent CAD techniques to increase the quality of output. And, 3D modeling and rendering will be introduced. Upon completion, students should be able to apply advanced CAD techniques in solving complex problems related to all engineering applications.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**DDT 232: CAD Customization**

This course introduces the various methods of customizing CAD software to meet individual or company needs. Topics include menu customizing, programing, custom command macros, script files, slides, and slide libraries. Upon completion, students should be able to customize and write menus, write programming routines, and write script files for the purpose of increasing the proficiency of the CAD operator.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**DDT 233: Solids Modeling**

This course provides instruction in 3D Design Modeling utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D wire-frame, surface and solids modeling along with the development of 2D detail drawings from 3D models.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**DDT 234: 3D Graphics and Animation**

This course is design to challenge the imagination of the student in a 3-dimensional problem solving environment. The student will be given a basic introduction to the concepts of 3D design and animation then apply those concepts to a design project. Upon completion, students should be able to create and animate objects in a 3-dimensional environment.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**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.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**DDT 236: Design Project**

This course is designed for advanced students who aspire to more advanced and specialized skills in one certain drafting area. Emphasis will be place on the student's ability to apply the principles learned in previous drafting classes in one special area, as approved by the instructor. The required project must be agreed upon by the instructor and the student, as well as how the work is to be accomplished. Upon completion, students should further reinforce previously learned concepts by applying engineering principles and controls to a personal design project.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**DDT 237: Current Topics in Cad**

This course serves to introduce changing technology and current CAD subjects and software and the computing hardware needed to utilize new products. Topics include current trends in how industries use CAD applications, new developments, improvements and progressions within specific CAD applications as well as the necessary hardware. Upon completion, students should be able to use more updated software in a specific CAD application and be more aware of improvements in CAD software and how to apply advancing technology in improving their CAD proficiency.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**DDT 238: Special Topics in Cad**

This course in special CAD and multimedia topics covers special capabilities possible with CAD software, especially in conjunction with other graphical software, such as virtual "walk-throughs" or multimedia presentations. Topics include but are not limited to combining CAD software, image editing software, authoring software, and 3D software into one harmonious relationship to produce multimedia presentations. Upon completion, students should be aware of and understand how to utilize several software packages to produce multimedia presentations.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**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. Upon completion, students will demonstrate the application of previously attained skills and knowledge in the solution of typical drafting applications and problems.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**DDT 250: Theory of Commercial Drawing and Design**

This course provides the theory of commercial drawing and design. Topics include legal issues, job expectations, the architect and the architectural office, the contractor and the office of the contractor, building officials, construction materials and process, fire resistance design, C.S.I. format, and contract documents. Emphasis is placed upon a thorough understanding of these topics.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**DDT 255: Drawing for Commercial Construction**

This course is a direct applications lab to the topics covered within DDT 250. Emphasis is placed upon the production of quality construction document.

**Credits:** 4

**Lab Hours:** 4

**Lecture Hours:** 0

**DDT 290: Survey of Aerospace Technology**

This course provides a survey of Aerospace technology including the history of spaceflight, propulsion, orbital mechanics, and the space environment. A discussion of unmanned spacecraft and the manned space program is also included, as well as debate about the future, with solid facts and some speculation about humankind's ventures in the final frontier.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**DDT 291: Co-Op**

These courses constitute a series wherein the student 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

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

Instructor approval required.

# Diagnostic Imaging - Radiography

## **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 science.

**Credits:** 2

**Lab Hours:** 0

**Lecture Hours:** 2

**Internship Hours:** 2

**Prerequisites:**

Admission into the program.

**Semester Offered:** Fall

## **RAD 112: Radiography 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

**Lecture Hours:** 3

**Internship Hours:** 4

**Prerequisites:**

Admission into the program.

**Semester Offered:** Fall

## **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

**Lecture Hours:** 1

**Internship Hours:** 2

**Prerequisites:**

Admission to the program.

**Semester Offered:** Fall

## **RAD 114: Clinical Education I**

This course provides the student with the opportunity to correlate instruction with applications in the clinical setting. The student 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

**Lab Hours:** 0

**Lecture Hours:** 0

**Internship Hours:** 2

**Prerequisites:**

Admission to the program.

## **RAD 122: Radiographic Procedures II**

This course provides the student 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 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

**Lecture Hours:** 3

**Internship Hours:** 4

**Prerequisites:**

Admission to the program. RAD 111, RAD 112, RAD 113, RAD 114.

**Semester Offered:** Spring

## **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 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

**Lab Hours:** 0

**Lecture Hours:** 0

**Internship Hours:** 5

**Prerequisites:**

Admission to the program. RAD 111, RAD 112, RAD 113, RAD 114.

**Semester Offered:** Spring



**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 measurement, 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

**Lab Hours:** 0

**Lecture Hours:** 3

**Internship Hours:** 3

**Prerequisites:**

Admission to the program. RAD 111, RAD 112, RAD 113, RAD 114.

**Semester Offered:** Spring

**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

**Lab Hours:** 0

**Lecture Hours:** 0

**Internship Hours:** 5

**Prerequisites:**

Admission to the program. RAD 111, RAD 112, RAD 113, RAD 114, RAD 122, RAD 124, RAD 125.

**Semester Offered:** Summer

**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 density, 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

**Lecture Hours:** 2

**Internship Hours:** 3

**Prerequisites:**

Admission to the program. RAD 111, RAD 112, RAD 113, RAD 114, RAD 122, RAD 124, RAD 125.

**Semester Offered:** Summer

**RAD 136: Radiation Protection and Biology**

This course provides the student with principles of radiation protection and biology. Topics include radiation protection responsibility of the radiographer to patients, personnel and the public, principles of cellular radiation interaction and factors affecting cell response. Upon completion the student will demonstrate knowledge of radiation protection practices and fundamentals of radiation biology.

**Credits:** 2

**Lab Hours:** 0

**Lecture Hours:** 2

**Internship Hours:** 2

**Prerequisites:**

Admission to the program. RAD 111, RAD 112, RAD 113, RAD 114, RAD 122, RAD 124, RAD 125.

**Semester Offered:** Summer

**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

**Lecture Hours:** 1

**Internship Hours:** 2

**Prerequisites:**

Admission to the program. RAD 111, RAD 112, RAD 113, RAD 114, RAD 122, RAD 124, RAD 125, RAD 134, RAD 135, RAD 136.

**Semester Offered:** Fall

**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

**Lab Hours:** 0

**Lecture Hours:** 0

**Internship Hours:** 8

**Prerequisites:**

Admission to the program. RAD 111, RAD 112, RAD 113, RAD 114, RAD 122, RAD 124, RAD 125, RAD 134, RAD 135, RAD 136.

**Semester Offered:** Fall

**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 other than 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

**Lab Hours:** 0

**Lecture Hours:** 0

**Internship Hours:** 8

**Prerequisites:**

Admission to the program. RAD 111, RAD 112, RAD 113, RAD 114, RAD 122, RAD 124, RAD 125, RAD 134, RAD 135, RAD 136, RAD 212, RAD 214.

**Semester Offered:** Spring

**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, test taking techniques and job seeking skills. Upon completion the student will be able to pass comprehensive tests of topic covered in the Radiologic Technology Program.

**Credits:** 2

**Lab Hours:** 0

**Lecture Hours:** 2

**Internship Hours:** 2

**Prerequisites:**

Admission to the program. RAD 111, RAD 112, RAD 113, RAD 114, RAD 122, RAD 124, RAD 125, RAD 134, RAD 135, RAD 136, RAD 212, RAD 214.

**Semester Offered:** Spring

**RAD 247: Computed Tomography Physics and Instrumentation**

This course provides the radiographer with knowledge of computed tomography physics and instrumentation. Emphasis is on system operation and components: image processing and display; image quality; and artifacts. Upon completion students will demonstrate knowledge of basic CT physics and instrumentation.

**Credits:** 0

**Lab Hours:** 0

**Lecture Hours:** 2

**Internship Hours:** 2

**Prerequisites:**

As required by the program.

**RAD 249: Procedures in Computed Tomography**

The course provides knowledge of computed tomography imaging procedures. Emphasis is on head, chest spine and pelvis. Students will also learn advanced patient care concepts associated with CT procedures. Upon completion, students will explain specific CT imaging procedures relative to the head, chest, spine and pelvis.

**Credits:** 0

**Lab Hours:** 0

**Lecture Hours:** 3

**Internship Hours:** 3

**Prerequisites:**

As required by the program.

**RAD 250: Advanced Patient Care**

This course will provide the radiographer with concepts of patient care including patient preparation, patient education, assessment and monitoring, IV procedures for contrast agents and medications, pharmacology, emergency care, radiation safety and biological considerations, safety precautions, and general procedural considerations for CT, MRI, Mammography, Cardiovascular Interventional Technology and Diagnostic Medical Sonography.

**Credits:** 0

**Lab Hours:** 0

**Lecture Hours:** 3

**Internship Hours:** 3

**Prerequisites:**

As required by the program.

**RAD 251: Advanced Cross-Sectional Anatomy**

This course provides the radiographer with knowledge of anatomy of the human body in cross-section. Topics included advanced sectional anatomy as demonstrated by computed tomography, magnetic resonance, and medical sonography. Upon completion, the student will be able to identify cross sectional anatomy from CT, MRI, and medical sonography.

**Credits:** 0

**Lab Hours:** 0

**Lecture Hours:** 3

**Internship Hours:** 3

**Prerequisites:**

As required by the program.

**RAD 263: Ct Imaging Procedures**

This course provides knowledge of computed tomography imaging procedures. Emphasis is on head, chest, spine and pelvis. Upon completion, students will demonstrate and/or explain specific CT imaging procedures relative to the head, chest, spine, and pelvis.

**Credits:** 0

**Lab Hours:** 0

**Lecture Hours:** 5

**Internship Hours:** 5

**Prerequisites:**

As required by the program.

**RAD 264: Ct Physics- Instrumentation & Imaging**

This course will provide the radiographer with knowledge of computed tomography physics and instrumentation to include system operation and components; image processing and display, image quality, and artifacts.

**Credits:** 0

**Lab Hours:** 0

**Lecture Hours:** 5

**Internship Hours:** 5

**Prerequisites:**

As required by the program.

**RAD 265: CT Clinical Education**

This course provides the essential clinical experiences for development of skills and competencies of CT imaging procedures, data acquisition, and image processing.

**Credits:** 4

**Lab Hours:** 0

**Lecture Hours:** 0

**Internship Hours:** 4

**Prerequisites:**

As required by the program.

**RAD 266: Pathology Correlation for CT / MRI**

This course is designed to introduce theories of disease causation and pathophysiologic disorders that compromise health systems. Each disease or trauma process is examined from its description, etiology, associated symptoms, clinical manifestations, and diagnosis with appearance on CT and MRI images.

**Credits:** 0

**Lab Hours:** 0

**Lecture Hours:** 4

**Internship Hours:** 4

**Prerequisites:**

As required by the program.

**RAD 283: MRI Physical Principles**

This course provides knowledge of magnetic resonance physical principles of image formation. Emphasis is on instrumentation, fundamentals, artifacts, and quality control to include sequence parameters and options. Upon completion, students will demonstrate a knowledge of basic MRI physics.

**Credits:** 0

**Lab Hours:** 0

**Lecture Hours:** 5

**Internship Hours:** 5

**Prerequisites:**

As required by the program.

**RAD 284: Mr Imaging Procedures**

This course provides knowledge of magnetic resonance imaging procedures. Emphasis is on the essential theory and experiences for development of skills and competencies of MR imaging procedures, data acquisition, and processing.

**Credits:** 0

**Lab Hours:** 0

**Lecture Hours:** 5

**Internship Hours:** 5

**Prerequisites:**

As required by the program.

**RAD 285: Magnetic Resonance Clinical Education**

This course provides the essential clinical experiences for magnetic resonance imaging. Emphasis is on the development of skills and competencies of MRI imaging procedures, data acquisition, and image processing. Upon completion, students will be able to demonstrate practical application of MRI imaging procedures.

**Credits:** 4

**Lab Hours:** 0

**Lecture Hours:** 0

**Internship Hours:** 4

**Prerequisites:**

As required by the program.

## Diagnostic Medical Sonography

**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. This is a CORE course.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**Prerequisites:**

Admission to the program. BIO 201, ENG 101, MTH 100 or higher, PSY 200 or PSY 210, Humanities Elective

**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 sectional anatomy.

**Credits:** 2

**Lab Hours:** 0

**Lecture Hours:** 2

**Prerequisites:**

Admission to the program. BIO 201, ENG 101, MTH 100 or higher, PSY 200 or PSY 210, Humanities Elective

**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

**Lab Hours:** 1

**Lecture Hours:** 3

**Prerequisites:**

Admission to the program. BIO 201, ENG 101, MTH 100 or higher, PSY 200 or PSY 210, Humanities Elective

**DMS 206: Gynecologic Sonography**

MS 216, DMS 229, DMS 202, DMS 204, DMS 205 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

**Lab Hours:** 1

**Lecture Hours:** 3

**Prerequisites:**

Admission to the program. BIO 201, ENG 101, MTH 100 or higher, PSY 200 or PSY 210, Humanities Elective

**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

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

Admission to the program. BIO 201, ENG 101, MTH 100 or higher, PSY 200 or PSY 210, Humanities Elective, DMS 216, DMS 229, DMS 202, DMS 204, DMS 205

**DMS 216: Sonographic Principles & Instrumentation I**

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

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

Admission to the program. BIO 201, ENG 101, MTH 100 or higher, PSY 200 or PSY 210, Humanities Elective

**DMS 217: Sonographic Principles & Instrumentation II**

This lab allows students to perform quality assurance tests and surveys. Students will also investigate statistical applications utilized in medical research. Upon completion the student will be able to develop a quality assurance program.

**Credits:** 2

**Lab Hours:** 1

**Lecture Hours:** 1

**Prerequisites:**

Admission to the program. BIO 201, ENG 101, MTH 100 or higher, PSY 200 or PSY 210, Humanities Elective, DMS 216, DMS 229, DMS 202, DMS 204, DMS 205

**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

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

Admission to the program. BIO 201, ENG 101, MTH 100 or higher, PSY 200 or PSY 210, Humanities Elective, DMS 216, DMS 229, DMS 202, DMS 204, DMS 205

**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. This is a CORE course.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

Admission to the program. BIO 201, ENG 101, MTH 100 or higher, PSY 200 or PSY 210, Humanities Elective, DMS 216, DMS 229, DMS 202, DMS 204, DMS 205, DMS 206, DMS 207, DMS 217, DMS 220, DMS 230

**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

**Lab Hours:** 0

**Lecture Hours:** 1

**Prerequisites:**

Admission to the program. BIO 201, ENG 101, MTH 100 or higher, PSY 200 or PSY 210, Humanities Elective, DMS 216, DMS 229, DMS 202, DMS 204, DMS 205, DMS 206, DMS 207, DMS 217, DMS 220, DMS 230

**DMS 229: Sonography Preceptorship**

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 sonography specialties. Competencies will be required. This is a CORE course.

**Credits:** 2

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Admission to the program. BIO 201, ENG 101, MTH 100 or higher, PSY 200 or PSY 210, Humanities Elective

**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 sonography specialties. Competencies will be required. This is a CORE course.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

Admission to the program. BIO 201, ENG 101, MTH 100 or higher, PSY 200 or PSY 210, Humanities Elective, DMS 216, DMS 229, DMS 202, DMS 204, DMS 205

**DMS 231: Sonography Preceptorship III**

This course provides a continuum in the development of sonographic skills 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

**Lab Hours:** 4

**Lecture Hours:** 0

**Prerequisites:**

Admission to the program. BIO 201, ENG 101, MTH 100 or higher, PSY 200 or PSY 210, Humanities Elective, DMS 216, DMS 229, DMS 202, DMS 204, DMS 205, DMS 206, DMS 207, DMS 217, DMS 220, DMS 230

**DMS 232: Sonography Preceptorship IV**

This course will provide an in-depth practice of all sonographic skills in the clinical setting. Upon completion the student will perform general and/or specialty sonograms with little to no assistance from the supervising sonographer. Competencies will be required. This is a CORE course.

**Credits:** 5

**Lab Hours:** 5

**Lecture Hours:** 0

**Prerequisites:**

Admission to the program. BIO 201, ENG 101, MTH 100 or higher, PSY 200 or PSY 210, Humanities Elective, DMS 216, DMS 229, DMS 202, DMS 204, DMS 205, DMS 206, DMS 207, DMS 217, DMS 220, DMS 230, DMS 221, DMS 225, DMS 231, DMS 240

**DMS 240: Sonography Principles & 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

**Lab Hours:** 0

**Lecture Hours:** 2

**Prerequisites:**

Admission to the program. BIO 201, ENG 101, MTH 100 or higher, PSY 200 or PSY 210, Humanities Elective, DMS 216, DMS 229, DMS 202, DMS 204, DMS 205, DMS 206, DMS 207, DMS 217, DMS 220, DMS 230

**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

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

Admission to the program. BIO 201, ENG 101, MTH 100 or higher, PSY 200 or PSY 210, Humanities Elective, DMS 216, DMS 229, DMS 202, DMS 204, DMS 205, DMS 206, DMS 207, DMS 217, DMS 220, DMS 230, DMS 221, DMS 225, DMS 231, DMS 240

**DMS 245: Sonography Case Presentation**

Students are required to present cases with sonographic images, reports, patient history and symptoms and correlating reports from other exams/ tests performed. The cases become the property of the program for use as future reference material. By the end of the term, students will have developed proficiency and expertise in case presentation.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**Prerequisites:**

Admission to the program. BIO 201, ENG 101, MTH 100 or higher, PSY 200 or PSY 210, Humanities Elective, DMS

216, DMS 229, DMS 202, DMS 204, DMS 205, DMS 206, DMS 207, DMS 217, DMS 220, DMS 230, DMS 221, DMS 225, DMS 231, DMS 240

**DMS 250: Introduction to Advanced Sonography**

This course will introduce students to any of the following: pediatric, vascular, cardiac, neurology, interventional, and orthopedic sonography. Advanced technologies in these fields will be researched. At completion, students will identify and describe skills and modalities in sonography.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

Admission to the program. BIO 201, ENG 101, MTH 100 or higher, PSY 200 or PSY 210, Humanities Elective, DMS

216, DMS 229, DMS 202, DMS 204, DMS 205, DMS 206, DMS 207, DMS 217, DMS 220, DMS 230, DMS 221, DMS 225, DMS 231, DMS 240

## Economics

**ECO 231: Principles of MACRoeconomics**

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 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

**Lab Hours:** 0

**Lecture Hours:** 3

## Electrical Technology

**ELT 108: 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 laws and basic testing equipment to determine unknown electrical quantities.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**ELT 109: 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 also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1



**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.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**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:** 1

**Lecture Hours:** 2

**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:** 1

**Lecture Hours:** 2

**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.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**ELT 131: Commercial/Industrial Wiring I**

This course teaches students the principles and applications of commercial and industrial wiring methods. Emphasis is placed on blueprint symbols, calculations and NEC code requirements as it applies to commercial and industrial wiring. Upon completion, students will be able to read electrical plans, know most electrical symbols, load calculations for commercial industrial applications, and interpret the NEC code requirements.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**ELT 209: Motor Controls I**

This course covers the use of motor control symbols, magnetic motor starters, running overload protection, push-button stations, sizing of magnetic motor starters and overload protection, and complex ladder diagrams of motor control circuits. Topics include sizing magnetic starters and overload protection, the use of push-button stations, ladder diagrams and magnetic motor starters in control of electric motors, wye-delta starting, part start winding, resistor starting and electric starting devices. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using push-button stations and understand complex motor control diagrams.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**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:** 1

**Lecture Hours:** 2

**ELT 231: Programmable Controls I**

This state-of-the art course includes the fundamental principals of programmable logic controls (PLCs) including hardware and programming. Emphasis is placed on but not limited to the following: hardwiring associated with the PLC, different options available with most PLCs and basic ladder logic programming. Upon completion, students must demonstrate their ability by developing programs, loading programs into real world PLCs and troubleshooting the system if necessary.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**ELT 232: Programmable Controls II**

This state-of-the-art course includes the principles of PLC's including hardware, programming and program design. Emphasis is placed on, but not limited to the following: developing working programs, timers, counters, different special functions, and designing programs from existing hardwired systems. Upon completion, students must demonstrate their ability by developing programs, loading programs into real world PLCs and troubleshooting the system if necessary.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**ELT 241: National Electric Code**

This course introduces the students to the National Electric Code and text and teaches the student how to find needed information within this manual. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion, students should be able to locate, with the NEC code requirements for a specific electrical installation.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**ELT 242: Journeyman Master Prep Exam**

This course is designed to help prepare a student to take either the Journeyman or 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/Masters Certifying Exam.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**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:** 1

**Lecture Hours:** 2

**ELT 291: 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 employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

Instructor approval required.

## Electronics Technology

**ILT 106: Concepts of Direct Current**

This course provides a study of basic concepts and application of direct current (DC). Specific topics include but are not limited to, an introduction to electrical theory, units of electrical measurement, DC electrical components, and constructing various types of DC circuits. Students gain hands-on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators and the operation of common test equipment used to analyze and troubleshoot DC circuits and to prove the theories taught during classroom instruction.

**Credits:** 5

**Lab Hours:** 2

**Lecture Hours:** 3

**ILT 107: Concepts of Alternating Current**

This course provides a study of basic concepts and application of alternating current (AC). Specific topics include, but are not limited to, an introduction to AC electrical theory, AC electrical measurements, and constructing and measuring various types of AC circuits. Students gain hands-on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators and the operation of various test equipment used to analyze and troubleshoot AC circuits.

**Credits:** 5

**Lab Hours:** 2

**Lecture Hours:** 3

**ILT 112: 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:** 2

**Lecture Hours:** 3

**ILT 113: 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:** 2

**Lecture Hours:** 3

**ILT 114: Instrumentation Operation and Calibration**

The hardware used to measure and control process variables is presented. The student learns the principles of operation, servicing, maintenance, calibration, and troubleshooting procedures used on mechanical, pneumatic, electronic and digital based industrial transmitters, recorders, controllers, valves, and other control devices. The course is broken down into theory and laboratory work on actual process measuring and control equipment.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**ILT 117: Principles of Construction Wiring**

This course provides a study of the technical skills required to safely perform electrical wiring installations. Topics include methods of wiring residential, commercial, and industrial locations. Upon completion, students should be able to apply safe wiring skills to residential, commercial and industrial applications.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**ILT 129: Personal Computer (PC) Hardware**

This course covers PC Hardware terminology, component purpose, configuration, pricing and selecting components and systems, for assembling, repairing, and upgrading personal computers. Upon completion of this course, students should be able to describe the basic systems of a PC and be able to perform disassembly and assembly of same.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**ILT 130: Pc Software Installation and Maintenance**

This course will cover installation and maintenance for operating systems and application software on personal computers. Upon completion of this course, students should be able to install and maintain common software packages found on personal computers.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**ILT 131: Personal Computer (PC) Problem Determination**

This course will cover various hardware and software tools for diagnosing failures of personal computers. Upon completion of this course, students should be able to diagnose and prescribe the repair steps for a faulty personal computer.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**Prerequisites:**

ILT 129 and ILT 130.

**ILT 133: Electronic Drafting**

This course includes basic drawing techniques, interpreting schematic diagrams and recognizing electronic symbols. Upon completion of this course, students should be able to recognize electronic symbols and draw schematic, layout, and pictorial drawings.

**Credits:** 1

**Lab Hours:** 1

**Lecture Hours:** 0

**ILT 135: Local Area Networks (LANS)**

This course provides the student with knowledge of planning, installation, maintenance, and administration of local area networks. Upon completion of this course, students should be able to install and set up a basic local area network.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**ILT 139: Introduction to Robotic Programming**

This course provides an introduction robotic programming. Emphasis is placed on but not limited to the following: Safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**ILT 148: Automatic Controls Systems**

This course emphasizes automated control systems and sub-systems. Topics include robotics, programmable hydraulics, pneumatic, microprocessor, variable-speed drives, transducers, and related control circuitry with emphasis on troubleshooting the total system. Upon completion, students should be able to apply principles of automated control systems.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**ILT 149: Automatic Controls Systems Lab**

This lab emphasizes robotics, programmable hydraulics/ pneumatic, microprocessors, variable-speed drives, transducers, and related control circuitry with emphasis on troubleshooting the total system. Upon completion, students should be able to apply principles of automated control systems.

**Credits:** 2

**Lab Hours:** 2

**Lecture Hours:** 0

**ILT 160: 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/tag out procedures, troubleshoot circuits and analyze series, parallel, and combination DC circuits using the electrical laws and basic testing equipment to determine unknown electrical quantities. This is a CORE course.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**ILT 161: 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 also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems. This is a CORE course.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**Prerequisites:**

ILT 160

**ILT 164: 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:** 1

**Lecture Hours:** 0

**ILT 169: Hydraulics/Pneumatics**

This course provides an introduction to hydraulics and pneumatics. Topics include hydraulic pumps, pneumatic compressors, and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students should be able to apply principles of hydraulics and pneumatics.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**ILT 175: Computer Fundamentals for Technology Students**

This course introduces the student to applications of computers in the laboratory setting. It will cover the computer from a hardware standpoint and introduce the operating system. Application software will include word processing, spreadsheets, database managers, and other electronic related software. Upon completion, students should be able to operate a personal computer in the technical setting.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**ILT 179: Wireless Communication Devices**

This course is an introduction course to wireless communication technologies and applications in support of networked structures. Wireless device specification, integration, configuration, and utilization of IEEE 802.11x compliant communication equipment and their integration into the support of WAN and LAN structures commonly found in corporate, industrial, automotive (telematics), or commercial platforms will be the main emphasis of this course. Specific wireless communication theory concerning wireless boundaries, security and encryption methods, and quality of service measurements will be discussed along with WAN/LAN expansion and limitations from a system design prospective.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**ILT 180: Special Topics**

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the applications of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

Permission of the instructor.

**ILT 194: Introduction to Programmable Logic Controllers**

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**ILT 196: Advanced Programmable Logic Controllers**

This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**Prerequisites:**

ILT 194

**ILT 197: 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.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**ILT 201: Industrial Electronics**

This course covers applications of electronics in industry with a major emphasis on microprocessors as applied to data acquisition and machine control. Topics include A/D and D/A conversion, signal conditioning, sensors and transducers, control devices, stepper motors, and microprocessor interfacing. Upon completion of this course, students should be able to describe the operation of various sensors, signal conditioning, A/D and D/A conversion, and control devices, as well as perform necessary calculations.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Co-Requisites:**

ILT 202.

**ILT 202: Industrial Electronics Lab**

This course demonstrates the concepts, devices, and applications of electronics in industrial processes. Upon completion of this course, students should be able to construct, evaluate, and calibrate basic industrial sensing and control circuits.

**Credits:** 2

**Lab Hours:** 2

**Lecture Hours:** 0

**Co-Requisites:**

ILT 201.

**ILT 203: Biomedical Electronics I**

This course includes the technical information necessary in learning to repair biomedical equipment. Topics include the human body, electrodes and transducers, bioelectric amplifiers, physiological pressure measurements, and electrical and patient safety. Upon completion of this course, students should be able to describe the operation of various circuits and systems commonly found in biomedical equipment.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

Permission of the instructor.

**ILT 204: Biomedical Electronics II**

This course combines theory gained from Biomedical Electronics I for a deeper understanding of biomedical equipment troubleshooting. Topics include respiratory therapy instrumentation, intensive and coronary care unit instrumentation, operating room instrumentation, medical laboratory instrumentation, and electrical safety. Upon completion of this course, students should be able to describe the operation of various circuits and systems commonly found in biomedical equipment.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

ILT 203.

**ILT 205: Microprocessors**

This course introduces microprocessors and explores their applications. This course emphasizes programming and interfacing the microprocessor chip. Upon completion of this course, students should be able to perform binary arithmetic, perform computer arithmetic, describe the basic operation procedures for a microprocessor system, and write programs for a basic microprocessor.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

ILT 112.

**ILT 206: Microprocessors Lab**

This course provides familiarization of microprocessor instruction sets. Experiments in programming and interfacing provide an understanding of microprocessor theory. Upon completion of this course, students should be able to program and interface a basic microprocessor system.

**Credits:** 2

**Lab Hours:** 2

**Lecture Hours:** 0

**Co-Requisites:**

ILT 205.

**ILT 216: Industrial Robotics**

This is an introductory course for robotics including the history of robotics, social implications, and reasons for implementing. Robot classification, associated terminology, power systems, control systems, and end-of-arm tooling will be covered. Upon completion, students should be able to explain the basic systems and operation of a simple robot.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**ILT 218: Industrial Robotics Concepts**

This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**ILT 228: FCC General Radiotelephone License Prep**

This course includes the information necessary for the successful completion of the Federal Communication Commission's General Radiotelephone License Examination. A comprehensive coverage of rules, regulations, and electronic theory is accomplished. Upon completion of this course, students should understand the preparation necessary to successful completion of the exam process.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**ILT 234: Microprocessor Systems Troubleshooting**

This course provides familiarization with various techniques and test equipment required to troubleshoot microprocessor based designs to the component and module level. It provides hands on experience troubleshooting microcomputer trainers designed for fault insertion. Upon completion, students should be able to troubleshoot a faulty microprocessor based system.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**Prerequisites:**

ILT 205.

**ILT 237: Network Cabling-Copper**

This course involves presentations, discussions and live simulations of work related experiences involved in data, voice, and video infrastructure. Students learn to terminate, test, troubleshoot, and install copper-based cabling systems. They learn category 5 systems, IBM cabling systems, and coaxial systems. This course helps prepare students for certification as Network Cabling specialists.

**Credits:** 2

**Lab Hours:** 1

**Lecture Hours:** 1

**ILT 239: Certification Preparation**

This course includes the review necessary before attempting technician certification examinations given by various nongovernment certifying organizations and pre-employment tests given by employers. Upon completion of this course students should understand the preparations necessary to successfully complete the exam process.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**ILT 240: Sensors Technology and Applications**

This course provides a study of industrial electronic sensors. Topics include, but are not limited to, photo-electric, temperature, gas and humidity, pressure and strain sensors. The lab enables students to test, and troubleshoot electronic sensors and sensor circuits. Upon completion, students should be able to select, install, test, and troubleshoot industrial electronic sensors.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**ILT 271: Independent Study**

This course is designed to allow students to independently study various topics related to instrumentation technology. Emphasis is placed on the refinement or advancement of a particular skill or skills. Upon completion, students should be able to perform specific job related functions according to standard operating procedures.

**Credits:** 2

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**ILT 274: Independent Study**

This course is designed to allow students to independently study various topics related to instrumentation technology. Emphasis is placed on the refinement or advancement of a particular skill or skills. Upon completion, students should be able to perform specific job related functions according to standard operating procedures.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**ILT 280: Special Topics in Ac/DC Circuits**

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job-related problems using technical skills and knowledge.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**ILT 280A: Special Topics - A+ Certification Preparation**

This course includes the information necessary for the successful completion of Technician A+ certification examinations. A comprehensive coverage of core hardware and operating systems is accomplished. Upon completion, students should understand the preparation necessary to successfully complete the core hardware and operation systems technologies exams.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

ILT 129, ILT 130, ILT 131, and ILT 135, or by permission of the instructor.

**ILT 280B: Special Topics - Network+ Certification Preparation**

This course includes the information necessary for the successful completion of the vendor-neutral Computer Technology Industry Association's (CompTIA) Network+ certification examination. A comprehensive coverage of all exam objectives is accomplished. Upon completion, students should understand the preparation necessary to successfully complete the exam process.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

ILT 129, ILT 130, ILT 131, and ILT 135, or by permission of the instructor.

**ILT 280E: Special Topics - Eei Test Preparation**

This course includes the review necessary before attempting the Edison Electric Institute's test battery used by employers to predict performance in training and on the job. Areas of review will include reading comprehension, mechanical concepts, spatial ability, mathematical usage, tables and graphs, and completing the background and opinion questionnaire. Upon completion, students should be able to understand the preparations necessary to successfully complete the test battery.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**ILT 280P: Power Generation**

This course introduces the concepts of electrical power generation and distribution. Methods of electrical power generation discussed include: fossil, hydro, wind, nuclear and solar. Additional topics include: the power grid, historical factors, and current environmental concerns related to power generation.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**ILT 291: Cooperative Education**

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**ILT 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 on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Credits:** 3

**Lab Hours:** 15

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.



**ILT 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

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**ILT 294: Biomedical Electronics Clinical I**

Students will be assigned to a local hospital facility, working in the technical capacity as a biomedical electronic technician trainee. Upon completion, students have gained experience as a biomedical equipment technician.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

ILT 203.

**ILT 295: Biomedical Electronics Clinical II**

Continuation of the clinical on-site study I where students are assigned to a local hospital facility working in the technical capacity as a Biomedical Electronic Technician Trainee. Upon completion, students have gained experience as a biomedical equipment technician.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

ILT 204.

## Emergency Medical Services

**EMS 100: Cardiopulmonary Resuscitation I**

This course provides students with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**EMS 101: Cardiopulmonary Resuscitation II**

This course provides students with a review of concepts learned in EMS-100. In addition, the course provides the student with theory and application of airway adjuncts as utilized with airway obstruction and maintenance as well as respiratory and cardiac arrest. Assessment and management of acute ischemic stroke will also be included. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for these conditions. Students successfully completing this course will receive appropriate documentation of course completion.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**EMS 103: First Aid/CPR**

This course provides a study of basic first aid and cardiopulmonary resuscitation (CPR). Students will be able to perform basic first aid and CPR techniques. Upon completion, the student will be eligible for CPR certification testing.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**EMS 104: First AID for Students of Health Related Professions**

This course is designed for students who plan to enter a health related profession and provides educational concepts related to first aid for various health disciplines. The course includes instruction in the emergency administration of oxygen, use of airway adjuncts, medication administration techniques, equipment for mechanical breathing, suctioning techniques, and automated external defibrillation (AED). Upon course completion, students should have the ability to recognize emergency situations requiring immediate action and appropriately manage these situations.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**EMS 105: First 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

**Lab Hours:** 0

**Lecture Hours:** 3

**EMS 106: Medical Terminology for Health Professions**

This course provides students with a survey of words, terms, and descriptions commonly used in health related professions. The course includes spelling, pronunciation, and meaning of prefixes, suffixes, roots, and terms. Students may have the opportunity to utilize computer assisted instruction for learning various medical terms. Upon course completion, students should have the knowledge to associate a variety of medical terms with their meaning and utilize medical terms to effectively communicate with other health professionals.

**Credits:** 2

**Lab Hours:** 0

**Lecture Hours:** 2

**EMS 107: Emergency Vehicle Operator Ambulance**

The Emergency Vehicle Operator Course - Ambulance provides the student with training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance. The course provides the knowledge and skill practice necessary for individuals to learn how to safely operate all types of ambulances. Topics include introduction to the NSTC for ambulance operators; legal aspects of ambulance operation; communication and reporting; roles and responsibilities; ambulance types and operation; ambulance inspection, maintenance, and repair; navigation and route planning; basic maneuvers and normal operating situations; operations in emergency mode and unusual situations, special considerations in safety; and the run. Completion of specific student competencies, utilizing NSTC guidelines, are required for successful completion of this course. NOTE: To qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**EMS 108: Directed Studies in Ems - I**

This course offers independent study or computer assisted instruction under faculty supervision and/or theory in an EMS subject relevant to the student's interest and need. Specific cognitive competencies required by the student are defined in writing at the first class period.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**EMS 113: Infection Control for Health Professions**

This course is designed for students planning to enter a health related field of study or public service occupations. 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 air borne pathogens, and use appropriate universal precautions.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 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

**Lecture Hours:** 6

**EMS 119: Emergency Medical Technician Clinical**

This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam.

**Credits:** 1

**Lab Hours:** 1

**Lecture Hours:** 0

**EMS 120: Vehicle Extrication**

This course provides students with theory in the development of concepts related to the removal of persons from damaged vehicles. Topics include gaining access, stabilization, packaging, patient removal, and basic hazardous situations. Upon completion, students should be able to effectively extricate a person from a wrecked vehicle.

**Credits:** 2

**Lab Hours:** 0

**Lecture Hours:** 2

**EMS 125: High Angle Rescue - I**

This course provides students with theory in the introduction to high angle rescue techniques. Topics include the high angle environment; equipment and protection, care and use of rope and related equipment, knots, rappelling, and ascending techniques; and introduction to rescue techniques. Upon course completion, students should have an understanding in the basic techniques of high angle rescue.

**Credits:** 2

**Lab Hours:** 0

**Lecture Hours:** 2

**EMS 126: High Angle Rescue-II**

This course is a continuation and review of EMS 125 and provides students with theory in rescue techniques utilized in rope rescue. Topics include one person rescue techniques, slope evacuation, high angle lowering, hauling systems, high lines, and evacuation operations. Upon course completion, students should have an understanding of how to approach a high angle rescue, utilizing various rigging techniques.

**Credits:** 2

**Lab Hours:** 0

**Lecture Hours:** 2

**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

**Lab Hours:** 0

**Lecture Hours:** 2

**EMS 155: Advanced Emergency Medical Technician**

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a co-requisite.

**Credits:** 7

**Lab Hours:** 3

**Lecture Hours:** 4

**Co-Requisites:**

EMS 156

**EMS 156: Advanced Emergency Medical Technician Clinical**

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a co-requisite.

**Credits:** 2

**Lab Hours:** 2

**Lecture Hours:** 0

**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

**Lab Hours:** 0

**Lecture Hours:** 4

**Prerequisites:**

EMS 189 or BIO 201 is a prerequisite for the Paramedic course.

**EMS 218: Supervised Studies in Ems - I**

This course offers various topics of interest and need in emergency medical services. The course is conducted and completed under faculty supervision and includes required student cognitive competencies. Upon course completion, students should have a greater understanding of their assigned course topic.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**EMS 219: Supervised Studies in Ems - II**

This course offers various topics of interest and need in emergency medical services. The course is conducted and completed under faculty supervision and includes required student cognitive competencies. Upon course completion, students should have a greater understanding of their assigned course topic.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**EMS 234: Decision Making and Problem Solving in Ems**

This course provides students with concepts relating to problem solving and decision making. Topics include decision making in the emergency and non-emergency setting, group dynamics and group think phenomenon. Upon course completion, students should be able to begin to use critical thinking skills to solve problems and make appropriate decisions.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**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

**Lecture Hours:** 1

**Prerequisites:**

EMS 189 or BIO 201.

**EMS 241: Paramedic Cardiology**

This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment finding 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

**Lecture Hours:** 2

**EMS 242: Paramedic Patient Assessment**

This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation and assessment based management.

**Credits:** 2

**Lab Hours:** 1

**Lecture Hours:** 1

**EMS 243: Paramedic Pharmacology**

This course introduces basic pharmacological agents and concepts with an emphasis on drug classifications and the knowledge and skills required of a paramedic for safe, effective medication administration. Content areas include: general principles of pharmacology and pharmacologic pathophysiology; venous and intraosseous access techniques, the metric and apothecary system; computation of dosage and solution problems, administration of pharmacologic agents; pharmacokinetics and pharmacodynamics, and nasogastric tube placement.

**Credits:** 1

**Lab Hours:** 1

**Lecture Hours:** 0

**EMS 244: Paramedic Clinical I**

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electro-therapy, I.V./I.O. initiation and medication administration.

**Credits:** 1

**Lab Hours:** 1

**Lecture Hours:** 0

**EMS 245: Paramedic Medical Emergencies**

This course relates pathophysiology and assessment finding to the formulation of field impressions and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, 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

**Lecture Hours:** 2

**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

**Lecture Hours:** 2

**EMS 247: Paramedic Special Populations**

This course relates pathophysiology and assessment finding 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

**Lecture Hours:** 1

**EMS 248: Paramedic Clinical II**

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of medical and trauma situations across the life span of the patient, with a focus on communication with and management of trauma, cardiac, acute care, psychiatric/ behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**EMS 250: Ems Advanced Studies - I**

This course offers theory and computer assisted instruction under faculty supervision in a paramedic educational subject relevant to the student's need. Specific cognitive objectives must be met by the student for successful course completion.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**EMS 253: Paramedic Transition to the Workplace**

This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include: prehospital protocols, transfer medications, topics in critical care and transport, systems presentation, and/or national standard certification courses as dictated by local needs or state requirements.

**Credits:** 2

**Lab Hours:** 1

**Lecture Hours:** 1

**EMS 254: Advanced Competencies for Paramedic**

This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

**Credits:** 2

**Lab Hours:** 1

**Lecture Hours:** 1

**EMS 255: Paramedic Field Preceptorship**

This course provides field experiences in the prehospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the prehospital environment. Upon course completion, students should have refined and validated their patient care practices to provide safe and effective patient care over a broad spectrum of patient situations and complaints.

**Credits:** 5

**Lab Hours:** 5

**Lecture Hours:** 0

**EMS 256: Paramedic Team Leadership**

This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entry-level paramedic.

**Credits:** 1

**Lab Hours:** 1

**Lecture Hours:** 0

**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

**Lab Hours:** 1

**Lecture Hours:** 1

**EMS 266: Advanced Cv Life Support Provider**

The Advanced Cardiovascular Life Support Provider Course provides students with concepts related to advanced cardiovascular life support. Content areas include acute myocardial infarction, stroke, cardiovascular pharmacology, electrophysiology, various rhythm disturbances, and techniques of management of cardiovascular emergencies. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**EMS 267: Basic Trauma Life Support Provider**

This course provides students with theory and demonstration in advanced trauma care and management. Content areas include mechanism of trauma, trauma assessment, airwaybreathing-circulation management, trauma to various portions of the body, multiple system trauma, and load-and-go situations. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**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. 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

**Lab Hours:** 0

**Lecture Hours:** 1

**EMS 273: Ekg Interpretation**

This course is designed for students in health related professions desiring the knowledge to interpret singular lead electrocardiograms. The course provides concepts in the interpretation of electrocardiograms to include an overview of the electrical conduction of the heart as well as the identification of all categories of dysrhythmias. Upon course completion, students should be able to identify various types of cardiac rhythms.

**Credits:** 2

**Lab Hours:** 0

**Lecture Hours:** 2

## English

**ENG 099: Introduction to College Writing**

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. NOTE: Students who withdraw from ENG 099 must also withdraw from ENG 101.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**Co-Requisites:**

ENG 101 English Composition I This course is a co-requisite English course paired with ENG 101. Emphasis is placed on providing students

**ENG 100: Vocational Technical English**

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.

**Credits:** 3

**Lecture Hours:** 3

**Prerequisites:**

Satisfactory Placement Score.

**ENG 101: English Composition I**

English Composition I provides instruction and practice in the writing of at least four (4) 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. Must have a "C" or better to enroll in ENG 102.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

A grade of "C" or better in ENR 098 or appropriate English placement score

**ENG 102: English Composition II**

English Composition II provides instruction and practice in the writing of at least four (4) 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

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

A grade of "C" or better in ENG 101 or the equivalent.

**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

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

ENG 102 or equivalent with a grade of "C" or better.

**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

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

ENG 102 or equivalent with a grade of "C" or better.

**ENG 271: World Literature I**

This course is a study of selected literary masterpieces from Antiquity to the Age of Reason. 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

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

ENG 102 or equivalent with a grade of "C" or better.



**ENG 272: World Literature II**

This course is a study of selected literary masterpieces from the Age of Reason 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

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

ENG 102 or equivalent with a grade of "C" or better.

**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 either a written or an oral presentation.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**Prerequisites:**

Permission of the instructor.

**ENR 098: Writing and Reading for College**

This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising, and editing to produce competent essays using standard written English. This course may include one-hour lab component.

**Credits:** 4

**Lab Hours:** 0

**Lecture Hours:** 4

## Environmental Technology

**EVT 101: Introduction to Environmental Science and Technology**

This course is a survey of modern environmental science. Topics include ecosystem processes, species strategies, social systems, community building, ecosystems stability, population ecology, individual adaptations, species diversity, and physical and chemical systems from geochemistry to soil science. Upon completion, students should be able to explain the interdependencies of the ecosystem of our planet.

**Credits:** 4

**Lab Hours:** 2

**Lecture Hours:** 3

**EVT 105: Introduction to Occupational Safety and Health**

This course provides an overview of the field of occupational safety and health technology. Topics include an overview of OSHA regulations, origins of occupational safety and health standards, safety and health process design, safety and health technology, and managing safety processes. Upon completion, students should be able to demonstrate occupational safety and health knowledge.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**EVT 107: Environmental Health and Safety Assessments and Reporting**

This course focuses on procedures in conducting environmental audits, legal issues, typical auditing problems, audit protocol, managing and critiquing an audit program, and dealing with small businesses during audit program. Emphasis is on problem areas in the workplace setting where potential violations of federal, state, and local laws could cause severe damage to an industry or company. Upon completion, students should be able to conduct environmental site assessments.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**EVT 110: Introduction to Environmental Laws and Regulations**

This course provides an overview of current federal laws and regulations that relate to the environment. Topics include laws and regulations relating to air, land, and water, such as the Clean Air Act, Clean Water Act, RCRA, Toxic Substance Control Act, the Federal Pesticide Acts, OSHA, CERCLA, and SARA. Information on Alabama specific law regulation by the Alabama Department of Environmental Management (ADEM) and obtaining permits is also presented. Upon completion, students should be able to explain methods and strategies to ensure regulatory compliance.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**EVT 120: Introduction to Hazmat and Osha Regulations**

This course provides a historical overview of the occupational, consumer, and environmental health and safety issues. Topics include applicable OSHA regulation and compliance strategies. Upon completion, students should be able to develop methods and strategies to ensure regulatory compliance with transportation and emergency response regulations regarding hazardous materials.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**EVT 140: Hydrology**

This course is an introduction to hydrology cycles. Topics include rainfall and runoff analysis, water-shed studies, overland flow and flood routing, sediment transport, and hydrologic forecast. Upon completion, students should be able to evaluate the interaction of water with the surrounding environment.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 2

**EVT 150: Hazmat Communication Training**

This course is designed to provide instruction in the development and implementation of a hazard communication program for employees, the community, and emergency response personnel. Emphasis will be placed on employee "right to know" requirements. Upon completion, students should understand how to develop hazard communications programs.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**EVT 160: Introduction to Air Pollution**

This course will provide an introduction of air pollution dealing with effects, sources, combustion processes, abatement, and control technology. Subjects covered include air monitoring, sampling and air dispersion models, nature of problems, and approaches for solution of these problems. Upon completion, students should understand the causes and effects of air pollution.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 2

**EVT 201: Environmental Internship I**

This course will provide work experience designed to familiarize students with the application of environmental technology principles. Efforts will be made to place students in an area which supports their career goals. Upon completion, students should have gained experience as an environmental technician.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**EVT 202: Environmental Internship II**

This course is a continuation of EVT 201. It will provide work experience designed to familiarize students with the application of environmental technology principles. Efforts will be made to place students in an area which supports their career goals. Upon completion, students should have gained experience as an environmental technician.

**Credits:** 3

**Lab Hours:** 15

**Lecture Hours:** 0

**EVT 203: Environmental Permitting**

This course is designed to teach a student environmental permitting procedures. Topics include documentation and application procedures, government, regulatory, and licensing organization, structure and protocol, title search, environmental audits, and water well surveys. Upon completion, students should be able to process permits and prepare technical correspondence and reports.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**EVT 210: Environmental Sampling and Analysis**

This course is designed to introduce students to the theory and practical methodology of the analysis of significant inorganic substances in different environmental sample matrices. Topics include sample acquisition, preservation, preparation, analysis and documentation according to approved EPA methods and guidelines. Quality assurance and quality control requirements will be stressed. Field and laboratory exercises will be completed to determine the composition for several selected inorganic substances. Upon completion, students should be able to perform environmental sampling and analysis.

**Credits:** 4

**Lab Hours:** 1

**Lecture Hours:** 3

**EVT 220: Toxicology**

This course is designed to familiarize students with acute and chronic health effects due to exposures with hazardous materials. Topics covered in this course include review of human physiology and recognition of physiological effects of toxic agents, concepts of TLV and LD, use of medical technology, modes of contact and entry of toxic agents, dose time, and concentration effects, recognition of toxic agents, occupational diseases, and epidemiology. Upon completion, students will understand the effects of exposure to hazardous materials on the human body.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**EVT 229: Ecology**

Elementary concepts with focus on energetics, limiting factors, the process of adaptation to a changing environment, the niche, ecological pyramids and succession. The laboratory will consist of elementary concepts with focus on the niche, ecological pyramids and succession.

**Credits:** 4

**Lab Hours:** 2

**Lecture Hours:** 3

**EVT 230: Pollution Prevention**

Case studies are presented for understanding, communicating, and managing industrial manufacturing processes. This course includes examples of changing operating practices, materials substitution, process/product changes and recycling/reuse. Topics include how to develop a process flow diagram and material balances for a generic manufacturing facility, how to identify potential pollution prevention opportunities, and how to determine feasibility of various pollution plants. Upon completion, students should be able to develop and evaluate pollution prevention plans.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**EVT 250: Hazardous Waste Operations and Emergency Response**

This course is an overview of emergency planning techniques for hazardous materials spills. Topics include the coordination and implementation of emergency response procedures, and first aid and CPR. Upon completion, students should be able to design and/or evaluate emergency response plans.

**Credits:** 4

**Lab Hours:** 1

**Lecture Hours:** 3

**EVT 260: Introduction to Industrial Hygiene**

This course focuses on laboratory and plant hazards. Topics include sampling techniques, hazard evaluation, control of airborne contaminants, ventilation, filter preparation and sampling, air quality, respiratory disease, and the use of appropriate laboratory and safety equipment. Upon completion, students will have a thorough knowledge of all areas of industrial safety.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**EVT 280: Hazardous Materials Management**

This course focuses on methods of hazardous waste minimization, recovery, destruction, and disposal. Topics include conservation, recycling, and safe disposal techniques for any hazardous material. Upon completion, students should be able to explain MSDS sheets and explain processes to minimize waste creation.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**EVT 290: Workplace Analytical Methods**

This course introduces sampling strategy and technique, analytical methods and measurements, and evaluation of gathered test data. Topics include wet chemistry, gas chromatography, high performance liquid chromatography, spectrophotometry, and other electroanalytical techniques. Upon completion, students should be able to read and interpret data from these sources and make presentations on cause and effect results from the data.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 2

## Geography

**GEO 100: World Regional Geography**

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

## Health Education

**HED 226: Wellness**

This course provides health-related education to those individual seeking advancement in the area of personal wellness. The course has 5 major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**HED 231: First Aid**

This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

## Health Information Technology

**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

**Lab Hours:** 0

**Lecture Hours:** 3

**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.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

A grade of "C" or higher in HIT 230.

## History

**HIS 101: Western Civilization I**

This course surveys the social, economic, and political developments which shaped the modern western world. This course covers history from the ancient world through the Reformation.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**HIS 102: Western Civilization II**

This course continues HIS 101. It surveys the development of the western world from the Reformation to the present.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**HIS 201: United States History I**

This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 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

**Lab Hours:** 0

**Lecture Hours:** 3

## Humanities

**HUM 100: Humanities Forum**

In this course, credit is given for participation in lectures, concerts, and other events which have relevance to the study of the humanities. The course may be repeated for credit.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**HUM 120: International Studies in Culture**

This course offers a survey of art, music, and culture of foreign countries. This may involve travel abroad and may be repeated for credit.

**Credits:** 1-3

**Lab Hours:** 0

**Lecture Hours:** 1

**HUM 298: Directed Studies**

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 and the course may be repeated for credit.

**Credits:** 0

**Lab Hours:** 0

**Lecture Hours:** 0

**HUM 299: A Phi Theta Kappa-Honors a**

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for credit.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**HUM 299: B Phi Theta Kappa-Honors B**

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for credit.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**HUM 299: C Phi Theta Kappa-Honors C**

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for credit.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

# Industrial Maintenance Technology

## **INT 101: DC Fundamentals**

NOTE: There is an approved standardized plan-of-instruction for this course. 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 trouble shoot DC and to prove the theories taught during classroom instruction. This is a CORE course.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**Prerequisites:**

As required by college.

## **INT 102: Industrial Maintenance Cutting/Welding**

This course provides instruction in the fundamentals of acetylene cutting and the basic SMAW (stick) welding. Topics covered are acetylene torch cutting equipment, safety and use; welding safety, welding hand tools, type of welding machines and welding rods, determining types of metal, welding passes, beads, and joints.

**Credits:** 2

**Lab Hours:** 3

**Lecture Hours:** 1

## **INT 103: AC Fundamentals**

NOTE: There is an approved standardized plan-of-instruction for this course. 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 lock out 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. This is a CORE course.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**Prerequisites:**

As required by college.

## **INT 105: Introduction to Process Technology**

This course is designed to provide the student with an introduction to process control technology and various instruments used to control processes. Upon completion, students should be able to comprehend principles of process control technology and the application of various instruments used to control processes in an industrial setting.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

## **INT 106: Elements of Industrial Mechanics**

This course provides instruction in basic physics concepts applicable to industrial mechanics. Topics include mechanical principles with emphasis placed on power transmission and specific mechanical components. Upon course completion, students will be able to apply principles relative to mechanical tools, fasteners, basic mechanics, lubrication, bearings, packing and seals.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**INT 107: Fundamentals of Electricity I**

This theory based course provides students with knowledge of basic electrical theory and the use of basic instruments to measure electricity. It is a foundational course to enable multicraft industrial maintenance personnel to develop basic knowledge of electricity in a workplace.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**INT 108: Fundamentals of Electricity II**

This course provides students with knowledge and skills of how to read and interpret electric circuits, how to wire electrical connections, and how to identify faults in electrical motors and controls. It is a foundational course to enable multicraft industrial maintenance personnel to apply knowledge and skill of electricity in a workplace.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 2

**INT 109: Components of Material Handling**

This course focuses on the different modes of handling manufactured goods or products. Topics include the installation, operation, and maintenance of the material handling process components. Emphasis is placed on determining control limits, performing scheduled maintenance, and troubleshooting performance or function failures. Upon completion, students should be able to install, operate, monitor, maintain and troubleshoot a simulated material handling system.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**INT 110: Automated Material Handling**

This course focuses on the automatic function and control of different modes of handling manufactured goods or products. Topics include the development of a simulated condition of control parameters within the material handling process, determining control limits, and performing root cause analysis. Upon completion, students should be able to write start-up and shut-down procedures, operate, monitor, and control plant material handling systems at the system wide level.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**INT 112: Industrial Maintenance Safety Procedures**

This course is an in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include traffic, ladder, electrical, and fire safety, safe work in confined spaces, electrical and mechanical lock-out procedures, emergency procedures, OSHA regulations, MSDS Right-to-Know law, hazardous materials safety, and safety equipment use and care. Upon course completion, students will be able to implement health and safety practices in an industrial production setting.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**INT 113: Industrial Motor Control I**

This course focuses on information regarding industrial motor controls and basic information regarding process logic controllers. Upon completion students will be able to remove, replace, and wire different types of control devices for operating industrial motors.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**INT 115: Level and Pressure Devices**

This course focuses on craft-related mathematics and process control theory. Topics include elements, transistors, transducers, displacers, controllers, recorders, control valves, actuating and electrical devices. Upon completion, students should be able to understand process control theory and apply the related calculations.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**INT 116: Flow and Temperature Devices**

This course provides the student with practical experience in process control theory. Emphasis is placed on connecting and calibrating transistors, transducers, displacers, controllers, recorders, control valves, actuating and electrical devices. Upon completion, students should be able to install industrial measurement devices.

**Credits:** 3

**Lab Hours:** 4

**Lecture Hours:** 1

**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:** 1

**Lecture Hours:** 2

**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.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**INT 120: Concepts of Direct Current**

This course provides a study of basic concepts and application of direct current (DC). Specific topics include but are not limited to an introduction to electrical theory, units of electrical measurement, DC electrical components, and constructing various types of DC circuits. Students gain hands-on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators and the operation of common test equipment used to analyze and troubleshoot DC circuits and to prove the theories taught during classroom instruction.

**Credits:** 5

**Lab Hours:** 2

**Lecture Hours:** 3

**INT 121: Industrial Hydraulics Troubleshooting**

This course provides instruction in maintenance and troubleshooting procedures needed for safe and proper repair of hydraulic systems used with industrial production equipment. Topics include maintenance and troubleshooting procedures, hydraulic system maintenance and troubleshooting techniques, effects of heat, leakage, and contamination on components and system operation, component maintenance and troubleshooting, reading and interpreting system diagrams, and design and troubleshooting of hydraulic circuits and systems. Upon course completion, students will demonstrate the ability to troubleshoot and repair industrial hydraulic systems.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**INT 122: Concepts of Alternating Current**

This course provides a study of basic concepts and application of alternating current (AC). Specific topics include but are not limited to: an introduction to AC electrical theory, AC electrical measurements, and constructing and measuring various types of AC circuits. Students gain hands-on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators and the operation of various test equipment used to analyze and troubleshoot AC circuits.

**Credits:** 5

**Lab Hours:** 2

**Lecture Hours:** 3

**INT 123: Concepts of Solid State Electronics**

This course is an introduction to semiconductor fundamentals and applications to electronic devices. It covers the basic operations and applications of rectifier circuits, transistors, and thyristors. Coverage is given to safety, use, and care with hazardous materials and personnel 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:** 2

**Lecture Hours:** 3



**INT 126: Preventive Maintenance**

This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**INT 127: Principles of Industrial Pumps and Piping Systems**

This course provides information 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:** 1

**Lecture Hours:** 2

**INT 128: Principles of Industrial Environmental Controls**

This course focuses on the basic knowledge and skills to service 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:** 1

**Lecture Hours:** 2

**INT 130: 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:** 2

**Lecture Hours:** 3

**INT 132: Preventive and Predictive Maintenance**

This course focuses on the concepts and applications of preventive and predictive maintenance. Topics include the introduction to optic alignment equipment, vibration testing and analysis, data collection, job safety, tool safety, systems analysis, preventive maintenance procedures and tasks, and predictive maintenance concepts. Upon completion, students will demonstrate the ability to apply the planning process for proper preventive and predictive maintenance.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**INT 134: Principles of Industrial Maintenance Welding and Metal Cutting Techniques**

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**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.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 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 completion, students will have the ability to use precision measurement instruments and to read mechanical drawings.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**INT 158: Industrial Wiring I**

This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**INT 161: Blueprint Reading for Industrial Technicians**

This course is designed to provide the student a comprehensive understanding of blueprint reading. Topics include identifying types of lines and symbols used in mechanical drawings; recognition and interpretation of various types of views, tolerance, and dimensions.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**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.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**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.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**INT 207: Industrial Automatic Controls**

This course focuses on the function of automatic controllers in different modes: on-off, proportional, reset, derivative, ratio, and cascade. Topics include operation of pneumatic, electronic, and computer process control equipment; service of basic process equipment and instrumentation; correct operation and maintenance of valves and pumps; recognizing patterns from data; developing and interpreting control charts; determining control limits; and performing root cause analysis. Upon completion, students should be able to write start-up and shut-down procedures, and operate, monitor, and control continuous and batch model plants.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**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:** 2

**Lecture Hours:** 1

**Prerequisites:**

INT 206

**INT 213: Industrial Motor Control II**

This course is a continuation of INT 113 focusing on additional theory and practice regarding industrial motor control schematics and wiring. Included are multispeed and softstart wiring techniques for industrial motors and synchronous motor control. The student will also be exposed to the theory, setup and programming of variable speed drives. Upon completion, students will be able to remove, replace, and wire different types of resistors, reactors and transformers similar to those used in the control of industrial polyphase motors and large DC motors.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**INT 215: Troubleshooting Techniques**

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**INT 222: Special Topics**

This course provides specialized instruction in various areas related to industrial maintenance. Emphasis is placed on meeting students' needs.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**INT 232: Manufacturing Plant Utilities**

This course focuses on the theory of operating and maintaining plant utilities. Topics include the operation/control and maintenance of boilers, HVAC systems, and air compressors. Upon course completion, students will demonstrate the ability to repair and maintain utilities systems in an industrial setting.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 2

**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:** 1

**Lecture Hours:** 2

**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.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**INT 254: Robot Maintenance and Troubleshooting**

This course introduces the principle concepts in troubleshooting and maintenance of robots. Topics include recognizing and describing major robot components. Students will learn to diagnose robot mechanical problems to the component level; to replace mechanical components and perform adjustments; to troubleshoot 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 and characteristics, explain system operations of simple robots, and maintain robotic systems.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**INT 261: Mssc Safety Course**

This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Topics covered include:

- Work in a safe and productive manufacturing workplace
- Perform safety and environmental inspections
- Perform emergency drills and participate in emergency teams
- Identify unsafe conditions and take corrective action
- Provide safety orientation for all employees
- Train personnel to use equipment safely
- Suggest process and procedures that support safety of work environment
- Fulfill safety and health requirements for maintenance, installation and repair
- Monitor safe equipment and operator performance
- Utilize effective, safety-enhancing workplace practices

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**INT 280: Special Topics Computer Fundamentals**

This course introduces the student to applications of computers in the laboratory setting. It will cover the computer from a hardware standpoint and introduce the operating system. Application software will include word processing, spreadsheets, database managers, and other electronic related software. Upon completion, students should be able to operate a personal computer in the technical setting.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**INT 284: Advanced Programmable Logic 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.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**Prerequisites:**

INT 184

**INT 288: Applied Principles of Programmable Controllers**

This course provides a comprehensive study in the theory and application of specific models of programmable logic controllers. Topics include hardware configuration, memory and addressing detail function of software, instruction types, system troubleshooting, and simple programming techniques.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**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 competences.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

## Interdisciplinary Studies

**IDS 115: Forum**

In this course, credit is given in recognition of attendance at academic lectures, concerts, and other events. IDS 115 requires attendance at designated events which are chosen from various lectures, cultural events and programs given at the college or in the community. IDS 115 may be repeated for credit.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**IDS 200: College Scholars Bowl Workshop**

This course offers the student preparation, practice, and participation in the College Scholars Bowl Program and competition. IDS 200 may be repeated for credit.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**Prerequisites:**

Permission of the instructor.

**IDS 299: Directed Studies in Leadership**

This course provides training and experience in leadership techniques and practice. Students are required to serve in leadership positions on campus or in the community. IDS 299 may be repeated for credit.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**Prerequisites:**

Permission of the instructor.

## Machine Shop Technology

**MSP 101: Basic Machining Technology**

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

**Credits:** 5

**Lab Hours:** 4

**Lecture Hours:** 1

**MSP 102: Intermediate Machining Technology**

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

**Credits:** 5

**Lab Hours:** 4

**Lecture Hours:** 1

**MSP 103: Advanced Machining Technology**

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

**Credits:** 5

**Lab Hours:** 4

**Lecture Hours:** 1

**MSP 104: Basic Machining Calculations**

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.

**Credits:** 2

**Lab Hours:** 1

**Lecture Hours:** 1

**MSP 105: Lathes**

This course covers the operation and safety practices for engine lathes. Topics include turning, grinding, boring, chamfering, necking, grooving, and threading. Upon completion, students should be able to safely operate an engine lathe using appropriate attachments.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**MSP 107: Milling Machines**

This course provides instruction and practice in the use of milling machines. Emphasis is placed on the construction, operation and maintenance of milling machines. Upon completion, students should be able to design, cut, and manufacture tools and fixtures.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**MSP 111: Introduction to Computer Numerical Control**

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

**Credits:** 2

**Lab Hours:** 1

**Lecture Hours:** 1

**MSP 112: Basic Computer Numerical Control Turning**

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**MSP 113: Basic Computer Numerical Control Milling**

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**MSP 115: Advanced Milling Machines**

This course provides additional information on milling setups including rotary tables, boring, dovetail machining, dividing head work. Students obtain hands-on experience in the setup and use of these and other milling accessories.

**Credits:** 5

**Lab Hours:** 3

**Lecture Hours:** 2

**MSP 121: Basic Blueprint Reading for Machinists**

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

**Credits:** 2

**Lab Hours:** 1

**Lecture Hours:** 1

**MSP 131: Introduction to Metrology**

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

**Credits:** 2

**Lab Hours:** 1

**Lecture Hours:** 1

**MSP 132: Grinding Machines**

This course provides instruction and practice in the use of grinding machines. Emphasis is placed on construction, operation, and maintenance of grinding machines. Upon completion, students should be able to perform essential procedures on grinding machines.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**MSP 135: Millwright Work**

This course provides information on welding, machine installation, couplings, precision measurement, and belts with an overview of the safety requirements for most industrial situations.

**Credits:** 4

**Lab Hours:** 2

**Lecture Hours:** 2

**MSP 136: Machine Repair**

This course provides information for students that plan to enter the field of machine tool maintenance.

Concentrating on power transmission through various mechanical means and the disassembly and repair of these machines provides the students with the experience needed to repair many types of machines.

**Credits:** 3

**Lab Hours:** 6

**Lecture Hours:** 1

**MSP 137: Advanced Cam**

This course provides expanded views of CNC mill and lathe operations with in-depth instruction in the use of Computer Aided Machining (CAM) software to provide multiple axis part programs for the CNC mill using Master CAM Software.

**Credits:** 4

**Lab Hours:** 6

**Lecture Hours:** 2

**MSP 142: Advanced Machining Calculations**

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

**Credits:** 2

**Lab Hours:** 1

**Lecture Hours:** 1

**MSP 173: Injection Mold Setter Skills**

This course is designed to teach students basic mold setter skills. They will learn the fundamentals of injection molding operations, including molding terminology, machine part identification, operating safety, machine controls and machine startup and shutdown. Students are taught to identify common part defects such as non-fill, burn marks, warpage, discoloration, weld lines, and flash. At the end of this course students should be able to safely work as a mold setter.

**Credits:** 3

**Lab Hours:** 4

**Lecture Hours:** 1

**MSP 175: Injection Mold Setter Skills Lab**

This course is designed to teach students basic mold setter skills in a laboratory environment. It is a companion course for AUT/MTT/MSP 173. The students will learn the practical application of injection molding operations, including molding terminology, machine part identification, operating safety, machine controls and machine startup and shutdown. Students are taught to identify and correct common part defects such as non-fill, burn marks, warpage, discoloration, weld lines, and flash. At the end of this course students should be able to safely work as a mold setter.

**Credits:** 3

**Lab Hours:** 9

**Lecture Hours:** 0

**MSP 181: Special Topics - Grinding**

This course is a guided independent study of special projects in Machine Shop Technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

**Credits:** 2

**Lab Hours:** 1

**Lecture Hours:** 1

**MSP 182: Special Topics - Mill, Lathe, Saw**

This course is a guided independent study of special projects in Machine Shop Technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

**Credits:** 2

**Lab Hours:** 2

**Lecture Hours:** 0

**MSP 221: Advance Blueprinting**

This course provides basic blueprint reading theory and practice for machining and welding trades. Three-dimensional comprehension and dimensioning practices are the primary concern of this course.

**Credits:** 2

**Lab Hours:** 1

**Lecture Hours:** 1

**MSP 273: Injection Mold Processing**

This course is designed to teach student basic injection mold processor skills. Topics will include safety, molding materials, machine controls, fill rates, temperature control, pressure control, and timing. Students will learn how various factors affect the injection mold process and how to compensate for those factors by setting and adjusting machine controls.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**MSP 275: Injection Mold Processing Lab**

This course is designed to teach students basic injection mold processor skills in a laboratory environment. It is a companion course for AUT/MTT/MSP 273. The students will learn the practical application of injection mold processes including safety, molding materials, machine controls, fill rates, temperature control, pressure control, and timing. Students will learn how various factors affect the injection mold process and how to compensate for those factors by setting and adjusting machine controls.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**MSP 291: Co-Op in Machine Shop Technology**

Students work on a part-time basis in a job directly related to Machine Shop Technology. The employer and supervising instructor evaluate the student's progress. Upon completion, students will be able to apply skills and knowledge in an employment setting.

**Credits:** 0

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

Instructor approval required.

## Mathematics

**MTH 098: Elementary Algebra**

This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties, integers and rational numbers, the solving of equations, polynomials and factoring, and an introduction to systems of equations and graphs. Must have a C or better to enroll in MTH 100 and MTH 099.

**Credits:** 4

**Lab Hours:** 0

**Lecture Hours:** 4

**MTH 099: Support for Intermediate College Algebra**

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 100. The material covered in this course is parallel to and supportive of the material taught in MTH 100. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 100 class. This course does not apply toward the general core requirement for mathematics. NOTE: Students who withdraw from MTH 099 must also withdraw from MTH 100.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

A grade of "C" or better in MTH 098 or appropriate mathematics placement score. (Note that MTH 099 is required for students completing MTH 098 Elementary Algebra.)

**Co-Requisites:**

MTH 100 Intermediate College Algebra.

**MTH 100: Intermediate College Algebra**

This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations and quadratic equations. Functions and relations are introduced and graphed. This course does not apply toward the general core requirement for mathematics.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

A grade of "C" or higher in MTH 098 Elementary Algebra or appropriate score.

**Co-Requisites:**

MTH 099 Support for Intermediate College Algebra, if required. (Note that MTH 099 is required for students completing MTH 098 Elementary 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

**Lab Hours:** 0

**Lecture Hours:** 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 is that the student should successfully pass with C or higher (S if taken as pass/fail) Intermediate College Algebra.

**MTH 115: Precalculus Algebra & Trigonometry**

This course is one semester combination of Precalculus Algebra and Precalculus Trigonometry intended for superior students. The course covers the following topics: the algebra of functions (including polynomial, rational, exponential, and logarithmic functions), systems of equations and trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations, vectors, complex numbers, DeMoivre's Theorem, and polar coordinates.

**Credits:** 4

**Lab Hours:** 0

**Lecture Hours:** 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 (S if taken as pass/fail) MTH 100 and receive permission from the department chairperson.

**MTH 232: Math for the Elementary Teacher II**

This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

MTH 231



# Medical Assisting Technology

## **MAT 101: Medical Terminology**

This course is designed for medical assistants, student nurses, and others in medically related fields. The course will focus on the more common prefixes, roots, and suffixes used to construct medical terms with these word parts to determine the meanings of new or unfamiliar terms. The student will learn a system of word building which will enable them to interpret medical terms.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

## **MAT 102: Medical Assisting Theory I**

A description of anatomical descriptors and the cell introduces the student to and serves as an overview of the body's systems. The structure and function of the nervous, sensory, integumentary, muscular, skeletal, respiratory, and cardiovascular systems are taught with the diseases related to these systems presented. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. BIO 201 may substitute for MAT 102.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

## **MAT 103: Medical Assisting Theory II**

The structure and function of the digestive, urinary, reproduction, endocrine, and immune systems are presented. Disease processes that are related to these systems will be included. Basic concepts of reproduction, growth and development, and nutrition are taught. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. BIO 202 may substitute for MAT 103.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

## **MAT 111: Clinical Procedures I for the Medical Assistant**

This course includes instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with examination, and patient education. Upon completion, students will be able to demonstrate competence in exam room procedures.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

## **MAT 120: Medical Administrative Procedures I**

This course introduces medical office administrative procedures. Topics include appointment scheduling, telephone techniques, managing the physician's schedule, handling mail, preparing and maintaining medical records, and patient orientation. Upon completion, students should be able to perform basic medical secretarial skills.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

## **MAT 121: Medical Administrative Procedures II**

This course introduces medical office administrative procedures not covered in Medical Administrative Procedures I. Topics include fees, credit, and collections, banking, bookkeeping Payroll, and computerized finance applications. Upon completion students should be able to manage financial aspects of medical offices.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

## **MAT 125: Laboratory Procedures I for the Medical Assistant**

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective diagnostic test, such as a CBC, screening and follow-up of test results and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/ skills based on course topics.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

## **MAT 128: Medical Law and Ethics for the Medical Assistant**

This course provides basic information related to the legal relationship of patient and physician. Topics to be covered include creation and termination of contracts, implied and informed consent, professional liability, invasion of privacy, malpractice, tort, liability, breach of contract, and the Medical Practice Act. Upon completion, students should be able to recognize ethical and legal implications of these topics as they relate to the medical assistant.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**MAT 200: Management of Office Emergencies**

This course is designed to instruct students in handling emergencies in the medical office. Emergencies presented will include cardiovascular emergencies, diabetic emergencies, seizures, syncope, hyperthermia and hypothermia shock, musculoskeletal emergencies, and poisoning. Upon completion, students should be able to recognize emergency situations and take appropriate actions.

**Credits:** 2

**Lab Hours:** 0

**Lecture Hours:** 2

**Prerequisites:**

MAT 111

**MAT 211: Clinical Procedures II for the Medical Assistant**

This course includes instruction in vital signs and special examination procedures. Emphasis is placed on interviewing skills, appropriate triage and preparing patients for diagnostic procedures. Upon completion, students should be able to assist with special procedures.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**Prerequisites:**

A grade of "C" or higher in MAT 111 and MTH 116 or MTH 100.

**MAT 215: Laboratory Procedures II for the Medical Assistant**

This course instructs the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry, and venipuncture theory as well as venipuncture collection procedures are discussed and performed. Upon completion, students should be able to perform basic lab tests/skills on course topics.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**Prerequisites:**

A grade of "C" or higher in MAT 125.

**MAT 216: Pharmacology for the Medical Office**

This course teaches the commonly administered drugs used in the medical field including their classifications, actions, indications, contraindications, and side effects on the body. Correct demonstration of drug calculation, preparation, administration, and documentation are also taught. Upon completion, students should be able to demonstrate safe drug administration and recognize common medical classifications and their patient implications.

**Credits:** 4

**Lab Hours:** 1

**Lecture Hours:** 3

**Prerequisites:**

A grade of "C" or higher in MAT 211. MTH 116 or MTH 100 or MTH 112 with a grade of "C" or higher.

**MAT 220: Medical Office Insurance**

In this course emphasis is placed on insurance procedures with advanced diagnostic and procedural coding in the outpatient facility. Study will include correct completion of insurance forms and coding. Upon completion, students should be able to demonstrate proficiency in coding for reimbursements.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**MAT 228: Medical Assistant Review Course**

This course includes a general review of administrative and clinical functions performed in a medical office. The course will assist the student or graduate in preparing for national credentialing examination.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**Prerequisites:**

A grade of "C" or higher in MAT 111, and MAT 211.

**MAT 229: Medical Assisting Preceptorship**

This course is designed to provide the opportunity to apply clinical, laboratory, and administrative skills in a physician's office, clinic or outpatient facility. The student will gain experience in applying knowledge learned in the classroom in enhancing competence, in strengthening professional communications and interactions. Upon completion, students should be able to perform as an entry-level Medical Assistant.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

A grade of "C" or higher in MAT 111, MAT 211, and MAT 200 and EMS 100.

**MAT 239: Phlebotomy Preceptorship**

This course is designed to provide the opportunity to apply phlebotomy techniques in the physician's clinic and hospital setting. Emphasis is placed on training individuals to properly collect and handle blood specimens for laboratory testing and to interact with health care personnel, patients, and the general public. Upon completion, students should be prepared for entry-level phlebotomy and to sit for the Phlebotomy Technician Examination.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

A grade of "C" or higher in MAT 125 and MAT 215 and EMS 100.

## Music

**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 performances and lectures by guest artists, faculty or students, and on personal performance(s) in class each semester.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 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 will cover a minimum of three (3) stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**MUS 110: Basic Musicianship**

This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody and harmony.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

Permission of the instructor.

**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

**Lab Hours:** 0

**Lecture Hours:** 3

**Co-Requisites:**

MUS 113, if ear training lab is a separate course.

**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

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

MUS 111

**Co-Requisites:**

MUS 114, if eartraining lab is a separate course.

**MUS 113: Music Theory Lab I**

This course provides the practical application of basic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter and four-part triadic progressions in root position. Upon completion, students should be able to write, sing and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads and short four-part progressions in root position.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**MUS 114: Music Theory Lab II**

This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter and four-part diatonic progressions in all inversions. Upon completion, students should be able to write, sing and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatonic melodies and four-part diatonic progressions.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

MUS 113.

**Co-Requisites:**

MUS 112, if ear training lab is a separate course.

**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 ternary forms. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation and keyboard skills.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

MUS 112.

**Co-Requisites:**

MUS 213, if ear training lab is a separate course.

**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

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

MUS 211.

**Co-Requisites:**

MUS 214, if ear training lab is a separate course.

**MUS 213: Music Theory Lab III**

aterials 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

MUS 114.

**Co-Requisites:**

MUS 211, if eartraining lab is a separate course. This course provides the practical application of chromatic musical

**MUS 214: Music Theory Lab 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

MUS 213.

**Co-Requisites:**

MUS 212, if ear training lab is a separate course.

## Music Ensemble

**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

**Lab Hours:** 2

**Lecture Hours:** 0

**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

**Lab Hours:** 2

**Lecture Hours:** 0

**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

**Lab Hours:** 2

**Lecture Hours:** 0

**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

**Lab Hours:** 2

**Lecture Hours:** 0

**MUL 121: Class Strings 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

**Lab Hours:** 2

**Lecture Hours:** 0

**MUL 122: Class Strings 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

**Lab Hours:** 2

**Lecture Hours:** 0

**MUL 131: Class Woodwinds 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

**Lab Hours:** 2

**Lecture Hours:** 0

**MUL 132: Class Woodwinds 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

**Lab Hours:** 2

**Lecture Hours:** 0

**MUL 151: Class Percussion 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

**Lab Hours:** 2

**Lecture Hours:** 0

**MUL 152: Class Percussion 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

**Lab Hours:** 2

**Lecture Hours:** 0

**MUL 161: Class Fretted Instr. 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

**Lab Hours:** 2

**Lecture Hours:** 0

**MUL 162: Class Fretted Instr. 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

**Lab Hours:** 2

**Lecture Hours:** 0

**MUL 170: Music Workshop I**

This course is a seminar clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 171: Music Workshop II**

This course is a seminar clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 172: Musical Theatre Workshop I**

This course includes the study of musical theater history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theater. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

**Credits:** 2

**Lab Hours:** 4

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 173: Musical Theatre Workshop II**

This course includes the study of musical theater history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theater. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

**Credits:** 2

**Lab Hours:** 4

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 182: Vocal Ensemble 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 183: Vocal Ensemble 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 184: Jazz/Show Choir 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 185: Jazz/Show Choir 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 190: 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 191: 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 192: Instrumental Ensemble 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 193: Instrumental Ensemble 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 196: Jazz/Show 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 197: Jazz/Show 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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

**Lab Hours:** 2

**Lecture Hours:** 0



**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

**Lab Hours:** 2

**Lecture Hours:** 0

**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

**Lab Hours:** 2

**Lecture Hours:** 0

**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

**Lab Hours:** 2

**Lecture Hours:** 0

**MUL 221: Class Strings 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

**Lab Hours:** 2

**Lecture Hours:** 0

**MUL 222: Class Strings 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

**Lab Hours:** 2

**Lecture Hours:** 0

**MUL 231: Class Woodwinds 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

**Lab Hours:** 2

**Lecture Hours:** 0

**MUL 232: Class Woodwinds 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

**Lab Hours:** 2

**Lecture Hours:** 0

**MUL 251: Class Percussion 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

**Lab Hours:** 2

**Lecture Hours:** 0

**MUL 252: Class Percussion 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

**Lab Hours:** 2

**Lecture Hours:** 0

**MUL 261: Class Fretted Instr. 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

**Lab Hours:** 2

**Lecture Hours:** 0

**MUL 262: Class Fretted Instr. 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

**Lab Hours:** 2

**Lecture Hours:** 0

**MUL 270: Music Workshop III**

This course is a seminar clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 271: Music Workshop IV**

This course is a seminar clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 272: Musical Theatre Workshop III**

This course includes the study of musical theater history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theater. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

**Credits:** 2

**Lab Hours:** 4

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 273: Musical Theatre Workshop IV**

This course includes the study of musical theater history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theater. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

**Credits:** 2

**Lab Hours:** 4

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 282: Vocal Ensemble 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 283: Vocal Ensemble 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 284: Jazz/Show Choir 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 285: Jazz/Show Choir 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 290: 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 291: 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 292: Instrumental Ensemble 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 293: Instrumental Ensemble 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 296: Jazz/Show 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUL 297: Jazz/Show 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

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

## Music Performance

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 111: Private Voice 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 141: Private Flute 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 142: Private Flute 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 145: 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 146: 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 151: Private Oboe 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 152: Private Oboe 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 153: Private Bassoon 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 154: Private Bassoon 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 163: Private French Horn 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 164: Private French Horn 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 165: Private Mellophone 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 166: Private Mellophone 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 173: Private Euphonium 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 174: Private Euphonium 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.



**MUP 175: Private Tuba 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 176: Private Tuba 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 241: Private Flute 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 242: Private Flute 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 245: 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 246: 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 251: Private Oboe 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 252: Private Oboe 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 253: Private Bassoon 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 254: Private Bassoon 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 263: Private French Horn 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 264: Private French Horn 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 265: Private Mellophone 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 266: Private Mellophone 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 273: Private Euphonium 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 274: Private Euphonium 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 275: Private Tuba 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**MUP 276: Private Tuba 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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

**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. +MUP courses are limited to music majors or minors only.

**Credits:** 1

**Lab Hours:** 2

**Lecture Hours:** 0

**Prerequisites:**

Permission of the instructor.

## Nurse Assistant

**NAS 100: Long Term Care Nursing Assistant**

This course fulfills the seventy-five (75) hour OBRA requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion, students should demonstrate satisfactory performance on written examinations and clinical skills. SKILLS LABORATORY/CLINICAL PRACTICE (S OR C)  
- Three hours of skills laboratory or clinical practice under the supervision of an instructor.

**Credits:** 4

**Lab Hours:** 3

**Lecture Hours:** 3

# Nursing

## **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:** 2

**Lecture Hours:** 4

**Prerequisites:**

Per Nursing Department Policies.

**Co-Requisites:**

MTH 100 (or higher), BIO 201

## **NUR 113: Nursing Concepts**

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/bases balance, and fluid/ electrolyte balance.

**Credits:** 8

**Lab Hours:** 1

**Lecture Hours:** 4

**Prerequisites:**

Per Nursing Department Policies, NUR 112, MTH 100 (or higher), BIO 201

**Co-Requisites:**

ENG 101, PSY210, BIO 202

## **NUR 114: Nursing Concepts II**

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.

**Credits:** 8

**Lab Hours:** 0

**Lecture Hours:** 5

**Prerequisites:**

Per Nursing Department Policies, NUR 112, NUR 113, MTH 100 (or higher), BIO 201, BIO 202, ENG 101, PSY 210

**Co-Requisites:**

NUR 115, 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

**Lab Hours:** 0

**Lecture Hours:** 1

**Prerequisites:**

Per Nursing Department Policies, NUR 112, NUR 113, MTH 100 (or higher), BIO 201, BIO 202, ENG 101, PSY 210

**Co-Requisites:**

NUR 114, SPH 106 or 1017

## **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. 200 level courses are only for those students admitted to the ADN Program.

\*Availability of this class is dependent upon sufficient demand. Please contact a nursing advisor for more information.

**Credits:** 10

**Lab Hours:** 1

**Lecture Hours:** 6

**Prerequisites:**

MTH 100 or higher level math, BIO 201, 202, ENG 101, PSY 210, SPH 106 or 107

## **NUR 211: Advanced Nursing Concepts**

This course provides opportunities for students to integrate advance 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. 200 level courses are only for those students admitted to the ADN Program.

**Credits:** 7

**Lab Hours:** 0

**Lecture Hours:** 4

**Prerequisites:**

Successful completion of first, second, and third, term of the ADN program (For Healthcare Transition Students: Successful completion of NUR 209 as required per track)

**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. 200 level courses are only for those students admitted to the ADN Program.

**Credits:** 7

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

Successful completion of first, second, third, and fourth terms of the ADN program.

**Co-Requisites:**

Humanities elective

## Office Administration

**OAD 100: Introduction to Keyboarding and Technology**

This course is designed to enable the student to develop touch keyboarding skills for efficient use of the microcomputer through classroom instruction and lab exercises. Upon completion, the student should be able to demonstrate proper keying techniques and basic computer skills.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**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. fall semester only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

OAD 100 or high school keyboarding

**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. Spring semester only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

OAD 101 or permission of the 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. Summer semester only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

OAD 103

**OAD 110: Computer Navigation**

This course is designed to introduce the student to the MS Windows® environment through classroom instruction. Emphasis is on Windows as a graphical user interface and includes operations and applications that use the windows environment. Upon completion, the student should be able to demonstrate proficiency in the operation and management of hardware and software as defined by the course syllabus.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3



**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. Fall and Spring semesters only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

OAD 101 or permission of the instructor

**OAD 126: Advanced Word Processing**

This course is designed to increase student proficiency in using the 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. This course is offered only in the summer semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

OAD 125

**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 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. This course is offered only in the summer semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**OAD 131: Business English**

This course is designed to develop the student's ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion, the student should be able to communicate effectively. Fall semester only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**OAD 133: Business Communications**

This course is designed to provide the student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically-organized business communications. Upon completion, the student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communications. Fall and Spring semester only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

ENG 101 or permission of the instructor

**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. Fall semester only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

OAD 101 or permission of the instructor

**OAD 135: Financial Record Keeping**

This course is designed to provide the student with an understanding of the accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation. Fall semester only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**OAD 137: Computerized Financial Record Keeping**

This course is designed to provide the student with skill in using the microcomputer to enter financial data through classroom instruction and outside lab. Emphasis is on the use of appropriate software in the preparation of journals, financial statements, and selected payroll records. Upon completion, the student will be able to demonstrate the ability to use a microcomputer system to record financial data. Fall semester only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

OAD 135

**OAD 138: Records/Information Management**

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures. Spring semester only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 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. This course is offered only in the summer semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

OAD 101 or permission of the instructor

**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. This course is offered only in the summer semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

OAD 101 or permission of the instructor

**OAD 203: Legal Office Procedures**

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a legal environment through classroom instruction and lab exercises. Emphasis is on legal terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a legal environment.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

OAD 101 or permission of the instructor

**OAD 211: Medical Terminology**

This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**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. This course is offered only in the summer semester.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

OAD 211 or permission of the instructor

**OAD 214: Medical Office Procedures**

This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

OAD 101 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

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

OAD 211

**OAD 216: Advanced Health Information Management**

This course 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

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

OAD 215

**OAD 217: Office Management**

This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace, including the importance of office organization, teamwork, workplace ethics, office politics, and conflict-resolution skills. Upon completion, the student should be able to demonstrate effective supervision in the modern office. Spring semester only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**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. Spring semester only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 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:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**OAD 233: Trends in Office Technology**

This course is designed to research current trends in office technology. Emphasis is on advances in technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office. Spring semester only.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**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

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

OAD 134 Career and Professional Development

**OAD 242: Office Internship**

This course is designed to provide the student with the 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

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

Completion of at least 50% of OAD course work or permission of the instructor.

**OAD 247: Special Projects**

This course is designed to provide the student with an opportunity for the expansion of knowledge in an area of special interest under the direct supervision of instructor. Emphasis is on the student's use of modern technology to study, research, or improve skills in a specialized office support area. Upon completion, the student should be able to demonstrate enhanced knowledge and skill gained through an individualized project.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

## Orientation

**ORI 105: Student Success for Developmental Students**

This course is designed to orient students to the college experience by providing them with tools needed for academic and personal success. Topics include: developing an internal focus of control, time management and organizational skills, critical and creative thinking strategies, personal and professional maturity, and effective study skills for college and beyond.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**ORI 107: Student Success**

This course is designed to provide students with information to improve their success as students in a college environment. Specific topics include stress management, time management, goal setting, improving listening and note taking skills, identification of optimum learning styles, reading skills, study skills, problem solving and decision making, test taking strategies, and financial management.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

## Physical Science

**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. Laboratory is required.

**Credits:** 4

**Lab Hours:** 1

**Lecture Hours:** 3

**PHS 112: Physical Science II**

This course provides the non-technical student with an introduction to the basic principles of chemistry and physics. Laboratory is required. NOTE: PHS 112 may be taken before PHS 111.

**Credits:** 4

**Lab Hours:** 1

**Lecture Hours:** 3

**Prerequisites:**

MTH 098 or math placement score.

## Physics

**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, light 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

**Lab Hours:** 1

**Lecture Hours:** 3

**Prerequisites:**

MTH 100

**PHY 120: Introduction to Physics**

This course provides an introduction to general physics for nonscience majors. Topics include fundamentals of mechanics, properties of matter, heat and temperature, electricity and magnetism, optics and modern physics. Laboratory is required. Offered upon sufficient enrollment.

**Credits:** 4

**Lab Hours:** 1

**Lecture Hours:** 3

**Prerequisites:**

MTH 098.

**PHY 201: General Physics I - Trig Based**

This course is designed to cover general physics at a level that assumes previous exposure to college algebra and basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A laboratory is required.

**Credits:** 4

**Lab Hours:** 1

**Lecture Hours:** 3

**Prerequisites:**

MTH 113 or equivalent, or permission of the instructor.

**PHY 202: General Physics II - Trig Based**

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required.

**Credits:** 4

**Lab Hours:** 1

**Lecture Hours:** 3

**Prerequisites:**

PHY 201.

**PHY 205: Recitation in Physics I**

This course will meet one hour weekly purely for problem solving. This course should be taken with PHY 201. *+Availability of this course is dependent on upon sufficient demand. See advisor for further information.*

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**PHY 206: Recitation in Physics II**

This course will meet one hour weekly purely for problem solving. This course should be taken with PHY 202. *+Availability of this course is dependent on upon sufficient demand. See advisor for further information.*

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**PHY 213: General Physics I with Calculus**

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy including thermodynamics. Laboratory is required.

**Credits:** 4

**Lab Hours:** 1

**Lecture Hours:** 3

**Prerequisites:**

MTH 125 or permission of the instructor.

**PHY 214: General Physics II with Calculus**

This course provides a calculus-based study in classical physics. Topics include simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required.

**Credits:** 4

**Lab Hours:** 1

**Lecture Hours:** 3

**Prerequisites:**

PHY 213

**PHY 215: Recitation in Physics I with Calculus**

This course will meet one hour weekly purely for problem solving. This course should be taken with PHY 213. *+Availability of this course is dependent on upon sufficient demand. See advisor for further information.*

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

**PHY 216: Recitation in Physics II with Calculus**

This course will meet one hour weekly purely for problem solving. This course should be taken with PHY 214. *+Availability of this course is dependent on upon sufficient demand. See advisor for further information.*

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 1

## Political Science

**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

**Lab Hours:** 0

**Lecture Hours:** 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 government 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

**Lab Hours:** 0

**Lecture Hours:** 3

**POL 299: Directed Studies**

This course provides opportunities for non-traditional exploration of selected topics in political science. Emphasis is placed on knowledge and experience students gain through learning activities such as guided reading, internships, and programs combining personal experience with related intensive study. Upon completion, students should be able to prepare papers, presentations, or other projects on approved topics related to their individual experiences. \*Credit to be determined from appropriate contact-to-credit ratio formula.

**Credits:** 1

**Lab Hours:** 0

**Lecture Hours:** 0

**Prerequisites:**

Recommendation of the instructor and approval of Department Chairperson.

## Psychology

**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

**Lab Hours:** 0

**Lecture Hours:** 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. +Availability of this course is dependent upon sufficient demand. See master schedule of classes or advisor for further information.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

PSY 200.

## Religion

**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

**Lab Hours:** 0

**Lecture Hours:** 3

**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 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

**Lab Hours:** 0

**Lecture Hours:** 3

**REL 152: Survey of the New Testament**

This course is a survey of the books 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

**Lab Hours:** 0

**Lecture Hours:** 3

## Salon and Spa Management

**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:** 6

**Lecture Hours:** 1

**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 custom base.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

As required by program.

## Sociology

**SOC 200: Introduction to Sociology**

This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**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

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

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

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

SOC 200.

## Spanish

**SPA 101: Introductory Spanish I**

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanishspeaking areas.

**Credits:** 4

**Lab Hours:** 0

**Lecture Hours:** 4

**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

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

SPA 102 or equivalent.

**SPA 202: Intermediate Spanish II**

This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

SPA 201 or equivalent.

## Speech

**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

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

ENG 101 required; ENG 102 recommended.

## Water and Wastewater

**WMT 100: Water Supply and Wastewater Control**

This course is designed to familiarize the student with water supply and wastewater control. Emphasis is on the engineering aspects of water supply, water distribution, wastewater collection, and wastewater treatment and disposal. Upon completion, students should be able to apply engineering and scientific concepts and principles of water supply and wastewater control.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**WMT 101: Introduction to Water Treatment Processes**

This course is designed to train prospective water treatment plant operators and managers in the practical aspects of operating and maintaining water treatment plants, with emphasis on the use of safe practices and procedures. Students will learn how to safely operate and maintain coagulation, flocculation, sedimentation, filtration, and disinfection processes. They will also learn how to control tastes and odors in drinking water, control corrosion to meet the requirements of the Lead and Copper Rule, perform basic water laboratory procedures, and solve arithmetic problems commonly associated with water treatment plant operations.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3



**WMT 102: Introduction to Wastewater Treatment Processes**

This course is designed to train prospective wastewater treatment plant operators and managers in the practical aspects of operating and maintaining wastewater treatment plants, with emphasis on the use of safe practices and procedures. Students will learn how to safely operate and maintain racks, screens, comminutors, sedimentation tanks, trickling filters, rotating biological contactors, package activated sludge plants, oxidation ditches, ponds, and chlorination facilities. Students will also learn how to analyze and solve operational problems and how to perform mathematical calculations relating to wastewater treatment process control.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**WMT 120: Sanitary Chemistry and Biology**

This course is designed to acquaint the student with the fundamentals of microbiology and chemistry applicable to water and wastewater management. Emphasis is on laboratory procedures pertinent to water/wastewater treatment. Upon completion, students should be able to perform relevant laboratory procedures.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**WMT 213: Water and Wastewater Instrumentation and Controls**

This course focuses on the basic fundamentals of instrumentation applicable to water and wastewater management. The application, maintenance, and calibration of instruments in water and wastewater systems are emphasized. Upon completion, students should be able to read, calibrate and maintain mechanical, electrical, hydraulic, and pneumatic sensing equipment, and indicating, recording, and control equipment.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**WMT 214: Basic Hydraulics for Water and Wastewater Technology**

This course is designed to provide the student with an understanding of practical hydraulic design related to water supply and wastewater control. Topics include the collection, treatment, and distribution of water and collection and treatment of domestic and industrial wastewater. Upon completion, students should be able to apply principles of hydraulic systems to water and wastewater management practices.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**WMT 291: Municipal Internship**

This course is designed to allow a student first-hand experience in a municipal wastewater facility or a research facility. These placements will be coordinated through the wastewater treatment program and may include compensated or uncompensated placement.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

## Welding

**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:** 1

**Lecture Hours:** 2

**Co-Requisites:**  
WDT 122.

**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. 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:** 1

**Lecture Hours:** 2

**Co-Requisites:**

WDT 123.

**WDT 110: Industrial Blueprint Reading**

This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion, students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**WDT 115: GTAW Carbon Pipe Theory**

This course is designed to provide the student with the practices and procedures of welding carbon 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:** 2

**Lecture Hours:** 1

**Prerequisites:**

WDT 228.

**Co-Requisites:**

WDT 155.

**WDT 119: Gas Metal Arc/Flux Cored Arc Welding Theory**

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:** 1

**Lecture Hours:** 2

**Co-Requisites:**

WDT 124.

**WDT 120: Shielded Metal Arc Welding Groove Theory**

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:** 1

**Lecture Hours:** 2

**Prerequisites:**

WDT 108 and WDT 109.

**Co-Requisites:**

WDT 125.

**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:** 3

**Lecture Hours:** 0

**Co-Requisites:**

WDT 108.

**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 the applicable welding code.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Co-Requisites:**

WDT 109.

**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:** 3

**Lecture Hours:** 0

**Co-Requisites:**

WDT 119.

**WDT 125: Shielded Metal Arc Welding Groove Lab**

This course provides instruction and demonstration in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

WDT 122 and WDT 123.

**Co-Requisites:**

WDT 120.

**WDT 155: GTAW Carbon Pipe Lab**

This course is designed to provide the student with skills in welding carbon steel pipe with gas tungsten arc weld 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:** 3

**Lecture Hours:** 0

**Prerequisites:**

WDT 268.

**Co-Requisites:**

WDT 115.

**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:** 3

**Lecture Hours:** 0

**WDT 182: Special Topics - Advanced Maintenance Welding**

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:** 2

**Lecture Hours:** 1

**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:** 1

**Lecture Hours:** 1

**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:** 1

**Lecture Hours:** 0

**WDT 193: Co-Op**

This course constitutes 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

**Lab Hours:** 3

**Lecture Hours:** 0

**WDT 217: SMAW Carbon Pipe Theory**

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable codes, perform those operations as per the applicable welding code.

**Credits:** 3

**Lab Hours:** 2

**Lecture Hours:** 1

**Prerequisites:**

WDT 120.

**Co-Requisites:**

WDT 257.

**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

**Lab Hours:** 0

**Lecture Hours:** 3

**WDT 228: Gas Tungsten Arc Welding Theory**

This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

**Credits:** 3

**Lab Hours:** 1

**Lecture Hours:** 2

**Co-Requisites:**

WDT 268.

**WDT 257: SMAW Carbon Pipe Lab**

This course is designed to provide the student with skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

WDT 125.

**WDT 268: Gas Tungsten Arc Lab**

This course provides students 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:** 3

**Lecture Hours:** 0

**Prerequisites:**

WDT 228 and/or as required by college.

**Co-Requisites:**

WDT 228.

**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:** 0

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

Instructor approval required.

# Special Programs

## Adult Education

The Adult Education Program provides opportunities for learners age sixteen and older, who are not enrolled in a secondary school. Each learner is assessed and placed in a personally-prescribed study program. Services include:

- Earning a high school diploma – Earn your high school diploma if you did not pass graduation exam(s) and/or earned at least ten credits in high school. Must be nineteen years of age to qualify and last high school attended must be an Alabama public high school.
- GED Preparation - Reading, writing, computing mathematically, social studies, science, literature, and the arts for learners to prepare them to earn the State of Alabama High School Equivalency Diploma.
- Accuplacer Preparation – Bypass remedial college courses
- College & Career Preparation - Designed to prepare adult learners to enter postsecondary education, higher education, training programs, and/or to improve their employability.
- Career Pathways – Assistance in identifying and supporting a learner's career pathway. There are many paths to choose from.
- Workforce Credentialing - As part of the workforce credentialing initiative in Alabama, the Adult Education Program prepares and administers WorkKeys assessments resulting in the National Career Readiness Certificate (NCRC).
- English as a Second Language (ESL) - Classes providing non-English speaking individuals with the language skills needed to succeed in other educational/training programs and to cope more effectively with the challenges of their daily lives. Learners are also given information on steps to becoming a U.S. citizen and how to advance their education.
- Digital Literacy – Basic digital literacy skills for living in today's technologically sophisticated world.

Classes are free of charge on both the Muscle Shoals and the Phil Campbell campuses and at various off-campus sites throughout our five county service area. Day and evening classes are offered, and an on-line option is also available for busy adults whose work schedules or other responsibilities do not allow them to attend classes. For information on current class

locations and times, or other questions, please call the Adult Education Office at 256.331.5440 or email at [adulted@nwsc.edu](mailto:adulted@nwsc.edu).

## GED Testing

The College offers General Educational Development (GED) testing on both campuses. The four test areas include Language Arts, Social Studies, Science, and Mathematics. Instruction at no charge, through Adult Education classes, is recommended prior to taking the GED exam. For information call 256.331.5443 (Shoals Campus) or 256.331.6297 (Phil Campbell Campus).

## Manufacturing Skills Standards Council (MSSC)

The Manufacturing Skill Standards Council (MSSC) is the nation's leading industry-led training, assessment and certification organization focused on the core technical competencies needed by industry.

Today's manufacturing features streamlined production lines, robotics, and computer controlled processes requiring highly developed skills in problem solving, computer and technical training, math skills, and the ability to work in a team environment. These are skills beyond the reading and writing of a standard high school degree.

Northwest-Shoals Community College is preparing and certifying a world-class workforce, and the Certified Production Technician (CPT) program addresses the core technical competencies of higher skilled production workers in all sectors of manufacturing. Certificates are awarded in Safety, Quality Practices & Measurement, Manufacturing Processes & Production, and Maintenance Awareness. Earn all four certificates and receive the full Certified Production Technician Certificate.

Classes are offered in three different tracks: Fast-Track (primarily online), Boot Camp, and Semester Based. Pre-MSSC classes are offered for students needing preparation before entering one of the above mentioned tracks. For more information on classes and financial assistance, please contact the MSSC Training Center Coordinator at 256.331.8092; [msscctraining@nwsc.edu](mailto:msscctraining@nwsc.edu).

## Workforce Solutions

The Workforce Solutions Division, located on the Shoals Campus, works with area companies to meet

specific training needs. If traditional classes, whether academic or technical, do not meet the employee development needs of a company, a Workforce Solutions coordinator will work with company representatives to develop training programs, locate a qualified instructor to teach classes, and set the training to the company's schedule. The coordinator will also monitor the class, along with company representatives, to make sure the employees are reaching the company's desired outcomes.

New program offerings include:

- Machinist Apprenticeship Program
- CDL Training Program
- Healthcare Re-Certification Training

Visit <https://www.nwscc.edu/workforce-training> for more information or contact [workforcesolutions@nwscc.edu](mailto:workforcesolutions@nwscc.edu) / 256-331-5325.

## WorkKeys®

Across the country, employers, educators, labor organizations, and state agencies are working together to ensure that students and employees in their communities are adequately prepared for higher-skill, higher-wage jobs.

Northwest-Shoals Community College serves as a contact for WorkKeys profiling, assessments, and skill training. WorkKeys®, ACT's comprehensive system for improving the workforce, can serve as a rallying point for these efforts.

Using WorkKeys,

- Employers can identify and develop workers for a wide range of skilled jobs.
- Students and workers can document and advance their employability skills.
- Educators can tailor instructional programs to help students acquire the skills employers need.

By contributing to a stronger workforce, WorkKeys helps strengthen the nation's economic health.

## Workforce Investment Opportunity Act (WIOA)

This program is designed to help persons vocationally displaced who are economically disadvantaged.

Alabama's Career Center Systems was developed to address the WIA principle requiring a One-Stop system

of delivering services to customers. This system was designed to offer a variety of services to customers through coordinated efforts of several agencies, including the Alabama Department of Economic and Community Affairs (ADECA), the Alabama Department of Industrial Relations (DIR), the Alabama Department of Rehabilitation Services (DRS), the Alabama Department of Education/Adult Education, the Alabama Department of Human Resources (DHR), the Alabama Department of Senior Services, the Alabama Community College System (ACCS), and Housing and Urban Development (HUD) Employment and Training Activities. Linkages and partnerships among agencies result in a cost-efficient, seamless environment for those customers who desire services.

Customers, as defined in WIA, are job seekers and employers. Job seekers receive services such as training, education, and other employment-related services depending upon their individual need. Employers have a single point of contact to provide information about current and future skills needed by their workers and to list job openings. One of the benefits to employers that this system offers is helping them find ready skilled workers who meet their needs.

For further information, please contact the North Alabama Skills Center at 256.381.0611 (Shoals area) or 256.332.7672 (Russellville area).

## Ready-To-Work Program

The Ready-To-Work Program is a grant-funded, workforce development training program sponsored by Northwest-Shoals Community College. The program is free to residents who live in the College's service area and are ages sixteen years old and above. The Ready to Work program is operated by the Alabama Community College System in cooperation with Alabama's Industrial Development Training (AIDT). The training curriculum is set to standards cited by business and industry employers throughout the state as well as skills cited in the U.S. Department of Labor's Secretary's Commission on Achieving Necessary Skills (SCANS) Reports.

Upon successful completion of the program, students receive two workforce development credentials: the National Career Readiness Certificate (WorkKeys certification) signed by the Governor of Alabama and the Alabama Certified Worker Certificate (ACW). The Ready to Work credentials show employers a person's abilities and measures the skills that employers seek. The mission of the program is to assist citizens in Alabama to find employment, find better employment

and/or continue further education or training. The certifications that are earned improve the marketability and employment opportunities for program graduates.

For more information, please contact the Ready-To-Work Coordinator at 256.331.5248.

## Out-of-School Youth Success Program

The Out-of-School Youth Success Program assists and encourages eligible youth, ages 16-24, in developing an educational and career plan, which may include the achievement of their GED, and/or postsecondary completion to achieve the goal of employment in their chosen field. Career Advisors are located in Colbert, Franklin, Lauderdale, Lawrence and Winston counties.

Program services include assistance with:

- Transition to Adult Education
- College enrollment
- Tutoring
- Personal Development workshops
- Job readiness skills
- Job placement

For more information, call 256.331.5262.

The College administers this Workforce Innovation and Opportunity Act grant through the Alabama Department of Commerce.

## Educational Talent Search

The Educational Talent Search Program is funded through the U.S. Department of Education, sponsored by the College with projects located on both campuses. The program is designed to assist eligible participants to enter, continue in and graduate from high school and to enroll in and complete a program of post-secondary education or training. The program works with students in grades 6 through 12 (ages 11 through 27) as well as dropouts and stop-outs in Colbert, Franklin, Lauderdale, Lawrence, and Winston Counties in Alabama and Lawrence and Wayne Counties in Tennessee. In this program, trained counselors/advisors seek out qualified individuals who need help. Through counseling and advising, they motivate participants to continue their education. Program participants receive academic advising, assistance in course selection, preparation for college entrance exams, assistance with college and student financial aid applications, connections to services to

improve financial literacy, personal and career counseling and connections to high quality academic tutoring.

For more information, please contact: Educational Talent Search Director at 256.331.5348

## Upward Bound Program

The Upward Bound Program is funded through the U.S. Department of Education and sponsored by the College, at both the Phil Campbell Campus and the Shoals Campus. The program serves high school students of Colbert, Franklin, Lauderdale, and Winston Counties.

The purpose of this program is to generate in its participants additional academic and motivational skills necessary for success in secondary and postsecondary education. Program participants are selected from area high schools based on criteria mandated by the U.S. Department of Education.

The Upward Bound Program consists of an academic component and a summer component. The academic component focuses on cultural enrichment and supplemental support to assist the students in subject areas in which they may experience the most difficulty (tutoring sessions). The summer component consists of a six-week program which focuses on exposing program participants to college life, and obtaining some college credit.

For further information, please contact the Phil Campbell Campus at 256.331.6277 or the Shoals Campus at 256.331.5357.

## Library Services

Northwest-Shoals Community College has two library locations: the James A. Glasgow Library on the Phil Campbell Campus and the Larry W. McCoy Learning Resources Center on the Shoals Campus. Library services at the Phil Campbell and the Shoals Campuses support the various instructional programs and courses of the College with a total collection of over 64,000 books, several hundred periodicals, newspapers, and vertical file material. The libraries are members of the Library Management Network. Through this network, the holdings of the libraries are available via the Internet. Over 41,000 E-books, electronic versions of printed books, are accessible via the LMN website ([www.lmn.lib.al.us](http://www.lmn.lib.al.us)). Internet access to the Alabama Virtual Library provides a variety of information through periodical indexes and resources. Library orientation is provided through individual or



scheduled group sessions. The library is open 56 hours per week, except for holidays. Distance education students may access information on library resources as well as a library orientation on the college library website. The library phone numbers are 256.331.5283 (Shoals Campus) and 256.331.6271 (Phil Campbell Campus).

### *Library Regulations*

Students registered for class at the College may use library materials on presentation of their student ID card. Materials generally circulate for a period of two weeks. Students with overdue materials must clear their obligations at the end of each term; otherwise, the student will not be permitted to register for further studies with the College.

Community citizens who wish to borrow materials may also be issued a library card by simply providing their full name, current address, and phone number. Only two books per person may be checked out at a time.

## Alabama Technology Network Muscle Shoals Center

The Alabama Technology Network of the Alabama College System links two-year colleges, the University of Alabama System, Auburn University and the Economic Development Partnership of Alabama to solve the needs of industry. Each ATN regional center tailors its services to meet local needs, providing innovative and cost-effective solutions to enable Alabama's existing industry to be globally competitive. The network is Alabama's affiliate of the National Institute of Standards and Technology's Manufacturing Extension Partnership, which provides hands-on assistance and training to smaller manufacturers. The Alabama Technology Network is committed to meeting customer requirements and increasing customer satisfaction through the quality management system. After initially receiving ISO 9001:2000 certification, ATN then transitioned to the ISO 9001:2008 Quality Management System standard. ATN-Muscle Shoals center specializes in environmental, health and safety training and technical assistance. For more information, please contact 256.331.5422 or visit <http://www.atn.org>.

## Shoals Campus Child Development Center

The College Child Development Center is an on-campus child care facility for pre-school children of

Northwest-Shoals Community College students, faculty and staff, and for the community. The center is open from 7:00 a.m. until 5:00 p.m. and will operate on the same calendar schedule as the College contingent on adequate enrollment. A parent or guardian must register a child before he/she will be allowed to stay in the care of the center staff. The Shoals Center serves children 2 to 5 years old who are potty trained. To register a child, please obtain a form at the Shoals Campus Child Development Center at 256.331.5245. (N.A.E.Y.C. Accredited Site)

### Discounts:

Children of Northwest-Shoals Community College students, faculty and staff are eligible for a discounted tuition rate. Childcare Management Agency (CMA) assistance is accepted as well as scholarships that are available. For more information on these scholarships, contact the Shoals Campus Child Development Center at 256.331.5245.

### Pre-Kindergarten Program

A state supported pre-K program for 18 children who are four years old is available on the Shoals Campus. A minimal sliding fee for program services is assessed and may be charged. Hours of operation for this program are 7:45 a.m. until 2:15 p.m. Before and after school care are also available for pre-K students. For more information, call the Shoals Campus Child Development Center at 256.331.5245.

### Summer School-Age Child Care

On campus school-age care is offered in the Child Development Center during the summer term for children and serves preschool ages that are potty trained from 2 1/2 years old to age 6. This service will be available from 7:00 a.m. until 5:00 p.m., Monday through Friday for children of students, faculty, staff, and community contingent upon adequate enrollment. Pre-registration is required. For more information and fee rates, contact the Shoals Campus Child Development Center at 256.331.5245.

### Kids In College

Offered through the College's Child Development Program, the "Kids in College" summer education program provides a unique learning opportunity for children who are home or visiting in the summer. "Kids in College" is specially designed for children entering grades K-6. The camp brings children onto the Shoals Campus and into the classroom for lots of fun while learning. Children participate in age-grouped classes that provide hands-on, non-graded academic, creative,

physical, and wellness activities. For information and dates contact the Child Development Center at 256.331.5245.

# NW-SCC Student Handbook

## Student Development Services

### Purpose Statement

Student Development Services is a support system to help students in meeting their academic objectives, and at the same time to broaden the student's perspective outside the structured classroom experience. The following functions serve the student body and complement classroom instruction: Admissions, Career Planning/Counseling, Career Services, Adult Education/GED Testing, Registration, Services for Special Student Populations, Student Activities, Intramurals, Student Financial Aid, and Recruitment.

Student Development Services works with students toward their total development-physical, emotional, moral, social, as well as mental-by providing nonacademic experiences and services which aid in total student development and student success. By providing these services, Student Development Services supports the College's mission of providing lifelong educational opportunities, economic growth and a higher quality of life for its students.

In summary, the objectives of Student Development Services support instructional objectives in the following manner:

1. Helping students achieve the highest possible potential beyond a secondary-school level.
2. Emphasizing freedom of choice and decision-making.
3. Emphasizing academic or occupational-vocational work which prepares the student for successful entry into a senior college or university and/or entry into a vocation from which the student may earn a livelihood and gain satisfaction.
4. Stressing the total cooperation between the different facets of education from which the student may be the beneficiary.
5. Assisting occupational-technical students in self-evaluation to determine the most suitable programs to fit their interest and aptitudes.
6. Developing student leadership skills and providing opportunities for student participation in the
7. College's planning and decision-making.

8. Establishing a recruitment program that targets diverse groups.
9. Establishing programs that serve minority groups, at-risk students, women and students with disabilities.

### Visitors Policy

The College welcomes all individuals or groups visiting the campus. Guides will be provided upon request. Check with the receptionist or call the admission offices for a friendly and informed guided tour. The College requires that all visitors register with Campus Police.

### Inclement Weather Procedures

When inclement weather or other conditions indicate that the College needs to close, Closing information is posted on the College's website, College's social media sites and sent to local radio and television stations before 6:30 a.m. for day classes and before 4:00 p.m. for evening classes.

### Patriot Alert - Northwest-Shoals' Emergency Notification System

Northwest-Shoals Community College utilizes "Patriot Alert," the new emergency alert and notification system. Patriot Alert delivers messages in the event of an emergency to students, faculty members, and staff. This will be the best source for timely information and instructions on what to do in the event of any campus emergency (college closing, delay in opening, etc.).

Students no longer need to rely on the media, calls to the college or friends, or coming to the campus to learn about the adverse impact on campus operations due to severe weather, power outages, criminal activity, threats, or other emergency situations. Signing up for Patriot Alert will ensure that this information is automatically delivered to the email addresses and phone numbers (by voice and/or text message) that students provide within moments of any such alerts being sent by the college. Patriot Alert provides this important information directly from authorized members of the college's administration and security personnel. The Patriot Alert is the official source of the most accurate and current information.

**Please follow the simple steps below to log-in to your private Patriot Alert "Dashboard" and enter your contact information.** Please be assured that all contact information provided will be kept confidential, safe, and secure, and will never be used for any purpose beyond the authorization given by the

student. The student information is for the official use of Northwest-Shoals Community College's emergency alert system only and is never shared with any third parties.

To log-in and access the NW-SCC SchoolCast Dashboard account, go to the following secure web-site: <https://www.myschoolcast.com/go/nws>

For more information, please email [nwscc@nwscc.edu](mailto:nwscc@nwscc.edu).

## Identification Cards

New students must have a photo taken for the BankMobile Card upon registration. ID Cards may be required for use of the library and other campus activities. The following regulations apply to the ID Card System:

1. Students are to carry their cards at all times. When requested by College officials for proper identification, students are to present their cards. Failure to present ID Cards may result in disciplinary action or arrest for trespassing. Student ID Cards are made for personal use only. Students violating the ID Card privileges are subject to probation, suspension, or dismissal.
2. Loss or theft of cards should be reported to the Student Success Center, Shoals Campus; Cashier's Office, Phil Campbell Campus; or Higher One.
3. Replacement ID Cards cost \$20.00 each.
4. Temporary ID cards are \$5.00 and valid for 30 days.

## Vehicle Registration/Parking Decals

All motor vehicles operated regularly on the campus by students and College personnel must be registered with the College. All operators of automobiles on the campus are subject to the following parking and traffic regulations. (Revisions will be posted.) The College reserves the right to regulate the use of vehicles on both campuses and withdraw the privilege of operating an automobile on both campuses for failure to abide by the regulations or for other good cause.

1. All motor vehicles, including motorcycles, operated on campus by students must be registered once each academic year. Cost of decal for FA/SP is \$8.00, SU \$4.00 and is included in the NW-SCC fees during registration of classes.
2. Students will be issued a decal which must be displayed on vehicle.

3. When the owner trades motor vehicles, the currently used motor vehicle should be registered. Replacement decals can be obtained in the Cashier's office.
4. The person in whose name a vehicle is registered, regardless of who is driving, is responsible for all traffic and parking citations on campus.
5. Any student not enrolled in credit classes who will be on campus on a regular basis will be required to purchase a decal from the Cashiers Office.
6. State law - mandatory insurance

### Parking Violations

1. Unauthorized parking in areas designated as:
  - a. Faculty/Staff Parking
  - b. Handicap Parking
  - c. Yellow Curb
  - d. Fire Lane
  - e. No Parking Zone
  - f. Reserved Parking
  - g. Visitors Parking
2. Blocking drive or walkway
3. No decal
4. Parking on grass
5. Any area designated by the College

### Other Violations

1. Speeding
2. Running stop sign
3. Littering
4. Loud music
5. Tobacco use/Smoking
6. Firearm/Weapons

### Penalties

Violators may be ticketed by Campus Security. Unpaid tickets will result in additional penalties to the students. Grades will be withheld and the student will not be allowed to register until all fines are paid. The school reserves the right to tow violators. A list of fines is available on the College Website. These are subject to change. The College has implemented a color code system for parking as listed below.

- Red - Faculty/Staff
- Green - Visitor
- White - Students
- Blue - Handicap
- Yellow - No Parking

## Crime Reporting and Timely Warnings

In the event of a criminal act, notify Campus Security:

- Shoals Campus – 256.627.1526
- Phil Campbell Campus – 256.417.4731

It is the responsibility of the College to investigate an incident or criminal act that occurs on campus and to take proper action. The College will notify and cooperate with other law enforcement agencies when appropriate.

Numerous and diligent efforts are made to advise members of the campus community of crime-related problems. It is the duty of the college to inform students of threatening situations, in a timely fashion. The office of the Chief Fiscal Officer and public relations will release information which can be used by students and other college community members to reduce their chances of becoming victims. This information will be released via the Patriot Alert.

## Student Resources

### College Bookstore

#### Hours of Operation

(subject to change)

##### Shoals Campus - Building 101

- Phone: 256.331.5227
- Monday-Thursday 7:30 a.m. - 5:30 p.m.
- Friday 7:30 a.m. - 11:30 a.m.
- Website: [www.nwsccshop.com](http://www.nwsccshop.com)

##### Phil Campbell Campus - Building 304

- Phone: 256.331.6213
- Monday-Thursday 7:30 a.m. - 4:30 p.m.
- Website: [www.nwscc-pcshop.com](http://www.nwscc-pcshop.com)

### Methods of Payment

The Bookstore accepts cash, check, gift cards, MasterCard, Visa, Discover, American Express, and PayPal.

- Checks will be accepted for the amount of purchase only.
- Third Party checks will not be accepted.
- Student ID or driver's license is required when writing a check.
- Checks should be made payable to NW-SCC Bookstore.
- Refunds will be credited in the same form as payment method. Example: Purchase made with credit card will be returned to credit card.

- Refunds for purchases paid by check are subject to a 15 day waiting period from time of purchase.
- Financial Aid credits will be returned to student account or Higher One card.

### Textbook/Course Material Refund Policy

Textbooks and course materials in resalable condition may be refunded with a receipt within seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter, including summer terms. Textbooks and course materials purchased during the last week of classes or during exam week are not eligible for return.

Defective books should be returned immediately for a replacement. A receipt is required for exchanging defective books.

### General Merchandise Refund Policy

Non-textbook items may be refunded or exchanged within 30 days of the sale with the original receipt, providing the merchandise is in resalable condition. Items must contain all original packaging and accessories.

Defective merchandise must be returned immediately with a receipt for a replacement. Computer software, CDs and DVDs may be returned providing they are unopened and shrink-wrapped.

### Financial Aid Students

(Pell, WIOA, TAA, Scholarships, etc.)

- Charges will be accepted for a limited time each semester. Exact dates for charges will be posted in the Bookstore.
- Picture ID (student ID or Driver's License) is required for all financial aid charges.
- Students are responsible for knowing what books or merchandise can be charged to their particular type of financial aid program.
- Gift items and clothing can not be charged to any type of financial aid.

Rental and digital options are available on many textbooks and more are being added every semester. See bookstore staff for details.

### Book Buyback

The Bookstore buys books back every day. The buyback amount is determined by several factors including but not limited to the use of the book for the

next semester and the condition of the book. Buyback amounts cannot be determined over the phone. See bookstore staff for details.

## Bookstore Tips

- Always keep your receipt.
- Notice signs posted in and around the Bookstore to stay informed about key information.
- Shop early if possible for a better selection of used books.
- Always bring your Student ID.
- Bring your class schedule with you to ensure that you purchase the correct books.
- Books are labeled with tags that include class information. Just match the course number to your schedule.
- If you purchase the wrong book you may return it provided you follow the refund policy.
- When a book is listed as optional you may want to go to class before purchasing it.

## Student Success Services

The College provides counseling services that:

- Assist students with development of meaningful educational plans that are compatible with their identified goals;
- Assist students through a system of testing in acquiring appropriate career goals;
- Assist students in making career choices by providing information and assessments regarding various careers;
- Provide services to aid students in their transition and success with their college experience;
- And assist students in dealing with obstacles that interfere with their educational, occupational, social, and personal goals.

Student Success and Career Centers are located on both the Shoals and Phil Campbell Campuses. Various materials are available for the student's personal use, such as Computerized Interest Inventories and Career Explorations Programs, college catalogs, and Occupational Guidance Literature.

## Career Services

Career Services provides assistance to students in locating and securing employment upon graduation, as well as part-time employment while they are pursuing their degree or certificate.

Career Services includes assistance with career interest inventories, resume preparation, employment applications and the development of interview skills.

Employers contact Career Services to hire currently enrolled students as well as graduates. Career Services personnel:

- Post job vacancies;
- Make job applications accessible to students upon employers' request;
- Send resume to employers;
- Assist employers with scheduling interviews.

Each semester, Career Services conducts a "Job Seeking Skills" workshop. Topics include resume writing, job search information, employability skills, and interviewing skills.

Students must be currently enrolled or Northwest-Shoals graduates and must complete a registration form and have a current resume on file to be eligible to register with Career Services. The Career Services staff is available by appointment for individual assistance.

Students are encouraged to keep their files current.

Contact:

Phil Campbell Campus – 256.331.6297  
Shoals Campus – 256.331.5375

## Cooperative Education

Cooperative (Co-op) Education is a program which allows students to gain work experience associated with their fields of study. This plan integrates classroom study with employment and is based on the principle that learning does not confine itself to academic achievement but is equally dependent upon practical experience. Students are placed in industrial, business, educational and governmental positions where they have the opportunity for real-world work experiences.

In addition to work experience gained by the student, the co-op program has a distinct advantage for participating companies. Employers are given the opportunity of having first chance at hiring some of the most knowledgeable and aggressive students which attend specific programs of study. Past experience has shown that these students are very loyal to companies that hire them providing them with an income as they continue their education. In addition, the students are usually hired on a part-time basis and do not incur the cost of hiring full-time employees.

There are two avenues for the student to select from as they enter the co-op education program. Both options have a one (1) credit hour limit per semester

with a maximum of three (3) credit hours in two years. They also require employer involvement through employer appraisal sheets submitted at the end of each semester.

The co-op elective option requires a minimum of 20 clock hours per week in the co-op work environment. The co-op substitution option allows the student to substitute real-world work experiences in their field of study for the required lab classes in their selected program. The student must attend the theory classes and is responsible for all the content material within the lab they are substituting.

For more information, contact the Instructional Dean's Office at 256.331.5217.

## Student Success Center

The Student Success Center offers seminars and workshops in conjunction with the Student Success course to address issues related to the affective needs of students including but not limited to time and money management, test and study skills, navigating through NW-SCC, and college transfer. Additionally, Student Success Coaches serve as one-on-one mentors for new, transitional, probationary, and faculty-identified students. Coaches communicate with students to serve as academic coaches, accountability partners, and significant connections to the College for identified students. The Student Success Center provides:

- New student mentoring
- Student Success Workshops (ex. Financial aid, goal setting, college transfer, career preparation)
- Career planning
- Study rooms
- Tutoring rooms

The Student Success Center is located on the Shoals Campus, Building 100, Room 117, and on the Phil Campbell Campus, Building 306, Room L.

Contact information: Shoals Campus – 256-331-5207, Phil Campbell Campus – 256-331-6353

## Advising

The Advising Center is located on the Shoals Campus in the Administration Building (Building 100) and offers general information, advising, and early registration for new students. The Center assists the Instructional Division of the College in integrating students into an ongoing advising process with faculty to ensure the successful completion of their programs of study.

For more information, contact the Advising Center at 256-331-5221.

## Student Support Services

The Student Support Services Program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education. Student Support Services (SSS) also provides limited scholarships to current SSS participants who are receiving Federal Pell Grants. The goal of SSS is to increase the college retention, transfer, and graduation rates of its participants and help students make the transition from one level of higher education to the next. To qualify for services, students must be a U.S. citizen, first generation (neither parent graduated from a four-year college), of limited income, or have a documented disability in the NW-SCC ADA office. Specific services include but are not limited to tutoring, career planning and interest inventories, assistance with transfer and campus visits, academic advising and priority registration for continuing participants, financial aid planning and scholarship searches, and consideration for direct financial assistance. Application for the program may be made on-line or in the offices located on both campuses. Additional information may be obtained by calling 256-331-8057 on the Shoals Campus or 256-331-6235 on the Phil Campbell Campus.

## Workforce Development Center Testing

The Testing/Advising Center is located on the Shoals Campus in the Workforce Development Center (Building 127) and offers general information, testing, advising and early registration for new students. The center assists the Instructional Division of the College in integrating students into an ongoing advising process with faculty to ensure the successful completion of their programs of study.

The College provides various types of testing services that support counseling, educational programs, and Workforce Development. Testing services include many national testing programs such as the ACT, SAT, ACCUPLACER, GED, and WorkKeys.

**ACT** - The American College Test Programs are administered on all regularly scheduled national testing dates. Persons desiring more information should contact Student Services.

**ACCUPLACER** - All new students who have not completed college-level English or mathematics

courses must take a placement test before registering for classes. The ACCUPLACER test is administered by computer. The results from the placement test help students and their advisors work together to identify skills, strengths, and knowledge in order to succeed in English and mathematics. The ACCUPLACER also helps the College use the results to guide students toward classes that strengthen their current knowledge and skills to ensure educational success. There is a charge to re-test. For more information see page 26.

**GED** - The General Educational Development Test is the standard test of high school equivalency. It is administered weekly at the Shoals campus, one day a month at the Phil Campbell campus. Persons desiring to take the GED must be at least 18 years old, may not be enrolled in regular or secondary day school, and must meet Alabama residency requirements. Applicants 16 years of age may take the GED, but they must present special documentation. A \$5.00 fee is required for duplicate copies of test scores. Contact the Adult Education Department for additional details.

**WORKKEYS** - WorkKeys assessments are administered as requested by business and industry and local school systems. The services of the Workforce Development Center staff are available to all students enrolled at the College. Students are encouraged to make wise use of these services.

Contact Information:  
Shoals Campus – 256-331-5282  
Phil Campbell Campus – 256-331-6297

## Additional Information

The Workforce Development Center offers additional workforce training for citizens of the Northwest Alabama community. For more information on the college's "Ready to Work" program or to prepare for the "Career Ready Alabama" certificate, call 256.331.5248.

## Student Life

The Student Life program at the College is designed to provide opportunities for students to participate in individual and group-directed educational experiences that are meaningful and enriching to their lives. This program consists of student activities and clubs/organizations on the Phil Campbell and Shoals Campuses.

## Student Activities Institutional Policy

It is the policy at the College that all student activities and organizations are non-discriminatory in terms of membership and are in full compliance with all requirements imposed by Title VI, Title IX, and the Rehabilitation Act of 1973 as amended.

All extracurricular activities are under the direct control of the College through the Assistant Dean. The Assistant Dean must approve policies and procedures for control and operation of all clubs, organizations and activities sponsored by the institution. Each campus has a Coordinator of Student Activities to assist the Assistant Dean with coordination. The Assistant Dean reports to the Vice President.

The Student Activities program offers events for students to participate in each semester which may include: campus cookouts, SGA elections, Mr. & Ms. Northwest-Shoals elections, Halloween contests, National Collegiate Alcohol Awareness Week, Community College Month and Spring Fling - based on student interest.

## Organizations and Clubs Phil Campbell Campus

The following clubs/organizations are available:

**Ambassadors** - The Northwest-Shoals Ambassadors are students who help to promote school spirit, assist in receiving guests at official functions, go to area high schools for recruiting purposes, act as hosts to welcome visitors of the administration and faculty, take high school seniors and other interested persons on tours of the campus, and serve at other college and community events. Selection is based on an interview, academic achievement, personality, community involvement and extracurricular activities.

**Circle K** - is the world's premier collegiate organization with a membership of more than 11,000 members on more than 525 campuses around the globe. Circle K is comprised of college students who are responsible citizens and leaders with a lifelong commitment to community service worldwide. The students embrace the youth of the area, helping them become better students and citizens.

**College Bowl Team** - engages in intercollegiate academic competition with institutions in the Alabama College system:  
This group is recruited from high school scholars bowl teams



and enrolled in Interdisciplinary Studies (IDS) classes on both campuses.

**National Student Nurses' Association** - The Associate Degree Nursing Program offers students the opportunity to join the National Student Nurses' Association (NSNA). The mission of NSNA includes development of leadership skills and promotion of high standards of nursing care including accountability and client advocacy. Membership is voluntary and includes annual dues.

**Nursing Club** - provides opportunity for fellowship, academic, and personal development to its members. Nursing is promoted by class and community involvement.

**Phi Theta Kappa** - Alpha Zeta Iota Chapter is an international honor society that has as its objective the promotion of scholarship and fellowship among students with superior achievement. Students are selected for membership in Phi Theta Kappa based on the completion of 12 semester hours and a cumulative GPA of 3.5 or higher.

**Revive College Ministry** - The Northwest-Shoals Revive College Ministry is organized to reach others for Christ. To provide a time of Christ-centered fellowship, to study His Word, and to learn how to follow Jesus in everyday life. Revive is open to all.

**Science Club** - Northwest-Shoals Society for Technology and Science (The Science Club) is organized to promote the academic welfare of students interested in science, medicine, pharmacy, engineering and other technical areas. Members participate during the year in a variety of academic, social, and community service activities such as National Chemistry Week, the Science With Santa Show, National Technology Week, picnics, field trips, meetings featuring outside speakers, and science demonstrations in public school classrooms.

**Student Government Association (SGA)** - represents student views to the college administration and coordinates the student activities program. The SGA serves as an umbrella for all other clubs/organizations on campus. Students must meet qualification requirements to seek positions on the SGA. Positions available each year include President, Vice-President, Secretary/Treasurer and Senators.

The sponsors and student leaders from the campus-based clubs/organizations make up the Student

Leadership Councils. These councils are chaired by the Coordinators of Student Activities and meet with the President each year to discuss student and College activities planned and student concerns.

Students have an important role in the College's decision-making process. The Student Leadership Councils serve as advisory groups to channel communication to the College President and other college administrators. Student leaders are appointed as voting members of various standing committees by the College President.

## Shoals Campus

The following clubs/organizations are available:

**Ambassadors** - The Northwest-Shoals Ambassadors are students who help promote school spirit, assist in receiving guests at official functions, go to area high schools for recruiting purposes, act as hosts to welcome visitors of the administration and faculty, take high school seniors and other interested persons on tours of the campus, and serve at other College and community events. Selection is based on an interview, academic achievement, personality, community involvement and extracurricular activities.

**Art Club** - seeks to be an active part of the rich local art community and enhance the cultural awareness of its members.

**ASHRAE (American Society of Heating, Refrigerating, and Air Conditioning Engineers, Inc.)** - brings students together who are pursuing a career in the field of heating, ventilating, refrigeration and engineering.

**Circle K** - is the world's premier collegiate organization with a membership of more than 11,000 members on more than 525 campuses around the globe. Circle K is comprised of college students who are responsible citizens and leaders with a lifelong commitment to community service worldwide. The students embrace the youth of the area, helping them become better students and citizens.

**College Bowl Team** - engages in intercollegiate academic competition with institutions in the Alabama College system: This group is recruited from high school scholars bowl teams and enrolled in Interdisciplinary Studies (IDS) classes on both campuses.

**English Club** - provides an enjoyable and inviting atmosphere for students sharing common interests in

English, literature, writing, journalism, and/or humanities. Club members participate in a variety of college activities, fundraisers, and community events.

**Math Club** - an organization to promote interest and excitement about mathematics in a friendly, collaborative environment. Members participate in a variety of college activities, fundraisers, and community events.

**Mu Alpha Theta** - Mu Alpha Theta is a National Two-Year College Mathematics Honor Society that is dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics. Students apply for membership and are selected based on their completion of either MTH 112 or MTH 110 with a B or higher average and all other math courses beyond MTH 110/112 should comprise a math GPA of 3.0 or higher. Some of the activities that our students are involved in are as follows: competing in state AMATYC math competitions, promoting mathematics in our community by hosting math tournaments for area high schools, celebrating Pi Day with fellow students, and assisting with our STEAM programs such as BEST Robotics.

**Multicultural Club** - develops students' awareness of diverse cultures within our community. The club is open to all students interested in exploring new cultural traditions, community development, and interaction with students from dissimilar backgrounds.

**NW-SCC Fishing Club** - competes in various collegiate fishing tournaments throughout north Alabama.

**Patriots for Christ** - Seeks to be a shining light for Northwest-Shoals Community College and to provide a spiritual support system to all searching for a closer relationship with God and the truth about His Word.

**Phi Theta Kappa** - Alpha Sigma Beta Chapter is a national honor society that has as its objective the promotion of scholarship and fellowship among students with superior achievement. Students are selected for membership in Phi Theta Kappa based on the completion of 12 semester hours and a cumulative GPA of 3.5 or higher.

**Science Club** - Northwest-Shoals' Society for Technology and Science (The Science Club) is organized to promote the academic welfare of students

interested in science, medicine, pharmacy, engineering and other technical areas. Members participate during the year in a variety of academic, social, and community service activities such as National Chemistry Week, the Science With Santa Show, National Technology Week, picnics, field trips, meetings featuring outside speakers, and science demonstrations in public school classrooms.

**Skills USA** - is a national organization for students enrolled in technical, skilled, and service occupations. It provides quality education, experiences for students in leadership, teamwork, citizenship and character development.

**Student Government Association (SGA)** - represents student views to the college administration and coordinates the student activities program. The SGA serves as an umbrella for all other clubs/organizations on campus. Students must meet qualification requirements to seek positions on the SGA. Positions available each year include President, Vice-President, Secretary/Treasurer and Senators.

The sponsors and student leaders from the campus-based clubs/organizations make up the Student Leadership Councils. These councils are chaired by the Coordinators of Student Activities and meet with the President each year to discuss student and College activities planned and student concerns. Students have an important role in the College's decision-making process. The Student Leadership Councils serve as advisory groups to channel communication to the College President and other college administrators. Student leaders are appointed as voting members of various standing committees by the College President.

## Fundraising

All fund raising activities conducted by student clubs and organizations must be approved by the President.

The Intramural Program on each campus provides opportunities for students to participate in a variety of recreational sports and table games. This program enhances student enjoyment, fitness, and personal skills. Events are held throughout the year including: pool, basketball, ping pong, softball, tennis, flag football, and table games. Staff are designated on each campus to survey student interests, plan activities and implement the programs under the supervision of the Coordinators of Student Activities.

## Campus Facilities

### Food and Snacks

Vending machines with assorted snacks and drinks are available on the Shoals Campus in Buildings 100, 112, 115, 118, 121 and 122. Problems with vending machines should be reported to the Cashier's Office. On the Phil Campbell Campus, vending machines are located in the Student Center, Occupational Building, and the Fine Arts Center, and the cafeteria is located in the student center. Problems should be reported to the Cashier.

### Check Cashing Policy

- Student checks will be honored for the amount of purchase only.
- No two-party checks will be cashed, except NW-SCC checks of \$10.00 or less.
- Check cashing privileges will be denied after two returned checks.

### College Email

Northwest-Shoals Community College supplies all students with an NW-SCC email account. Communication from the College will be transmitted through this account. To activate, students should visit <https://www.nwscc.edu/current-students/studentemail> and follow directions.

### Personal Mail

The mailroom does not accept incoming or outgoing personal mail. All personal packages or mail delivered to NW-SCC will be returned to the sender.

### Health Services

Medical facilities are not provided on campus for College students. Medical treatment for students and faculty is not to be obtained from the PN instructors, RN instructors or students except when they set up a time and place to check blood pressure or in the case of an emergency. Health services are limited to first aid and the response of advanced life support units from the local hospitals. The College assumes no responsibility for medical treatment to its students. Any accident or injury requiring more than basic first aid treatment is referred to one of the local hospitals or to the student's private physician. The expense of hospitalization or medical treatment will be borne by the student.

For the Shoals Campus, the emergency phone number for the Helen Keller Ambulance Service is 256.386.4601. This service will transport to Helen Keller, Medical Center Shoals, or ECM Hospital.

Limited first aid supplies are located in the Admissions Office on both campuses and in each of the Occupational Program Offices on the Shoals Campus. For the Phil Campbell Campus, the emergency phone number for the Phil Campbell Rescue Squad is 205.993.4242 or 911.

## Student Insurance Benefits

### ELIGIBILITY

All eligible students of Northwest-Shoals Community College are covered for the activities while under the care and direction of the school with the exception of Dual Enrollment/Dual Credit.

### POLICY EFFECTIVE DATE

The Policy is effective from August 16, 2018 to August 16, 2019.

### MEDICAL EXPENSE BENEFITS

If the Insured Student incurs eligible expenses as the result of a covered injury, directly and independently of all other causes, the Company will pay the charges incurred for such expense within 52 weeks, beginning on the date of accident. Payment will be made for eligible expenses not to exceed \$10,000. The first such expense must be incurred within 60 days after the date of the accident. "Eligible Expense" means charges for the following necessary treatment and service, not to exceed the usual and customary charges in the area where provided, including:

1. Medical and surgical care by a physician;
2. Radiology (X-rays);
3. Prescription drugs and medicines;
4. Dental treatment of sound natural teeth;
5. Hospital care and service in semi-private accommodations, or as an outpatient;
6. Ambulance service from the scene of the accident to the nearest hospital;
7. Orthopedic appliances necessary to promote healing.

### CLAIM PROCEDURE

In the event of an accident, the student should:

1. Report immediately to the nearest doctor or hospital.
2. A completed claim form is required for each accident in order to process the claim. Secure a claim form from the cashier's office or online at [www.studentplanscenter.com](http://www.studentplanscenter.com). Complete and sign the claim form, attach all medical and hospital bills and mail to the Plan Underwriter below.

For a detailed brochure on the NW-SCC Student Insurance Policy, please contact the NW-SCC Cashiers' Office at 256.331.5226 (Shoals Campus) or 256.331.6382 (Phil Campbell Campus).

## NW-SCC Policies

### Campus Security Policies

#### A. Reporting Criminal Actions or Other Emergencies

1. It is the policy of the College that any criminal act; act or threat of violence; injury; destruction of college or personal property; traffic accident; or other situation which occurs on any campus of, or any other site operated by, the College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported to Campus Security at 256.627.1526, Shoals Campus or 256.417.4731, Phil Campbell Campus. If this is unsuccessful, the situation should be reported to the President's Office.
2. All witnesses to any situation which fits into any of the above-described categories shall make themselves available to make written statements and otherwise assist college officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any College employee or student to file false report of, knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described in paragraph A.1. above.
3. It shall be the duty of the College, upon its designated official or officials being made aware of any situation of a nature described in Paragraph A.1. above, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of the College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of a criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.
4. Firearms/weapons of any kind are prohibited on all properties of NW-SCC. Violation of this policy will result in being trespassed from the campus and may result in arrest.

### B. Security of Campus Facilities

The College has a security system for monitoring buildings.

### Crime Statistics

As required by Public Law 101-542, statistics will be made available concerning such crimes as murders, rapes, robberies, aggravated assaults, burglaries, and motor vehicle thefts occurring at any College site.

In compliance with the Clery Act, statistics relating to incidents occurring on the campuses of Northwest-Shoals Community College for the calendar years 2017-2019 (January 1, 2017 - December 31, 2019) are posted in the [Annual Security Report](#).

Please direct any questions or concerns regarding the College's security policy to the Dean of Finance, telephone 256-331-5310. For Campus Crime Statistics see the internet at <https://www.nwscc.edu/about-nw-scc/college-departments/campus-security>.

### Children on Campus Policy

Students, faculty and staff are expected to arrange childcare through personal means; however, special needs may arise for the control and placement of children during College activities. Unsupervised children on campus should be reported to Campus Safety or the appropriate supervisor. Children are expected to be under the direct supervision and control of the parent, guardian, or adult who has brought the child onto College property.

Students requesting a child be allowed to attend class should address the individual instructor. Each instructor will make the determination on the appropriateness of such attendance. This occurrence should not be routine and is discouraged to the extent possible. A child who is sick should not be allowed to attend class.

### NW-SCC Clean Air Policy

Northwest-Shoals Community College (NW-SCC) is committed to providing a safe and healthy environment for its employees, students and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, in light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco products are significant health hazards, it is the intent of the College to establish a smoke-free environment on its campuses and in its college-owned vehicles.

Consequently, the use of tobacco smoking products, including the carrying of any lighted smoking instrument, in College buildings or upon other College premises or inside College-owned, rented or leased vehicles, is prohibited. For the purposes of this policy, a “tobacco product” is defined to include any lighted cigarette (including electronic cigarettes), cigar, pipe, bidi, clove cigarette, and any other smoking product. All College employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the clean air policy will be subject to a monetary fine. Tickets will be issued by campus police officer for violations. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student. Any visitor or contractor found to be violating this policy shall be asked to discontinue the disallowed activity, and any failure by a visitor or contractor to discontinue the disallowed activity after being requested to do so shall result in the visitor or contractor being escorted off the college premises by campus police. NW-SCC will continue to uphold the current policy that the use of ALL tobacco products is prohibited in all buildings on each campus. Failure to adhere may result in the below listed fines.

## Student Fines

Any NW-SCC student found to have violated this policy shall be subject to the following fines: 1st ticket - Warning, 2nd ticket - \$25.00 fine. All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days shall automatically double in amount. A student who has a pending fine or fines may not register for classes nor have transcripts released until all fines are paid in full. Any student wishing to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the Assistant Dean, Tom Carter.

## Employee Fines

Any NW-SCC employee found to have violated this policy shall be subject to the following fines: 1st ticket – Warning, 2nd ticket - \$25.00 fine. All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days shall automatically double in amount. Any employee wishing to appeal a fine arising from the finding of a violation of this policy may do so with the Instructional Dean’s Office. With the exception of advertising in a newspaper, magazine, or similar publication that is not produced by NW-SCC, no tobacco-related advertising or sponsorship shall be permitted on college campuses or at college-sponsored events. No tobacco-related advertising or sponsorship shall appear in any publications produced by the College or by any club or association authorized

by NW-SCC. For the purposes of this policy, the term “tobacco-related” applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

## Substance Abuse Prevention Policy

It is the College’s policy for all students and College personnel that the possession of, the distribution of, or the use of drugs and alcohol is prohibited. We are committed to providing a drug-free learning and working environment. We have included in our orientation credit course, which is required of all entering students, a section on drug awareness. The College has and shall maintain a drug-free awareness program as an in-service requirement (annually) to inform employees about:

- the dangers of drug abuse in the workplace;
- the College’s policy of maintaining a drug-free workplace;
- any available drug counseling, rehabilitation, or employee assistance program; and
- the penalties that may be imposed upon employees for drug abuse violations.

**WARNING:** As set out more fully in Section 5301 of the Anti-Drug Abuse Act of 1988, for anyone convicted of drug distribution or possession, the court may suspend eligibility for Title IV financial aid. Anyone convicted three or more times for drug distribution may become permanently ineligible to receive Title IV financial aid.

## Philosophy

The College is concerned with both the welfare of the College community and with the academic and personal development of each student. The College strives to create a safe and healthy environment; one in which the high risk of alcohol and other drugs does not interfere with learning, performance and development. Substance abuse disrupts this environment and places at risk the lives and well-being of the members of the College as well as the potential of students for contribution to society. It is important for all members of the College to take responsibility for preventing the illegal or high risk use of alcohol or other drugs from negatively affecting the College’s learning environment and the academic physical and emotional well-being of its students.

The College assumes that students are mature adults who have developed mature behavior patterns,

positive attitudes, and conduct above reproach. Students must assume responsibility for their own actions.

The College recognizes that the use of drug and alcoholic beverages poses potential risk to the health and safety of members of the College and to the community at large. The College policies and procedures regarding standards of conduct and enforcement; legal sanctions regarding unlawful use, possession or distribution; federal, state, and local ordinances; health risks, and where to get assistance are offered here to serve as a guide in Northwest-Shoals' Drug and Alcohol Prevention Policy.

## I. Policy

It is the policy of the College that during the month of September of each academic year, information regarding the College's drug and alcohol abuse prevention policy shall be distributed to each student and employee of the College. Each year, the Coordinator of Student Success shall review its Drug and Alcohol Abuse Prevention Program and shall:

1. Determine the effectiveness of its program and report to the President any revisions needed by the program to make it more effective;
2. Ensure that the standards of conduct described in Part II hereof are fairly and consistently enforced; and
3. Submit a written report to the President stating the findings and recommendations of the Team.

The President shall implement such of the Team's recommended revisions as he shall deem appropriate and reasonable.

## II. Standards of Conduct and Enforcement

The College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, the College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, probation, suspension or expulsion. For an employee, such administrative action may include, but shall not be limited to, reprimand, or suspension, or termination of employment, or requirement that the employee participate in and/or successfully complete an

appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately cease such behavior and/or leave the premises, be trespassed by Campus Safety or arrested.

If any employee, student, or visitor shall engage in any behavior prohibited by this policy which is also a violation of federal, state, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

## III. Where to Get Assistance

Help is available for persons who are in need of counseling or other treatment for substance abuse. Following are several agencies and organizations which can assist those in need of such services.

### A. On-Campus Assistance

On-campus assistance is available at the College for students and employees of the College through the Division of Student Services on both the Phil Campbell and Shoals Campuses. The Campus Assistance Program offers initial assessment and counseling services, information on substance abuse, and assistance in obtaining off-campus community services. Services provided on-campus are free of charge to the student and/or employee. Costs for off-campus services are the responsibility of the recipient. Confidentiality is maintained in accordance with state and federal laws.

### B. National Toll-Free Hotlines

1.800.622.2255  
National Council on Alcoholism

### C. Local Agencies and Referral Numbers

Northwest Alabama Mental Health Center  
1100 7th Avenue  
Jasper, Alabama 35501  
205.387.0541

#### Satellites

Northwest Alabama Mental Health  
71 Carraway Drive  
Haleyville, Alabama 35565  
205.486.4111

Northwest Alabama Mental Health  
409 1st Street S.E.  
Hamilton, Alabama 35570  
205.921.2186

Bradford Health Services  
1.800.879.7272  
Riverbend Mental Health  
P.O. Box 941  
Florence, Alabama 35631  
256.764.3431

Sunrise Lodge  
1163 Washington Avenue S.W.  
Russellville, Alabama 35653  
256.332.0078

## Expressive Activities by the Campus Community

All requests must be in writing and submitted to the Assistant Dean at least five (5) business days before the event.

Effective January 1, 2021, the Alabama Community College System Board of Trustees adopts this policy to comply with ACT 2019-396 of the Alabama Legislature.

### I. Findings/Policy Statements

In accordance with ACT 2019-396 the Board of Trustees finds the following:

A. A primary function of the Community and Technical Colleges within the Alabama Community College System is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate, and that to fulfill that function, the Colleges will strive to ensure the fullest degree possible of intellectual freedom and free expression.

B. It is not the proper role of the Colleges to shield individuals from speech protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Constitution of Alabama of 1901, including without limitation, ideas and opinions they find unwelcome, disagreeable, or offensive.

C. Students, administrators, faculty, and staff are free to take positions on public controversies and to engage in protected expressive activity in outdoor areas of the campus, and to spontaneously and contemporaneously assemble, speak, and distribute literature.

D. The Colleges should support free association and shall not deny a student organization any benefit or privilege available to any other organization based on the expression of the organization, including any requirement of the organization that the leaders or

members of the organization affirm and adhere to an organization's sincerely held beliefs or statement of principles, comply with the organization's standard of conduct, or further the organization's mission or purpose, as defined by the student organization.

E. The Colleges shall strive to remain neutral, as institutions, on the public policy controversies of the day, except for administrative decisions that are essential to the day-to-day functioning of the Colleges, and the Colleges will not require students, faculty, or staff to publicly express a given view of a public controversy.

F. The Colleges should prohibit all forms of harassment as defined in Act 2019-396, which includes expression so severe, pervasive, and objectively offensive that it effectively denies access to an educational opportunity or benefit provided by the College.

### II. Speech and Expression in Outdoor Areas

A. For purposes of this policy, the Campus Community includes a College's students, administrators, faculty, and staff, as well as the invited guests of the College and the College's recognized student organizations (including organizations seeking recognition), administrators, faculty and staff.

B. Members of the Campus Community shall be permitted to engage in expressive activities in outdoor areas of College property with general access during regular hours of College operation, subject to the limitations described below. Expressive activities are defined as those activities protected under the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, including any lawful verbal, written or electronic communication of ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; and circulating petitions.

C. Outdoor areas where expressive activities are not allowed include areas of restricted access as identified by the College, which may include but are not limited to areas adjacent to classrooms or places of residence; athletic facilities; areas being used as outdoor classrooms or educational training; or areas where access is restricted due to operational or safety protocols, such as energy or maintenance control areas.

D. Except for Section II.H. below, this policy does not apply to expressive activities that take place in indoor areas of College property including, but not limited to, classrooms or classroom buildings; interior hallways and breezeways; administrative buildings or offices;

auditoriums; performing arts venues; events centers; and recreational facilities. Expressive activities in these areas are governed by College policies related to academic freedom, facilities use, and other applicable policies and protocols, subject to the requirement that all Colleges must be open to any speaker whom the institution's student organizations or faculty have invited. These areas may be used for official events sponsored by the College or for non-college use under Board of Trustees Policies 500.01 and 507.01.

E. Members of the Campus Community who engage in expressive activities in permitted outdoor areas may do so freely, spontaneously, and contemporaneously as long as the conduct is lawful, in accordance with laws applicable to conduct and activities on College property, and does not materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities.

F. Conduct that may materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities may include:

1. Obstruction of vehicular, bicycle, pedestrian, or other traffic;
2. Obstruction of entrances or exits to buildings or driveways or impeding entry or exit from any building or parking lot or vehicular path;
3. Violations of a state, federal or local law, regulation, or ordinance;
4. Threats to passersby or the use of fighting words, which are words that by their mere utterance inflict violence or would tend to incite a reasonable person to violence or other breach of the peace;
5. Following, badgering, or forcibly detaining individuals;
6. Interference with scheduled College classes, ceremonies or events, including memorials, dedications or classroom activities, whether indoors or outdoors;
7. Damage to property, including buildings, benches, sidewalks, fixtures, grass, shrubs, trees, flowers, or other landscaping;
8. Use of sound amplification, including bullhorns, except within reasonable limits that will not disrupt normal College operations;
9. Use of placards, banners, or signs that are dangerous or cause obstruction as described in subsections 1 and 2 above;
10. Engaging in expressive activities in prohibited or restricted areas as defined in Sections II.B. and II.C. above;

11. Any other interference with normal College operations beyond a minor, brief, or fleeting nonviolent disruption that is isolated or brief in duration; or
12. Any other conduct or activity not protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, or other state law.

G. Nothing herein shall be construed to limit the application of laws related to disruptions, disturbances, or interference with the Colleges and the functions of educational institutions.

H. A College may employ police and security officers and use other security measures to ensure the safety of all participants, the Campus Community, and the public. Nothing in the policy shall prohibit the institution from charging a fee for security for events, provided that such fees may not be calculated or otherwise based on the content of the protected expressive or the anticipated reaction to the protected expressive activity. The Board of Trustees encourages Colleges to establish a security fee schedule for events that is based on factors unrelated to the content of the expressive activity, such as number of expected attendees or the time duration of the event.

Presidents may waive security fees at their discretion, but may not exercise their discretion on the basis of the content of the expressive activity or the anticipated reaction to the protected expressive activity, except in emergency situations in which there is a clear and present danger to the campus community or to the public.

Additional fees for the use of campus facilities, such as for the use of IT resources or cleanup costs, are not prohibited under this Policy, as long as such fees are not based on the content of the expressive activity.

I. To promote a safe and effective event, individuals or groups from the Campus Community planning to engage in expressive activity that they anticipate will require the assistance of security should provide sufficient notice to the President or his/her designee, and to the Chief of Police or appropriate campus security personnel, in advance of the event. Such arrangements enable a College to ensure the event takes place in a safe and constructive manner. Each institution will determine the amount of advanced notice that will be required in order for security to be provided.

J. Individuals or groups who engage in expressive activity in outdoor areas on College property are subject to College policies relating to the use and operation of College and campus facilities, including



without limitation policies relating to firearms and weapons, alcohol, smoking, and trespass. A College may limit the possession or use of clubs, bats, weapons, open flames, or other material objects on campus property during such events.

K. Each College shall not permit members of the Campus Community to engage in conduct that materially and substantially disrupts protected expressive activity or infringes on the right to engage in expressive activity. Any act of reprisal, interference, coercion, or restraint, by a student or employee, of protected expressive activity, violates this policy and will result in appropriate disciplinary action. Disciplinary sanctions for members of the Campus Community under the jurisdiction of the College who violate this subsection shall be handled through existing processes provided for under law and individual College policy. Each College shall ensure that it has in place appropriate disciplinary sanctions to address any such violations.

L. Nothing in this policy shall be construed to prevent Colleges from regulating and restricting expressive activity that is not protected by the United States Constitution, the Constitution of Alabama of 1901, or state law, including, but not limited to, any of the following:

1. Violations of state or federal law, including, but not limited to, actions that damage institutional property.
2. Expressions that a court has deemed unprotected defamation.
3. Harassment.
4. True threats, which are defined as statements meant by the speaker to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals.
5. An unjustifiable invasion of privacy or confidentiality not involving a matter of public concern.
6. An action that unlawfully disrupts the function or security of the institution.
7. Any constitutional time, place, and manner restrictions for outdoor areas of campus when they are narrowly tailored to serve a significant institutional interest and when the restrictions employ clear, published, content-neutral, and viewpoint-neutral criteria, and provide for ample alternative means of expression.

M. Complaints or questions regarding the application of this policy should be addressed by use of the ordinary complaint process at the College for students, faculty, and staff.

### III. Commercial Activity on Campus

Individuals, organizations and groups, both internal and external to a College, may not conduct commercial transactions or engage in commercial speech on College property unless authorized pursuant to Board of Trustees Policy 515.01 and approved in accordance with the College's policy regarding solicitation on campus. Commercial speech means speech in which the speaker is engaged in commerce, the intended audience is commercial or actual or potential consumers, and the content of the message is commercial. Fundraising, including political fundraising, is considered solicitation and is therefore deemed commercial speech under this policy.

### IV. Policy Distribution

Colleges shall include in new student, new faculty, and new staff orientation programs a section describing this policy. Colleges shall disseminate this policy to all members of the campus community and shall make this policy available in College handbooks and on College websites.

### V. Inconsistent Policies

This policy shall supersede and nullify any previous policies of the Board of Trustees or of the institutions that restrict speech on the College campuses.

This policy is not intended to supersede, nullify, or amend any policies of the Board of Trustees or the institutions that regulate the reservations and use of interior spaces on the College campuses, or that charge incidental fees for the use of such spaces.

### VI. Reports

A. The Chancellor, on behalf of the Board of Trustees, shall submit to the Governor and Legislature the adopted policy and course of action implemented to ensure compliance with Act 2019-396 within 30 days of the policy's adoption. Any changes or updates to the policy shall be submitted within 30 days after making the changes or updates.

B. The Colleges shall prepare and submit reports to the Chancellor and Board of Trustees by August 15 for the prior 12-month period ending July 31 that include the following:

1. The date and description of each violation of the policy.
2. A description of the administrative handling and discipline relating to each violation.

3. A description of substantial difficulties, controversies, or successes in maintaining a posture of administrative and institutional neutrality.
4. Any additional assessments, criticism, commendations, or recommendations the Colleges see fit to include. The Chancellor, on behalf of the Board of Trustees, shall compile this information into a comprehensive report that shall be displayed in a prominent location on the ACCS website by September 1 of each year. In addition, a copy of the report shall be provided to the Alabama Commission on Higher Education

## Policy on Intellectual Property Rights

Based upon the State Board of Education policy 321.01: copyright, Trademark, and Patent Ownership, it is the policy of NW-SCC that in a situation where a student or college employee develops an intellectual property, and such development arises in whole or in part from the use of college resources (including the work time of any college employee), the College shall have complete and exclusive ownership of all resulting copyrights and/or patents. However, it shall be the policy of NW-SCC that in such a situation, the employee/ student who develops the textbook, workbook, technology, or other product shall be entitled to a designated share of any royalties or license fees received by the College from such a copyright or patent, provided that prior to the development of the respective product, there shall be a contract executed between NW-SCC and the employee by which the employee will be authorized to use the resources of NW-SCC in the product's development. In particular, the contract shall specify:

- The nature, scope, type, and number of NW-SCC resources which are anticipated to be used in the product's development.
- The proportionate share of royalties or fees which the employee/student shall be eligible to receive and shall further specify the types of documentation to be provided to the College as to what College resources were used and what outside resources were used to develop the product.
- That the portion of any royalties or fees to be received by the employee/student must have a direct relationship to the verifiable amount of the employee's/student's personal time, resources, and/or funds which are to be used in the product's development, as compared to the verifiable amount of all time, resources, and funds to be devoted to the development of the product.

- That any compensation to the employee/student arising from the development of the product must be made from proceeds derived directly from the publication, manufacture, sale, lease, or distribution of the products, and not from any State or Federal funds.
- That the contract does not provide an exemption from, and does not imply compliance with, the Alabama Ethics Law, and that it shall be subject to the scrutiny of the Alabama Ethics Commission, which shall be provided with a copy of the contract.
- That prior to the payment of any compensation to any college employee/student under a contract of the type described above, such contract or payment must be approved in writing by the appropriate dean level administrator.

All revenue derived from the creation and production of intellectual property by any NW-SCC employee/ student, which is not designated as the employee/ student share, shall be placed into the College's general fund to cover the cost of the College resources which were used in the development of the product.

Any NW-SCC employee/student who is interested in entering into an agreement with the College for the development of any intellectual property subject to this policy shall begin the process by submitting to the appropriate dean a written proposal which describes in detail the proposal, and which contains a list of all anticipated college resources needed for the development of the product as well as all resources to be provided by the employee or any other person or source other than the College.

## PC Network/Internet Acceptable Usage Policy

### Introduction

The College owns and operates a variety of computing systems which are provided for the use of College students, faculty, and staff in support of the programs of the College and are to be used for education, academic development, and public service only. Commercial uses are specifically excluded. All students, faculty and staff are responsible for seeing that these computing facilities are used in an effective, efficient, ethical, and lawful manner.

These regulations establish rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited, and is grounds for loss of computing privileges, as well as discipline or legal sanctions under Federal, State, and local law.

# Statement of Policy

## A. Audience and Agreement

1. All users of the College computing systems must read, understand, and comply with the policies outlined in this document, as well as any additional guidelines established by the administrators (AS400 and PC Network) of each system. Such guidelines will be reviewed by the College and may become subject to approval as a college policy or procedure.
2. By using any of these systems, users agree that they will comply with these policies.

## B. Rights

1. These computer systems, facilities, and accounts are owned and operated by the College. The College reserves all rights, including termination of service without notice, to the computing resources that it owns and operates. These procedures shall not be construed as a waiver of any rights of the College, nor shall they conflict with applicable acts of Law.
2. Users have rights that may be protected by federal, state, and local law.

## C. Privileges

1. Access and privileges on College computing systems are assigned and managed by the appropriate system administrator. Eligible individuals may become authorized users of a system and be granted appropriate access and privileges by following the approval steps prescribed for that system.
2. Faculty/staff and students may use a lab at any time the facility is not in use. If the lab is in use the permission of the instructor should be obtained. A faculty/staff member or a student should not use a lab if the use monopolizes equipment or disrupts the scheduled use of the facility.
3. Faculty making assignments requiring students to use a computer (other than classes already scheduled) must make arrangements with the appropriate system administrator

## D. Responsibilities

1. Users are responsible for maintaining the following:
  - a) An environment in which access to all College computing resources are shared equitably among users:

- b) The system administrator of each system sets minimum guidelines within which users must conduct their activities.
2. An environment conducive to learning:
    - a) A user, who uses the College's computing systems to harass, or make defamatory remarks, shall bear full responsibility for his or her actions. Further, by using these systems, users agree that individuals who transmit such remarks shall bear sole responsibility for their actions. Users agree that the College's role in managing this system is only as an information carrier, and that they will never consider transmission through this system as an endorsement of said transmission by the College.
    - b) Many of the College computing systems provide access to outside networks both public and private which furnish electronic mail, information services, bulletin boards, conferences, etc. Users are advised that they may encounter material that may be considered offensive or objectionable in nature or content. Users are further advised that the College does not assume responsibility for the contents of any of these outside networks.
    - c) The user agrees to comply with the acceptable use guidelines for whichever outside networks or services they may access through College systems.
    - d) Further, the user agrees to follow proper etiquette on outside networks. Documents regarding etiquette are available through system administrators and through specific individual networks.
    - e) The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading.
    - f) The user agrees that, in the unlikely event that someone does transmit, or cause to be transmitted, a message that is inconsistent with an environment conducive to learning or with a misleading origination, the person who performed the transmission will be solely accountable for the message, not the College, which is acting solely as the information carrier.
  3. An environment free of illegal or malicious acts:
    - a) The user agrees never to use a system to perform an illegal or malicious act. Any attempt to increase the level of access to which (s)he is authorized, or any attempt to deprive other authorized users of resources or access to any College computer system shall be regarded as malicious, and may be treated as an illegal act.

4. A secure environment:
  - a) Any user who finds a possible security lapse on any system is obliged to report it to the system administrators. The system must not be used until the system administrator has investigated the problem.
  - b) Knowledge of passwords or of loopholes in computer security systems shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources or otherwise make use of computing resources for which proper authorization has not been given.
  - c) Users are responsible for backup of their own data.

#### **E. Accounts**

1. All accounts allowing access to the College computer resources must approve by the appropriate system administrator including the issuing of passwords.
2. In the event an individual is no longer employed by the College it is the responsibility of the employee's supervisor to notify the appropriate system administrator to close the former employee's account.
3. Users may not, under any circumstances, transfer or confer these privileges to other individuals. Others shall not use any account assigned to an individual without written permission from the system's administrator. The authorized user is responsible for the proper use of the system, including any password protection.

#### **F. Confidentiality**

The College reserves the right to access all information stored on College computers without notice. File owners will be notified of file access and/or maintenance, in advance, if such notice is practical. When performing maintenance, every effort is made to insure the privacy of a user's files. However, if policy violations are discovered, they will be reported immediately to the appropriate systems administrator.

#### **G. System Usage**

Electronic communications facilities (such as e-mail) are for College related activities only. Fraudulent, harassing or obscene messages and/or materials are not to be sent or stored.

#### **H. System Performance**

No one should deliberately attempt to degrade the performance of a computer system or to deprive authorized personnel of resources or access to any College computer system.

#### **I. Unauthorized Access**

No one should deliberately attempt to degrade the performance of a computer system or to deprive authorized personnel of resources or access to any College computer system.

#### **J. Copyright**

Computer software protected by copyright is not to be copied from, into, or by using campus computing facilities, except as permitted by law or by the contract with the owner of the copyright.

Peer-to-Peer file sharing is prohibited by Northwest-Shoals Community College

College networks and equipment may not be used to violate copyright laws. The unauthorized reproduction of copyrighted materials, including illegal downloading or sharing of copy righted music, movies, books, etc., is a serious violation of NW-SCC's Network Usage Policy as well as U.S. Copyright Laws.

### **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 a 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 \$750 and not 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).

## K. Violations

Appropriate disciplinary action will be taken against individuals found to have engaged in prohibited use of the College AS400 or PC network/internet resources. The following sanctions could be imposed for a violation of any of the policies and procedures stated herein.

1. Immediate loss of access.
2. Additional disciplinary action to be determined by the college in line with existing policies.
3. Legal action, when applicable.

## L. Additional Guidelines

System administrators will establish more detailed guidelines, as needed, for specific computer systems and networks. These guidelines will cover such issues as allowable connect time and disk space, handling of irretrievable mail, responsibility for account approval and other items related to administering the system.

# Title IX Sexual Harassment Complaint Procedures

Northwest-Shoals Community College is committed to providing a campus community free of sexual misconduct and harassment. As required by Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its educational programs and activities. This includes discrimination affecting employees of the College and applicants for employment, students and applicants for admission, or members of the public. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others, whether on College premises or at any College owned off campus location and while participating in any educational program or activity of the College.

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972 and the Violence Against Women Act. This policy is intended to reaffirm the College's commitment to address sexual harassment and take steps to prevent its reoccurrence and preserve or restore equal access to the College's educational programs and activities. Dating violence, domestic violence, and stalking may also be considered forms of sexual discrimination. Due to the seriousness of these

offenses, the College has adopted specific policies and procedures, outlined in the Student Handbook, in employment policies, and on the College's webpage, to address alleged instances of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking. The College believes that no person should bear the effects of sexual harassment alone. When such conduct occurs, the College's paramount concern is for the safety and wellbeing of those impacted. To support and assist students, the College provides a range of resources that include a trained counselor.

Under Title IX, individuals reporting allegations related to sexual harassment and/or sexual violence have the right to a resolution of their complaint, to have the College conduct a prompt, thorough, and impartial investigation, and to receive supportive measures to ensure the safety and wellbeing of the individuals involved and the College community.

When allegations of sexual harassment and/or sexual violence in any form are brought to the attention of the Title IX Coordinator, and if a responding party is found to have violated this policy, serious sanctions will be used to prevent its reoccurrence. Northwest-Shoals Community College does not tolerate or condone retaliation. Individuals wishing to report sexual harassment and/or sexual violence and/or to make inquiries concerning the application of Title IX at the College may contact:

Dr. Crystal Reed  
Assistant Dean - Student Services Division  
P.O. Box 2545  
Muscle Shoals, AL 35662  
Phone: 256-331-5291  
Email: [crystal.reed@nwscc.edu](mailto:crystal.reed@nwscc.edu)

and/or

Assistant Secretary  
U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Building  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: 800-421-3481  
Fax: 202-453-6012; TDD: 800-877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Information regarding the Title IX Coordinator and their role will be provided to all faculty, staff, students, applicants for admissions, and applicants for employment. Also, this information is available on the College's website at [www.nwscc.edu](http://www.nwscc.edu) on the Title IX webpage.

## POLICY

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in educational programs or activities that receive Federal financial assistance. Title IX 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 education program or activity receiving Federal financial assistance."

## DEFINITIONS RELATING TO SEXUAL HARASSMENT

Many terms are used in the context of sexual harassment. The following will provide some common definitions and examples.

**Actual knowledge:** The notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College shall be deemed actual knowledge on the part of the College.

**Complainant:** is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. For the purposes of this procedure a complainant may be an individual applying for admission or employment, an employee, a student or an individual otherwise participating in or attempting to participate in the College's education programs and activities.

**Respondent:** is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Formal complaint:** is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of the College at which the formal complaint is filed.

**Consent:** "Consent" must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a

factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

**Incapacitation:** An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

**Sexual Misconduct:** Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined below or under Alabama state law.

**Harassment:** The striking, shoving, kicking, or otherwise touching or making physical contact in regard to another for the purpose of harassing, annoying or alarming; and/or directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming. Example: making or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person's safety is in jeopardy.

**Sexual harassment:** Conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning education benefits on participating in unwelcome sexual conduct (i.e. quid pro quo);
- Unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Stalking, dating violence, or domestic violence.

## Definitions of Sexually Based Offenses

Sexual abuse in the first degree:

- (a) A person commits the crime of sexual abuse in the first degree if:
  - (1) He subjects another person to sexual contact by forcible compulsion; or

- (2) He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.
- (b) Sexual abuse in the first degree is a Class C felony (Alabama Code 13A-6-66).

#### Sexual abuse in the second degree:

- (a) A person commits the crime of sexual abuse in the second degree if:
  - (1) He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or
  - (2) He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.
- (b) Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony (Alabama Code 13A-6-67).

#### Rape in the first degree:

- (a) A person commits the crime of rape in the first degree if:
  - (1) He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or
  - (2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
  - (3) He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.
- (b) Rape in the first degree is a Class A felony (Alabama Code 13A-6-61).

#### Rape in the second degree:

- (a) A person commits the crime of rape in the second degree if:
  - (1) Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.

- (2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.
- (b) Rape in the second degree is a Class B felony (Alabama Code 13A-6-62).

#### Sodomy in the first degree:

- (a) A person commits the crime of sodomy in the first degree if:
  - (1) He engages in deviate sexual intercourse with another person by forcible compulsion; or
  - (2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
  - (3) He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.
- (b) Sodomy in the first degree is a Class A felony (Alabama Code 13A-6-63).

#### Sodomy in the second degree:

- (a) A person commits the crime of sodomy in the second degree if:
  - (1) He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.
  - (2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.
- (b) Sodomy in the second degree is a Class B felony (Alabama Code 13A-6-64).

#### Domestic Violence:

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction (34 U.S.C.12291(a)(8)).

In Alabama, domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant (Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees).

Dating Violence:

Means violence committed by a person –

- (a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (b) Where the existence of such a relationship will be determined based on a consideration of the following factors:
  - The length of the relationship,
  - The type of relationship,
  - The frequency of interaction between the persons involved in the relationship (34 U.S.C.12291(a) (10).

In Alabama, dating violence is covered under Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees.

Stalking:

Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress 34 U.S.C.12291(a)(30).

In Alabama, stalking is when a person intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm (13A-6-90 Stalking in the first degree) or a person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct (Section 13A-6-91 Stalking in the second degree).

Sexual assault:

Means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting systems of the Federal Bureau of Investigation 20 U.S.C.1092 (f)(6)(A)(v).

### **Victims Option to Report**

Students and employees who are victims of crime including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, are encouraged by the College to report but do have the

option not to report the incident to campus law enforcement or local law enforcement. In those cases, the victim may still seek assistance confidentially from Crisis Services of North Alabama or any other victim service agency of their choosing.

### **Formal Complaint Process**

#### **A. INITIAL STEPS**

Any student or employee of the College or applicant for employment or admission who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the complaint to the campus Title IX Coordinator [[www.nwscc.edu](http://www.nwscc.edu)]. An educational program or activity of the College includes, but is not limited to locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

#### **B. REPORTING A COMPLAINT**

Any individual may report a sexual harassment incident to the Title IX Coordinator in person, by email, by telephone, or in writing. The report must include the names of the complainant(s) and respondent(s), approximate date of incident, facts of the incident, and contact information for the person submitting the complaint.

The Title IX Coordinator will respond in writing to the person submitting the complaint as soon as practicable, but not exceeding five (5) business days. If the person submitting the complaint is not the complainant, the Title IX Coordinator will also contact the complainant within five (5) business days.

If after a discussion with the complainant, the Title IX Coordinator determines that the complaint does not qualify as a Title IX Complaint, the Title IX Coordinator will notify the complainant in writing and may redirect the complaint to the appropriate committee.

If after a discussion between the complainant and the Title IX Coordinator, the Title IX Coordinator determines that the complaint meets the criteria of a Title IX Complaint and the complainant requests to file a formal complaint, the Title IX Coordinator will initiate the formal complaint process.



## C. SUPPORTIVE MEASURES

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Supportive measures will be offered to the complainant within five (5) business days of receipt of the complaint.

Supportive measures will be offered to the respondent simultaneously with the Notice of Allegations.

## D. Standard of Evidence for Determining Responsibility

For the purposes of College Title IX procedures, the College will use a "preponderance of evidence" standard for determining responsibility. Preponderance of the evidence means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is evidence which as a whole shows that the fact sought to be proved is more probable than not.

## E. FORMAL COMPLAINT PROCESS

A formal complaint must be submitted in electronic (email) or written format to the Title IX Coordinator and must be signed by the complainant. In the event that under the circumstances a formal complaint should be pursued notwithstanding a complainant's desire not to file a formal complaint, the Title IX Coordinator may sign the complaint. The complaint must include the following:

- the date of the original complaint,
- names of complainant and respondent,
- facts and description of the complaint, and
- the request to investigate complaint.

A complainant must be participating in or attempting to participate in a College sponsored program or activity at the time the complaint is filed.

## F. DISMISSAL OF FORMAL COMPLAINT

The College may dismiss a formal complaint or allegations therein if:

- the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein,
- the respondent is no longer enrolled or employed by the school, or
- specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

The College must dismiss a formal complaint or allegations therein if:

- the allegations do not meet the definitions of sexual harassment
- the alleged conduct did not occur within the United States, or
- the alleged conduct did not occur within a College sponsored program or activity.

If the College determines the formal complaint or allegations therein will be dismissed, the Title IX Coordinator will provide written notice to both parties of the dismissal of allegations, and the reason for dismissal within five (5) business days of the decision to dismiss the complaint.

## G. NOTICE OF ALLEGATIONS

The Title IX Coordinator will provide simultaneous written notice of allegations, including sufficient details, and intent to investigate to the complainant and respondent no later than ten (10) calendar days after receipt of the formal complaint. The Title IX Coordinator will also provide both parties with the formal complaint, grievance and appeal process, possible sanctions and remedies, and availability of advisors. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct, that the parties and their advisors may review and inspect evidence, and that the parties are advised of the provisions of the College Code of Conduct relating to making false statements or submitting false information during the grievance process.

The Title IX Coordinator will additionally notify the Title IX Investigator of the pending investigation and provide a copy of the formal complaint.

#### H. ADVISORS

In addition to providing the complainant and respondent with written notice of allegations and intent to investigate, the Title IX Coordinator will inform the parties of the availability of advisors. Both parties shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or another personal representative advisor. In the alternative, either or both parties may also request an advisor provided by the College.

Only an advisor may conduct cross-examination during the live hearing.

Neither party may dismiss a College appointed advisor.

#### I. INVESTIGATION PROCEDURE

The Title IX Investigator is responsible for conducting an investigation of the submitted formal complaint. The Title IX Investigator will have received Title IX Investigator training within the current academic year.

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College and not on the parties.

The Title IX Investigator will notify the complaint and respondent in writing of the intent to investigate within five (5) business days of receipt of the formal complaint and will commence interviews within ten (10) business days of receipt of the formal complaint. The Title IX Investigator will notify the complainant and respondent and their respective advisors in writing of all individuals the investigator intends to interview.

Either party may identify other witnesses with relevant information for interview or other evidence for review by the Investigator.

The Title IX Investigator will conduct a factual investigation of the formal complaint and shall research applicable statutes, regulations, and/or policies, if any. The Title IX Investigator will notify any interviewees in writing of the intent to interview. Interviewees will have at least five (5) business days' notice of an interview. Notice will include the participants, date, place, purpose, and time of the interview.

The College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory (tending to establish fault or guilt) and exculpatory (clearing or tending to

clear from alleged fault or guilt) evidence. Creditability determinations may not be based on a person's status as a complainant, respondent, or witness.

The College will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the College may establish restrictions regarding the extent to which the advisor may participate in proceedings, as long as the restrictions apply equally to both parties.

The College will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The College will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal access opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Prior to the completion of the investigative report, the Title IX investigator will submit all reviewed evidence to the Title IX Coordinator. The Title IX Coordinator will provide copies of all evidence reviewed during the investigation to the complainant, respondent, and their respective advisors. All parties will have ten (10) business days to review the evidence and respond in writing to the Title IX Coordinator. Subsequent to the ten (10) business day review period, the Title IX Coordinator will direct any responses from the complainant, respondent, or their respective advisors to the Title IX Investigator for additional review. The Title IX Investigator will submit a final report and the reviewed evidence to the Title IX Coordinator. At least 10 days prior to the live hearing, the Title IX Coordinator will simultaneously provide the complainant, respondent, their respective advisors, with the final report and all reviewed evidence for their review and written response. The President will select a Hearing Officer to conduct the live hearing. The Hearing Officer shall be provided a copy of the investigative report and reviewed evidence.

#### J. LIVE HEARING PROCEDURE

Upon receipt of the final investigative report, the Hearing Officer will convene a Decision Maker Panel and schedule a live hearing. The panel will consist of three (3) individuals selected by the Hearing Officer who have completed Decision Maker training during the current academic year. The Hearing Officer will designate one of the Decision Makers as Primary Decision Maker. Hearing Officer will notify the complainant, respondent, their respective advisors, Title IX Coordinator, Title IX Investigator, witnesses named in the final report, and the Decision Makers of the live hearing date within five (5) business days of receipt of the final investigative report. The live hearing date must provide the complainant, respondent, and their respective advisors with no less than ten (10) business days to review the final investigative report and all supporting evidence.

The hearing must be a live, recorded hearing with the opportunity for both advisors to conduct cross-examinations. The hearing shall be recorded by either a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

Upon request, the complainant and respondent may participate in the hearing via on-campus video conferencing provided that all parties, including the Decision Making Panel, are able to see and hear the party or witness answering questions in real-time. The Hearing Officer, Decision Makers, Complainant, Respondent, and their respective advisors will attend the hearing. The Title IX investigator, Title IX Coordinator and witnesses will be called to provide testimony if requested by the Decision Makers, parties or their respective advisors. If a party does not have an advisor present at the live hearing, the College shall provide without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be an attorney.

The hearing process will consist of:

- Opening statement by Hearing Officer
- Review of hearing procedures, formal complaint, and notice of allegations by Hearing Officer
- Review of potential hearing outcomes and sanctions by Hearing Officer
- Complainant Testimony
- Cross-examination of complainant by respondent advisor
- Testimony of witnesses of complainant
- Cross-examination of complainant witnesses by respondent advisor
- Respondent Testimony

- Cross-examination of respondent by complainant advisor
- Witnesses of respondent testimonies
- Cross-examination of respondent witnesses by complainant advisor
- Decision Maker inquiries
- Review of appeal process by Hearing Officer
- Closing statement by Hearing Officer
- Dismissal of parties
- Decision Maker deliberations

At the hearing, the Hearing Officer shall read the hearing procedures, notice of allegations, formal complaint, potential hearing outcomes, and potential sanctions. After the Hearing Officer concludes opening statements, the complainant shall have the opportunity to present such oral testimony and offer such other supporting evidence as deemed relevant to the formal complaint. Subsequent to complainant testimony, the respondent advisor may conduct cross-examination. The Decision Makers may question the complainant after the cross-examination.

The complainant may call witnesses to provide testimony as deemed appropriate to the formal complaint. The respondent advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

The respondent shall then be given the opportunity to present such testimony and offer such other evidence as deemed relevant to the respondent's defense against the formal complaint. Subsequent to respondent testimony, the complainant advisor may conduct cross-examination. The Decision Makers may question the respondent after the cross-examination. The respondent may call witnesses to provide testimony as deemed appropriate to the formal complaint. The complainant advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

Only relevant cross-examination and other questions may be asked of a party or witness. During cross-examination, the advisor will pose each question orally to the Primary Decision Maker. The Primary Decision Maker will determine if the complainant, respondent, or witnesses may respond to the question. If the Primary Decision Maker chair determines that the question is not relevant, the Primary Decision Maker will explain the rationale for dismissing the question. Rape shield protection is provided for complainants which deems irrelevant questions and evidence about a complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or if the questions

and evidence concern specific incidents of complainant's prior sexual behavior with respect to the respondent and offered to prove consent.

If a witness or party is not available or declines cross-examination, the Decision Makers must not rely on any statement of that witness in reaching a determination regarding responsibility; provided, however, that the Decision Makers cannot draw an inference about the determination regarding responsibility based solely on a party or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Upon conclusion of the presentation of the evidence and cross-examinations, the Hearing Officer shall read the appeal process and closing statements. The complainant, respondent, their respective advisors and all witnesses shall be dismissed.

The Decision Makers will deliberate to determine if the respondent is deemed responsible and submit a written hearing report which contains:

- identification of the allegations potentially constituting sexual harassment;
- a description of the procedural steps taken from the receipt of the formal complaint through determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- findings of fact supporting the determination;
- conclusions regarding the application of the College's code of conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
- the College's procedures and permissible bases for the complainant and respondent to appeal.

The Primary Decision Maker will submit the hearing report to the Hearing Officer within ten (10) business days of the live hearing.

The Hearing Officer will submit the hearing report simultaneously to the Title IX Coordinator, complainant, respondent, and their respective advisors within three (3) business days of receipt of the hearing report.

The College must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the

date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator will retain the recording of the hearing, the hearing report, the investigative report, and all evidence obtained during the investigation and all evidence offered at the hearing.

#### K. APPEAL PROCEDURE

Appeals of a determination regarding responsibility and from the College's dismissal of a formal complaint or any allegations therein are available to both parties on the following grounds: (1) procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time the decision regarding responsibility or dismissal was made, that could affect the outcome; and/or (3) the Title IX Coordinator, Investigator, or a Decision Maker had a conflict of interest or bias that affected the outcome.

The President of Northwest-Shoals Community College or his/her designee shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Decision Maker Panel. The President or his/her designee shall not be bound in any manner by the recommendation(s) of the Decision Maker Panel, but shall take it (them) into consideration in rendering his/her decision.

Either party may file a written request with President requesting that the President review the decision of the Decision Maker Panel. The written request must be filed within ten (10) business days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the tenth (10th) business day following the party's receipt of the report, the party's opportunity to appeal shall have been waived.

As to all appeals, the College will:

- notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- ensure that the Decision-Maker(s) for the appeal is not the same person as the Decision Maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
- ensure the Decision-Maker(s) for the appeal complies with the standards set for in 34 C.F.R. § 160.45(b)(iii);
- give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

- issue a written decision describing the result of the appeal and the rationale for the result; and
- provide the written decision simultaneously to both parties.

A decision on a party's appeal shall be rendered within 30 calendar days of the initiation of the appeals process. The time for decision may be extended for exigent circumstance or as may be otherwise agreed by the parties.

If the respondent is also an employee of the College, the individual may also file a claim with the Equal Employment Opportunity Commission within 180 days of the alleged discriminatory act.

**Informal Resolution.** The College may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the College may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the College does the following:

- i. provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- ii. obtains the parties' voluntary, written consent to the informal resolution process; and
- iii. does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

#### L. RETALIATION PROHIBITED.

Neither the College nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose interfering with any right or privilege secured by Title IX, or because the

individual has made a report or complaint, testified, assisted, or participated in any manner an investigation, proceeding, or hearing conducted under this policy. Complaints alleging retaliation may be filed according to the grievance procedures included in the formal complaint process. The College shall keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness except as may be permitted by FERPA statute, 20 U.S.C. 1232g or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

#### Range of Possible Sanctions

On final determination of responsibility the following sanctions may be imposed against a respondent:

For Students:

- An oral warning
- A written letter of warning
- A letter of reprimand
- Mandatory attendance at an educational program on discrimination, harassment, and/or sexual misconduct
- Mandatory referral for psychological or chemical dependency assessment and compliance with any resulting treatment plan
- Barring participation in student organizations, official College programs, or College sponsored activities
- Probation
- Suspension or expulsion from the College

For Faculty Members:

- An oral warning
- A written letter of warning
- A letter of reprimand
- Mandatory attendance at an educational program on discrimination, harassment, and/or sexual misconduct
- Mandatory referral for psychological or chemical dependency assessment and compliance with any resulting treatment plan
- Restriction of responsibilities
- Reassignment
- Barring leadership or participation in domestic or international off-campus educational programs
- Canceling College related travel
- Suspension without pay or dismissal/termination of employment

For Administrator or Staff Members:

- An oral warning
- A written warning
- A letter of reprimand
- Mandatory attendance at an educational program on discrimination, harassment, and/or sexual misconduct, or retaliation
- Mandatory referral for psychological or chemical dependency assessment and compliance with any resulting treatment plan
- Restriction of responsibilities
- Reassignment or transfer to another department
- Suspension without pay
- Final written warning
- Dismissal/termination or employment

For Individuals other than employees or students:

- Oral warning
- Written warning
- Up to and including removal from campus and termination of contractual arrangements
- Trespass from campus

At any time in the grievance process, the College may impose a temporary delay or limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

Neither the College assigned Investigator or Decision Makers or any person who facilitates an informal resolution process shall require, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The College's Title IX Coordinators, Investigators, Decision Makers shall all have received training for their respective roles prior to participating in a Title IX Complaint or grievance process. All materials used to train the Title IX Coordinators, Investigators, Decision Makers and any person who facilitates an informal resolution process may be found on the College's website at [www.nwscc.edu](http://www.nwscc.edu).

## Restroom Policy

Restrooms and locker rooms are designated separately for women or men unless otherwise posted. Any individual using the other biological gender's restroom or locker room shall be subject to discipline.

If unisex or separate facilities are available, they may be offered as an alternative for the transgender individual.

## Services for Persons with Disabilities - ADA

The College has the following physical facilities for disabled students:

1. All parking lots have designated parking areas equipped with wheelchair ramps and guard rails.
2. Restrooms are equipped with holding rails and stalls large enough to accommodate wheelchairs.
3. All buildings have elevated entrances to accommodate wheelchairs.
4. Drinking fountains and lavatories are designed to accommodate wheelchair persons.
5. The residence hall facility has rooms designated to accommodate the physically challenged.

All programs and facilities are available for qualified disabled applicants. Career guidance is available to assist disabled applicants in selecting a program in which they can be reasonably sure of success. Counselors and academic advisors will assist applicants in selecting an appropriate program of study. If needed, appropriate accommodations are available for disabled students through the ADA office.

Students who believe that special instructional accommodations should be made for them due to a disability should obtain an Accommodations Request Form from the ADA Coordinator, 256.331.5262. Information regarding special accommodations is also included in each course syllabus. It is the student's responsibility to request accommodations. Documentation of need for accommodation may be required. The College will make every effort to provide reasonable accommodations. Contact the ADA Coordinator for more information, 256.331.5262 or 256.331.6261

## Criteria for Disability Documentation

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the technical and academic standards at Alabama Community College institutions are entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental impairment which substantially limits a major life activity, a history of such an impairment, or the perception of such an impairment. Alabama Community College System institutions do NOT provide disability documentation for students. It is the student's responsibility to request accommodations

and to provide appropriate documentation to the College office responsible for handling the request. Appropriate documentation is defined as that which meets the following criteria:

### Health Condition, Mobility, Hearing, Speech or Visual Impairment

A letter or report from treating physician, orthopedic specialist, audiologist, speech pathologist, ophthalmologist, or other specialist as appropriate, to include the following:

1. clearly stated diagnosis;
2. defined levels of functioning and any limitations;
3. current treatment and medication; and
4. current letter/report, dated and signed.

### Psychological Disorder

A letter or report from a mental health professional (psychologist, neuropsychologist, licensed professional counselor), to include the following:

1. clearly stated diagnosis (DSM-IV criteria),
2. defined levels of functioning and any limitations;
3. supporting documentation (i.e. test data, history, observations, etc.);
4. current treatment and medication; and
5. current letter/report, dated and signed.

### Traumatic Brain Injury (TBI)

A comprehensive evaluation report by a rehabilitation counselor, speech-language pathologist, orthopedic specialist, and/or neuropsychologist (or other specialist as appropriate), including:

1. assessment of cognitive abilities, including processing speed and memory;
2. analysis of educational achievement skills and limitations (reading comprehension, written language, spelling, and mathematical abilities);
3. defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures, etc.);
4. current treatment and medication; and
5. current letter/report, post-rehabilitation, dated and signed.

### Learning Disabilities

A comprehensive evaluation report from a clinical psychologist, psychiatrist, neuropsychologist, school psychologist, learning disability specialist, or diagnostician, including:

1. clear statement of presenting problem; diagnostic interview;

2. educational history of documenting the impact of the learning disability;
3. alternative explanations and diagnoses are dismissed;
4. relevant test data with standard scores are provided to support conclusions, including at least:
  - (a) WAIS-R;
  - (b) Woodcock-Johnson Psycho-educational Battery-Revised, including Written Language;
  - (c) Woodcock-Johnson Cognitive Processing Battery to substantiate any processing problems;
5. clearly stated diagnosis of a learning disability based on DSM-IV criteria;
6. defined levels of functioning and any limitations, supported by evaluation data; and
7. current report, dated and signed.

Note: High School IEP, 504 Plan, and/or a letter from a physician or other professional will not be sufficient to document a learning disability.

### Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD)

A comprehensive evaluation report from a physician, psychiatrist, clinical psychologist, neurologist, or neuropsychologist, including:

1. clear statement of presenting problem; diagnostic interview;
2. evidence of early and current impairment in at least two different environments (comprehensive history);
3. alternative explanations and diagnoses are ruled out.
4. relevant test data with standard scores are provided to support conclusions, including at least:
  - (a) WAISR;
  - (b) Woodcock-Johnson Psycho-educational Battery-Revised including Written Language;
  - (c) Behavioral Assessment Instruments for ADD/ADHD formed on adults;
5. clearly stated diagnosis of ADD or ADHD based on DSMIV criteria;
6. defined levels of functioning and any limitations, support by evaluation data; and
7. current report, dated and signed.

Note: High School IEP, 504 Plan, and/or letter from a physician or other professional will not be sufficient to document ADD or ADHD. Medication cannot be used to imply diagnosis.

## Providing Services for Students with Disabilities

Services and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Alabama Community College System is committed to working with individuals with disabilities. It is a goal of the Alabama Community College System to ensure that students with disabilities have the programmatic and architectural accesses needed for integration into campus life. All applicants must meet the academic and technical standards requisite to admission or participation in programs and/or activities at Alabama Community College System institutions. Alabama Community College System institutions will not reduce standards in the grading and/or evaluation of students. Academic requirements that are determined by Northwest-Shoals Community College to be essential or fundamental will not be modified. Alabama Community College System institutions strive to eliminate barriers to learning or participation in other institutional activities, and provide the following services for students and faculty:

- screening of disability documentation;
- determination of appropriate accommodations;
- communication with faculty and/or staff regarding student needs; and
- referral to other available campus and/or community resources.

Providing reasonable accommodations for students with disabilities requires an individual assessment of need and is a problem solving process. Specific accommodations depend upon the nature and requirements of a particular course or activity and the skills and functional abilities of a particular student. Appropriate accommodations may include:

- extended time on exams;
- permission to tape lectures;
- priority registration;
- enlarged print/graphics;
- handouts of overhead materials;
- removal of structural barriers;
- Peer note taker;
- use of spell check;
- extra time for assignments; (In-Class Only)

Students with disabilities are responsible for informing the College about the disability and the need for reasonable accommodation. This should be done prior to or upon enrollment at the College. Students must furnish adequate documentation of their disabilities from medical or other appropriate professionals in order to substantiate the need for services.

## Contact Information

Tom Carter - Assistant Dean of College Services:  
256-331-5263

## Student Rights, Responsibilities and Campus Standards

### Student Conduct

The College assumes that entering students are mature adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students are treated in accordance with this behavior. The College reserves the right to dismiss any student whose on or off-campus behavior is considered undesirable or harmful to the College.

For the protection and convenience of all students and the community, regulations prohibit misconduct on the campus and in the classroom. Students participating in any unauthorized mass demonstration, or whose presence and/or actions constitute or abet a general disturbance, or who fail promptly to obey any order to disperse given by any College official are subject to immediate suspension from the College. A reasonably quiet environment shall be maintained at all times in and around College buildings.

Students conducting themselves in such a manner as to disturb or disrupt a class will be told by the instructor to leave the classroom. The student may return to class as soon as he/she is capable of conducting himself/herself as a mature adult. However, the second such offense would require the student to meet with the Assistant Dean and could result in charges being brought against the student. Charges against a student must be resolved by a formal due process hearing. NW-SCC will uphold a disciplinary suspension from another College/institution. Potential students that are currently on disciplinary suspension from another college/institution must have a disciplinary hearing prior to admission to the College.

### Code of Student Conduct

The publication of this Code of Student Conduct documents the standard of conduct by which students and organizations are expected to abide. Students and organizations shall be aware of the College Code and knowledgeable of the fact that they will be held accountable for compliance with its provisions. By enrollment at and affiliation with the College, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws



and regulations. The College is committed to maintaining an environment that contributes to its educational mission as well as the safety, health, and well-being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by the College.

It is assumed that students enrolling in the College are mature and have a desire for constructive learning and are attending with that purpose in mind. Common courtesy and cooperation are expected of all students. Interference, injury, or the intentional attempt to injure or interfere with the personal or property rights of any person-whether a student, visitor, faculty or staff member-or the College itself, is strictly prohibited.

Where there has been a serious violation of College regulations and a student's continued presence will materially threaten the welfare of the College, the President's designated representative, may immediately suspend the student. The student shall be entitled to a hearing according to the regular disciplinary procedures.

## Application

The Code of Student Conduct applies to individual students as well as formal and informal groups either involved in College-related activities or functioning as official representative(s) of the institution. It is applicable to the behavior of students and organizations, both on and off the College campus, which is determined to be incompatible with the educational environment and mission of the College.

## Misconduct

### Academic Misconduct

The College seeks to promote an atmosphere conducive to learning. Academic misconduct undermines the purpose of education. Such behavior is a violation of the trust between the students and faculty that must exist for the College to cultivate intellectual growth. Academic misconduct and dishonesty is commonly defined as:

1. Any form of dishonesty, including cheating on an exercise, test, problem, or examination submitted by a student to meet course requirements. Cheating includes the use of unauthorized aids (such as crib sheets, written materials, drawings, lab reports, discarded computer programs, the aid of another instructor on a take-home test, etc.), copying from another student's work, soliciting, giving and/or receiving unauthorized aid orally or in writing, or similar action contrary to the principles of academic honesty.
2. Plagiarism on an assigned paper, theme, report, or other material submitted to meet course requirements. Plagiarism is the act of stealing the ideas or writings (phrases or passages) from another and using them as one's own, without indicating that source.
3. Use of texts or papers prepared by commercial or noncommercial agents and submitted as student's own work.
4. Violation of any College honor code or confidentiality agreement.

It is recognized that most matters involving academic dishonesty should be handled by the faculty member meeting with the students involved who are in their classes. Consequently, sanctions are determined by the individual faculty member: "F" on an assignment or test, "F" in the course, a stipulation that an assignment or test be redone or retaken, and similar sanctions. A student dissatisfied with such a sanction may appeal through the existing appeal process. (See Grade Appeal Procedures)

### General Misconduct

The College expects the conduct of each student and organization to be in conformity with standards of common decency and decorum, with recognition of and respect for personal and property rights of others and the educational mission of the College. A student or organization may be disciplined and is in violation of the Code of Student Conduct for the following:

1. The College reserves the right to dismiss any student whose on or off-campus behavior is considered undesirable or harmful to the College.
2. Any student that is a registered sex offender must register with Campus Security before attending class.
3. Forgery, alteration, or misuse of College documents, records, or identification;
4. Issuance of worthless checks made payable to the College;
5. Failure to comply with the authority of College officials acting within the capacity and performance of their positions may be considered disorderly conduct;
6. Violation of written College rules, policies, and regulations; (i.e. use of bottled or canned drinks, food or tobacco products in classroom);
7. Obstruction or disruption of teaching, research, administration, disciplinary procedures, other college activities, or other activities on college premises being conducted by either college or non-college persons or groups; specifically, car radios, or similar equipment must be turned down so they cannot be heard outside of the vehicles

(cite Tuscumbia ordinance). Additionally, students may not have cell phones or beepers ringing in class;

8. Burglary, theft, destruction, damage, or misuse of college, public, or private property (the student or organization is responsible for any damage done to property);
9. Conduct in violation of federal or 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.
10. Conviction of any misdemeanor or felony which adversely affects the educational environment of the College;
11. Obtaining college services by false pretenses including, but not limited to, misappropriation or conversion of college funds, supplies, equipment, labor, material, space, facilities, or services;
12. Hazing, i.e., any mental or physical requirement or obligation placed upon 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 has been defined as, but not limited to, 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 of a 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 is also considered to include the creation of a situation which results in or might result in mental or physical discomfort, embarrassment, harassment or ridicule, including servitude often called "personal favors." Activities of this nature shall be dealt with promptly and sternly;
13. Lewd, indecent/immodest, obscene or unduly offensive behavior or expression. This offense includes, but is not limited to the wearing of attire; the usage of verbal, written or symbolic expressions; or behavior which would tend to be reasonably interpreted as insulting to one's race, gender, religion, age, national origin or disability and/or is in the opinion of the administration of the College to the extent that it would tend to disrupt the educational process and infringe upon the rights of any other student or employee of the College.
  - NOTE: The College does not promote or condone the loading and/or display of pornographic, religious, sacrilegious, satanic, nor any other text or graphic that may be deemed offensive on its computer

systems. Individuals loading such software, text, or graphics are subject to the disciplinary rules of the College.

14. **WEAPONS POLICY** - No person shall keep, use, possess, display, or carry any rifle, shotgun, handgun, knife, bow and arrow, or other lethal or dangerous weapons or devices capable of casting a projectile by air, gas or explosion, or mechanical means on any property or in any building owned or operated by Northwest-Shoals Community College or in any vehicle on campus. Realistic facsimiles of weapons are also not allowed.
  - If an instructor approves such items to be demonstrated for class purposes only, the instructor and student must obtain permission from Campus Security.
  - Any such person seen with or using such weapons on campus will be subject to disciplinary and criminal charges.
  - **Firearms are prohibited on campus or any other facility operated by the College. Exceptions to this policy are: Law enforcement officers legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment.** If the off-duty officer is a student, he/she must notify campus police once a semester. A weapon is prohibited from any type of hearing for personal business.
15. Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on College property or at a student or College-sponsored function;
16. Being under the influence of alcoholic beverages or non-prescribed, controlled drugs on college property or at a student or college-sponsored function;
17. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
18. Filing a false report or knowingly making a false statement about or interfering with the investigation of any situation described in this conduct code;
19. Physical or verbal abuse, threat of violence, intimidation, and physical or mental harassment;
20. Trespassing or unauthorized entry;
21. Entering false fire alarms, tampering with fire extinguisher, alarms, or other equipment;
22. Placement, establishment, or maintenance of any mobile, impermanent, or temporary living quarters on property of the College;
23. Any form of gambling;

24. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities;
25. Any other activity or conduct not specifically stated herein which impairs or endangers any person, property, or the educational environment of the College.

Violations of any of the above will render a student subject to disciplinary action under the procedures which provide for adequate notice and a fair hearing, outlined in this catalog. Penalties for violations may include: reprimand; probation; loss of privileges; suspension; expulsion; and other penalties which may be set forth in college regulations published in this catalog.

### Cellular Phones and Pagers

Cellular phones and pagers shall be turned off in classrooms and laboratories.

## Misconduct Disciplinary Procedures

Any case involving violation of published policies and regulations in this bulletin will be brought to the immediate attention of the Assistant Dean, who will discuss the case with the student, attempting to arrive at a mutually satisfactory conclusion of the matter. If a satisfactory conclusion is not reached at this point, the student may appeal the case to the Disciplinary Committee.

The Disciplinary Committee; or a similarly functioning group, is authorized to hear the student appeal and may choose to modify, uphold, or reverse the written recommendations of the Assistant Dean in this case. It is important to note that in the chronology of events, the student receives a copy of these recommendations first in his or her initial meeting with the Assistant Dean. His or her decision to appeal will be based on disagreement with these recommendations. After appeal to the Disciplinary Committee, the Assistant Dean will ensure that the student is granted due process through the following steps:

1. written notice will be provided the student at least three calendar days in advance of the hearing date. Further, the student will be given a list of witnesses and a copy of their statements or complaints, along with other evidence and affidavits which the College intends to submit against the student;
2. the student is permitted to have counsel present at the hearing to advise him or her. Attorneys are present in advising capacity only.
3. the student is permitted to hearing the evidence presented against him or her and will be

permitted the opportunity to present his or her own case, his or her own version of the incident, and any exhibits, affidavits, or witnesses on his or her behalf;

4. a full and complete record of the hearing will be made. Unless otherwise specified, a videotaped record will be used; and
5. the Disciplinary Committee will provide a written decision to the student and the Assistant Dean.
6. if the student disagrees with the decision of the College Disciplinary Committee, he or she may appeal that decision to the College President. Each appeal must be submitted in writing. A copy of all written documents is Archived on file in the Assistant Dean's office.

Final local responsibility for discipline is vested in the President of the College. Any disciplinary probation or suspension will be recorded on the student's permanent record.

The College seeks to guarantee that the fundamental principles of fair play are observed and to assure that no disciplinary action is taken on grounds which are not support by substantial evidence.

Conscious effort is made to assure that all of the College's regulations are within the scope of the lawful missions of tax-supported higher education. It is recognized that it is not a lawful mission of the College to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States. However, the President will take direct and appropriate action in any case involving the integrity of the College and the well-being of the students.

## Sanctions

A student or organization deemed to be in violation of the Code of Student Conduct by the Assistant Dean is subject to one or more of the following sanctions:

- **Reprimand:** A written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
- **Restitution:** Compensation for damages to property limited to the actual cost of repair or replacement.
- **Probation:** This sanction is for a designated period of time which may include exclusion from privileges such as extracurricular activities and/or on-campus driving privileges. Additionally, if the student or organization is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the Code of Student Conduct during the probationary period, the student or organization may be either suspended or expelled.

- **Suspension:** Separation from the College for a definite period of time. To qualify for readmission after suspension from the College, approval must be secured from the College Disciplinary Committee.
- **Expulsion:** An indefinite termination of student or organization status from the College. Under certain conditions, expulsion could mean permanent severance from the College. To qualify for readmission after expulsion, approval must be secured from the College Disciplinary Committee.

### Disciplinary Committee Composition and Responsibilities

1. The College Disciplinary Committee shall consist of three faculty members and staff as appropriate.
2. The College Disciplinary Committee shall be chaired by a member of the Student Development staff appointed by the President of the College.
3. A quorum will consist of three committee members. Business may not be conducted without a quorum.
4. All College Disciplinary Committee hearings shall be confidential and closed to all persons except the following:
  - a. The student or organization;
  - b. Counsels;
  - c. Witnesses who shall:
    - i. Give testimony singularly and in the absence of other witnesses;
    - ii. Leave the committee meeting room immediately upon the completion of the testimony.
  - All hearings will be videotaped. The video record will become the property of the College and access to them will be determined by the Vice President. All hearing case files will be located and archived in the Assistant Dean's office.
5. The decision reached by the Disciplinary Committee will be by a majority vote. The Chairperson will vote only in case of a tie vote.
6. Within five (5) working days after the decision has been reached by the committee, The Chairperson of the College
7. Disciplinary Committee shall send a certified letter to the student or organization's last known address to provide written notification of the committee's decision. Copies of decisions and recommendations from the College Disciplinary Committee shall be forwarded to the appropriate administrator.

### Process of Right of Appeal

1. The President of the College shall be the final authority in the appeal process.

2. The student may file a written request asking that the President of the College review the decision and recommendations of the Assistant Dean and/or the College Disciplinary Committee. The written request must be filed within five days (excluding Saturday, Sunday, and holidays) of the hearing.

## Student Grievance/Complaint Procedures

### Informal Student Complaint Process

Northwest-Shoals Community College has a variety of procedures for dealing with student-related issues, including grade appeals, student discipline, harassment complaints, and Student Grievance policies. The informal complaint provides students with a procedure for addressing complaints about faculty/staff treatment of students that are not covered by other procedures. The following procedures apply to both traditional on campus students and distance education students. Additional information regarding grievance procedures for Distance Education students may be found in the Distance Education Student Handbook on the college website.

Whenever possible, complaints at Northwest-Shoals Community College are handled in an informal manner. Administrators, faculty, and staff maintain an "open-door" policy to discuss issues of concern for all students. Students are encouraged to first attempt to resolve complaints with the faculty or staff person. If unresolved, students should speak to the departmental chairperson or supervisor of the program. If no resolution is reached, the student should lodge his or her complaint with the Assistant Dean of Student Success.

### Formal Student Complaint Process

If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process by filing a written complaint with the Assistant Dean of Student Success. Complaints will be handled as expeditiously as possible. Complaints by students will be processed within at least five days of the written report. Intensive student complaints can take as long as 30 days to reach resolution. The student will be notified in writing should the response require a longer evaluation. The response will be made by the Department Head/ Division Chair or the Assistant Dean of Student Success. The President of the College will make the final judgment.

The College supports the student's right to file a formal complaint; therefore, assurances are given that no

adverse action will be taken against the student. All student complaints and issues will be handled objectively.

## Grievance Procedures Involving Discrimination, Sexual Harassment, and Rights of the Disabled

### Introduction

Any student who has a grievance against any other student or member of the College faculty, staff, or administration concerning any form of discrimination (Title VI, Civil Rights Act of 1964), sexual harassment (Title IX of the Educational Amendments of 1972), violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973) or the Americans with Disabilities Act of 1999 should first attempt to resolve the matter with the individual involved. If for some reason resolution of the grievance is not possible, the student should make his/her grievance known to the immediate supervisor of the individual against whom the student has a grievance, the Assistant Dean of Student Services or Senior Personnel Officer in order to seek informal resolution of the problem.

In the event that the grievance involving discrimination (Title VI), sexual harassment (Title IX), or violation of the rights of the disabled (Section 504) cannot be informally resolved, the formal procedures listed below should be followed. The following procedures attempt to protect the student's rights to file a grievance involving discrimination (Title VI), sexual harassment (Title IX), or violation of the rights of the disabled (Section 504) against students or member of the College faculty, staff, or administration, yet providing the right of due process for the accused. Students and members of the College faculty, staff, or administration are guaranteed procedural due process and the right to review and defend any evidence related to the grievance.

In order to accommodate the resolution of such situations, Northwest-Shoals Community College offers the following grievance procedures as the appropriate course of action for settling disputes and resolving problems.

### I. Initial Steps

Any student of Northwest-Shoals Community College who has a grievance against another student or a member of the Northwest-Shoals faculty, staff, or administration should first seek to resolve the issues with the individual involved. However, a student who believes herself or himself to be a victim of sexual

harassment is not required to speak with the perpetrator before filing a formal complaint. If a resolution is not met, the student should make his/her grievance known to the individual's immediate supervisor or to the Assistant Dean of Student Services to seek an informal resolution to the problem. If no resolution is met, the student may file a formal student complaint.

If the student requires a formal student complaint, a formal written report must be submitted to the Assistant Dean of Student Services. If the student's complaint cannot be resolved in the manner described above, the unresolved complaint becomes an official grievance.

### II. Interim Resolution

If the Assistant Dean of Student Services deems that an interim resolution should be enforced pending a final outcome, the Assistant Dean will recommend such accommodations to the President or his/her designee. The President or designee will have the discretion to impose or not impose an interim resolution.

### III. Formal Grievance Process

A student who submits a complaint to the Assistant Dean of Student Services or appropriate College personnel and is not satisfied with an informal resolution may file a formal grievance. Grievance charges made by a student must be submitted to the Assistant Dean in writing. The grievance must be signed and as detailed as possible. The grievance should contain the following elements:

1. Date the original complaint was reported;
2. Name of the person to whom the original complaint was reported;
3. Facts of the complaint;
4. Action taken, if any, by the receiving official to resolve the complaint.

The Assistant Dean will notify the student or a member of the College faculty, staff, or administration of the charge(s) against him/her within five working days of the filed grievance. The Assistant Dean may suspend the student being charged, or the President of the College or his/her designee may suspend with pay the faculty member, staff member, or administrator being charged until a hearing is held and a decision rendered, if charges so warrant.

The Assistant Dean may then schedule the time and location of the Grievance Committee session. The Assistant Dean will make all reasonable attempts to notify the student or member of the College faculty, staff, or administration of the charges against him/ her

and provide the time, date, and location of the Student Grievance Committee hearing. If the student or member of the College personnel who is charged with the grievance so desires, he/she may request a Grievance Committee hearing after initially meeting with the Assistant Dean. If the Assistant Dean is unable to notify the student or College personnel of the charges and Grievance hearing after a reasonable attempt, then the student may be suspended. The President of the College or his/her designee may suspend with pay the faculty member, staff member, or administrator until a hearing is held and a decision rendered.

The College shall have 30 calendar days from the date of receipt by the Assistant Dean of Student Services of the grievance to conduct an investigation, hold a formal hearing, and submit a written report to the appropriate parties.

#### IV. Investigation Procedure

The Assistant Dean of Student Services or his/her designee will conduct a factual investigation of the grievance allegations. The Assistant Dean, after reviewing all of the evidence, will determine if substantial evidence exist to support the grievance. The factual findings of the investigation will be stated in the preliminary written report and submitted to the Grievant and to the party or parties against whom the complaint was made. The report will be made a part of the hearing record if a hearing is subsequently conducted. Parties will have the opportunity to submit a written report objecting to any of the factual findings. If the Assistant Dean finds the grievance is supported by substantial evidence, she/he will make recommendations to the hearing committee for the resolution of the grievance. Upon receipt of the Assistant Dean's report, the Grievant has 5 working days to notify the Assistant Dean of a hearing request. The Assistant Dean, at his/her discretion, may choose to schedule a grievance hearing in the best interest of the College. In the event of no hearing, the Assistant Dean's report will be deemed a final report and will be filed with the President.

#### V. Hearing Procedure

In the event that the Assistant Dean of Student Services schedules a hearing, the Vice President or designee will appoint a qualified five-member committee. The chairperson shall be the Assistant Dean or her designee. A quorum shall consist of four members and the chairperson. The hearing may not be conducted without a quorum. All Student Grievance Committee hearings shall be confidential and closed to

all persons except the Grievant, party of whom the grievance is accused, counsels, and witnesses. Witnesses will give testimony and leave the committee meeting room immediately upon the completion of the testimony. All hearings will be taped and minutes recorded. Tapes, hearing minutes, and evidence will become the property of the College and access to them will be determined by the Vice President. All case files will be located and archived in the Office of the Assistant Dean of Student Services. The decision reached by the Student Grievance Committee shall be by a majority vote.

#### VI. Report of Findings

Within five (5) working days after the decision has been reached by the committee, the Chairperson of the Student Grievance Committee shall send a certified letter to the student or employee's last known address to provide written notification of the committee's decision. Decisions and recommendations will be forwarded to the Assistant Dean of Student Services for official confirmation and implementation. Decisions and recommendations issued by the Student Grievance Committee shall be implemented within the confines of the laws of the State of Alabama and of the laws of the United States of America. The report shall contain:

1. Date and place of the hearing;
2. The name of each member of the hearing committee;
3. A list of all witnesses for all parties of the grievance;
4. Findings of facts relevant to the grievance;
5. Conclusions of law, regulations, or policy relevant to the grievance;
6. Recommendation(s) arising from the grievance and the hearing thereon.

#### VII. Appeal Procedure

The President of the College shall be the appeal authority in upholding, rejecting, or modifying the decision and recommendations of the institutional Student Grievance Committee. The charged student or College personnel may file a written request with the Assistant Dean of Student Services requesting that the President of the College review the decision of the Student Grievance Committee. The written request must be filed within five working days of the hearing's conclusion. The President of the College shall issue his/her opinion to accept, reject, or modify the decision of the Student Grievance Committee within five working days of the appeal.

If the decision of the Student Grievance Committee does not satisfy the complainant and should the

grievance allege discrimination (Title VI), sexual harassment (Title XI), or violation of the rights of the disabled (Section 504), the complainant may file a written grievance with the Alabama State Board of Education as defined in Section 616, p. 104-105, of the State Policy and Procedure Manual, the regional office of the Office for Civil Rights of the U.S. Department of Education with 180 days of the act, and/or the Equal Employment Opportunity Commission within 180 days of the decision issued by the institution. The College complies with non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; Title IX Education Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act (ADA) of 1990.

For Policy/Grievance Procedure, contact:  
Dr. Crystal Reed  
Assistant Dean of Student Services  
P.O. Box 2545  
Muscle Shoals, AL 35662  
256.331.5291

## ACCS Student Complaint Process

### ACCS Student Complaint Process

In 2015, the Alabama Legislature vested oversight of the state's public two-year institutions of higher education (known as the Alabama Community College System (ACCS)) with the Alabama Community College System Board of Trustees. The Alabama Legislature further directed the Board of Trustees to delegate to the System's Chancellor the authority to act and make decisions concerning the management and operation of the community and technical colleges. The Chancellor is assisted in these duties by the staff of the System Office, formerly known as the Alabama Department of Post-secondary Education. Consumer and student complaints that are not resolved at the institutional level are thus arbitrated at the state level by the ACCS System Office.

The ACCS is committed to respecting and supporting the work of its member institutions and to providing a quality educational experience for all students. The objective of the student complaint process is to ensure

that the concerns and complaints of students are addressed fairly and are resolved promptly. The Alabama Community College System requires each institution to establish its own procedures to address student grievances and complaints. A student must exhaust his/her rights under the institution's official complaint/grievance policy before advancing any complaint to the System Office of Alabama Community College System. Students may file consumer/student complaints with the Alabama Community College System by following these procedures:

- A) If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form, which is available online at the ACCS website ([www.accs.cc](http://www.accs.cc)). Students may submit completed complaint forms by printing the form, signing it, and then either:
  1. scanning it and e-mailing it to [complaints@accs.edu](mailto:complaints@accs.edu)
  2. or mailing it to: Alabama Community College System;  
Attention: Division of Academic and Student Affairs;  
P.O. Box 302130; Montgomery, AL 36130-2130
- B) The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.
- C) The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
- D) The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
- E) If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
- F) The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

# College Personnel

## President's Cabinet

### President's Executive Cabinet

Glenda Colagross

*President*

Ed.D., University of Alabama

M.A.Ed., University of North Alabama

B.S., University of North Alabama

## President's Extended Cabinet

Tom Carter

*Assistant Dean, College Services Division*

M.A., University of North Alabama

B.S., Athens State College

April Cookson

*Executive Director of Distance Education*

Ed.S., Valdosta State University

M.S., University of West Alabama

B.S., Athens State University

A.A.S., Northwest-Shoals Community College

A.S., Northwest-Shoals Community College

Brittney Humphres

*Executive Director of the Phil Campbell Campus/  
Director of Nursing*

M.S.N., University of North Alabama

B.S.N., University of North Alabama

A.D.N. Northeast Mississippi Community College

Timmy James

*Associate Dean, Academic Division*

Ph.D., University of Alabama

M.B.A., University of North Alabama

B.S., University of North Alabama

Brittany Jones

*Executive Director of Student Success*

M.S., Walden University

B.A., Auburn University at Montgomery

Rose Jones

*Associate Dean, Health Studies Division*

M.A., Auburn University

B.S., Auburn University

Lisa Lilley

*Executive Director of Student Financial Services*

M.Ed., Auburn University Montgomery

B.S., Liberty University

John McIntosh

*Associate Dean, Institutional Effectiveness and  
Advancement Division*

M.S., University of Southern Mississippi

B.S., University of North Alabama

Trent Randolph

*Public Information Officer*

M.S.M., Faulkner University

B.S., University of North Alabama

A.A., Beville State Community College

Crystal Reed

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Ed.D., University of Alabama

M.A., University of North Alabama

B.S., University of North Alabama

Dawnelle Robinson

*Dean of Finance*

M.S., Alabama State University

B.S., Alabama State University

Leslie Tomlinson

*Executive Director of Grants Development and  
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M.A., University of Alabama

B.S., University of Alabama

## Faculty

Mary Arny

*Physics*

M.S., East Carolina University

B.S., East Carolina University



**Joan Baltes**

*Economics*

Ph.D., Northcentral University  
M.S., Troy State University  
B.S.B.A., Auburn University

**Debbie Benson**

*English*

M.A. Ed., University of North Alabama  
B.S., University of North Alabama

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*Industrial Systems*

A.O.T., Northwest-Shoals Community College

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*Psychology/Counselor*

M.S., Alabama A & M  
B.S., University of North Alabama  
A.S., Northwest Alabama State Junior College

**Daryl Butts**

*Adult Education/Pre-Apprenticeship Teacher*

M.Div., Bob Jones University  
B.A., Bob Jones University

**Gloria Butts**

*Adult Education Teacher*

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B.A., Bob Jones University

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Ph.D., University of Alabama  
M.A., University of North Alabama  
B.A., University of North Alabama

**Stephen Chandler**

*Computer Science Technology*

M.S., Mississippi State University  
B.S., Henderson State University

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B.S., University of Mississippi  
A.A.S., Itawamba Community College

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B.S., Athens State University  
A.O.T., Northwest-Shoals Community College

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Ed.S., University of Alabama  
M.A., University of North Alabama  
B.S., University of North Alabama

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A.A.T., Lawson State Community College

**Kevin Davis**

*Welding*

A.O.T., Northwest-Shoals Community College

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DHSc, A.T. Still University  
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A.A.S., Northwest-Shoals Community College

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A.S., Northwest Alabama State Junior College

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A.A.S., Wallace State Community College

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*Faculty Director of Upward Bound Math and Science*

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Certificate, University of Virginia

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M.A., University of Kansas  
B.A., Judson College

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M.Ed., Athens State University  
B.E., Athens State University  
IBEW Apprenticeship School

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B.S., University of North Alabama  
Diploma, Gwinnett Technical Institute

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B.S., University of North Alabama

**Medina Peebles**

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M.S., Vanderbilt University  
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*Chairperson for Business Division*

*Accounting Technology*

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A.O.T., Northwest-Shoals Community College

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A.A., A.S., Northwest Alabama State Junior College

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## Program Directors

### Tara Branscome

Director of Adult Education/ Ready-to-Work Programs

### Beth Brewer

Director of Student Support Services

### Terri Christian

Director/Instructor of Diagnostic Medical Sonography

### Carl Collins

Director of Enrollment Management

### Chris Demorse

Director/Instructor of EMS Program

### William Garner

Director of Training for Existing Business and Industry

### Alan Mitchell

Director of Management Information Systems/  
Technical Services

**Medina Peebles**

Director/Instructor of Medical Assisting Technology Program

**Tracy Raby**

Director of Admissions/Registrar

**Rick Robertson**

Director/Instructor of Diagnostic Imaging

**Angie Stone**

Director of Institutional Research  
Administrative System Analyst

**Cindy Winborn**

Director of Educational Talent Search

## **Professional and Support Personnel**

**Sherry Akers**

Assistant to Human Resources

**Kathryn Ana**

Manager of Upward Bound (PC)

**Seth Armstrong**

Student Success Coach

**Sharon Arnold**

Assistant Accountant I - Cashier (PC)

**Marnie Austin**

Counselor, Educational Talent Search, Phil Campbell Project

**Samantha Bassie**

Admissions Counselor

**Tracy Barton**

Educational Advisor, Educational Talent Search, Phil Campbell Project

**Janine Bosheers**

Customer Service Representative

**Lindsay Bright**

Distance Education Student Success Coach

**Crissy Broadway**

Coordinator of Adult Education/ Ready-to-Work Programs

**Deborah Brownell**

Upward Bound Academic Advisor/ Curriculum Specialist

**Sonya Burkhart**

Preschool Teacher

**Hunter Campbell**

Maintenance Employee

**Danny Carson**

Automotive Technology Instructor Assistant

**Monica Cochran**

Competency Testing Lab Aide

**Teresa Colvin**

Assistant Librarian

**Carol Cooney**

Assistant Accountant I - Cashier (Shoals)

**Elesia Crosswhite**

Talent Search Coordinator/Advisor, Tennessee Valley Educational Talent Search

**Kimberly Dean**

Promotional Services Assistant

**Brittney Doran**

Salon and Spa Instructor Assistant

**Mary Jane Drake**

Counselor, Educational Talent Search Phil Campbell Project

**Casey Eggleston**

Manager of Upward Bound Project Shoals Campus

**Amber Fenn**

Talent Search Coordinator/Advisor Tuscumbia  
Educational Talent Search

**Startia Fields**

Office Clerk, Upward Bound Program Shoals Campus

**Laura Foust**

Custodial Employee

**Taylor Franks**

MSSC Training Center Coordinator

**Robert Freeman**

Network/Server Administrator

**Brian Fuller**

Assistant Maintenance Supervisor I

**Kim Gilbreath**

Controller

**Tammy Gresham**

Secretary V-Fiscal Affairs

**Grant Gunn**

Admissions Specialist

**Melvin Hairrell**

Maintenance Technician I

**Lisa Hall**

Student Financial Services Specialist

**Mandy Hall**

Assistant to Student Services

**Joyce Hamilton**

Custodial Employee

**Skye Hamilton**

Student Success Coach

**Elizabeth Harris**

Youth Success Program Career Navigator/Counselor

**Jessica Harrison**

Grants Development and Strategic Partnership  
Specialist

**Teresa Harrison**

Administrative Assistant II  
President's Office

**Michael Hatton**

Maintenance Technician

**Sarah Hester**

Admissions Counselor

**Tracy Hill**

Student Financial Services Specialist

**Bridget Holt**

Custodial Employee II

**Renee Hunt**

Custodial Employee

**Tim Inman**

Maintenance Supervisor III

**Jocelynn James**

Custodial Employee

**Anthony Jefferys**

Computer Technician I

**Jacqueline Jefferys**

Child Development Coordinator

**Kelli Johnson**

Advising & Assessment Specialist

**Maxine Johnson**

Receptionist for the Social Science and Fine Arts and  
Humanities Division

**Ryn Johnson**

Custodial Employee

**Toby Jones**

Maintenance Employee

**Wesley Lawrimore**

Custodial Employee

**Kenneth Loveless**

Coordinator of Youth Success Program

**Elaine Malone**

Preschool Teacher

**Beverly Martin**

Assistant to the Instructional Dean's Office

**Audrey Mashburn**

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**Lex May**

Computer Technician

**Mary Beth Mayfield**

Youth Success Program Pre-Apprenticeship Advisor/  
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**Sharon Jo McBride**

Secretary V-Student Development Services/Youth  
Success

**Janice McCalpin**

Retention Specialist/Database Coordinator

**Cari McCanless**

WIOA Career Development Coach

**Matthew McHargue**

Instructional Designer

**Chenee McRae**

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**Melissa Michael**

Assistant to Health Studies

**LeAnn Milner**

Accountant I (Payroll and Fixed Assets)

**Malea Milstead**

Degree Works Manager/Assistant Registrar

**Darlene Moyer**

Custodial Employee

**Karman Morrow**

Adult Education Support Specialist

**Michelle Napier**

Manager II - Admissions

**Tammy Nichols**

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**Becki Nobles**

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**James Nolen**

Youth Success Program Pre-Apprenticeship Advisor/  
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**Marchia Oates**

Coordinator of Student Success Center

**Kristi Phillips**

Transfer Advisor

**Lenora Pride**

Tutor Coordinator for Youth Success

**Ashleigh Raney**

Secretary to Admissions and Records

**Anjanette Ratliff**

Student Financial Services Specialist

**Patrece Rice**

High School Career Coach

**Andrew Robbins**

Student Success Coach



**Jennifer Robbins**

Lead Pre-K Teacher

**Brian Roberts**

Maintenance Technician

**Dana Robertson**

Accountant I

**Whittney Rutherford**

Upward Bound Office Clerk (PC)

**Shelly Sharp**

Information Technology Technician II/ Secretary

**Cierra Smith**

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**Hollie South**

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**Talia Speck**

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**Cindy Statom**

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**Robert Stevenson**

Youth Success Program Pre-Apprenticeship Advisor/ Instructor

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Coordinator of Career Services

**Melanie Thompson**

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**Michael Thompson**

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**Rita Thorne**

Competency Testing Laboratory Manager II

**Jane Tinkham**

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Computer Technician I

**Ruth Vallejo**

Assistant Maintenance Supervisor I

**Tommy Varnell**

Maintenance Employee I

**Tammy Wadkins**

Custodial Employee

**Jennifer Weaver**

Assistant Preschool Teacher

**Jesse White**

Carpentry/Cabinetmaking Assistant

**Kristin Williams**

Preschool Teacher

**Joshua Willingham**

Computer Technician

**Rebecca Wilson**

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**Mandy Winstead**

Nursing Outcomes Analyst and Assistant to Executive Director of Phil Campbell Campus

**Christy Wright**

Upward Bound Math & Science Advisor/Database Assistant

**Adriana Wuotto**

Instructional/Dual Enrollment Coordinator

**Heather Young**

Accountant