CATALOG

2025-2026



Northwest Shoals
COMMUNITY COLLEGE

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General Information

Selected Telephone Directory

(Area Code - 256)

	Shoals	Phil Campbell
General Information	331-5200	331-5200
ADA Coordinator	331-8095	331-8095
Admissions/Records	331-5363	331-6219/ 6227
Adult Education	331-5440	331-5440
Advising	331-5221	331-6353
Bookstore	331-5227	-----
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 Students	331-8010	331-8010
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	-----
Dean of Academic Affairs' Office	331-5291	331-5291
Student Success Center	331-5207/ 5243	331-6353
Testing Center	331-5282	331-6297
Office of Strategic Partnerships and Industry Training	331-5218	-----

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

E-Mail: nwscc@nwscc.edu

Accreditation

Northwest Shoals Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate degree. Northwest Shoals also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Northwest Shoals Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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.

President
Governor Kay Ivey
Alabama State Capitol
600 Dexter Avenue
Montgomery, AL 36130
Phone: 334.242.7100

Chancellor
Jimmy H. Baker

District 1
Jeb Shell
20 South Royal Street
Mobile, AL 36602
Phone: 251.476.0605
jeb.shell@accs.edu

District 2
John Mitchell
206 Aberdeen Avenue
Enterprise, AL 36330
Phone: 334.406.8000
jmitchell@mitchellauto.com

District 3
Valerie Gray
P.O. Box 269
Lanett, AL 36862
Phone: 333.642.1412
valerie.gray@accs.edu

District 4
Britton Lightsey
3196 County Highway 55
Hamilton, AL
Phone: 205.921.6712
britton.lightsey@accs.edu

District 5
Goodrich 'Dus' Rogers, Vice-Chairman
P.O. Box 217
Rainsville, AL 35986
Phone: 256.638.2144
goodrich.rogers@accs.edu

District 6
Ron Houston
P.O. Box 380904
Birmingham, AL 35238
Phone: 205.572.3766
ron.houston@accs.edu

District 7
Llevelyn Rhone, Chairman
P.O. Box 33
Greensboro, AL 36744
Phone: 334.352.3736
llevelyn.rhone@accs.edu

Tim McCartney
612 Turrentine Avenue
Gadsden, AL 35901
Phone: 256.295.0240
tim.mccartney@accs.edu

State Board of Education Ex-Officio Member
Dr. Yvette M. Richardson
P.O. Box 302101
Montgomery, Al 36104
205-527-7186
Yvette.Richardson@accs.edu

Academic Calendar 2025-2026

All dates are tentative and subject to change. Check the NWSCC website for changes.

Fall Semester 2025

August 11	Faculty Preparation Day
August 12	Employee Professional Development. College Open ONLY to Employees
August 13-19	Faculty Preparation Days
August 19	Last Day of Regular Registration Period
August 20	Full-Term and First Mini-Term Classes Begin
August 22	Last Day of Add/Drop Period
August 25	Fall Semester Payment Deadline
September 1	Labor Day - State Holiday
October 7	Last Day to Withdraw from First Mini-Term with a grade of "W"
October 13 - 14	First Mini-Term Final Exams
October 14	First Mini-Term Ends
October 15	Second Mini-Term Begins
November 11	Veterans Day Observed - State Holiday
November 18	Last Day to Withdraw from Full & 2nd Mini-Term with a grade of "W"
November 24 - 25	ACCA Professional Development - No Classes
November 26	Local Professional Development - No Classes
November 27 - 28	Thanksgiving - State Holiday - College Closed
December 10-16	Full Term and Second Mini-Term Final Exams
December 16	Full and Second Mini-Terms End
December 17	Faculty Duty Day/Student Holiday
December 18 - 22	Faculty Off/Student Holiday - College Open
December 23 - January 1	Holidays - College Closed

Spring Semester 2026

January 2-5	Registration and Faculty Preparation Days
January 6	Employee Professional Development. College Open ONLY to Employees
January 7	Last Day of Regular Registration Period
January 8	Full-Term and First Mini-Term Classes Begin
January 12	Last Day of Add/Drop Period
January 13	Spring Semester Payment Deadline
January 19	Dr. Martin Luther King, Jr. Day - State Holiday
February 25	Last Day to Withdraw from First Mini-Term with a grade of "W"
March 3 - 4	First Mini-Term Final Exams
March 4	First Mini-Term Ends
March 5	Second Mini-Term Begins
March 23 - 27	Spring Break - No Classes
April 21	Last Day to Withdraw from Full and Second Mini-Term with a grade of "W"
April 29 - May 5	Full-Term and Second Mini-Term Final Exams
May 5	Full and Second Mini-Terms End
May 6 - 7	Faculty Duty Day
May 7	Commencement/Graduation
May 8 - 11	Faculty Duty Day
May 12 - 22	Faculty Off - College Open

Summer Term 2026

May 25	Memorial Day - State Holiday
May 26-27	Registration & Faculty Preparation Days
May 27	Last Day of Regular Registration Period
May 28	Full-Term and First Mini-Term Classes Begin
June 1	Last Day of Add/Drop Period
June 2	Summer Semester Payment Deadline
June 11	Eight-Week Term Begins
June 24	Last day to Withdraw from First Mini-Term with a grade of "W"
June 30-July 1	First Mini-Term Final Exams
July 1	First Mini-Term Ends
July 2	Second Mini-Term Begins
July 4	Independence Day - State Holiday - College Closed
July 23	Last Day to Withdraw from Eight Week, Full and Second Mini-Term with a grade of "W"
July 31 - August 6	Full-term, Second Mini-Term, and Eight-Week Term Final Exams
August 6	Full-term, Second Mini-Term, and Eight-Week Term End
August 11 - 14	Faculty Off

Institutional Mission

The mission of Northwest Shoals Community College is to transform lives, enrich communities, and promote economic growth through education and workforce development.

Institutional Values and Goals

Values

Student Learning, Success, and Support

We are committed to an engaging learning environment where students receive the support they need to achieve academic and personal success.

Accessibility

We strive to remove barriers and provide access to education, resources, and opportunities for all individuals.

Collaboration and Partnership

We embrace our role as the community's college and commit ourselves to create meaningful connections that enhance learning, innovation, economic development, and community impact.

Data-Driven Environment

We foster a culture of informed decision-making by leveraging data and analytics to improve processes, optimize resources, and drive continuous improvement.

Teamwork

We believe in the power of teamwork, where collective efforts lead to creative solutions and shared success for our students, partners, and the community.

Economic Development

By advancing education, workforce training, and innovation, we positively impact the economic growth and sustainability of our communities.

Goals

Student Learning, Success, and Support

Northwest Shoals Community College will:

- Create a learner-centered environment
- Ensure students achieve the following general education competencies:
  - Proficiency in communication
  - Proficiency in problem- solving skills
  - Proficiency in quantitative reasoning
- Deliver innovative educational programs using varied delivery systems based on best practices of adult learning
- Provide the educational and supportive services for students to improve retention, success, and completion
- Create more opportunities for student engagement, inside and outside the classroom

Accessibility

Northwest Shoals Community College will:

- Strategically promote learning opportunities for all people
- Minimize financial, environmental, social, linguistic, and cultural barriers to learning.
- Provide clear, flexible pathways through dual enrollment, non-credit programs, adult education, workforce training, and academic transfer programs to support student goals.

Collaboration and Partnership

Northwest Shoals Community College will:

- Foster, nurture, and expand partnerships with business, industry, education, and other community organizations to:
    - Create internship opportunities, apprenticeships, and job placement programs that benefit students and employers.
    - Create pathways for our students to meet the workforce needs of local business and industry.
    - Streamline transfer processes and improve academic pathways for students.
    - Create mentorship programs, networking events, and opportunities for alumni to contribute to the college community.
    - Collaborate with foundations, government agencies, non-profits, and other organizations to secure grants and funding for scholarships, special projects, and campus improvements.

Data-Driven Environment

Northwest Shoals Community College will:

- Foster a data-driven culture of quality improvement.
- Use data to improve educational programs, student learning, customer service, budgeting, and decision-making.

Teamwork

Northwest Shoals Community College will:

- Collaborate effectively to accomplish our shared mission, values, and goals
- Facilitate a cohesive, supportive, and encouraging work environment
- Promote networking and improved communication throughout, within, and between campuses.
- Foster an environment that promotes progress

Economic Development

Northwest Shoals Community College will:

- Expand and leverage resources that enhance the College's impact in the community through economic and workforce development.
- Collaborate with local and regional economic development entities to help recruit business and industry to the community.
- Provide work-based learning and non-credit training to meet the needs of business and industry partners

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, athletics, 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, applied technology, and athletics 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 and appropriate administrative personnel 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, requests can also be completed on the NWSCC website or by contacting the Admissions Office.

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:

The requirements for admissions are determined by the Alabama Community College System Board of Trustees.

1. Northwest Shoals Community College Application for Admission (may be submitted electronically found on the NWSCC website.) and submit appropriate documentation as required by student type.

*** All international applicants must provide a VISA acceptable to the United States.

2. Official high school transcript with posted graduation date or GED certificate with passing scores. Students who have earned an Associate Degree or higher are not required to submit a high school transcript.

*Non-High School Graduates/Non-GED *may* be admitted to non-degree and career pathways programs as defined under the Workforce Innovation and Opportunity Act (WIOA) and by the federal Pell Grant Ability-to-Benefit criteria. This selection of students must coordinate admission through the Adult Education Department and the Admissions Office of Northwest Shoals Community College. The "Career Pathways Waiver Form" must be submitted to the Admissions Office by a representative of Adult Education for an admission decision.

3. Official college transcripts (if applicable)

4. Approved Transient Letter (if applicable)

Admission to the College does not mean acceptance or admission to certain health-related education programs in the College such as health-science programs, 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, conditional, and pending.

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.

3. Pending status (PN): Applicants who are planning to attend the college as a transient student (a student currently enrolled in another college) remain in a pending status until both proof of identification and a transient letter are received. Once those items are received, the applicant will be changed to an unconditional student status.

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 appointments. New or returning students who have never taken a distance education course at the College should complete the Virtual Learning Guide 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 myNWSCC.

To protect students located outside the state of Alabama who may take distance education courses, NWSCC 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. However, it is recommended that students located in other states or outside of the U.S. contact the Distance Education Department before enrolling to discuss the student's future college plans as some programs may have additional requirements. 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 then Alabama.

NWSCC 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 complains 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. 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.

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. Official high school transcript/GED documenting graduation*
3. 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

Required Dual Enrollment Forms:

1. Online Dual Enrollment Registration submitted by the student and approved by the high school counselor. Student completes this form 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. Transcripts must be provided as documentation of the student's cumulative grade point average.
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/or 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. Students registering for any college-level English or math courses must be placed into the courses using the current ACCS-approved placement guidelines. Students who do not register for college-Level English or math courses are not required to take any math or English placement test, regardless of their grade levels.
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. Official high school transcript/GED documenting graduation

International

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

NWSCC is authorized by the United States Citizenship and Immigration Services to admit international students. Admission to NWSCC 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 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 Serves (NACES) approved agency. For a comprehensive list of approved agencies, please visit 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. Official high school transcript/GED documenting graduation (if not previously received)
3. 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. Official high school transcript/GED documenting graduation. Students with an associate's degree or bachelor's degree are not required to submit a high school transcript.
3. Official college transcripts from all previously attended institutions*

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. 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 theses 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 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 Virtual Learning Guide 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, NWSCC 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. However, it is recommended that students located in other states or outside of the U.S. contact the Distance Education Department before enrolling to discuss the student's future college plans as some programs may have additional requirements. 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.

NWSCC must provide enrolled and prospective distance education students with information on filing complaints or grievances with the college, its accrediting agency, and 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 Appeals

The College Admissions Committee verifies the eligibility of students seeking admission or readmission to the College through the appeals process.

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 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 Registrar.

* All special admissions programs (i.e. Health-Related Programs) will be reviewed through the specific program's appeal requirements.

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 hybrid 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 2024-2025 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 $10.00
4. Returned Check (non-refundable) $30.00

Alabama Residents

Credit Hours	Tuition	ACCS Enhancement Fee	Technology Fee	Facility Renewal Fee	Building Fee	Reserve Fee	Total
1	$129	$10	$9	$9	$12	$1	$170
2	$258	$20	$18	$18	$24	$2	$340
3	$387	$30	$27	$27	$36	$3	$510
4	$516	$40	$36	$36	$48	$4	$680
5	$645	$50	$45	$45	$60	$5	$850
6	$774	$60	$54	$54	$72	$6	$1,020
7	$903	$70	$63	$63	$84	$7	$1,190
8	$1,032	$80	$72	$72	$96	$8	$1,360
9	$1,161	$90	$81	$81	$108	$9	$1,530
10	$1,290	$100	$90	$90	$120	$10	$1,700
11	$1,419	$110	$99	$99	$132	$11	$1,870
12	$1,548	$120	$108	$108	$144	$12	$2,040
13	$1,677	$130	$117	$117	$156	$13	$2,210
14	$1,806	$140	$126	$126	$168	$14	$2,380
15	$1,935	$150	$135	$135	$180	$15	$2,550
16	$2,064	$160	$144	$144	$192	$16	$2,720
17	$2,193	$170	$153	$153	$204	$17	$2,890
18	$2,322	$180	$162	$162	$216	$18	$3,060
19	$2,451	$190	$171	$171	$228	$19	$3,230

Distance Education students are required to take at least one proctored exam 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 using provided methods will be responsible for any charges incurred with remote test proctor sites/services and will pay any required fees directly to these sites. Students are also required to have a computer with webcam/microphone and a high-speed Internet connection and will be responsible for related charges. Please contact the NWSCC 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	ACCS Enhancement Fee	Technology Fee	Facility Renewal Fee	Building Fee	Reserve Fee	Total
1	$258	$10	$9	$9	$12	$1	$299
2	$516	$20	$18	$18	$24	$2	$598
3	$774	$30	$27	$27	$36	$3	$897
4	$1,032	$40	$36	$36	$48	$4	$1,196
5	$1,290	$50	$45	$45	$60	$5	$1,495
6	$1,548	$60	$54	$54	$72	$6	$1,794
7	$1,806	$70	$63	$63	$84	$7	$2,093
8	$2,064	$80	$72	$72	$96	$8	$2,392
9	$2,322	$90	$81	$81	$108	$9	$2,691
10	$2,580	$100	$90	$90	$120	$10	$2,990
11	$2,838	$110	$99	$99	$132	$11	$3,289
12	$3,096	$120	$108	$108	$144	$12	$3,588
13	$3,354	$130	$117	$117	$156	$13	$3,887
14	$3,612	$140	$126	$126	$168	$14	$4,186
15	$3,870	$150	$135	$135	$180	$15	$4,485
16	$4,128	$160	$144	$144	$192	$16	$4,784
17	$4,386	$170	$153	$153	$204	$17	$5,083
18	$4,644	$180	$162	$162	$216	$18	$5,382
19	$4,902	$190	$171	$171	$228	$19	$5,681

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
NWSCC Phil Campbell	Mississippi	Chickasaw Clay Itawamba Lee Lowndes Monroe Pontotoc Prentiss Tishomingo
NWSCC Phil Campbell	Tennessee	Lawrence Wayne
NWSCC Shoals	Mississippi	Alcorn Itawamba Prentiss Tishomingo
NWSCC Shoals	Tennessee	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 50 percent date of the semester. 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

Our offices are located in the Student Services Building (100) on the Shoals Campus and the Administration Building (301) 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.

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 student aid index (SAI) 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 student aid index 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.

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 student aid index (SAI) and enrollment status. If the student is less than full time and eligible based on the SAI, the Pell grant is prorated by credit hour. If the SAI 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 NWSCC 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 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, exit counseling prepares a student to repay their student loans. A student must complete exit counseling each time they drop below half-time (6 credit hours) 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 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 prior year's income and any current assets determine the applicant's financial aid need. Students must submit a FAFSA every year at www.studentaid.gov to be considered for Federal Aid.

Students 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 nwscc.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 student's account. The Business Office will balance the student's 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 to obtain tax return transcripts.
3. He/she must provide records of benefits received 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.nwscc.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 confirms their withdrawal with the College. For students who unofficially withdraw without notification, 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 the 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 NWSCC will be included in the 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.
- Forgiven/Repeated classes will automatically only count the highest grade in the GPA and all other attempts are excluded in the GPA. All forgiven and repeats will be factored in maximum timeframe calculations. A passed class is only counted one time in the completion rate calculation. 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.
- Once admitted, dual credit will be included in GPA, completion rate, and maximum timeframe

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

Students may submit a Financial Aid Appeal if he/she can provide documented proof of extenuating circumstances. Please visit our website at www.nwscc.edu for more information.

Extenuating Circumstances are those that are beyond the student's control. For example: Serious illness or injury to the student that required extended recovery time. Death or serious illness of an immediate family member. Significant trauma in a student's life that impaired the student's emotional and/or physical health. Students 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. Students 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

ALL students may apply for scholarships. 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://nwscc.edu/admissions/financial-aid/scholarships/ for the online application process.

Academic Scholarship

Academic Excellence
Ambassador Scholarship
Applied Technology Scholarship
Cosmetology Instructor Training Scholarship*
College Bowl Scholarship
Continuing Excellence

Dual Advancement

GED Leadership Scholarship*
Opportunity Scholarship
Performing Arts Scholarship
Talent Search Scholarship

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

Scholarship Policies and Procedures

Students may reapply for one additional year. Institutional scholarships must complete 27 credit hours per year (fall, spring, summer) and maintain the appropriate CGPA as outlined below. Students will not be awarded who fail to meet the minimum qualifications after the first year.

Academic/Student of the Year	3.00	27 hours
Ambassador	2.5	27 hours
Applied Tech	2.5	27 hours
College Bowl*	3.0	27 hours
GED Leadership	2.5	27 hours
GED Empowerment	2.5	27 hours
Opportunity*	2.5	27 hours
Band & Chorale Performing Arts*	2.5	27 hours
Talent Search	2.5	27 hours
Academic Excellence	3.25	27 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 Community College System.

GED Free Class

Based on authorization from the Alabama Community College System, 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. NWSCC 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 to provide support for students, programs, and activities that 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 secure contributions and bequests that 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 that 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 time, 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 December of each year. The deadline for application submissions is approximately the middle of March. For more information on these scholarships, please contact the Foundation Office by e-mail katie.smith@nwscc.edu or 256-331-8187.

Foundation Scholarships:

Aaron B. Singleton Memorial Scholarship
Alls Family Memorial Scholarship
Andy Pounders 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
Buffaloe Memorial Endowed Scholarship
Cecil Earl Clapp, Sr. Memorial Scholarship
Cliff and Mabel Brown Memorial Scholarship
D. Mitchell Self Memorial Scholarship
Diana Ashe-Clayton Memorial Scholarship
Dorothy England 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 Schoalrship
Integrated Corporate Solutions Scholarship
Joseph W. Wade Memorial Scholarship
Joshua "Josh" Green Memorial Scholarship
Karen Thompson Memorial Scholarship
Lockheed Martin Scholarship for Veterans
Martha Isbell Memorial Scholarship
Marvin E. Daly Memorial Scholarship
Mattie Lou Gist Memorial Scholarship
Michael Denton Memorial Scholarship
NWSCC Faculty and Staff Scholarship
Nursing Alumni Scholarship
Orben F. Gist Memorial Scholarship
Owen Tinkham Memorial Scholarship
Percy Sledge Memorial Scholarship
Rebecca Haddock Memorial Scholarship
Rebecca Wilson Gamble Memorial Scholarship
Sam Beau Barron Memorial Book Scholarship
Shelby Grissom Memorial Scholarship
Shoals Home Builders Association Scholarship
Shoals Master Gardeners Tri-County 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 awards scholarships based upon accrued interest and/or donations.

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 disadvantage 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 of 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/.

Veterans Programs

The VA School Certifying Officials for Northwest Shoals Community College are located both on the Shoals and Phil Campbell campuses in the Student Financial Services Office.

Contact Information

Muscle Shoals Campus

Phone: 256.331.5367 or 256.331.5364

Hours of Operation: Monday – Thursday 7:30 a.m. – 4:30 p.m., Friday 7:30 a.m. - 4:00 p.m.

POC for VA Education Benefits is Lisa Lilley. She can be reached at (256) 331-5368 or by email at lisa.lilley@nwscc.edu.

Phil Campbell Campus

Phone: 256.331.6332 or 256.331.6232

Hours of Operation: Monday – Thursday 7:30 a.m. – 4:30 p.m., Friday 7:30 a.m. - 4:00 p.m.

School Certifying Official for VA Education Benefits is Lisa Hall. She can be reached at (256) 331-6332 or by email at lisa.hall@nwscc.edu.

Schedule a virtual Financial Aid appointment via our website www.nwscc.edu.

If you are interested in education benefits from VA, you must first determine the following:

- Determine if you are eligible for State and/or Federal benefits. State and Federal benefits have two separate application processes. State benefit information can be obtained by calling 1-334-242-5077 or visiting their website at ALABAMA G.I. DEPENDENT SCHOLARSHIP PROGRAM – Alabama Department of Veterans Affairs. Federal benefit information can be obtained by calling 1-888-442-4551 or visiting their website at https://benefits.va.gov/gibill/.
- Determine what chapter you are eligible for (veterans, spouses and/or dependents).
- You can determine the status of your award or inquire about problems receiving your benefits by contacting the DVA at 1-888-442-4551 or at https://www.va.gov/education/eligibility/.

GI Bill® Programs (VA)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information

about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

Post 9/11 GI Bill® Chapter 33

The Post 9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. This benefit provides up to 36 months of education benefits. These benefits may be transferred to your dependents. The application is online via the https://www.va.gov/education/how-to-apply/ website.

Application package includes: First Semester VA Students

The following information listed below must be submitted at the same time.

- Certificate of Eligibility
- Student Acknowledgement of Responsibility Form
- Request for Certification of Veterans Educational Benefits Form
- Active Registration
- Veteran Military Transcript (If student is the dependent, military transcript is not required)

Application package includes: Continuing VA Students

The following information listed below must be submitted at the same time.

- Request for Certification of Veterans Educational Benefits Form
- Active Registration

Vocational Readiness and Employment (VR&E) Chapter 31

The VR&E program may be available to you if you have a service-connected disability that limits your ability to work or prevents you from working. This program helps explore employment options and address training needs. In some cases, family members may also qualify for certain benefits. Eligibility is determined on a case by case basis. Veterans should apply for vocational rehabilitation through the County Veterans Service Office and must follow guidelines from the Vocational Rehabilitation and Counseling Division for the DVA regarding application and admission requirements. If you are approved for Chapter 31 the DVA must submit a purchase order to NWSCC via the Tungsten Network.

To apply, go to the VR&E website at https://www.va.gov/careers-employment/vocational-rehabilitation/eligibility/.

Application package includes: First Semester VA Students

The following information listed below must be submitted at the same time.

- Student Acknowledgement of Responsibility Form
- Request for Certification of Veterans Educational Benefits Form
- Active Registration
- Veteran Military Transcript (If student is the dependent, military transcript is not required)
- The Tungsten Network purchase order must be received

Application package includes: Continuing VA Students

The following information listed below must be submitted at the same time.

- Request for Certification of Veterans Educational Benefits Form
- Active Registration

Montgomery GI Bill®–Active Duty (MGIB-AD) Chapter 30

The MGIB program provides up to 36 months of educational benefits. If enlisted less than three years, serviceperson must serve 24 continuous months. If enlisted more than three years, serviceperson must serve at least 36 months (exceptions apply). You may apply online via https://benefits.va.gov/gibill/.

Application package includes: First Semester VA Students

The following information listed below must be submitted at the same time.

- Certificate of Eligibility
- Student Acknowledgement of Responsibility Form
- Request for Certification of Veterans Educational Benefits Form
- Active Registration
- Veteran Military Transcript

Application package includes: Continuing VA Students

The following information listed below must be submitted at the same time.

- Request for Certification of Veterans Educational Benefits Form
- Active Registration

Dependent Education Assistance (DEA) Chapter 35

This benefit is available to the spouse or a dependent child of a veteran who became 100% disabled as a result of a service connected disability, died as 100% disabled as a result of a service connected injury or while on active duty, or was held as a POW or was MIA for 90 days. Application is made online via https://www.va.gov/education/survivor-dependent-benefits/dependents-education-assistance/.

Application package includes: First Semester VA Students

The following information listed below must be submitted at the same time.

- Certificate of Eligibility
- Student Acknowledgement of Responsibility Form
- Request for Certification of Veterans Educational Benefits Form
- Active Registration

Application package includes: Continuing VA Students

The following information listed below must be submitted at the same time.

- Request for Certification of Veterans Educational Benefits Form
- Active Registration

Montgomery GI Bill® – Selective Reserve (MGIB-SR) Chapter 1606

The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selective Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps reserve, Coast Guard Reserve, Army National Guard, and the Air National Guard. Application is made online via https://benefits.va.gov/gibill/.

Application package includes: First Semester VA Students

The following information listed below must be submitted at the same time.

- Certificate of Eligibility
- Student Acknowledgement of Responsibility Form
- Request for Certification of Veterans Educational Benefits Form
- Active Registration
- Veteran Military Transcript

Application package includes: Continuing VA Students

The following information listed below must be submitted at the same time.

- Request for Certification of Veterans Educational Benefits Form
- Active Registration

INSTRUCTIONS FOR REQUESTING MILITARY TRANSCRIPTS

As an active-duty service member, Veteran, or member of the Reserves, you must request an official military transcript from your branch of service and submit it to the NWSCC Admissions Office.

- For Army, Navy, Marines, or Coast Guard, go to the Joint Services Transcript (JST) website (https://jst.doded.mil/smart/signin.do). Fill out an Official Transcript Request to share your transcript with NWSCC.
- For the Air Force, go to the Community College of the Air Force website (https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/). Submit a request to have your transcript mailed to NWSCC. You can pay for fast delivery if you are trying to meet a deadline.

ALABAMA GI 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 40% 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 by calling 334-242-5077 or visiting https://va.alabama.gov/dependentscholarship/. If the student is deemed eligible, the Alabama Department of Veteran Affairs will send a certificate of eligibility to the student and to the approved school. There are two different types of AL GI Dependent Scholarships. Those who applied after July 31, 2017 are under the new law and must have a completed the FAFSA application and a FERPA release form must be on file.

Application package includes: First Semester Alabama GI Dependent Students

The following information listed below must be submitted at the same time.

- Certificate of Eligibility
- Student Acknowledgement of Responsibility Form
- Request for Certification of Veterans Educational Benefits Form
- Active Registration

Application package includes: Continuing Alabama GI Dependent Students

The following information listed below must be submitted at the same time.

- Request for Certification of Veterans Educational Benefits Form
- Active Registration

ALABAMA NATIONAL GUARD EDUCATIONAL ASSISTANCE PROGRAM (ANGEAP)

All Alabama National Guard Members are encouraged to apply by filling out the ANGEAP request each semester and submitting it to the VA School Certifying Official in the Office of Student Financial Services. Students must also submit the FAFSA annually. 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 submitted, 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. ANGEAP is a Limited Fund Program, and submission of this application does not ensure that funds will be available when application arrives at ACHE.

To apply, visit the ANGEAP site at https://ache.edu/StudentAsst.aspx

Application package includes:

- Completed ANGEAP Application and Active Registration

TUITION ASSISTANCE (TA)

Military Tuition Assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Congress has given each service the ability to pay up to 100% for the tuition for college courses taken during off duty hours. It is important to understand that the VA does not administer TA. Each branch of the service has its own criteria of eligibility, obligated service, application process and restrictions. This money is paid directly to the institution by the individual services. TA is not a loan; it should be viewed as money you have earned just like your base pay. For additional information assistance contact the Student Financial Services Office at (256) 331-5368 or (256) 331-6332. For more information, review your military service website for details on your eligibility and the process for requesting tuition assistance.

Please find the respective links for your service below:

- Army, Army Reserve, Army National Guard (https://www.armyignited.com/app/)
- Air Force, Air Force Reserve, Air National Guard (https://www.afpc.af.mil/Benefits-and-Entitlements/Military-Tuition-Assistance-Program/)
- Coast Guard (http://forcecom.uscg.mil/)
- Marine Corps (https://usmc-mccs.org/)
- Navy (https://www.navy.com/what-to-expect/education-opprortunities)

Application Process:

1. Speak with your education officer, career counselor, or benefits incentive specialists to ensure you are eligible for Tuition Assistance.

2. Gain approval from your commander to attend classes at Northwest Shoals Community College prior to enrollment.

3. See your base Education Services Officer (ESO) prior to enrolling for classes at Northwest Shoals Community College.

4. Follow specific instructions for your military service branch regarding how to request Tuition Assistance for your courses. Take note of the TA application instructions/deadlines specific to your branch and Northwest Shoals Community College academic calendar to ensure your request is process in a timely manner.

5. Army service members must create an account at https://www.armyignited.army.mil/student. All other branches of service must submit your approved request to the Student Financial Services Office for processing.

Important Contacts – VA

TA – The Point of Contact (POC) for all TA students is Lisa Lilley. The School Certifying Official is Lisa Hall-PC campus and Gracie Brackeen -MS campus. You may reach Lisa Lilley at (256) 331-5368 or by email at lisa.lilley@nwscc.edu. Lisa Hall (PC) at (256) 331-6332 or by email at lisa.hall@nwscc.edu and Gracie Brackeen (MS) at (256) 331-5367 or by email gracie.brackeen@nwscc.edu. They can direct any student needing assistance to the right resource on campus.

Academic Advising/Job Search Support – The POC is Amanda Peters. She can be reached at (256) 331-8121 in the Advising Center or by email at amanda.terry@nwscc.edu.

VA Education Benefits: The POC for VA Education Benefits is Lisa Lilley. She can be reached at (256) 331-5368 or by email at lisa.lilley@nwscc.edu.

Title IV Funding- Student Financial Services Office. The POC for Student Financial Services is Cierra Smith. She can be reached at (256) 331-5369 or by email at cierra.smith@nwscc.edu.

The POC for the Office of Disability Services is Patrice Rice. She can be reached at (256) 331-8095 or by email at patrice.rice@nwscc.edu.

Business Office – The Student Accounts Primary POC is Leah Howard. She can be reached at 256-331-5408 or by email at leah.howard@nwscc.edu.

NWSCC POLICY ON THE RETURN OF UNEARNED TA FUNDS TO THE GOVERNMENT

Under, Return of Title IV Funds, the law requires that, when a student withdraws during a payment period or period of enrollment, the amount of Federal Title IV aid program assistance earned up to the point is determined by a specific form. The withdrawal date is the date the student submits a completed withdrawal form to the Admissions Office. When a student unofficially withdraws (stops attending without completing withdrawal process)the withdrawal date is the mid-point (50%) of the term. If the student received (or the College received on the student's behalf) less assistance than the amount earned, the student will be able to receive those additional funds. If the student receives more assistance than earned, the excess funds must be returned. The amount of assistance that a student has earned is determined on a pro-rata basis. That is, 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 students was originally scheduled to receive. Once the student completes more than 60 percent (60%) of the payment period of enrollment, he or she earns all of the student assistance. The 60% date will be published in each semester schedule. This policy will be applied to unearned TA funds.

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.

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.

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. Students must be unconditionally admitted including submission of all transcripts before an enrollment certification can be submitted. The VA will not pay any student without receiving this certification. Please review the requirements for certification based on your benefits. 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 promptly after the paperwork is submitted. **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, withdrawals or non-required courses.

CHANGES IN SCHEDULE

All add/drop changes after initial certification must 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 benefits 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. Chapter 31 students should contact their case manager.

CHANGING MAJOR

Student 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.

PROGRAM ACCREDITATION

Disclosures relating to conditions imposed by State, Federal, or commercial entities, or other additional requirements related to obtaining credentials in a given field are reflected in the college catalog (/college-publications) for their respective program.

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 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.

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 an advisor. Each student is encouraged to discuss plans, problems, and needs with the 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 or respective 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 respective dean.

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

Credit Hour Definition and Policy

Northwest Shoals Community College (NWSCC) 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 30-32 credit hours and the normal credit hour load is 15 to 16 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 respective dean. 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 30-32 semester hours in two semesters or 15-16 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 respective dean 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, an Academic Advisor, 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 withdrawn 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.

Request to withdraw from a class should be made by the posted withdrawal deadline.

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 the online form is completed.

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.

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, MAT, and MLT.

Grade	Definition	Numerical Scale	Quality 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 respective dean 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 respective Dean's Office to formally request a grade appeal.

Upon completion of the Grade Appeal form, the student should return the form to the respective Dean's Office. The respective 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 respective 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 as well as instructional directors and/or other division chairpersons. 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 respective dean.

The respective dean's office may accept the recommendation, request further information, or reject the committee's recommendation. In all cases, the respective 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 respective 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 or another website or software (lesson, assignment, forum, quiz, etc.) or documented attendance at an on-campus or virtual meeting.

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 respective 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 Director of Admissions/Registrar 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. Upon receipt of the student's request, the college will inform the student that an award of academic bankruptcy may impact his/her financial aid status.
3. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
4. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
5. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
6. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
7. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the college since the most recent semester for which 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.
8. When a student receives a declaration of academic bankruptcy, a permanent notation of "Academic Bankruptcy" will be reflected on the transcript for each semester affected.
9. Approval of the academic bankruptcy status at 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 of Students.

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 of Students - 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.

Regional Chief Fiscal Officer - The Regional 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, NWSCC 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 coursework. The student should consult the Registrar 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. Credit Through Prior Learning Assessment

Prior Learning Assessment (PLA) is a means for a student to receive college-level credit for experiential learning that took place in a non-traditional learning environment, such as on-the-job training, military training, professional development seminars, volunteerism, and experience in-field. Awarding of credit through PLA relies heavily on aligning knowledge and skills gained through experience with learning outcomes found in traditional courses of higher education.

Course credit earned from prior learning shall be noted on the student's transcript as having been awarded through PLA. In the process of determining if credit

can be awarded for prior learning, institutions may charge students only for the cost of the PLA services and not for the amount of credit awarded.

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 students achieving the highest Cumulative GPA in degree and certificate programs. Awards can be presented to students having a GPA of 3.75 or higher on all college work.

GPA for academic awards is based upon the cumulative GPA at the end of the fall semester prior to spring graduation.

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.

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 respective 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, the attempt with the highest grade 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 respective 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 $25.00.

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 Registrar's Office at 256.331.5297 or email to graduation@nwscc.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 256.331.5297 or email transcripts@nwscc.edu.

All paperwork for the associate degree will be completed by NWSCC. Any questions concerning the degree audit should be directed to the Director of Admissions/Registrar at 256.331.5297 or email graduation@nwscc.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 respective dean's office.

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 (Virtual Learning)

Through distance education or virtual learning, 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 hybrid 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.

HYBRID COURSES - A hybrid distance education course replaces the majority of face-to-face and/ or theory time with online instructional time so that at least 50% 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. In addition, many other degree and certificate programs offer online and hybrid course options.

Students may find additional information on minimum technology and skill requirements as well as other general information on the College website under Virtual Learning or by contacting the Distance Education Office (Virtual Learning Center) at 256.331.5453.

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.

Alabama Transfers

Alabama Transfers (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 an Alabama Transfers Guide should visit their website at alabamatransfers.com 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.

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
SPH 107	Fundamentals of Public Speaking	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	3

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

19-23 Hours:

- ORI 107 is required for graduation.
- 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
Area V Program Specific Courses	Area V Program Specific Courses	18-22
	Minimum Credit Hours for Graduation:	**60-64**

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 some 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. Credit hour requirements are determined by the individual programs.

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 -7 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:	**60-76**

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 institution. Credit hours for the degree are determined by the program.

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

Minimum Credit Hours for Graduation:	**60-76**

Health Sciences Programs

Northwest Shoals Community College (NWSCC) 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.

NWSCC 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
- Medical Laboratory Technology: 511004 MLT
- 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 PBY
    - Medical Billing and Coding Option: 510801 MCO

Allied Health - Linkage Programs

- 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 NWSCC 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:

- 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 NWSCC 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), or Sharon Watson, Health Linkage advisor located at NWSCC. 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 institution. Credit hours for the degree are determined by the program.

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

Minimum Credit Hours for Graduation:	**60-76**

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. Credit hour requirements are determined by the individual programs.

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 -7 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:	**60-76**

Accounting Technology

Accounting Technology - AOT

Associate in Occupational Technology (AOT)

Available: Shoals Campus
Advisors: J. James (5346/6234) jamesje@nwscc.edu

The Accounting Technology Degree is to 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.

Area I: Written Composition

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

Item #	Title	Credits
ENG 101	English Composition I	3

Area II: Humanities and Fine Arts

Item #	Title	Credits
	Area II Elective	3

Area III: Mathematics and Computer Science

Item #	Title	Credits
	Technical Mathematics or higher	3
CIS 146	Microcomputer Applications	3

Area IV: History, Social and Behavioral Sciences

For the elective, ECO 231 or 232 is preferred.

Item #	Title	Credits
	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
	Accounting I	3
	Accounting II	3
ACT 246	Microcomputer Accounting	3
ACT 247	Advanced Accounting Applications on the Microcomputer	3
ACT 249	Payroll Accounting	3
ACT 253	Individual Income Tax	3
ACT 254	Business Income Tax	3
ACT 256	Cost Accounting	3

Minor Requirements: Business Management and Supervision

Item #	Title	Credits
BUS 215	Business Communication	3
BUS 263	The Legal and Social Environment of Business	3
BUS 275	Principles of Management	3
BUS 279	Small Business Management	3
BUS 285	Principles of Marketing	3
	Minimum Credit Hours for Graduation:	**60**

Accounting Technology - Certificate

Career Certificate

Available: Shoals Campus
Advisors: J. James (5346/6234) jamesje@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.

General Education Requirements

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

Item #	Title	Credits
	Accounting Certificate English	3
MTH 116	Mathematical Applications	3
CIS 146	Microcomputer Applications	3

Major Requirements

Item #	Title	Credits
ACT 104	Introduction to Business	3
	Accounting I	3
	Accounting II	3
ACT 114	Introduction to Accounting Database Resources	3
ACT 246	Microcomputer Accounting	3
ACT 247	Advanced Accounting Applications on the Microcomputer	3
ACT 249	Payroll Accounting	3
ACT 253	Individual Income Tax	3
ACT 254	Business Income Tax	3
ACT 256	Cost Accounting	3
	Minimum Credit Hours for Graduation:	**39**

Accounting Technology Bookkeeping

Short-Term Certificate

Available: Shoals Campus
Advisors: J. James (5346/6234) jamesje@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.

General Education Requirements

Item #	Title	Credits
	Accounting I	3
	Accounting II	3
ACT 114	Introduction to Accounting Database Resources	3
ACT 246	Microcomputer Accounting	3
ACT 249	Payroll Accounting	3
	Minimum Credit Hours for Graduation:	**15**

Air Conditioning/ Refrigeration Technology

Air Conditioning/Refrigeration Technology

Associate in Occupational Technology (AOT)

Available: Shoals Campus
Advisors: R. Corsbie (5251) rcorsbie@nwscc.edu
M. Grissom (5265) melinda.grissom@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.

Area I: Written Composition

Item #	Title	Credits
	Technical English or Higher	3

Area II: Humanities and Fine Arts

Preferred ART 100 or MUS 101. *Note SPH107 or foreign language may NOT be the one course designated to fulfill the SACSCOC Core Requirement for Humanities and Fine Arts.

Item #	Title	Credits
	Humanities and Fine Arts 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 3-4 hours of degree creditable coursework may be taken from disciplines of math, biology, chemistry, physical science, physics, environmental technology.
Preferred PHS 111

Item #	Title	Credits
	MTH 116, MTH 100 or higher	3
	Natural Science Elective	3-4

Area IV: History, Social and Behavioral Sciences

Courses may be taken from the disciplines of history, economics, geography, political science, psychology, and sociology.
Preferred HIS 101, PSY 200, or SOC 200
Please choose from one of the following History, Social, and Behavioral Science electives.

Item #	Title	Credits
	Social and Behavioral Sciences Elective	3

Area V: Technical Concentration and Electives

Item #	Title	Credits
ACR 112	HVACR Service Procedures	3
ACR 113	Refrigeration Piping Practices	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 181	Special Topics in Air Conditioning and Refrigeration I	3
ACR 149	Heat Pump Systems II	3
ACR 203	Commercial Refrigeration	3
ACR 205	System Sizing and Air Distribution	3
ACR 209	Commercial Air Conditioning Systems	3

Minor Requirements: Heating, Air Conditioning, Ventilation, and Refrigeration Maintenance

Item #	Title	Credits
ASC 111	Principles of Refrigeration	3
ASC 121	Principles of Electricity for HVACR	3
ASC 119	Fundamentals of Gas Heating Systems	3
ASC 148	Heat Pump Systems I	3
	Minimum Credit Hours for Graduation:	**60-61**

Air Conditioning/Refrigeration Technology

Career Certificate

Available: Shoals Campus
Advisors: R. Corsbie (5251) rcorsbie@nwscc.edu
M. Grissom (5265) melinda.grissom@nwscc.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.

Area I: Written Composition

Item #	Title	Credits
	Technical English or Higher	3

Area III: Natural Science and Mathematics

Item #	Title	Credits
MTH 116	Mathematical Applications	3

Area V: Technical Concentration and Electives

Item #	Title	Credits
ASC 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 113	Refrigeration Piping Practices	3
ASC 119	Fundamentals of Gas Heating Systems	3
ASC 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
ASC 148	Heat Pump Systems I	3
ACR 181	Special Topics in Air Conditioning and Refrigeration I	3
ACR 203	Commercial Refrigeration	3
ACR 205	System Sizing and Air Distribution	3
ACR 209	Commercial Air Conditioning Systems	3
	Minimum Credit Hours for Graduation:	**48**

Air Conditioning/Refrigeration Technology ACR Basic

Short-Term Certificate

Available: Shoals Campus
Advisors:
R. Corsbie (5251) rcorsbie@nwscc.edu
M. Grissom (5265) melinda.grissom@nwscc.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.

Required Courses

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

Air Conditioning/Refrigeration Technology ACR Level 1

Short-Term Certificate

Available: Shoals Campus
Advisors:
R. Corsbie (5251) rcorsbie@nwscc.edu
M. Grissom (5265) melinda.grissom@nwscc.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.

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
	Minimum Credit Hours for Graduation:	**12**

Air Conditioning/Refrigeration Technology ACR Level 2

Short-Term Certificate

Available: Shoals Campus
Advisors:
R. Corsbie (5251) rcorsbie@nwscc.edu
M. Grissom (5265) melinda.grissom@nwscc.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.

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
	Minimum Credit Hours for Graduation:	**9**

Air Conditioning/Refrigeration Technology ACR Level 3

Short-Term Certificate

Available: Shoals Campus
Advisors:
R. Corsbie (5251) rcorsbie@nwscc.edu
M. Grissom (5265) melinda.grissom@nwscc.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.

Required Courses

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

Automotive Service Technology

Automotive Service Technology - AOT

Associate in Occupational Technology (AOT)

Available: Shoals Campus
Advisors: E. Creekmore (5449)
eric.creekmore@nwscc.edu
Advisors: M. Grissom (5420)
melinda.grissom@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.

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

Area I: Written Composition

Item #	Title	Credits
	Technical English or Higher	3

Area II: Humanities and Fine Arts

Preferred ART 100 or MUS 101. *Note SPH107 or foreign language may NOT be the one course designated to fulfill the SACSCOC Core Requirement for Humanities and Fine Arts.

Item #	Title	Credits
	ART 100 or MUS 101	3

Area III: Natural Sciences and Mathematics

A minimum of 3 hours in MTH 116 or MTH 100 or Higher is required. The additional 3-4 hours of degree creditable coursework may be taken from disciplines of math. biology, chemistry, physical science, physics, environmental technology.

Item #	Title	Credits
	Technical Mathematics or higher	3
	Natural Science Elective	3-4

Area IV: History, Social and Behavioral Sciences

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

Item #	Title	Credits
	Social and Behavioral Sciences Elective	3

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 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

Minor Requirements: Automotive Engineering Technolgy/Technician

Item #	Title	Credits
ASE 133	Motor Vehicle Air Conditioning	3
ASE 212	Advanced Electrical and Electronic Systems	3
ASE 220	Advanced Automotive Engines	3
ASE 246	Automotive Emissions	3
	Minimum Credit Hours for Graduation:	**60-61**

Automotive Service Technology Advanced STC II - Advanced

Short-Term Certificate

Available: Shoals Campus
Advisors: E. Creekmore (5449)
eric.creekmore@nwscc.edu
M. Grissom (5420) melinda.grissom@nwscc.edu

This short-term certificate prepares students to use electronic service equipment and investigate their areas of specialization. A more intensive career preparation is provided through a combination of classroom instruction and hands-on practice. The curriculum is updated frequently to reflect changing technology and equipment. The program design for automotive service technicians includes knowledge of the basic principles of electronics and electrical systems. Successful graduates may become certified

by Automotive Service Excellence (ASE) in specific service areas after 2 years of experience and passing a written examination. Completing 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.

Notes:

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

Required Courses

Item #	Title	Credits
ASE 212	Advanced 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
ASE 246	Automotive Emissions	3
ASE 220	Advanced Automotive Engines	3
	Minimum Credit Hours for Graduation:	**21**

Automotive Service Technology STC 1 - Basic

Short-Term Certificate

Available: Shoals Campus
Advisors: E. Creekmore (5449)
eric.creekmore@nwscc.edu
M. Grissom (5420) melinda.grissom@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 and 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 diagnoses 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 entry-level automotive technicians.

Notes:

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

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
ASE 133	Motor Vehicle Air Conditioning	3
AUM 162	Electrical and Electronic Systems	3
	Minimum Credit Hours for Graduation:	**24**

Essentials of Automotive Service Technology

Short-Term Certificate

Available: Shoals Campus
Advisors:E. Creekmore (5449)
eric.creekmore@nwscc.edu
M. Grissom (5420) melinda.grissom@nwscc.edu

The Essentials of Automotive Technology short-term certificate is the beginning of a pathway to a rewarding career where inspecting, maintaining, and basic repairing of automobiles and light duty trucks are the daily tasks.

This short-term certificate prioritizes the development of competency in both traditional and state-of-the-art automotive technologies. You'll learn about modern automotive systems, use of computerized shop equipment and electronic components while sharpening your skills with traditional hand-tools. The curriculum is crafted to equip you with the fundamental principles and knowledge necessary to understand today's automobiles. Upon successful completion of the Essentials of Automotive Technology short-term certificate, the student will emerge as a skilled entry-level technician in the automotive service industry.

Required Courses

Item #	Title	Credits
AUM 101	Fundamentals of Automotive Technology	3
AUM 112	Electrical Fundamentals	3
AUM 121	Braking Systems	3
AUM 124	Automotive Engines	3
	Minimum Credit Hours for Graduation:	**12**

Cabinetmaking

Cabinetmaking Advanced

Short-Term Certificate

Available: Shoals Campus
Advisors: J. White (5210) jwhite@nwscc.edu
M. Grissom (5420) melinda.grissom@nwscc.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.

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
	Minimum Credit Hours for Graduation:	**12**

Cabinetmaking Basic

Short-Term Certificate

Available: Shoals Campus
Advisors:
J. White (5210) jwhite@nwscc.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.

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
	Minimum Credit Hours for Graduation:	**12**

Carpentry

Carpentry Advanced

Short-Term Certificate

Available: Shoals Campus
Advisors: J. White (5210) jwhite@nwscc.edu
M. Grissom (5420) melinda.grissom@nwscc.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.

Required Courses

Item #	Title	Credits
BUC 113	Basic Construction Print Reading	3
BUC 115	Roof and Ceiling Framing	3
BUC 131	Interior and Exterior Finishes	3
BUC 156	Residential Repair and Remodeling	3
	Minimum Credit Hours for Graduation:	**12**

Carpentry Basic

Short-Term Certificate

Available: Shoals Campus
Advisors: J. White (5210) jwhite@nwscc.edu
M. Grissom (5420) melinda.grissom@nwscc.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.

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
	Minimum Credit Hours for Graduation:	**12**

Carpentry/Cabinetmaking

Carpentry/Cabinetmaking

Associate in Occupational Technology (AOT)

Available: Shoals Campus
Advisors: J. White (5210) jwhite@nwscc.edu
M. Grissom (5420) melinda.grissom@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.

Area I: Written Composition

Item #	Title	Credits
	Technical English or Higher	3

Area II: Humanities and Fine Arts

Preferred ART 100 or MUS 101. *Note SPH107 or foreign language may NOT be the one course designated to fulfill the SACSCOC Core Requirement for Humanities and Fine Arts.
Please choose one of the following:

Item #	Title	Credits
	Humanities and Fine Arts 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 3-4 hours of degree creditable coursework may be taken from disciplines of math, biology, chemistry, physical science, physics, environmental technology.

Item #	Title	Credits
	Technical Mathematics or higher	3
	Natural Science Elective	3-4

Area IV: History, Social and Behavioral Science

Courses may be taken from the disciplines of history, economics, geography, political science, psychology, and sociology.
Please choose one of the following:

Item #	Title	Credits
	Social and Behavioral Sciences Elective	3

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

Minor Requirements: Building/ Construction Finishing, Management, and Inspection Maintenance

Item #	Title	Credits
BUC 113	Basic Construction Print Reading	3
BUC 115	Roof and Ceiling Framing	3
BUC 131	Interior and Exterior Finishes	3
BUC 156	Residential Repair and Remodeling	3
	Minimum Credit Hours for Graduation:	**63-64**

Carpentry/Cabinetmaking

Career Certificate

Available: Shoals Campus
Advisors: J. White (5210) jwhite@nwscc.edu
M. Grissom (5420) melinda.grissom@nwscc.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.

Required Courses

Item #	Title	Credits
	Technical English or Higher	3
MTH 116	Mathematical Applications	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
BUC 156	Residential Repair and Remodeling	3
CAR 113	Floors, Walls, Site Prep Lab	3
CAR 114	Construction Basics Lab	3
BUC 113	Basic Construction Print Reading	3
BUC 115	Roof and Ceiling Framing	3
BUC 131	Interior and Exterior Finishes	3
	Minimum Credit Hours for Graduation:	**45**

Child Development

Child Development

Associate in Applied Science

Available: Phil Campbell and Shoals Campus
Advisors: S. Tverberg (5450)
laura.tverberg@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.

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
	Humanities and Fine Arts 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
	Technical Mathematics or higher	3
	CHD Math or Biology Elective	3-4
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 Children with Exceptional Needs	3
CHD 215	Supervised Practical Experience in Early Childhood Education	3
	Minimum Credit Hours for Graduation:	**67-68**

Child Development

Short-Term Certificate

Available: Phil Campbell and Shoals Campus

Advisors:
S. Tverberg (5450) laura.tverberg@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.

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 Children with Exceptional Needs	3
CHD 214	Families and Communities in Early Care and Education Programs	3
	Minimum Credit Hours for Graduation:	**27**

Computer Information Systems Technology

Computer Information Systems Technology

Associate in Applied Science

Available: Shoals Campus
Advisors: N. Lewis (5234) natasha.lewis@nwscc.edu
P. Peters (8106) ppeters@nwscc.edu
J. James (6234/5346) 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.

Area I: Written Composition

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

Choose one natural science course from:

Biological Science, Chemistry, Environmental Science, Physics, or Physical Science

Item #	Title	Credits
	Technical Mathematics or higher	3
	Natural Science Elective	3-4

Area IV: History, Social and Behavioral Science

Item #	Title	Credits
	Social and Behavioral Sciences Elective	3

Choose One of the Below Options

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 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
	Minimum Credit Hours for Graduation:	**73-76**

Computer Technology Cyber Security Technician

Short-Term Certificate

Available: Shoals Campus

Advisors:
N. Lewis (5234) natasha.lewis@nwscc.edu
J. James (6234/5346) jamesje@nwscc.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 CyberSecurity 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.

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
CIS 246	Ethical Hacking	3
	Minimum Credit Hours for Graduation:	**27**

Computer Technology Software Technician

Short-Term Certificate

Available: Shoals Campus
Advisors:
N. Lewis (5234) natasha.lewis@nwscc.edu
J. James (6234/5346) jamesje@nwscc.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.

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 or CIS 255	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
	Minimum Credit Hours for Graduation:	**27**

Microcomputer Applications

Short-Term Certificate

Available: Shoals Campus
Advisors: N. Lewis (5234) natasha.lewis@nwscc.edu
P. Peters (8106) ppeters@nwscc.edu
J. James (6234/5346) jamesje@nwscc.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.

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
	Minimum Credit Hours for Graduation:	**12**

Swift Programming

Short-Term Certificate

Available: Shoals Campus
Advisors: N. Lewis (5234) natasha.lewis@nwscc.edu
J. James (6234/5346) jamesje@nwscc.edu

The Swift Programming Short-Term Certificate verifies that the student completed three courses in Swift Ap 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 programing languages in current use.

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

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: M. Grissom (5265)
melinda.grissom@nwscc.edu
G. Wallace (5220) gerri.wallace@nwscc.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.

Area I: Written Composition

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

Item #	Title	Credits
	Technical English or Higher	3

Area II: Humanities and Fine Arts

Item #	Title	Credits
SPH 107	Fundamentals of Public Speaking	3
	Humanities and Fine Arts Elective	3

Area III: Natural Sciences and Mathematics

Preferred PHS 111 as Natural Science Elective

Item #	Title	Credits
	Technical Mathematics or higher	3
	Natural Science Elective	3-4

Area IV: History, Social and Behavioral Science

Please choose from one of the following:

Item #	Title	Credits
	Social and Behavioral Sciences Elective	3

Area V: Technical Concentration and Electives

Item #	Title	Credits
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 144	Hair Shaping and Design	3
COS 145	Hair Shaping Lab	3
COS 167	State Board Review	3
	Minimum Credit Hours for Graduation:	**64**

Salon and Spa Management

Career Certificate

Available: Shoals Campus
Advisors: 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.

Area I: Written Composition

Item #	Title	Credits
	Technical English or Higher	3

Area III: Natural Sciences and Mathematics

Item #	Title	Credits
	Technical Mathematics or higher	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

	Minimum Credit Hours for Graduation:	**48**

Cosmetology Instructor Training

Salon and Spa Management Instructor Training

Short-Term Certificate

Available: Shoals Campus
Advisors: G. Wallace (5220); gerri.wallace@nwscc.edu
M. Grissom (5420) melinda.grissom@nwscc.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 NWSCC 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.

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
	Minimum Credit Hours for Graduation:	**36**

Criminal Justice

Criminal Justice

Associate in Applied Science

Available: Phil Campbell and Shoals Campuses
Advisor: K. Tucker (8060) ktucker@nwscc.edu
M. Holt (5303) michael.holt@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 100, CRJ 110 and CRJ 140 with the approval of the CRJ advisor.

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
	Humanities and Fine Arts 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
	Natural Science Elective	3-4

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
	Minimum Credit Hours for Graduation:	**61**

Design Engineering Technology

Design Engineering Technology - AAS

Associate in Applied Science

This program prepares students for the Product Design and Manufacturing industry. The design engineer is a highly skilled technician with an ability to visualize objects three dimensionally before they are physically created. Students studying on the Mechanical Design Option will learn computer-aided design software, drafting and design practices, print reading, reverse engineering, and 3D printing. Design Engineering instruction at the College is offered in fundamental, intermediate, and advanced levels. A graduate of the program will be generally qualified to enter the industry as an entry level draftsperson, detailer, apprentice designer or engineer. Graduates are encouraged to continue education toward a professional degree in mechanical engineering or industrial engineering.

Student Success Requirement

Student who have completed at least 30 credit hours are not required to take ORI 107.

Item #	Title	Credits
ORI 107	Student Success	1

AREA I: Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

AREA II: Humanities & Fine Arts

Item #	Title	Credits
	Humanities and Fine Arts Elective	3

AREA III: Mathematics & Natural Science

Item #	Title	Credits
	MTH 100 or Higher	3
PHY 115	Technical Physics	4

AREA IV: History, Social, & Behavioral Sciences

Item #	Title	Credits
	Social and Behavioral Sciences Elective	3

AREA V: Technical Specialties

Core Drafting Requirements. Students must also chose an Option to complete the AAS program.

Item #	Title	Credits
DDT 104	Basic Computer Aided Drafting and Design	3
DDT 111	Fundamentals of Drafting and Design Technology	3
DDT 114	Industrial Blueprint Reading	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 181	Special Topics in Drafting and Design Technology	3
DDT 220	Advanced Technical Drawing	3
DDT 231	Advanced Cad	3
DDT 236	Design Project	3
DDT 291	Co-Op	3
	Design Engineering Options	18
	Minimum Credit Hours for Graduation:	**70-71**

Computer-Aided Design

Short-Term Certificate

Available: Shoals Campus

Advisor: Trenton Allen (5257)
anthony.allen@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.

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 111	Fundamentals of Drafting and Design Technology	3
	Minimum Credit Hours for Graduation:	**12**

Electrical Technology

Electrical Technology

Associate in Occupational Technology (AOT)

Available: Shoals Campus
Advisors: Jeremy Gann (5244)
jeremy.gann@nwscc.edu
M. Grissom (5265) melinda.grissom@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.

Area I: Written Composition

Item #	Title	Credits
	Technical English or Higher	3

Area II: Humanities and Fine Arts

Preferred ART 100 or MUS 101. *Note SPH107 or foreign language may NOT be the one course designated to fulfill the SACSCOC Core Requirement for Humanities and Fine Arts.
Please choose from one of the following:

Item #	Title	Credits
	Humanities and Fine Arts Elective	3

Area III: Natural Science and Mathematics

The additional 3-4 hours of degree creditable coursework may be taken from disciplines of biology, chemistry, physical science, physics, environmental technology.

Item #	Title	Credits
	Technical Mathematics or higher	3
	Natural Science Elective	3-4

Area IV: History, Social and Behavioral Sciences

Courses may be taken from the disciplines of history, economics, geography, political science, psychology, and sociology.
Please choose from one of the following:

Item #	Title	Credits
	Social and Behavioral Sciences Elective	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 131	Commercial/Industrial Wiring I	3
ELT 217	Transformers	3
ELT 241	National Electric Code	3
ELT 242	Journeyman Master Prep Exam	3
ELT 244	Conduit Bending and Installation	3
ELT 245	Electrical Grounding Systems	3

Minor Requirements: Automotive Manufacturing Technology for Electrical Technology

Item #	Title	Credits
AUT 234	Industrial Motor Controls I	3
AUT 235	Industrial Motor Controls II	3
AUT 114	Introduction to Programmable Logic Controllers	3
AUT 117	AC/DC Machines	3
	Minimum Credit Hours for Graduation:	**60-61**

Electrical Technology - Career Certificate

Career Certificate

Available: Shoals Campus
Advisors: J. Gann (5244) jeremy.gann@nwscc.edu
M. Grissom (5265) melinda.grissom@nwscc.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.

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 Melinda Grissom at 256-331-5420 for additional information.

General Education Requirements

Item #	Title	Credits
	Technical English or Higher	3
	Technical Mathematics or higher	3

Technical Concentration

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 131	Commercial/Industrial Wiring I	3
ELT 217	Transformers	3
AUT 234	Industrial Motor Controls I	3
AUT 235	Industrial Motor Controls II	3
AUT 114	Introduction to Programmable Logic Controllers	3
AUT 117	AC/DC Machines	3
ELT 241	National Electric Code	3
ELT 242	Journeyman Master Prep Exam	3
ELT 244	Conduit Bending and Installation	3
ELT 245	Electrical Grounding Systems	3
	Minimum Credit Hours for Graduation:	**51**

Electrical Technology Commercial Technician

Short-Term Certificate

Available: Shoals Campus
Advisors: Jeremy Gann (5244)
jeremy.gann@nwscc.edu
M. Grissom (5265) melinda.grissom@nwscc.edu

This short-term certificate is for students who want to gain knowledge and credentialing in the Commercial Wiring Industry. The courses study commercial electrical wiring practices and methods, the NEC requirements, and commercial blueprint interpretations. They include hands-on work, load calculations, ampacity, 3-phrase, and color codes.

Required Courses

Item #	Title	Credits
AUT 117	AC/DC Machines	3
ELT 131	Commercial/Industrial Wiring I	3
ELT 241	National Electric Code	3
ELT 244	Conduit Bending and Installation	3
	Minimum Credit Hours for Graduation:	**12**

Electrical Technology Industrial Technician

Short-Term Certificate

Available: Shoals Campus
Advisor: Jeremy Gann (5244) jeremy.gann@nwscc.edu
M. Grissom (5265) melinda.grissom@nwscc.edu

This short-term certificate allows students to gain knowledge and credentialing in the Industrial Electrical Industry. The courses study industrial wiring practices and methods, the NEC requirements, and industrial schematic interpretations.

Required Courses

Item #	Title	Credits
AUT 234	Industrial Motor Controls I	3
AUT 235	Industrial Motor Controls II	3
AUT 114	Introduction to Programmable Logic Controllers	3
AUT 117	AC/DC Machines	3
	Minimum Credit Hours for Graduation:	**12**

Electrical Technology Residential Technician

Short-Term Certificate

Available: Shoals Campus
Advisors: Jeremy Gann (5244)
jeremy.gann@nwscc.edu
M. Grissom (5265) melinda.grissom@nwscc.edu

This short-term certificate is for students who want to gain knowledge and employment in the Residential Industry. The courses study residential wiring practices and methods, the NEC requirements, and residential blueprint interpretations. They also include hands-on work, print layout, and service calculations.

Required Courses

Item #	Title	Credits
ELT 114	Residential Wiring Methods	3
ELT 115	Residential Wiring Methods II	3
ELT 108	DC Fundamentals	3
ELT 110	Wiring Methods	3
	Minimum Credit Hours for Graduation:	**12**

Industrial Maintenance Technology

Industrial Systems Technology: Electrical Option

Associate in Applied Science

Available: Shoals Campus
Advisors: J. Rogers (8038) jeffery.rogers@nwscc.edu
J. Gann (5244) jeremy.gann@nwscc.edu
M. Grissom (5265) melinda.grissom@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 from 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.

Area I: Written Composition

Item #	Title	Credits
	Technical English or Higher	3

Area II: Humanities and Fine Arts

Preferred ART 100 or MUS 101. *Note SPH107 or foreign language may NOT be the one course designated to fulfill the SACSCOC Core Requirement for Humanities and Fine Arts.
Please choose one of the following:

Item #	Title	Credits
	Humanities and Fine Arts 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

Please choose one of the following:

Item #	Title	Credits
	Social and Behavioral Sciences 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 213	Industrial Motor Control II	3
INT 222	Special Topics: Safety	3
INT 253	Industrial Robotics Concepts	3
INT 254	Robot Maintenance and Troubleshooting	3
INT 280	Special Topics Computer Fundamentals	3
INT 284	Advanced Programmable Logic Controllers	3

	Minimum Credit Hours for Graduation:	**64**

Industrial Systems Technology: FAME Option

Associate in Applied Science

Available: Shoals Campus
Advisors: J. Rogers (8038) jeffery.rogers@nwscc.edu
M. Grissom (5265) melinda.grissom@nwscc.edu

This degree is designed to offer students advanced entry-level skills in the field of Industrial Systems Technology. A student who graduates from 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 the 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. 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. Students must submit the following items:

- NWSCC 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.

Area I: Written Composition

Item #	Title	Credits
	Technical English or Higher	3

Area II: Humanities and Fine Arts

Preferred ART 100 or MUS 101. *Note SPH107 or foreign language may NOT be the one course designated to fulfill the SACSCOC Core Requirement for Humanities and Fine Arts.
Please choose from one of the following:

Item #	Title	Credits
	Humanities and Fine Arts 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

Please choose from one of the following:

Item #	Title	Credits
	Social and Behavioral Sciences 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 142	F.A.M.E Manufacturing Core Exercise 2, Workplace Visual Organization (5S)	1-1
INT 144	FAME MANUFACTURING CORE EXERCISE 3, LEAN MANUFACTURING	1-1
INT 146	FAME MANUFACTURING CORE EXERCISE 4, PROBLEM SOLVING	1-1
INT 148	FAME MANUFACTURING CORE EXERCISE 5, MACHINE RELIABILITY	1-1
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 222	Special Topics: Safety	3
INT 254	Robot Maintenance and Troubleshooting	3
INT 280	Special Topics Computer Fundamentals	3
INT 284	Advanced Programmable Logic Controllers	3
	Minimum Credit Hours for Graduation:	**65**

Industrial Systems Technology: Instrumentation Option

Associate in Applied Science

Available: Shoals Campus
Advisors: J. Rogers (8038) jeffery.rogers@nwscc.edu
M. Grissom (5265) melinda.grissom@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.

Area I: Written Composition

Item #	Title	Credits
	Technical English or Higher	3

Area II: Humanities and Fine Arts

Preferred ART 100 or MUS 101. *Note SPH107 or foreign language may NOT be the one course designated to fulfill the SACSCOC Core Requirement for Humanities and Fine Arts.
Please choose from one of the following:

Item #	Title	Credits
	Humanities and Fine Arts 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

Please choose from one of the following:

Item #	Title	Credits
	Social and Behavioral Sciences 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 222	Special Topics: Safety	3
INT 280	Special Topics Computer Fundamentals	3
INT 284	Advanced Programmable Logic Controllers	3
ILT 114	Instrumentation Operation and Calibration	3
ILT 240	Sensors Technology and Applications	3
	Minimum Credit Hours for Graduation:	**64**

Industrial Systems Technology: Mechanical Option

Associate in Applied Science

Available: Shoals Campus
Advisors: J. Rogers (8038) jeffery.rogers@nwscc.edu
M. Grissom (5265) melinda.grissom@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.

Area I: Written Composition

Item #	Title	Credits
	Technical English or Higher	3

Area II: Humanities and Fine Arts

Preferred ART 100 or MUS 101. *Note SPH107 or foreign language may NOT be the one course designated to fulfill the SACSCOC Core Requirement for Humanities and Fine Arts.
Please choose from one of the following:

Item #	Title	Credits
	Humanities and Fine Arts 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

Please choose from one of the following:

Item #	Title	Credits
	Social and Behavioral Sciences 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 222	Special Topics: Safety	3
INT 280	Special Topics Computer Fundamentals	3
MSP 105	Lathes	3
WDT 182	Special Topics - Advanced Maintenance Welding	3
	Minimum Credit Hours for Graduation:	**64**

Industrial Systems Technology: Mechatronics Option

Associate in Applied Science

Available: Shoals Campus

Advisors:
J. Rogers (8038) jeffery.rogers@nwscc.edu
C. Bogus (5250) caleb.bogus@nwscc.edu
M. Grissom (5265) melinda.grissom@nwscc.edu

This degree is a multiple disciplinary field that refers to the skill sets needed in the contemporary advanced automated manufacturing industry. Mechatronics is a branch of engineering that focuses on designing, manufacturing and maintaining products that have both mechanical and electronic components.

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

Area I: Written Composition

Item #	Title	Credits
	Technical English or Higher	3

Area II: Humanities and Fine Arts

Item #	Title	Credits
	Humanities and Fine Arts Elective	3

Area III: Mathematics and Natural Sciences

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3
PHY 115	Technical Physics	4

Area IV: History, Social and Behavioral Science

Item #	Title	Credits
	Social and Behavioral Sciences Elective	3

Area V: Technical Concentration

Item #	Title	Credits
INT 101	DC Fundamentals	3
INT 103	AC Fundamentals	3
INT 158	Industrial Wiring I	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 161	Blueprint Reading for Industrial Technicians	3
INT 184	Introduction to Programmable Logic Controllers	3
INT 206	Industrial Motors I	3
INT 254	Robot Maintenance and Troubleshooting	3
INT 280	Special Topics Computer Fundamentals	3
INT 284	Advanced Programmable Logic Controllers	3
	INT Technical Elective	3
	INT Technical Elective	3
	Minimum Credit Hours for Graduation:	**70**

Industrial Systems Technology - Career Certificate

Career Certificate

Available: Shoals Campus
Advisors: J. Rogers (8038) jeffery.rogers@nwscc.edu
M. Grissom (5265) melinda.grissom@nwscc.edu

This degree is designed to offer students entry-level skills in the field of Industrial Systems Technology. A student who graduates from 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.

General Education Requirements

Item #	Title	Credits
	Technical English or Higher	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 222	Special Topics: Safety	3
INT 280	Special Topics Computer Fundamentals	3
	Minimum Credit Hours for Graduation:	**39**

Industrial Systems Technology: Basic

Short-Term Certificate

Available: Shoals Campus
Advisors: J. Rogers (8038) jeffery.rogers@nwscc.edu
C. Bogus (5250) caleb.bogus@nwscc.edu
M. Grissom (5265) melinda.grissom@nwscc.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.

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
	Minimum Credit Hours for Graduation:	**12**

Industrial Systems Technology: Electrical

Short-Term Certificate

Available: Shoals Campus
Advisors: J. Rogers (8038) jeffery.rogers@nwscc.edu
C. Bogus (5250) caleb.bogus@nwscc.edu
M. Grissom (5265) melinda.grissom@nwscc.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.

Required Courses

Item #	Title	Credits
INT 184	Introduction to Programmable Logic Controllers	3
INT 206	Industrial Motors I	3
INT 213	Industrial Motor Control II	3
INT 284	Advanced Programmable Logic Controllers	3
	Minimum Credit Hours for Graduation:	**12**

Industrial Systems Technology: Instrumentation

Short-Term Certificate

Available: Shoals Campus
Advisors: J. Rogers (8038) jeffery.rogers@nwscc.edu
C. Bogus (5250) caleb.bogus@nwscc.edu
M. Grissom (5265) melinda.grissom@nwscc.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.

Required Courses

Item #	Title	Credits
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
	Minimum Credit Hours for Graduation:	**12**

Industrial Systems Technology: Mechanical

Short-Term Certificate

Available: Shoals Campus
Advisors: J. Rogers (8038) jeffery.rogers@nwscc.edu
C. Bogus (5250) caleb.bogus@nwscc.edu
M. Grissom (5265) melinda.grissom@nwscc.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.

Required Courses

Item #	Title	Credits
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
	Minimum Credit Hours for Graduation:	**12**

Machine Shop Technology

Machine Shop Technology

Associate in Occupational Technology (AOT)

Available: Phil Campbell and Shoals Campuses
Advisor: M. Johnson (5247) mpjohnson@nwscc.edu
M. Grissom (5420) melinda.grissom@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.

Area I: Written Composition

Item #	Title	Credits
	Technical English or Higher	3

Area II: Humanities and Fine Arts

Preferred ART 100 or MUS 101. *Note SPH107 or foreign language may NOT be the one course designated to fulfill the SACSCOC Core Requirement for Humanities and Fine Arts.
Please choose from one of the following:

Item #	Title	Credits
	Humanities and Fine Arts Elective	3

Area III: Natural Sciences and Mathematics

A minimum of 3 hours in MTH 116 or MTH 100 or Higher is required. The additional 3-4 hours of degree creditable coursework may be taken from disciplines of math, biology, chemistry, physical science, physics, environmental technology..

Item #	Title	Credits
	Technical Mathematics or higher	3
	Natural Science Elective	3-4

Area IV: Social and Behavioral Sciences

Courses may be taken from the disciplines of history, economics, geography, political science, psychology, and sociology.
Please choose from one of the following:

Item #	Title	Credits
	Social and Behavioral Sciences Elective	3

Area V: Machine Shop Electives

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 107	Milling Machines	3
MSP 112	Basic Computer Numerical Control Turning	3
MSP 115	Advanced Milling Machines	5
MSP 142	Advanced Machining Calculations	2
MSP 181	Special Topics - Grinding	2
MSP 221	Advance Blueprinting	2

Minor Requirements: Automotive Manufacturing Technology for Machine Shop

Item #	Title	Credits
AUT 153	Lathes	3
AUT 166	Basic Print Reading for Machinist	3
AUT 155	Metrology	3
AUT 255	Basic Computer Numerical Control Milling	3
	Minimum Credit Hours for Graduation:	**61-62**

Machine Shop Technology

Career Certificate

Available: Phil Campbell and Shoals Campuses
Advisors: M. Johnson (5247) mpjohnson@nwscc.edu
M. Grissom (5420) melinda.grissom@nwscc.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.

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.

Required Courses

Item #	Title	Credits
	Technical English or Higher	3
	Technical Mathematics or higher	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
AUT 153	Lathes	3
MSP 107	Milling Machines	3
MSP 112	Basic Computer Numerical Control Turning	3
AUT 255	Basic Computer Numerical Control Milling	3
MSP 115	Advanced Milling Machines	5
AUT 166	Basic Print Reading for Machinist	3
AUT 155	Metrology	3
MSP 142	Advanced Machining Calculations	2
MSP 181	Special Topics - Grinding	2
MSP 221	Advance Blueprinting	2
	Minimum Credit Hours for Graduation:	**52**

Salon and Spa Management

Salon & Spa AAS - Barbering Option

Associate in Applied Science

Available: Shoals Campus
Advisors: G. Beth Wallace (5265)
gerri.wallace@nwscc.edu
A. Jordan (5420) anthony.jordan@nwscc.edu

The barbering option prepares barber-styling and other personal grooming specialists to manage barber shops, and full-service or specialized barbershops to prepare for licensure as a professional barber. Includes instruction in basic science barber-styling, marketing and retailing; advertising and promotion; management, 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 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 ORI107. Transfer students are exempt from this requirement.

All entering students under the AAS Barbering Option are required to complete all required classes listed in degree plan before they can take the Alabama Board of Cosmetology and Barbering License Exam. Students cannot drop from an AAS Salon and Spa Degree to the Career Certificate.

AREA I: Written Composition

Item #	Title	Credits
	Technical English or Higher	3

Area II: Humanities and Fine Arts

Item #	Title	Credits
	Humanities and Fine Arts Elective	3
SPH 107	Fundamentals of Public Speaking	3

Area III: Mathematics and Natural Sciences

Item #	Title	Credits
	Technical Mathematics or higher	3
	Natural Science Elective	3-4

Area IV: History, Social and Behavioral Science

Item #	Title	Credits
	Social and Behavioral Sciences Elective	3

Area V: Technical Concentration

Item #	Title	Credits
SAL 201	Entrepreneurship for Salon/Spa	3
SAL 133	Salon Management Technology	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 144	Hair Shaping and Design	3
COS 167	State Board Review	3
COS 190	Internship in Cosmetology	3
BAR 108	Introduction to Barbering	3
BAR 109	Bacteriology and Sanitation	3
BAR 110	Orientation to Barbering	3-3
BAR 111	Introduction to Barbering Lab	3-3
BAR 112	Science of Barbering	3-3
BAR 113	Fundamentals of Barbering Applications	3-3
	Minimum Credit Hours for Graduation:	**63-64**

Water and Wastewater

Water and Wastewater Management and Technology

Short-Term Certificate

Available: Shoals Campus
Advisors: C. Pitts (chris.pitts@nwscc.edu) or F. Murphy (frank.murphy@nwscc.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.

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
	Minimum Credit Hours for Graduation:	**21**

Welding

Welding - AOT

Associate in Occupational Technology (AOT)

Advisors: L. Liles (5254/8072) lliles@nwscc.edu
B. Keeton (6389) bkeeton@nwscc.edu
K. Davis (5254) kevin.davis@nwscc.edu
M. Grissom (5265) melinda.grissom@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.

Area I: Written Composition

Item #	Title	Credits
	Technical English or Higher	3

Area II: Humanities and Fine Arts

Preferred ART 100 or MUS 101. *Note SPH107 or foreign language may NOT be the one course designated to fulfill the SACSCOC Core Requirement for Humanities and Fine Arts.
Please choose from one of the following:

Item #	Title	Credits
	Humanities and Fine Arts Elective	3

Area III: Natural Sciences and Mathematics

A minimum of 3 hours in MTH 116 or MTH 100 or Higher is required. The additional 3-4 hours of degree-creditable coursework may be taken from disciplines of biology, chemistry, physical science, physics, environmental technology and math.

Item #	Title	Credits
	Technical Mathematics or higher	3
	Natural Science Elective	3-4

Area IV: History, Social and Behavioral Science

Courses may be taken from the disciplines of history, economics, geography, political science, psychology, and sociology.
Please choose from one of the following:

Item #	Title	Credits
	Social and Behavioral Sciences Elective	3

Area V: Technical Concentration and Major Requirements

Item #	Title	Credits
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 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 217	SMAW Carbon Pipe Theory	3
WDT 219	Welding Inspection & Testing	3
WDT 257	SMAW Carbon Pipe Lab	3

Minor Requirements: Automotive Manufacturing Technology for Welding

Item #	Title	Credits
AUT 178	Gas Tungsten Arc Welding	3
AUT 180	Gas Tungsten Arc Welding Lab	3
AUT 286	SMAW Fillet/OFC	3
AUT 287	SMAW Fillet/OFC Lab	3

Minimum Credit Hours for Graduation:	**63-64**

Welding - Career Certificate

Career Certificate

Available: Phil Campbell and Shoals Campuses
Advisor: L. Liles (5254/8072) lliles@nwscc.edu
B. Keeton (6389) bkeeton@nwscc.edu
K. Davis (5254) kevin.davis@nwscc.edu
M. Grissom (5265) melinda.grissom@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.

Required Courses

Item #	Title	Credits
	Technical English or Higher	3
	Technical Mathematics or higher	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 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 217	SMAW Carbon Pipe Theory	3
WDT 219	Welding Inspection & Testing	3
WDT 257	SMAW Carbon Pipe Lab	3
AUT 286	SMAW Fillet/OFC	3
AUT 287	SMAW Fillet/OFC Lab	3
AUT 178	Gas Tungsten Arc Welding	3
AUT 180	Gas Tungsten Arc Welding Lab	3
	Minimum Credit Hours for Graduation:	**54**

Welding Basic SMAW (Stick)

Short-Term Certificate

Available: Phil Campbell and Shoals Campuses
Advisors: L. Liles (5254/8072) lliles@nwscc.edu
B. Keeton (6389) bkeeton@nwscc.edu
K. Davis (5254) kevin.davis@nwscc.edu
M. Grissom (5420) melinda.grissom@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.

Required Courses

Item #	Title	Credits
WDT 109	SMAW Fillet/Pac/Cac	3
WDT 123	SMAW Fillet/Pac/CAC Lab	3
AUT 286	SMAW Fillet/OFC	3
AUT 287	SMAW Fillet/OFC Lab	3
	Minimum Credit Hours for Graduation:	**12**

Welding FCAW/GMAW (MIG/Flux Cored)

Short-Term Certificate

Available: Phil Campbell and Shoals Campuses
Advisors: L. Liles (5254/8072) lliles@nwscc.edu
B. Keeton (6389) bkeeton@nwscc.edu
K. Davis (5254) kevin.davis@nwscc.edu
M. Grissom (5420) melinda.grissom@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.

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
	Minimum Credit Hours for Graduation:	**12**

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
K. Davis (5254) kevin.davis@nwscc.edu
M. Grissom (5420) melinda.grissom@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.

Required Courses

Item #	Title	Credits
WDT 115	GTAW Carbon Pipe Theory	3
WDT 155	GTAW Carbon Pipe Lab	3
AUT 178	Gas Tungsten Arc Welding	3
AUT 180	Gas Tungsten Arc Welding Lab	3
	Minimum Credit Hours for Graduation:	**12**

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
K. Davis (5254) kevin.davis@nwscc.edu
M. Grissom (5420) melinda.grissom@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.

Required Courses

Item #	Title	Credits
WDT 120	Shielded Metal Arc Welding Groove Theory	3
WDT 125	Shielded Metal Arc Welding Groove Lab	3
WDT 217	SMAW Carbon Pipe Theory	3
WDT 257	SMAW Carbon Pipe Lab	3
	Minimum Credit Hours for Graduation:	**12**

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
K. Davis (5254) kevin.davis@nwscc.edu
M. Grissom (5420) melinda.grissom@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.

Required Courses

Item #	Title	Credits
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 123	SMAW Fillet/Pac/CAC Lab	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 219	Welding Inspection & Testing	3
AUT 286	SMAW Fillet/OFC	3
AUT 287	SMAW Fillet/OFC Lab	3
	Minimum Credit Hours for Graduation:	**24**

Chemistry

Chemical Laboratory Technician

Short-Term Certificate

Available: Phil Campbell and Shoals Campuses

Advisors:
A. Burks (5377) amy.burks@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.

Required Courses

Item #	Title	Credits
BIO 103	Principles of Biology I	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
	Technical English or Higher	3
MTH 112	Precalculus Algebra	3
MTH 265	Elementary Statistics	3
	Minimum Credit Hours for Graduation:	**21**

General Education

General Education

Short-Term Certificate

General Education Short-Term Certificate: An undergraduate award signifying completion of a prescribed course of study of 29 semester hours. This award is designed to assist students in developing an academic foundation to earn credit toward the Associate of Arts or Associate of Science degree and plan on transferring to a four-year university, or students interested in entering the workforce immediately who want to improve their communication skills, reasoning skills, cultural and social understanding, and overall knowledge to become more valuable in the workplace.

Award

Designed to assist students in developing an academic foundation to earn credit toward the associate of art or associate of science degree.

Area I: Written Composition

Item #	Title	Credits
	ENG 101	3
	ENG 102	3

Area II: Humanities and Fine Arts

Item #	Title	Credits
	Humanities and Fine Arts Elective	3
	Humanities and Fine Arts Elective	3
SPH 107	Fundamentals of Public Speaking	3

Area III: Mathematics and Natural Sciences

Item #	Title	Credits
	Core Math Elective	3
	Natural Science Elective	3-4

Area IV: History, Social and Behavioral Science

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

Area V: Electives

Item #	Title	Credits
ORI 107	Student Success	1
	Minimum Credit Hours for Graduation:	**28-29**

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:

- 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), 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.

Dental Assisting

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

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

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
	Minimum Credit Hours for Graduation:	**22**

Dental Hygiene

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

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

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 Chemistry I	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
	Minimum Credit Hours for Graduation:	**35**

Health Information Technology

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 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

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
	Minimum Credit Hours for Graduation:	**30**

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

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 or higher	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
	WL Humanities and Fine Arts Elective	3
	Minimum Credit Hours for Graduation:	**26**

Occupational Therapy Assistant

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

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

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
	Minimum Credit Hours for Graduation:	**26**

Physical Therapist Assistant

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 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

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
	Minimum Credit Hours for Graduation:	**30**

Respiratory Therapy

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

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

* 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
	Minimum Credit Hours for Graduation:	**24**

Diagnostic Imaging - Radiography

Diagnostic Imaging - Radiography (Curriculum)

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.

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 Pathology	2
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
	Minimum Credit Hours for Graduation:	**72**

Diagnostic Imaging - Radiography (Program Overview)

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 Sciences offers a five-semester Associate Degree (AAS) Radiography program. This Diagnostic Imaging – Radiography (RAD) program prepares students for employment in hospitals and clinics as an entry level radiographers. Radiographers interact directly with patients to capture images of the body using x-rays. Graduates of the program will eligible to take the ARRT registry exam (national board certification exam). Those passing this exam are eligible to work in any state as a registered Radiologic Technologist, R.T.(R)(ARRT). This is the primary pathway for Radiologic Technologists to branch into other imaging fields including CAT scan, MRI, Nuclear Medicine, Mammography and other imaging specialties. Students are scheduled and required to attend clinical rotations 16 hours/week for the first 2 semesters, 24 hours/week during the last 3 semesters and attend radiography classes. This is a full-time training program and it is not recommended for those who cannot devote themselves as full time students.

General education (non-RAD classes) listed in the curriculum are not required for acceptance, but are used in the point scale found on the web page to ranks applicants. Completing these general education classes greatly improves your chance for acceptance to the program. Contact an advisor listed above for additional information.

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 NWSCC website.

ADMISSION

1. Complete and submit college admissions application to the Admissions Office and receive a NWSCC student number prior to application deadline. To be accepted to the Radiography program the student must have unconditional admission and be in good standing with the college.
2. Complete and submit an application for the Radiography Program (separate from college application) to the Assistant to Health Sciences Office in Building 122, Room 162, with unofficial transcripts from all colleges attended attached by the deadline of May 1st. Also, submission of the clinical observation/work related experience form found on the Radiography webpage is worth additional ranking points in consideration for admission.
3. 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 May 1st.
4. 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.
5. Must have a minimum 2.50 cumulative grade point average on a 4.0 scale based on the required academic core courses for radiography, and
    1. Current or previous NWSCC students must have a minimum 2.0 GPA or higher at NWSCC.
    2. Transfer students must enter NWSCC on clear academic status (cumulative 2.0 GPA)
6. The ACT is required for admission. There is no longer a minimum composite score required (effective Fall 2024). The official results must be sent to the NWSCC Admissions Office. There is no expiration date on the ACT score for the Radiography application. The ACT must be taken by the application deadline.
7. Meet the eligibility criteria required for Radiography Program.
8. Must be eligible for ENG 101 or has completed ENG 101 with a C or higher
9. Must be eligible for MTH 100 or higher level or have completed MTH 100 or higher level with a grade of C or higher level as determined by college policy.
10. Applicants must be at least 18 years of age by the 1st day of class. (Alabama Regulations for Control of Radiation Rule 420-3-03 (06)

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 NWSCC. 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 (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 the healthcare personnel for which the program is preparing the student. 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 respective 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:

Mobility

1. Have physical stamina to stand and walk for 8 hours or more in a clinical setting

2. Can stand on both legs, move from room to room, and maneuver in small spaces. (*Physical disabilities must not pose a threat to the safety of the student, faculty, patients, or other health care workers.)*

Flexibility

1. Can bend the body downward and forward by bending at the spine and waist. *(This factor requires full use of lower extremities and back muscles.)*

2. Can flex and extend all joints freely.

Strength

1. Can raise objects from a lower to a higher position or move objects horizontally from position to position. *(This factor requires the substantial use of the upper extremities and back muscles.)*

2. Possess mobility, coordination and strength to push, pull or transfer heavy objects. (Strength to lift 25 lbs. frequently and 50 lbs. or more occasionally.)

Fine Motor Skills, Hand/Eye Coordination

1. Possess manual dexterity, mobility, and stamina to perform CPR

2. Can seize, hold, grasp, turn and otherwise work with both hands.

3. Can pick, pinch, or otherwise work with the fingers.

Auditory Ability

1. Possess sufficient hearing to assess patient's needs, follow instructions, communicate with other health care workers, as well as respond to audible sounds of radiographic equipment. *(Please comment if corrective devices are required.)*

Visual Acuity

1. Possess the visual acuity to read, write and assess the patient and the environment. *(Please comment if corrective devices are required.)*

Communication

1. Possess verbal/nonverbal and written communication skills adequate to exchange ideas, detailed information, and instructions accurately.

2. Able to read, comprehend, and write legibly in the English language.

Interpersonal Skills

1. Able to interact purposefully and effectively with others.

2. Able to convey sensitivity, respect, tact, and a mentally healthy attitude.

3. Oriented to reality and not mentally impaired by mind-altering substances.

4. Able to function safely and effectively during high stress periods.

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.

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 NWSCC (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 NWSCC.

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 Sciences 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 Sciences 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 NWSCC Health Sciences 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 Sciences Division.

9. Participate in and pay for background checks as directed by the Health Sciences 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 NWSCC. 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 NWSCC 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 NWSCC 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 no reapply nor reinstate to any NWSCC Health Sciences 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 Sciences 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 NWSCC 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 additional 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.

Minimum Credit Hours for Graduation:	**0**

Diagnostic Medical Sonography

Diagnostic Medical Sonography

Associate in Applied Science

Available: Shoals Campus

Advisors: Terri Christian (8091)
terri.christian@nwscc.edu
Stacy Allen (8104) stacy.allen@nwscc.edu

PROGRAM GOALS

Diagnostic Medical Sonography Program Goals:

"To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the abdominal sonography-extended and obstetrics and gynecology sonography concentrations."

GENERAL INFORMATION

The Division of Health Sciences 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 NWSCC website.

ADMISSION

1. Complete and submit college admissions application to the Admissions Office and receive a NWSCC student number prior to application deadline.

2. Complete and submit application for the Program (separate from college application) to the Assistant to Health Sciences 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 NWSCC students must have a minimum 2.0 GPA or higher at NWSCC.
- b. Transfer students must enter NWSCC 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 NWSCC 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. This program does not accept the ACT superscore.

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 NWSCC. 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 (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 the healthcare personnel for which the program is preparing the student. 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 respective 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:

1. Sensory Perception
    1. Visual
        1. Observe and discern subtle changes in physical conditions and the environment
        2. Visualize different color spectrums and color changes
        3. Read fine print in varying levels of light
        4. Read for prolonged periods of time
        5. Read cursive writing
        6. Read at varying distances
        7. Read data/information displayed on monitors/equipment
    2. Auditory
        1. Interpret monitoring devices
        2. Distinguish muffled sounds heard through a stethoscope
        3. Hear and discriminate high and low frequency sounds produced by the body and the environment
        4. Effectively hear to communicate with others
    3. Tactile
        1. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
    4. Olfactory
        1. Detect body odors and odors in the environment
2. Communication/ Interpersonal Relationships
    1. 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
    2. Work effectively in groups
    3. Work effectively independently
    4. Discern and interpret nonverbal communication
    5. Express one's ideas and feelings clearly
    6. Communicate with others accurately in a timely manner
    7. Obtain communications from a computer
3. Cognitive/Critical Thinking
    1. Effectively read, write and comprehend the English language
    2. 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
    3. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
    4. Satisfactorily achieve the program objectives
4. Motor Function
    1. Handle small delicate equipment/objects without extraneous movement, contamination or destruction
    2. Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
    3. Maintain balance from any position
    4. Stand on both legs
    5. Coordinate hand/eye movements
    6. Push/pull heavy objects without injury to client, self or others
    7. 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
    8. Walk without a cane, walker or crutches
    9. Function with hands free for care and transporting items
    10. Transport self and client without the use of electrical devices
    11. Flex, abduct and rotate all joints freely
    12. Respond rapidly to emergency situations
    13. Maneuver in small areas
    14. Perform daily care functions for the client
    15. Coordinate fine and gross motor hand movements to provide safe effective care
    16. Calibrate/use equipment
    17. Execute movement required to provide care in all health care settings
    18. Perform CPR and physical assessment
    19. Operate a computer
5. Professional Behavior
    1. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
    2. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
    3. Handle multiple tasks concurrently
    4. Perform safe, effective care for clients in a caring context
    5. Understand and follow the policies and procedures of the College and clinical agencies
    6. Understand the consequences of violating the student code of conduct

7. Understand that posing a direct threat to others is unacceptable and subjects one to discipline
8. Meet qualifications for licensure/certification by examination as stipulated by the respective program
9. Not to pose a threat to self or others
10. Function effectively in situations of uncertainty and stress inherent in providing care
11. Adapt to changing environments and situations
12. Remain free of chemical dependency
13. Report promptly to clinicals and remain for 6-12 hours on the clinical unit
14. Provide care in an appropriate time frame
15. Accept responsibility, accountability, and ownership of one's actions
16. Seek supervision/consultation in a timely manner
17. 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.

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 Sonograpy 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 NWSCC (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 NWSCC.

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 Sciences 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 Sciences 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 NWSCC Health Sciences 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 Sciences Division.

9. Participate in and pay for background checks as directed by the Health Sciences 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 NWSCC. 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 NWSCC 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 NWSCC 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 NWSCC Health Sciences 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 Sciences 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 NWSCC 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
Testing/Exams/Registries: $250
Clinical Kit / Tracking: $150.00
Clinical ID Badges: $20.00
Drug Screening: $80.00
Liability Insurance: $40.00
Background Checks: $75.00

NOTICE: In additional 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.

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
	Minimum Credit Hours for Graduation:	**71**

Emergency Medical Services

Emergency Medical Services

Associate in Applied Science

Available: Shoals Campus
Advisors: C. DeMorse (5336) cdemorse@nwscc.edu
T. Oyen (5437) oyen@nwscc.edu
M. Simpson (5435)

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 Sciences 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.
208 Legends Court, Prattville, AL 36066
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) 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

To contact CoAEMSP:
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
Telephone: 214-703-8445 Fax: 214-703-8992
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's Office at 256.331.5262.

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 AccuPlacer/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 AccuPlacer/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 AccuPlacer/ACT testing

4. Register and submit payment for courses

5. Hold Alabama EMT licensure

6. Completed EMS 189 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. Students who do not currently have an Alabama EMT license or EMS 189 may be granted conditional admission if those requirements can be obtained during the first semester of the 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.

Paramedic program students can complete requirements for a Certificate or AAS Degree.

AAS DEGREE OPTION - EMT to Paramedic Track

In addition to the general admission requirements, students admitted to the degree track 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 EMS 189 with a grade of “C” or better for the AAS Degree

3. Complete additional General Education Requirements: PSY 200 or PSY 210, Science, and a Humanities Elective

4. Complete EMS 118 and EMS 119.

AAS DEGREE OPTION - Advanced EMT to Paramedic Track

While not required, students are encouraged to complete Advanced EMT prior to enrolling in paramedic courses. 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 EMS 189 with a grade of “C” or better for the AAS Degree

3. Complete additional General Education Requirements: PSY 200 or PSY 210, Science, and a Humanities Elective

4. Complete EMS 118, EMS 119, EMS 155, and EMS 156.

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:

- Be free from any communicable disease
- 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
- Complete a health history, verifying such information as immunization and disease history and special medical needs
- Receive (at student expense) necessary immunizations/tests including hepatitis vaccine
- 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 Sciences 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 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 NWSCC and the EMS program

2. Successfully complete the program:

- Within one year of initial entry for the EMT program (otherwise all EMT courses must be repeated)
- Within one year of initial entry for the Advanced EMT program (otherwise all EMT courses must be repeated)

- 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 NWSCC

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:

- Within one year of initial entry for the EMT program (otherwise all EMT courses must be repeated).
- Within one year of initial entry for the Advanced EMT program (otherwise all EMT courses must be repeated).
- 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:

- Apply for readmission to the college if not currently enrolled
- Submit application requesting reinstatement to the EMS program
- Request reinstatement within one year from the term of withdrawal or failure
- Demonstrate competency in previous EMS courses. This may be evaluated by testing and/or skills validation
- 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:

- Grade point average is less than 2.0 from courses completed at the current institution
- Refusal by clinical agencies to accept the student for clinical experiences
- Twelve months have elapsed since the student was enrolled in an EMS course

- Student has been dismissed from the program for a violation of the College/EMS Program handbook.
- 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:

- The student meets current entry requirements
- At least two years have elapsed since the student's dismissal from the last program and
- 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 martialed 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 NWSCC students, but health science 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 (Platinum): $180.00
- 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: $104.00
- NREMT Examination for AEMT: $144.00
- NREMT Examination for Paramedic: $160.00
- Background Checks: $85.00
- Tuition at published rate for courses in program of study (see the current registration guide at https://nwscc.edu/patriot-central/college-publications/)
- College fees at published rates (see the current registration guide at https://nwscc.edu/patriot-central/college-publications/)
- Course completion/certification cards: $35.00
- Parking Decal $ 20.00

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Emergency Medical Services Associate in Applied Science Degree

The Associate in Applied Science Degree is completed in five (5) 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 EMS 189.

* All clinical hours for all clinical courses are minimum clock hours. Students are still required to achieve minimum competencies in each class. Additional hours 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.

English Composition

Item #	Title	Credits
ENG 101	English Composition I	3

Humanities and Fine Arts

Item #	Title	Credits
	Humanities and Fine Arts Elective	3

Mathematics and Natural Sciences

Item #	Title	Credits
	MTH 100 or MTH 116 or higher	3
	Natural Science Elective	3-4

Social Sciences

Item #	Title	Credits
	PSY 200 or PSY 210	3

EMS Concentration

Item #	Title	Credits
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
EMS 189	Applied Anatomy and Physiology for the Paramedic	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
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
EMS 253	Paramedic Transition to the Workplace	2
EMS 254	Advanced Competencies for Paramedic	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
	EMS Electives	2

Optional Advanced EMT Track

Item #	Title	Credits
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
	Minimum Credit Hours for Graduation:	**62-71**

Emergency Medical Services AEMT Certificate

Certificate

Available: Shoals Campus
Advisors: C. DeMorse (5336) cdemorse@nwscc.edu
T. Oyen (5437) oyen@nwscc.edu,
M. Simpson (5435) msimpson@nwscc.edu

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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/

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Commission on Accreditation of Allied Health Education Programs
9355 113th Street North, Suite 7709
Seminole, FL 33775
Telephone: 727-210-2350 Fax: 727-210-2354
www.caahep.org

To contact CoAEMSP:
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
Telephone: 214-703-8445 Fax: 214-703-8992
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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's Office at 256.331.5262.

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. Students who do not

currently have an Alabama EMT license may be granted conditional admission if those requirements can be obtained prior to beginning clinical rotations.

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 Sciences 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 NWSCC and the EMS program

2. Successfully complete the program:

- Within one year of initial entry for the EMT program (otherwise all EMT courses must be repeated)
- Within one year of initial entry for the Advanced EMT program (otherwise all EMT courses must be repeated)
- 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 NWSCC

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:

- Within one year of initial entry for the EMT program (otherwise all EMT courses must be repeated).
- Within one year of initial entry for the Advanced EMT program (otherwise all EMT courses must be repeated).
- 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:

- Apply for readmission to the college if not currently enrolled
- Submit application requesting reinstatement to the EMS program
- Request reinstatement within one year from the term of withdrawal or failure
- Demonstrate competency in previous EMS courses. This may be evaluated by testing and/or skills validation
- 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:

- Grade point average is less than 2.0 from courses completed at the current institution
- Refusal by clinical agencies to accept the student for clinical experiences
- Twelve months have elapsed since the student was enrolled in an EMS course
- Student has been dismissed from the program for a violation of the College/EMS Program handbook.
- 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:

- The student meets current entry requirements
- At least two years have elapsed since the student's dismissal from the last program and
- 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 martialed 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 NWSCC 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: $104.00
- NREMT Examination for AEMT: $144.00
- NREMT Examination for Paramedic: $160.00
- Background Checks: $85.00
- Tuition at published rate for courses in program of study
- College fees at published rate
- 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.

Required Courses

Item #	Title	Credits
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
	Minimum Credit Hours for Graduation:	**9**

Emergency Medical Services EMT Certificate

Certificate

Available: Shoals Campus
Advisors: C. DeMorse (5336) cdemorse@nwscc.edu
T. Oyen (5437) oyen@nwscc.edu
M. Simpson (5435) msimpson@nwcc.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 Sciences 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) 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, FL 33775
Telephone: 727-210-2350 Fax: 727-210-2354
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

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

5. For dual-enrollment high school students, approval from the Coordinator of Dual Enrollment

6. 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's Office at 256.331.5262.

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:

- Be free from any communicable disease
- 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
- Complete a health history, verifying such information as immunization and disease history and special medical needs
- Receive (at student expense) necessary immunizations/tests including hepatitis vaccine
- 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 Sciences 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 NWSCC and the EMS program

2. Successfully complete the program:

- Within one year of initial entry for the EMT program (otherwise all EMT 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 NWSCC

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:

- Within one year of initial entry for the EMT program (otherwise all EMT courses must be repeated).
- Within one year of initial entry for the Advanced EMT program (otherwise all EMT courses must be repeated).
- 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:

- Apply for readmission to the college if not currently enrolled
- Submit application requesting reinstatement to the EMS program
- Request reinstatement within one year from the term of withdrawal or failure
- Demonstrate competency in previous EMS courses. This may be evaluated by testing and/or skills validation
- 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:

- Grade point average is less than 2.0 from courses completed at the current institution
- Refusal by clinical agencies to accept the student for clinical experiences
- Twelve months have elapsed since the student was enrolled in an EMS course
- Student has been dismissed from the program for a violation of the College/EMS Program handbook.
- 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:

- The student meets current entry requirements
- At least two years have elapsed since the student's dismissal from the last program and
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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.

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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 martialed 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 NWSCC 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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- College fees at published rate (see current registration guide at https://nwscc.edu/patriot-central/college-publications/)
- 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.

Required Courses

Item #	Title	Credits
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1

Minimum Credit Hours for Graduation:	**10**

Emergency Medical Services Paramedic Certificate

Certificate

Available: Shoals Campus
Advisors: C. DeMorse (5336) cdemorse@nwscc.edu
T. Oyen (5437) oyen@nwscc.edu
M. Simpson (5435) msimpson@nwscc.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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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

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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.
208 Legends Court, Prattville, AL 36066
Telephone: 334.290.3088 Fax: 334.206.0364
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) 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, FL 33775
Telephone: 727-210-2350 Fax: 727-210-2354
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

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's Office at 256.331.5262.

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 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. Students who do not currently have an Alabama EMT license or EMS 189 may be granted conditional admission if those requirements can be obtained during the first semester of the 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.

Paramedic program students can complete requirements for a Certificate or AAS Degree.

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:

- Be free from any communicable disease
- 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
- Complete a health history, verifying such information as immunization and disease history and special medical needs
- Receive (at student expense) necessary immunizations/tests including hepatitis vaccine
- 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 Sciences 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 NWSCC and the EMS program

2. Successfully complete the program:

- Within one year of initial entry for the EMT program (otherwise all EMT courses must be repeated)
- Within one year of initial entry for the Advanced EMT program (otherwise all EMT courses must be repeated)
- 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 NWSCC

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:

- Apply for readmission to the college if not currently enrolled
- Submit application requesting reinstatement to the EMS program
- Request reinstatement within one year from the term of withdrawal or failure
- Demonstrate competency in previous EMS courses. This may be evaluated by testing and/or skills validation
- 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:

- Grade point average is less than 2.0 from courses completed at the current institution
- Refusal by clinical agencies to accept the student for clinical experiences
- Twelve months have elapsed since the student was enrolled in an EMS course
- Student has been dismissed from the program for a violation of the College/EMS Program handbook.
- 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:

- The student meets current entry requirements
- At least two years have elapsed since the student's dismissal from the last program and
- 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 martialed 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 NWSCC students, but health science 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: $104.00
- NREMT Examination for AEMT: $144.00
- NREMT Examination for Paramedic: $160.00
- Background Checks: $85.00
- Tuition at published rate for courses in program of study (see the current registration guide at https://nwscc.edu/patriot-central/college-publications/)
- College fees at published rate (see the current registration guide at https://nwscc.edu/patriot-central/college-publications/)
- 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.

English Composition

Item #	Title	Credits
	Technical English or Higher	3

Mathematics and Natural Sciences

Item #	Title	Credits
	MTH 116 or higher	3

EMS Concentration

Item #	Title	Credits
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
EMS 189	Applied Anatomy and Physiology for the Paramedic	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
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
EMS 253	Paramedic Transition to the Workplace	2
EMS 254	Advanced Competencies for Paramedic	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
	Minimum Credit Hours for Graduation:	**51**

Medical Assisting Technology

Medical Assisting Technology

Associate in Applied Science

Available: Shoals Campus
Advisor(s): K. McBay (8059)
katherine.mcbay@nwscc.edu
M. Suggs (8074) morgan.suggs@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.

MAT Goal

To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

MAT Objectives

1. 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.
2. To teach the student the MAERB Core Curriculum.
3. To encourage all students to sit for a nationally recognized credential such as the CMA.

All classes for the MAT program are on the Shoals campus with the exception of two online courses. Laboratory/Clinical sections of all MAT/HIT classes must be completed on campus or at the clinical/ preceptor site. Students are not guaranteed clinical placement at a specific location and students must provide their own transportation to class and clinicals/ preceptorship. Preceptor assignments will be made based on space availability and may be day or evening.

Class format and delivery method may be subject to change based on CDC and college guidelines.

Students will indicate on the program application the option that they would like to choose:

- Medical Assisting Associate degree plan
- Medical Billing & Coding Certificate
- 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) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Admission Requirements

Applicants Must:

1. Meet all the general admission requirements of NWSCC and submit a NWSCC application to the Admissions Office.

2. High School diploma or equivalent required and submission of official transcripts.

3. Submit official college transcripts, if applicable.

4. Be at least 18 years old (younger students who meet certain conditions may be able to enroll with the permission of the Program Director).

5. Submit a program application to the Medical Assisting Technology Department by completing the online application.

6. Possess a minimum of 2.5 cumulative GPA on a 4.0 scale.

7. Must be eligible to take English 101 (English Composition I) and at least Math 116 (Technical Math).

8. Comply with 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 NWSCC 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 Accuplacer score will be used to rank applicants for admission.

3. Program applications will be reviewed for completion of program admission requirements. Verbal notification or 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. 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. This includes, but is not limited to proof of vaccinations and TB screening. The medical assisting 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.

2. 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 Medical Assisting Department. Additional health criteria may be required by clinical agencies. Students are required to meet all health requirements of all clinical facilities used by the program. Therefore, should a clinical facility change policies to require proof of another health-related requirement, all students must comply to progress in the program.

3. Purchase regulation uniforms and specified accessories.

4. Participate in and pay for certification in cardiopulmonary resuscitation at the health care provider level (BLS) by the American Heart Association.

5. Receive certain immunizations at the student's expense.

6. Purchase professional liability insurance through the College.

7. Participate in and pay for drug testing as directed by the Health Sciences Division.

8. Participate in and pay for background checks as directed by the Health Sciences Division.

9. Medical Assisting students must comply with the Alabama Infected Health Care Worker Act. Code of Ala. 1975, §§22-llA-2, 22-llA-7, 22-llA-13, .22-llA-14 (g), 22-llA-70

It is recommended that each student carry health insurance.

Progression

1. Students must maintain a grade of "C" or better in all required courses. Grading scale for MAT courses, HIT courses, and OAD 242:
90 – 100 A
80 – 89 B
75 – 79 C
60 – 74 D
BELOW 60 F

In order to pass each course and progress in the MAT program, students will need to achieve a final course total of 75 or higher.

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 NWSCC.

4. Students must be accepted by clinical agencies for all clinical experiences. Must complete 200 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, cannot guarantee night and weekend hours).

5. Students must perform a satisfactory evaluation on all skills.

6. Must maintain current CPR. AHA Health Care Provider level.

7. Maintain ability to meet eligibility criteria for medical assisting with or without reasonable accommodations.

8. Maintain an adequate level of health, including but not limited to, annual physical examination, TB screening, vaccinations, and freedom from chemical dependency.

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.

Anticipated Expenses

The tuition rate is the same as that for other NWSCC students, but MAT 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.

Physical Exam, TB Test and shots: $1,000.00

Books and online resources: $1,000.00

Laptop and Webcam: $400.00 (No Chromebooks)

- Windows-based laptop with a minimum of 64-bit versions of Windows 10 or Windows 11 or a MAC laptop (Catalina, Big Sur, or Monterey) 64-bit operating system with a genuine version of the Mac Operating system. 4 GB RAM, 4GB or higher of available space on the hard drive. Fully chargeable battery for testing.

Clinical Kit: $165.00

Phlebotomy Kit: $35.00

Scrubs: $100.00

Stethoscope, watch, shoes: variable

Background check: $75.00

Drug screening: $80.00

ID Badge: $10.00

Liability Insurance: $40.00

Parking Decal: $20.00

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.

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's Office, at 256.331.5262 or mcbride@nwscc.edu

Medical Assisting Technology Associate in Applied Science Degree

Available: Shoals Campus
K. McBay (8059) katherine.mcbay@nwscc.edu

M. Suggs (8074) morgan.suggs@nwscc.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.

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 or higher	3
	BIO 101, BIO 103 or BIO 220	4

Area IV: History, Social and Behavioral Science

Item #	Title	Credits
	PSY 200 or PSY 210	3

Area V: Technical Concentration and Electives

Item #	Title	Credits
ORI 107	Student Success	1
MAT 101	Medical Terminology	3
	MAT 102 or BIO 201	3-4
	MAT 103 or BIO 202	3-4
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
	OPTIONAL MAT Electives	0-6
	Minimum Credit Hours for Graduation:	**66-74**

Medical Assisting Technology: Medical Billing and Coding Option

Short-Term Certificate

Available: Shoals Campus
Advisors: K. McBay (8059)
katherine.mcbay@nwscc.edu
M. Suggs (8074) morgan.suggs@nwscc.edu

General Information

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 the administrative functions of a physician's office.

Admission Requirements

Applicants Must:

1. Meet all the general admission requirements of NWSCC and submit a NWSCC application to the Admissions Office.

2. High School diploma or equivalent required and submission of official transcripts.

3. Submit official college transcripts, if applicable.

4. Be at least 18 years old (younger students who meet certain conditions may be able to enroll with the permission of the Program Director).

5. Submit a program application to the Medical Assisting Technology Department by completing the online application.

6. Possess a minimum of 2.5 cumulative GPA on a 4.0 scale.

7. Must be eligible to take English 101 (English Composition I) and at least Math 116 (Technical Math).

8. Comply with 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 NWSCC 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 Accuplacer score will be used to rank applicants for admission.

3. Program applications will be reviewed for completion of program admission requirements. Verbal notification or 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. 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. This includes, but is not limited to proof of vaccinations and TB screening. The medical assisting 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.

2. 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 Medical Assisting Department. Additional health criteria may be required by clinical agencies. Students are required to meet all health requirements of all clinical facilities used by the program. Therefore, should a clinical facility change policies to require proof of another health-related requirement, all students must comply to progress in the program.

3. Purchase regulation uniforms and specified accessories.

4. Receive certain immunizations at the student's expense.

5. Purchase professional liability insurance through the College.

6. Participate in and pay for drug testing as directed by the Health Sciences Division.

7. Participate in and pay for background checks as directed by the Health Sciences Division.

8. Medical Assisting students must comply with the Alabama Infected Health Care Worker Act. Code of Ala. 1975, §§22-llA-2, 22-llA-7, 22-llA-13, .22-llA-14 (g), 22-llA-70

It is recommended that each student carry health insurance.

Progression

1. Students must maintain a grade of "C" or better in all required courses. Grading scale for MAT courses, HIT courses, and OAD 242:
90 – 100 A
80 – 89 B
75 – 79 C
60 – 74 D
BELOW 60 F

1. In order to pass each course and progress in the MAT program, students will need to achieve a final course total of 75 or higher.

2. Maintain a grade of "C" or better in all required general education and medical assisting courses and maintain a 2.0 cumulative GPA at NWSCC.

3. Students must be accepted by clinical agencies for all clinical experiences. Must complete 120 unpaid clinical hours during the last semester in a facility assigned by the Medical Assisting Department (hours completed Monday – Friday according to facility hours, cannot guarantee night and weekend hours).

4. Students must perform a satisfactory evaluation on all skills.

5. Maintain ability to meet eligibility criteria for medical assisting with or without reasonable accommodations.

6. Maintain an adequate level of health, including but not limited to, annual physical examination, TB screening, vaccinations, and freedom from chemical dependency.

7. 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's Office at 256.331.5262 or mcbride@nwscc.edu

Medical Billing and Coding Option Short-Term Certificate

Available: Shoals Campus
K. McBay (8059) katherine.mcbay@nwscc.edu

M. Suggs (8074) morgan.suggs@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 the administrative functions of a physician’s office.

Required Courses

Item #	Title	Credits
MAT 101	Medical Terminology	3
	MAT 102 or BIO 201	3-4
	MAT 103 or BIO 202	3-4
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
OAD 242	Office Internship	3
	Minimum Credit Hours for Graduation:	**27-29**

Medical Assisting Technology: Phlebotomy Option

Short-Term Certificate

Available: Shoals Campus
Advisors: K. McBay (8059)
katherine.mcbay@nwscc.edu
M. Suggs (8074) morgan.suggs@nwscc.edu

General Information

The College offers a 12-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. Laboratory section assignments will be made based on space availability and may be day or evening.

Admission Requirements

Applicants Must:

1. Meet all the general admission requirements of NWSCC and submit a NWSCC application to the Admissions Office.

2. High School diploma or equivalent required and submission of official transcripts.

3. Submit official college transcripts, if applicable.

4. Be at least 18 years old (younger students who meet certain conditions may be able to enroll with the permission of the Program Director).

5. Submit a program application to the Medical Assisting Technology Department by completing the online application.

6. Possess a minimum of 2.5 cumulative GPA on a 4.0 scale.

7. Must be eligible to take English 101 (English Composition I) and at least Math 116 (Technical Math).

8. Comply with 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 NWSCC 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 Accuplacer score will be used to rank applicants for admission.

3. Program applications will be reviewed for completion of program admission requirements. Verbal notification or 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. 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. This includes, but is not limited to proof of vaccinations and TB screening. The medical assisting 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.

2. 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 Medical Assisting Department. Additional health criteria may be required by clinical agencies. Students are required to meet all health requirements of all clinical facilities used by the program. Therefore, should a clinical facility change policies to require proof of another health-related requirement, all students must comply to progress in the program.

3. Purchase regulation uniforms and specified accessories.

4. Participate in and pay for certification in cardiopulmonary resuscitation at the health care provider level (BLS) by the American Heart Association.

5. Receive certain immunizations at the student's expense.

6. Purchase professional liability insurance through the College.

7. Participate in and pay for drug testing as directed by the Health Sciences Division.

8. Participate in and pay for background checks as directed by the Health Sciences Division.

9. Medical Assisting students must comply with the Alabama Infected Health Care Worker Act. Code of Ala. 1975, §§22-llA-2, 22-llA-7, 22-llA-13, .22-llA-14 (g), 22-llA-70

It is recommended that each student carry health insurance.

Progression

1. Students must maintain a grade of "C" or better in all required courses. Grading scale for MAT courses, HIT courses, and OAD 242:
90 – 100 A
80 – 89 B
75 – 79 C
60 – 74 D
BELOW 60 F

1. In order to pass each course and progress in the MAT program, students will need to achieve a final course total of 75 or higher.

2. Maintain a grade of "C" or better in all required general education and medical assisting courses and maintain a 2.0 cumulative GPA at NWSCC.

3. Students must be accepted by clinical agencies for all clinical experiences. Must complete 160 unpaid clinical hours during the last semester in a facility assigned by the Medical Assisting Department (hours completed Monday – Friday according to facility hours, cannot guarantee night and weekend hours).

4. Students must perform a satisfactory evaluation on all skills.

5. Must maintain current CPR. AHA Health Care Provider level.

6. Maintain ability to meet eligibility criteria for medical assisting with or without reasonable accommodations.

7. Maintain an adequate level of health, including but not limited to, annual physical examination, TB screening, vaccinations, and freedom from chemical dependency.

8. 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's Office at 256.331.5262 or mcbride@nwscc.edu

Phlebotomy Option Short-Term Certificate

Available: Shoals Campus
K. McBay (8059) katherine.mcbay@nwscc.edu

M. Suggs (8074) morgan.suggs@nwscc.edu

The College offers a 12-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.

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
	Minimum Credit Hours for Graduation:	**12**

Medical Laboratory Technology

Medical Laboratory Technology - AAS

Associate in Applied Science

Medical Laboratory Technology

Associate in Applied Science

Available: Shoals Campus

Advisor(s): M. Hayes (8073)
michelle.hayes@nwscc.edu

GENERAL INFORMATION

The Division of Health Sciences offers an Associate Degree Medical Laboratory Technology (MLT) program. Upon satisfactory completion of the pre-requisites and the four-semester program, the Associate of Applied Science Degree is awarded. The MLT program prepares graduates for the national certification examination. The MLT program trains student to perform a wide array of tests on patient samples and use the results to assist clinicians in diagnosing and treating patients.

ACCREDITATION

Northwest Shoals Community College is institutionally accredited by the SACSCOC. The MLT Program is currently seeking and completing requirements for programmatic accreditation. All agencies used for students' clinical experiences are accredited or licensed by the appropriate governing body.

ADMISSION

1. Complete and submit college admissions application to the Admissions Office and receive a NWSCC student number prior to application deadline.

2. Complete and submit the online MLT program application (separate from college application) with unofficial transcripts from all colleges attended attached, by October 15th for spring admission.

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 by October 15th.

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 December 20th.

7. Must have a minimum 2.50 cumulative grade point average on a 4.0 scale based on the required academic core courses for MLT, and

- a. Current or previous NWSCC students must have a minimum 2.0 GPA or higher at NWSCC.
- b. Transfer students must enter NWSCC on clear academic status (cumulative 2.0 GPA)

8. Have completed BIO 103 or 201, ENG101, and MTH116 or MTH 100 or higher with a grade of C or higher. (CHM 104 must be completed with a grade of C or higher prior enrolling in the first semester of MLT courses.)

10. Meet the eligibility criteria required for the MLT program.

The College reserves the right to adjust requirements or use additional criteria to determine admission.

Admission to the Associate of Applied Science Degree in MLT 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 of Applied Science Degree in MLT is developed as a combined sequence of MLT coursework. Prerequisite general education coursework must be completed with a minimum grade of "C" or higher prior to the admission (See 8 above). Selected general education coursework must be completed with a minimum grade of "C" or higher by the designated semesters in the degree plan. The general education courses are offered on both the Shoals and Phil Campbell campuses at NWSCC. 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 sciences faculty at anytime that your ability to do so is in question.

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 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 MLT Department. Additional health criteria may be required by clinical agencies. Students are required to meet all health requirements of all clinical facilities used by the program. Therefore, should a clinical facility change policies to require proof of another health-related requirement, all students must comply to progress in the program.
- 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 Sciences Division.
- Participate in and pay for background checks as directed by the Health Sciences Division.

It is highly recommended that the 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 Curriculum is continuing to be reviewed and analyzed. Modifications will be made as needed.

PROGRAM PROGRESSION POLICY

1. Students must maintain a grade of "C" or higher in all required courses.
2. Grading scale for MLT courses:
    - 90 – 100 A;
    - 80 – 89 B;
    - 75 – 79 C;
    - 60 – 74 D;
    - BELOW 60 F
3. Students must be accepted by all clinical agencies for all clinical experiences and must complete unpaid clinical hours during the last semester in the MLT program in a facility assigned by MLT department (hours completed Monday – Friday according to facility). 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.
4. Students must perform a satisfactory evaluation on all clinical skills.
5. Maintain ability to meet eligibility criteria for nursing 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, TB screening, vaccinations, and freedom from chemical dependency.

A student who has a unsuccessful attempt in a MLT course (W, D, or F) cannot progress in the MLT course sequence until the course is repeated successfully. Course repetition will be based on instructor availability and program resources**.**

REINSTATEMENT POLICY

Definition of reinstatement: Students who have a withdrawal or failure in an MLT 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 an MLT faculty advisor to discuss reinstatement.
- A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement.
- 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 cumulative 2.0 GPA;
    - Have no more than one non-progression since program admission;
    - Submit application requesting reinstatement to the MLT 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 the MLT program with or without reasonable accommodations;
    - Demonstrate competency in previous MLT 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.
- If a student is dismissed from the program due to unsatisfactory behavior related to unethical or unsafe behaviors/actions, the student will be ineligible for reinstatement. The student is eligible to apply as a new student after a period of two years have lapsed, unless the unsafe/unethical action resulted in actual harm or injury to self or others. In such cases, students may not reapply nor reinstate to the MLT program. In cases of dismissal due to criminal background or substance abuse, the program will follow the criminal background or substance abuse policy.
- Reinstatement to the MLT program is not guaranteed and will only be allowed once. Reinstatement will be denied due to, but not limited to, any of the following circumstances:
    - 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 an MLT course;
    - being previously dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area.
    - Grade point average is less than 2.0 from courses completed at the current institution.

Two unsuccessful attempts (D, F, or withdrawal) in MLT courses will result in dismissal from the MLT program. Withdrawal and/or a D or F in one or more courses in a term will be considered one attempt.

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.

READMISSION POLICY

Students who withdraw, or are dismissed from the program, must apply for readmission. Students who are ineligible for reinstatement due to two unsuccessful attempts in any MLT program may apply for admission as a new student to any MLT 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.

TRANSFER STUDENTS

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 MLT program.
- Must have a C or better in all MLT Program-required courses taken at another institution and at least a 2.0 cumulative GPA at the time of transfer.
- The director of the previous program must provide a letter of eligibility for progression in the previous program.
- Must comply with all program policies and requirements at the accepting institution (including the program progression policy, progression policy, and reinstatement policy).
- Complete at least 25% of the MLT Program required courses for the degree at the accepting institution.
- Must meet acceptability criteria for placement at all clinical agencies for clinical experiences.
- Acceptance of transfer students into MLT Programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
- ACCS Curriculum courses will be transferred without reviewing the course syllabus. The last MLT course in which the student was enrolled cannot be more than 12 months old.
- Apply requesting transfer to the MLT Program by the following deadlines:
    - Fall Semester: May 15th
    - Spring Semester: October 15th
    - Summer Semester: February 15th

ANTICIPATED EXPENSES

The tuition rate is the same as that for other NWSCC students, but MLT program students will incur other expenses, which are listed below. In addition to the expenses listed, the student is responsible for transportation, meals, expenses, and liability incurred while traveling to clinical sites/educational experiences. Note that the amounts listed are approximations and that they are subject to change without notice:

Pre-clinical requirements (Physical Exam, TB Test, and vaccinations): $500.00-$1,000.00 (depends on insurance coverage)

Books and online resources: $1,000.00

Scrubs and lab coat: $100.00

Lab kit fees: $30-$45 per semester

Course materials: approximately $50.00 (notebooks, printed materials)

ID Badge: $10.00

Liability Insurance: $40.00

Background Checks: $75.00

Parking Decal: $20.00

Certification Exam: $200-$250

MediaLab MLT Exam Simulator 1-year subscription; 4th semester; $75-$130; for exam review; available for purchase at www.labce.com.

MLT TECHNICAL STANDARDS/ELIGIBILITY CRITERIA

Students enrolled in the medical laboratory technician program must complete both academic and clinical requirements. The purpose of the eligibility criteria is to delineate the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation, and for the provision of safe and effective client care. Before enrollment in the MLT program, students are given the eligibility criteria. If a student cannot demonstrate the following skills and abilities, it is their responsibility to request appropriate reasonable accommodation through the Student Disability Services Office.

The eligibility criteria include, but are not limited to, the ability to:

- Sensory Perception
  - Visual
    1. Observe and discern subtle changes in physical conditions and the environment
    2. Visualize distinct color spectrums and color changes
    3. Read fine print in varying levels of light
    4. Read for prolonged periods of time
    5. Read cursive writing
    6. Read at varying distances
    7. Read data/information displayed on monitors/equipment
  - Auditory
    1. Interpret monitoring devices
    2. Hear and discriminate high and low-frequency sounds produced by the body and the environment
    3. Effectively hear to communicate with others
  - Tactile
    1. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics
  - Olfactory
    1. Detect odors in the environment
- Communication/ Interpersonal Relationships
  - Verbally and in writing, engage in 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 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
- 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 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 to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodation but is not required to alter the program's requirements or provide accommodation that inflicts an undue burden on the respective College. To be admitted, one must be able to perform all 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 to assist with the evaluation of the student's ability to perform the eligibility criteria. Requests for reasonable accommodation should be directed to the ADA Coordinator's Office 256.331.5262.

Medical Laboratory Technology Associate in Applied Science Degree

The Associate in Applied Science Degree in Medical Laboratory Technology is a four-semester program beginning with the first MLT course, which prepares the graduate to sit for the MLT certification examination. Candidates for the Associate in Applied Science in Medical Laboratory Technology must complete the prescribed general education course requirements, plus 45 hours in medical laboratory technology for a total of 68 hours.

*ENG 101, BIO 103 or BIO 201, CHM 104, and MTH 116 or MTH 100 or higher are prerequisites. The remainder non-MLT courses must be completed with a "C" or higher before or during the semesters specified below. Failure to complete a non-MLT course before or during the specified semester below will result in non-progression.

Prerequistes

Item #	Title	Credits
CHM 104	Introduction to Chemistry I	4
ENG 101	English Composition I	3
	MLT Biologies	4-4
	Technical Mathematics or higher	3

Semester I (Spring)

Item #	Title	Credits
MLT 121	Hematology	5
MLT 131	Laboratory Techniques	4
MLT 141	MLT Microbiology I	5

Semester II (Summer)

Item #	Title	Credits
MLT 142	MLT Microbiology II	3
MLT 151	MLT Clinical Chemistry	5
	PSY 200 or PSY 210	3

Semester III (Fall)

Item #	Title	Credits
MLT 111	Urinalysis & Body Fluids	4
MLT 162	Integrated Clinical and Laboratory Simulation	2
MLT 181	Clinical Immunology	2
MLT 191	MLT Immunohematology	5
SPH 107	Fundamentals of Public Speaking	3

Semester IV (Spring)

Item #	Title	Credits
MLT 293	MLT Clinical Seminar	2
MLT 294	Medical Laboratory Practicum Hematology and Urinalysis	2
MLT 295	Medical Laboratory Practicum Microbiology	2
MLT 296	Medical Laboratory Practicum Immunohematology	2
MLT 297	Medical Laboratory Practicum Chemistry and Immunology	2
	WL Humanities and Fine Arts Elective	3
	Minimum Credit Hours for Graduation:	**68**

Nurse Assistant

Nursing Assistant

Certificate

Available: Shoals Campus
Advisors:
C. Tidwell (5305) cindy@nwscc.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.

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

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:
K. Bray (6255) kayla.bray@nwscc.edu

E. Davis (6270) emily.davis@nwscc.edu
P. Ford (5306) pford@nwscc.edu
A. Frederick (6298) ashley.frederick@nwscc.edu
B. Humphres (6207) bhumphres@nwscc.edu
D. Jaynes (6221) dromans@nwscc.edu
M. Rockwell (6249) michelle.rockwell@nwscc.edu
R. Stewart (6256) rebecca.stewart@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 Sciences 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.

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 NWSCC. 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. Clinical, laboratory, simulation, orientation, theory, and testing may occur outside of the published class time/day.

APPROVALS AND ACCREDITATION

The Associate Degree Nursing Program is state approved by the Alabama Board of Nursing.

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

The Associate Degree Nursing program at Northwest Shoals Community College at the Phil Campbell Campus located in Phil Campbell, AL, is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone (404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at http://www.acenursing.us/accreditedprograms/programSearch.htm.

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 and is part of the 1+1

curriculum. Students are admitted in the fall or summer semester and complete five semesters of nursing. The first three semesters are the practical nursing portion of the curriculum, and the last two semesters (beginning with NUR 211) are the associate degree nursing portion of the curriculum.

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 NWSCC website.

GENERIC OPTION

Minimum admission standards for the Associate Degree Nursing Program include:

- Unconditional admission to the college and be in good standing with College.
- Submission of a completed application for the Associate Degree Nursing Program by April 15th for fall admission annually. (Applications must be hand delivered to the nursing office on the Phil Campbell Campus or postmarked by the application deadline.)
- 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 NWSCC students must have a minimum 2.0 GPA or higher at NWSCC
    - Transfer students must enter NWSCC 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.
- Submission of Official ACT score (national or residual) to the Admissions office. The writing component is not required. The ACT must have been taken by the application deadline. **There is no minimum ACT composite score required.** There is no expiration date on ACT for the nursing application. The nursing program does not accept the ACT Superscore.
- Meeting the Eligibility Criteria required for nursing.

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.

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 the ADA Coordinator's Office at 256.331.5262

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. Students are required to meet all health requirements of all clinical facilities used by the program. Therefore, should a clinical facility change policies to require proof of another health-related requirement, all students must comply to progress in the program.
- 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 Sciences Division.
- Participate in and pay for background checks as directed by the Health Sciences 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

Per the 1+1 curriculum, 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 NWSCC.
    - Please note: The Grading Scale for all Nursing Courses in the Nursing Program is:
        - A = 90-100
        - B = 80-89.99
        - C = 75-79.99
        - D = 60-74.99
        - F = 59.99 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, TB screening, vaccinations, and freedom from chemical dependency.

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 the Nursing Mentoring Coordinator and provide a copy of the Performance Improvement Plan with their reinstatement application.
- 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
- If a student is dismissed from the program due to unsatisfactory behavior related to unethical or unsafe behaviors/actions, the student will be ineligible for reinstatement. The student is eligible to apply as a new student after a period of two years have lapsed, unless the unsafe/unethical action resulted in actual harm or injury to self or others. In such cases, students may not reapply nor reinstate to the nursing program. In cases of dismissal due to criminal background or substance abuse, the program will follow the criminal background or substance abuse policy.
- 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 NWSCC 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 martialed 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 contendre 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 NWSCC 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: $1,500.00
Standardized Exams: $200.00
Physical Exam, TB Test & Immunizations: $1,000.00
Uniforms and Small Equipment: $345.00
Clinical Kit: $250.00
Clinical ID Badges: $10.00
Laptop and Webcam: $400.00 (No Chromebooks)

- Windows-based laptop with a minimum of 64-bit versions of Windows 10 or Windows 11 or a MAC laptop (Catalina, Big Sur, or Monterey) 64-bit operating system with a genuine version of the Mac Operating system.
  - 4 GB RAM, 4GB or higher of available space on the hard drive
  - Fully chargeable battery for testing

Computer Software (including testing software): $200.00
Drug Screening: $80.00
Liability Insurance: $40.00
NCLEX-RN Review: $400.00
Graduation Pictures: $30.00
Graduation Pin (optional): $40.00-200.00
RN Licensure Application Fee: $90.00
RN Temporary Permit (AL) (optional): $50.00
NCLEX: $200.00
Background Checks: $90.00

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.

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
NUR 114	Nursing Concepts II	8
NUR 115	Evidence Based Clinical Reasoning	2
SPH 107	Fundamentals of Public Speaking	3

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
	Minimum Credit Hours for Graduation:	**66**

Registered Nursing: Mobility (Healthcare Transition)

Associate in Applied Science

Available: Phil Campbell Campus
Advisors:
K. Bray (6255) kayla.bray@nwscc.edu
E. Davis (6270) emily.davis@nwscc.edu
P. Ford (5306) pford@nwscc.edu
A. Frederick (6298) ashley.frederick@nwscc.edu
B. Humphres (6207) bhumphres@nwscc.edu
D. Jaynes (6221) dromans@nwscc.edu
M. Rockwell (6249) michelle.rockwell@nwscc.edu
R. Stewart (6256) rebecca.stewart@nwscc.edu
S. Thomas (6252) cthomas@nwscc.edu
C. Tice (6293) ctice@nwscc.edu
C. Tidwell (5305) cindy@nwscc.edu

See **GENERAL INFORMATION** and **APPROVALS AND ACCREDITATION** in the Registered Nursing section of the catalog.

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 NWSCC 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:

- Unconditional admission to the college and be in good standing with College.
- Submission of a completed application for the Healthcare Transition option of the Associate Degree Nursing Program. (Applications must be hand delivered to the nursing office on the Phil Campbell Campus or postmarked by the application deadline.)
- 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 NWSCC students must have a minimum 2.0 GPA or higher at NWSCC
    - Transfer students must enter NWSCC on clear academic status (cumulative 2.0 GPA)
- Submission of Official ACT score (national or residual) to the Admissions office. The writing component is not required. The ACT must have been taken by the application deadline. **There is no minimum ACT composite score required.** There is no expiration date on the ACT for the nursing application. The nursing program does not accept the ACT Superscore.
- Completion of 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 by the application deadline. 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. 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.

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.

See **ELIGIBILITY CRITERIA, TRANSFER POLICY, PROGRAM REQUIREMENTS, , NURSING PROGRESSION POLICY** in the Registered Nursing section of the catalog.

ADN PROGRAM COMPLETION (HEALTHCARE TRANSITION OPTION)

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:

See **PROGRAM PROGRESSION POLICY** in the Registered Nursing section of the catalog.

Specific to the Healthcare Transition Option: 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

See **NURSING PROGRESSION POLICY** in the Registered Nursing section of the catalog.

Specific to the Healthcare Transition Option: 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.

See **REINSTATEMENT POLICY, READMISSION POLICY, STANDARDS OF CONDUCT,** and **ANTICIPATED EXPENSES** in the Registered Nursing section of the catalog.

Registered Nursing Mobility (Healthcare Transition) Associate in Applied Science Degree

Available: Phil Campbell Campus

Skills Competency may be 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.

* All non-nursing courses must be completed with a grade of "C" or higher before or during semesters noted below.

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
	Minimum Credit Hours for Graduation:	**66**

Practical Nursing

Career Certificate

Available: Shoals Campus and Phil Campbell Campus
Advisors:

K. Bray (6255) kayla.bray@nwscc.edu
E. Davis (6270) emily.davis@nwscc.edu
P. Ford (5306) pford@nwscc.edu
A. Frederick (6298) ashley.frederick@nwscc.edu
B. Humphres (6207) bhumphres@nwscc.edu
D. Jaynes (6221) dromans@nwscc.edu
M. Rockwell (6249) michelle.rockwell@nwscc.edu
R. Stewart (6256) rebecca.stewart@nwscc.edu
S. Thomas (6252) cthomas@nwscc.edu
C. Tice (6293) ctice@nwscc.edu
C. Tidwell (5305) cindy@nwscc.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 and is also taught as the Practical Nursing portion of the 1+1 curriculum.

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 NWSCC. 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. Clinical, laboratory, simulation, theory, orientation, and testing may occur outside of the published class time/day.

APPROVALS AND ACCREDITATION

The Practical Nursing Program is state approved by the Alabama Board of Nursing.

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

The practical nursing program at Northwest Shoals Community College at the Phil Campbell Campus, located in Phil Campbell, Alabama, and the Shoals Campus, located in Muscle Shoals, Alabama, is accredited by the:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the practical nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at http://www.acenursing.us/accreditedprograms/programSearch.htm.

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.
- Submission of a completed application for the Practical Nursing Program by December 15th for the summer admission, annually. (Applications must be hand delivered to the nursing office on the Phil Campbell Campus or postmarked by the application deadline.)
- 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 NWSCC students must have a minimum 2.0 GPA or higher at NWSCC
    - Transfer students must enter NWSCC 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.
- Submission of Official ACT score (national or residual) to the Admissions office. The writing component is not required. The ACT must have been taken by the application deadline. **There is no minimum ACT composite score required.** There is no expiration date on ACT for the nursing application. The nursing program does not accept the ACT Superscore.
- 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.

See **ELIGIBILITY CRITERIA** in the Registered Nursing section of the catalog.

See **PROGRAM REQUIREMENTS** in the Registered Nursing section of the catalog.

See **TRANSFER POLICY** in the Registered Nursing section of the catalog.

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 NWSCC.
- ACCS Nursing Curriculum courses will be transferred without review of course syllabus.

See **PROGRAM PROGRESSION POLICY, NURSING PROGRESSION POLICY, REINSTATEMENT POLICY, READMISSION POLICY AND STANDARDS OF CONDUCT** in the Registered Nursing section of the catalog.

EXPENSES

The tuition rate is the same as that for other NWSCC 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: $1,000.00
Standardized Exams: $110
Physical Exam, TB Skin Test, Immunizations: $1,000
Uniforms(s) and small equipment: $345.00
Clinical Kit: $250.00
Clinical ID Badge: $5.00
Laptop and Webcam: $400.00 (No Chromebooks)

- Windows-based laptop with a minimum of 64-bit versions of Windows 10 or Windows 11 **or** a MAC laptop (Catalina, Big Sur, or Monterey) 64-bit operating system with a genuine version of the Mac Operating system.
    - 4 GB RAM, 4GB or higher of available space on the hard drive
    - Fully chargeable battery for testing

Computer Software (including testing software): $100
Professional liability insurance: $20.00
Drug Screening: $40.00
Background Check: $60.00
Graduation Picture: $30.00
ABN application: $90.00
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.

NWSCC PN to ADN TRANSFER POLICY

NWSCC 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, NWSCC PN students may apply for transfer into the last two semesters of the ADN program (to complete the 1+1 curriculum) without a LPN license based on the following conditions:

- Meet all the ADN program 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 NWSCC PN program with PN certificate.
- No more than one semester has lapsed since completion of the PN certificate at NWSCC.

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.

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
NUR 114	Nursing Concepts II	8
NUR 115	Evidence Based Clinical Reasoning	2
SPH 107	Fundamentals of Public Speaking	3
	Minimum Credit Hours for Graduation:	**45**

Office Administration

Business Office Management - AAS

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.

Available: Phil Campbell and Shoals Campuses
Advisors: T. McClinton (5212) mcclinton@nwscc.edu

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

Area I: Written Composition

Item #	Title	Credits
	OAD 131 OR ENG 101	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
	Technical Mathematics or higher	3
	Natural Science Elective	3-4

Area IV: History, Social and Behavioral Science

Item #	Title	Credits
	ECO 231 or ECO 232	3

Area V: Technical Courses and Electives

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
OAD 103	Intermediate Keyboarding	3
OAD 125	Word Processing	3
OAD 134	Career and Professional Development	3
OAD 138	Records/Information Management	3
OAD 218	Office Procedures	3
OAD 232	The Computerized Office	3
OAD 243	Spreadsheet Applications	3
ACT 246	Microcomputer Accounting	3
BUS 215	Business Communication	3
BUS 241	Principles of Accounting I	3
BUS 263	The Legal and Social Environment of Business	3
BUS 275	Principles of Management	3
BUS 279	Small Business Management	3
BUS 285	Principles of Marketing	3
	Minimum Credit Hours for Graduation:	**60-61**

Business Office Management - Career Certificate

Career Certificate

Available: Phil Campbell and Shoals Campuses
Advisors: T. McClinton (5212) mcclinton@nwscc.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.

General Education Requirements

Item #	Title	Credits
	OAD 131 OR ENG 101	3
	Technical Mathematics or higher	3

Major Requirements

Item #	Title	Credits
OAD 103	Intermediate Keyboarding	3
OAD 125	Word Processing	3
OAD 138	Records/Information Management	3
OAD 218	Office Procedures	3
BUS 215	Business Communication	3
BUS 241	Principles of Accounting I	3
BUS 275	Principles of Management	3
CIS 146	Microcomputer Applications	3
	Minimum Credit Hours for Graduation:	**30**

Course Descriptions

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 101: Art Workshop I
This course is designed for both non-art and art majors who are interested in a variety of art projects concerned with community or college-related activities.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
Permission of the instructor.

ART 102: Art Workshop II
This course is designed for both non-art and art majors who are interested in a variety of art projects concerned with community or college-related activities.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
Permission of the instructor.

ART 113: Drawing I
This course provides the opportunity to develop perceptional and technical skills through direct observation in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter, and technique.
Credits: 3
Lab Hours: 3
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 122: Two-Dimensional Composition II
This course covers the theories and practice of composing two-dimensional images. Emphasis is placed on the relation between the basic elements and principles of design and their impact on the visual message. Upon completion, students should, through personal expression, demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
ART 121.

ART 127: Three-Dimensional Composition
This course introduces the elements of art, principles of design, and construction methods that acquaint the beginner with the fundamentals of three-dimensional art. Emphasis is placed on the use of art fundamentals and the creative exploration of materials in constructing three-dimensional art works.
Credits: 3
Lab Hours: 3
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 203: Art History I

This course covers the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles and the impact of society on the arts.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

ART 204: Art History II

This course covers a study of the chronological development of different forms of art, such as sculpture, painting and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles, and the impact of society on the arts.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

ART 221: Computer Graphics I

These courses are designed to enhance the student's ability to produce computer generated graphics. Emphasis is on the application of original design to practical visual art problems. Upon completion students should be proficient in the use of raster graphic software.
Credits: 3
Lab Hours: 3
Lecture Hours: 0

ART 222: Computer Graphics II

These courses are designed to enhance the student's ability to produce computer generated graphics. Emphasis is on the application of original design to practical problems using a variety of hardware and software. Upon completion, students should have an understanding of professional computer graphics.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
ART 221 or permission of instructor.

ART 233: Painting I

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting.
Credits: 3
Lab Hours: 6
Lecture Hours: 0

ART 234: Painting II

This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
ART 233.

ART 291: Supervised Study in Studio Art I

This course is designed to enable the student to continue studio experiences in greater depth. Topics are to be chosen by the student with the approval of the instructor. Upon completion, students should have a greater expertise in a particular area of art.
Credits: 1-4
Lab Hours: 1
Lecture Hours: 0
Prerequisites:
Permission of the instructor.

ART 292: Supervised Study in Studio Art II

This course is designed to enable the student to continue studio experiences in greater depth. Topics are chosen by the student with the approval of the instructor. Upon completion, students should have greater expertise in a particular area of art.
Credits: 1-4
Lab Hours: 1
Lecture Hours: 0
Prerequisites:
ART 291 or permission of the instructor.

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.

Biology

BIO 101: Introduction to Biology I

This is an introductory course designed for non-science majors. It includes physical, chemical, and biological principles common to all organisms. These principles are explained through a study of the scientific method, biological organization, cellular structure, bioenergetics of a cell, cell reproduction, gene theory, inheritance, and evolution. A 120-minute laboratory per week is required.
Credits: 4
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 includes evolutionary principles and relationships, environmental and ecological topics, phylogenetics and classification, and a survey of biodiversity. A 120-minute laboratory 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. Sections listed as BIO 103 include both the theory/lecture (A) and lab (L) portions of the course. This is an introductory course for both science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through the study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with survey of viruses, prokaryotes, and the protists. A 120-minute laboratory is required.

Credits: 4

Lab Hours: 1

Lecture Hours: 3

BIO 104: Principles of Biology II

This course is an introduction to the basic ecological and evolutionary relationships of plants, fungi, and animals and a survey of plant, fungi, and animal diversity including classification, morphology, physiology, and reproduction. A 180-minute laboratory is required.

Credits: 4

Lab Hours: 1

Lecture Hours: 3

Prerequisites:

BIO 103

BIO 111: Survey of Human Biology

This course for the non-science major covers an overview of structure and function of the human body with an emphasis on major organ systems. Laboratory is required. This course is offered upon sufficient enrollment, and is not a core transfer course.

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; a study of cells and tissues, 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:

A C or higher in BIO 103; Or C or higher in MTH 098 or appropriate placement for MTH 100.

BIO 202: Human Anatomy and Physiology II

Human Anatomy and Physiology II covers the structure and function of the human body. Included is the study of basic nutrition and metabolism; basic principles of fluids, electrolytes, and acid-base balance; and the endocrine, respiratory, digestive, urinary, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.

Credits: 4

Lab Hours: 1

Lecture Hours: 3

Prerequisites:

BIO 201 Human Anatomy and Physiology I

BIO 220: General Microbiology

This course covers the fundamental principles of microbiology, which includes the characteristics of bacteria, archaea, eukaryotes, and viruses; chemical and physical control methods of microbial growth; and interactions between microbes and humans in relation to pathology, immunology, and the role of normal biota. The laboratory experience focuses on microbiological techniques including culturing, microscopy, staining, identification, and control of microorganisms. Two 120-minute laboratories are required.

Credits: 4

Lab Hours: 2

Lecture Hours: 2

Prerequisites:

BIO 103
BIO 103 or BIO 103A or BI0 201 (RECOMMENDED 4 SEMESTER HOURS OF CHEMISTRY).

BIO 250: Directed Studies in Biology I

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 the beginning of the class. Upon completion students will be able to demonstrate knowledge of the topics as specified by the instructor. +Availability of this course is dependent upon sufficient demand. See advisor for further information.

Credits: 1-4

Lecture Hours: 0

Prerequisites:

Permission of the instructor.

Career, Technical, and Occupational Programs

WK0 110: Nccer Core

This course is designed to provide students with knowledge and skills related to multi-craft technicians in a variety of fields. Information in this course is based on the National Center for Construction Education and Research (NCCER) core curriculum and prepares students to test for the NCCER credential.

Credits: 3

Lab Hours: 1

Lecture Hours: 2

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.

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.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

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 141: Fundamentals of Accounting I

This course provides a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is on financial accounting, including the accounting cycle, and financial statement preparation and analysis. Upon completion of this course, the student will be able to apply basic accounting principles and practices used by service and merchandising enterprises.

Credits: 3

ACT 142: Fundamentals of Accounting II

This course is a continuation of ACT 141. In addition to a study of financial accounting, this course emphasizes managerial accounting, with coverage of corporations, statement analysis, introductory cost accounting, and use of accounting information for planning, control and decision making. Upon completion of this course, the student will be able to apply the principles of managerial accounting.

Credits: 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. This course will be taken near the end of the program after most of the accounting classes are completed.

Credits: 3

Lab Hours: 3

Lecture Hours: 0

Prerequisites:

ACT 247

ACT 246: Microcomputer Accounting

This course utilizes the microcomputer in the study of financial accounting principles and practices. Emphasis is placed on the use of software programs for financial accounting applications. Upon completion, the student should be able to use software programs for financial accounting applications.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

BUS 241

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.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

ACT 246

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.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

BUS 241 or OAD 135

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.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

BUS 241

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.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

BUS 241 and ACT 253

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.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

BUS 242

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 an 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 • Preform 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 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 123: HVACR Electrical Components

This course introduces students to electrical components and controls. Emphasis is placed on the operations on motors, relays, contactors, starters, and other HVAC electrical components. Upon completion, students should be able to install electrical components and determine their proper operation.

Credits: 3

Lab Hours: 2

Lecture Hours: 1

ACR 126: Commercial Heating Systems

This course covers the theory and application of larger heating systems emphasizing commercial applications such as gas heaters, boilers, unit heaters, duct heaters, and hydronic systems. Upon completion, students will be able to troubleshoot and perform general maintenance on commercial heating systems.

Credits: 3

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 149: Heat Pump Systems II

This is a continuation course of the basic theory and application of heat pump systems. Topics include the electrical components of heat pumps and their function. Upon completion student should be able to install and service heat pumps.

Credits: 3

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 constitue a series wherin 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 empolyment 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

ASC 111: Principles of Refrigeration

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system.
Credits: 3

ASC 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

ASC 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

ASC 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

PLB 111: Introduction to Plumbing

This course covers the fundamental plumbing principles, practices, and history. Topics include basic plumbing principles, safety, job seeking skills, blueprint reading, plumber's math, shop orientation, and school policy. Upon completion, students will be able to seek employment, understand basic plumbing principles, read and interpret blueprints, work safely, and use formulas to solve plumbing problems involving measurement and layouts. This is a **CORE** course.
Credits: 3
Lab Hours: 2
Lecture Hours: 1

PLB 112: Plumbing Applications
Students perform various basic plumbing and pipefitting tasks. Safety and regulatory compliance is emphasized throughout this course. At the conclusion of this course students will be able to develop basic plumbing drawings and schematics, use hand and power tools, measure fittings, and join pipe with oxy-fuel equipment.
Credits: 3
Lab Hours: 3
Lecture Hours: 0

PLB 113: Pipes & Fittings
This course includes the theory of joining pipes and fittings. Topics include methods of joining pipe and fittings, selecting and using power tools, and methods of securing piping. Upon completion students will be able to identify pipe and fittings, identify tools, properly care for tools and identify various types of pipe securing devices. This is a **CORE** course.
Credits: 3
Lab Hours: 2
Lecture Hours: 1

PLB 114: Joining Pipes & Fittings
This course covers identifying pipe and fittings, proper methods for joining all types of pipe and fittings, hanging and securing pipe and using materials and tools. Emphasis is on all plumbing materials, tools, suppliers, equipment and methods. Upon completion, students will be able to join various pipe and fittings.
Credits: 3
Lab Hours: 3
Lecture Hours: 0

Automotive Collision Repair

ABR 111: Non-Structural Repair
Students are introduced to basic principles of non-structural panel repairs. Topics include shop safety, identification and use of hand/power tools, panel preparation, sheet metal repairs, and materials.
Credits: 3
Lab Hours: 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 basice collision/damage estimation. Upon completion, students should be able to understand the principles of operating a collison 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

ASE 133: Motor Vehicle Air Conditioning

This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement.
Credits: 3

ASE 212: Advanced Electrical and Electronic Systems

This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of advanced electrical and electronic systems, subsystems, and components.
Credits: 3

ASE 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

ASE 246: Automotive Emissions

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.
Credits: 3

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 Elecrical 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.

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.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

BUS 241: Principles of Accounting I

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

Credits: 3

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.

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.

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 interference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory.

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.

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.

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.

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 acquistion. 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 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 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

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, fsteners, construction materials, and job safety. Upon course completion, the student should be able to identify hand, power, stationary, and pnewumatic tools and demonstrate their safe use; identify and properly select wood and non-wood building products, and properly use nails, fasterners 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.

Carpentry/Cabinetmaking

BUC 113: Basic Construction Print Reading
This course introduces students to construction print reading. Topics include symbols and abbreviations, basic plans, elevations, sections and details. Upon completion, students should be able to read basic construction plans and trade information for major crafts employed at a construction site.
Credits: 3

BUC 115: Roof and Ceiling Framing
This course focuses on construction framing above the wall-plate line. Topics include ceiling framing roof framing, and trusses. Upon completion, students should be able to frame residential ceilings and roofs, design and build trusses and apply heavy timber construction principles.
Credits: 3

BUC 131: Interior and Exterior Finishes
This course is designed to provide students an in-depth understanding of interior and exterior finishes. Topics include exterior wall coverings, flooring, and interior finishes. Upon completion, students should be able to install and apply interior and exterior finishes to walls and overhangs, and install floors.
Credits: 3

BUC 156: Residential Repair and Remodeling
This course covers the business aspect as well as techniques for making various residential repairs. Topics include business applications, site inspection, customer relations, design, estimating, demolition, and construction. Special emphasis will be placed on light remodeling projects such as door and window replacement, dry wall repair, repairing damaged soffet and trim materials, and refinishing surfaces. Upon completion, students should be able to demonstrate an ability to accurately estimate the quantity of materials required for a project, as well as how much it will cost and how long it will take to complete. They should also be able to perform interior and exterior repair and remodeling techniques.
Credits: 3

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 will be able to demonstrate basic methods of creating learning experiences using developmental appropriate techniques, materials, and realistic expectations, including infant and toddler and pre-school. Course includes observations of young children in a variety of childcare environments.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

CHD 205: Program Planning for Educating Young Children

This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children.

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 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-five 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 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

This course provides students with knowledge of a variety of issues and trends related the childcare profession. Subject matter will vary according to industry and student needs. Upon completion students should be able to discuss special topics related to current trends and issues in child development.

Credits: 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. Students will develop a portfolio documenting experiences gained during this course.

Credits: 3

Lab Hours: 6

Lecture Hours: 0

Prerequisites:

Permission of the instructor.

CHD 217: Math and Science for Young Children

This course provides students with information on children's conceptual development and the fundamental basic concepts of both math and science. Students learn various techniques for planning, implementing and evaluating developmentally appropriate activities. Students will also learn about integrated curriculum.

Credits: 3

Lecture Hours: 3

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.

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.

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.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Semester Offered: Fall

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 I OS system.

Credits: 3

Lab Hours: 2

Lecture Hours: 1

Semester Offered: Fall

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.

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.

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 been able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
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.
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.
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.
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.
Credits: 3
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
CIS 157
Semester Offered: Spring

CIS 227: App Development with Swift II

This course focuses on building specific features for IOS apps. Students apply their knowledge and skills to developing new apps.
Credits: 3
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
CIS 220
Semester Offered: Summer

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.
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.
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.

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.

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.

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 been 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.

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.

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 wil 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 wil 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 th ecourse topic through completion of asignments and approriate tests.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

CIS 297: Co-Op for CIS II

This course is part of a seires wherin 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 been 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 cometology 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 actiivites. Emphsis 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 retaing 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 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 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, demomstrate 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 160: Introduction to Private Security

This course surveys the role of security for private industry. The operation, organization, and challenges of various types of private security are examined.

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: 3

Lab Hours: 0

Lecture Hours: 1

Prerequisites:

Permission of the instructor.

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 Reading

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 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

COURSE DESCRIPTION:

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

Semester Offered: Spring

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 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 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 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 144: Basic 3D Modeling

This course is an introduction to 3D solid modeling techniques utilizing feature-based, constraint-based parametric design. This course encourages the student to visualize parts in the 3D world and have a "design intent" plan for each part in which they will design. Upon completion of the course students should be able to create basic 3D models and 2D working drawings.

Credits: 3

Lab Hours: 2

Lecture Hours: 1

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 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 as 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 rations 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 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 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 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 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 233: Intermediate 3D 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 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 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 244: Advanced Solids Modeling

In this course, students will receive instruction on advanced 3D modeling concepts such as surfacing, advanced sheet metal creation and editing, assemblies utilizing sub-assemblies, advanced assembly features and top down design, and 3D sketching and weldments. Students will continue to enhance their skills using 3D software to produce 3D models using advanced techniques and create detailed industry ready 2D working drawings. Students will also use industry standard dimensioning and advanced tolerancing practices per ANSI standards as applicable to 3D design and working drawings. Students will explore current industry topics and work on team building exercises in an effort to prepare the students for the workforce.

Credits: 3

Lab Hours: 2

Lecture Hours: 1

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 constitue 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.

DDT 292: 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

Electrical Technology

AUT 114: Introduction to Programmable Logic Controllers

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

Credits: 3

AUT 117: AC/DC Machines

This course covers the theory and operation of DC motors single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab.

Credits: 3

AUT 221: Advanced Programmable Logic Controllers

This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

Credits: 3

AUT 234: Industrial Motor Controls I

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.
Credits: 3

AUT 235: Industrial 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

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 181: Special Topics ELT Technology

These courses provide specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting students' needs.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

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 217: Transformers

This course is designed to train the student in the theory of operation, various connections, troubleshooting, and repair of single phase as well as three phase transformers. KVA load calculations and applications will also be covered in the class. Upon completion, the student should be able to perform calculations relating to transformers, make proper Delta and WYE connections, and understand the basic polarity and voltage test for each application.
Credits: 3

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 245: Electrical Grounding Systems

This course provides the knowledge to understand how to properly ground an electrical system. Emphasis is placed on, but not limited to the following: residential installations, commercial installations, and the function of independent grounding elements. Upon completion, the students should be able to explain and design a simple grounding system.

Credits: 3

ELT 291: Co-Op

These courses constitute a series wherin 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 demostrate skills learned in an employment setting.

Credits: 3

Lab Hours: 3

Lecture Hours: 0

Prerequisites:

Instructor approval required.

Electronics Technology

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 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 electonic 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

Industrial Maintenance Technology

INT 101: DC Fundamentals

NOTE: There is an approved standardized plan-of-instruction for this coruse. 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 provce 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 coruse. 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 dfine terms, identrify 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 taskes 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 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 113: Industrial Motor Control I

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.

Credits: 3

Lab Hours: 2

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. This is a **CORE** course.

Credits: 3

Lab Hours: 1

Lecture Hours: 2

INT 118: Fundamentals of Industrial Hydraulics and Pneumatics

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: 1

Lecture Hours: 2

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 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 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: 1

Lecture Hours: 2

INT 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, file and program storage. Upon completion the student will bw 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

Semester Offered: Spring

INT 142 : F.A.M.E Manufacturing Core Exercise 2, Workplace Visual Organization (5S)

This course introduces the Federation of Advanced Manufacturing Education (FAME) MCE-2 (Manufacturing Core Exercise) for Workplace Visual Organization (AKA: 5S). Students will learn how to achieve higher productivity, produce fewer defects, meet deadlines, attain higher workplace safety and how to expose abnormal work conditions quickly and easily for correction and countermeasure. The 5S process will be clearly defined with experiential exercises, reinforcing the following process steps and their objectives:

1.	Sift	Organization
2.	Sort	Orderliness
3.	Sweep and Wash	Cleanliness
4.	Spic and Span	Total Standardization
5.	Sustain	System Sustainment

Credits: 1-1
Lecture Hours: 1
Semester Offered: Fall

INT 144: FAME MANUFACTURING CORE EXERCISE 3, LEAN MANUFACTURING

This course introduces the Federation of Advanced Manufacturing Education (FAME) MCE-3 (Manufacturing Core Exercise) for Lean Manufacturing. Students will be introduced to a systematic method for waste minimization (AKA: Muda) within a manufacturing system, without sacrificing productivity. Lean also takes into account waste created through overburden (AKA: Muri) and waste created through unevenness in workloads (AKA: Mura). The Lean management philosophy will be clearly defined and explained with experiential exercises, reinforcing the following concepts:

1. The value-added product
2. The maintenance value-added product
3. Value-added work and necessary work
4. How this leads to increased profit
5. Workload unevenness (Mura)
6. Waste created through overburden (Muri)
7. The seven areas of non-value-added waste (Muda): conveyance, correction, motion, over-production, over-processing, waiting and inventory

Credits: 1-1
Lecture Hours: 1
Semester Offered: Fall

INT 146: FAME MANUFACTURING CORE EXERCISE 4, PROBLEM SOLVING

This course introduces the Federation of Advanced Manufacturing Education (FAME) MCE-4 (Manufacturing Core Exercise) for Problem Solving. Students will learn how to use the eight-step problem solving model in an experiential learning environment, in conjunction with the PDCA cycle (plan, do, check and act). The eight steps students will learn to use are:

1. Clarify the problem (plan)
2. Breakdown the problem (plan
3. Set the target (plan)
4. Analyze the root cause (plan)
5. Develop countermeasures (plan)
6. Implement countermeasures (do)
7. Monitor results and process (check)
8. Standardize and share success (act)

Credits: 1-1
Lecture Hours: 1
Semester Offered: Fall

INT 148: FAME MANUFACTURING CORE EXERCISE 5, MACHINE RELIABILITY

This course introduces the Federation of Advanced Manufacturing Education (FAME) MCE-5 (Manufacturing Core Exercise) for machine reliability. Students will learn how to use the process of Reliability-Centered Maintenance (RCM) to drive for zero downtime and reach for maximum Heijunka. Students will be given an in depth understanding of Heijunka (Japanese for “leveling”), as a process that maintains a balanced relationship between predictability by leveling demand, flexibility by decreasing changeover time and stability by averaging production volume and type, over the long-term. The RCM process will be clearly defined with experiential exercises reinforcing comprehension and application of the following core questions:

1. What are the functions of the equipment?
2. How does it fail?
3. What causes it to fail?
4. Does it matter if it fails?
5. What can be done to predict or prevent each failure?
6. What if the failure cannot be prevented?

Credits: 1-1
Lecture Hours: 1
Semester Offered: Fall

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 provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the manufacturing and industrial trade areas. Topics include multiview projection, pictorial drawings, dimensions and notes, lines and symbols, tolerances, industrial applications, scales and quality requirements. Upon completion, students should be able to interpret blueprint drawings used in the manufacturing and industrial trades. This course may be tailored to meet specific local industry needs. This is a **CORE** course.

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 222 : Special Topics: Safety

This course provides specialized instruction in various areas related to industrial maintenance. Emphasis is placed on meeting students' needs.

Credits: 3

Semester Offered: Fall

INT 253: Industrial Robotics Concepts

This course introduces principle concepts and applications of robotics. Topics include the history of robotics, social implications, basic conceptual design, and primary applications. Emphasis is placed on robot classification, safety, associated terminology, robotic applications, understanding the interfacing of electrical control systems necessary for robotic movement and articulation, servomotors, power systems, control systems, end-of-arm tooling, and other fundamentals. Upon completion students should be able to describe the various robot classifications, characteristics, explain system operations of simple robots, and work with robotic systems.

Credits: 3

Lab Hours: 1

Lecture Hours: 2

Semester Offered: Spring

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 an 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 personeel 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 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

Machine Shop Technology

AUT 153: 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

AUT 155: Metrology

This course covers the use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion students should be able to demonstrate correct use of measuring instruments. This course is aligned with NIMS certification standards.
Credits: 3

AUT 166: Basic Print Reading for Machinist

This course covers the basic principles of print reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. This course is aligned with NIMS certification standards.
Credits: 3

AUT 255: Basic Computer Numerical Control Milling

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 program and manufacture simple parts using CNC milling techniques. This course is aligned with NIMS certification standards.
Credits: 3

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 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 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 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 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: 3
Lab Hours: 3
Lecture Hours: 0
Prerequisites:
Instructor approval required.

Salon and Spa Management

BAR 108: Introduction to Barbering
This course provides an orientation to professional barber styling. Topics include learning skills, history of barbering, professional image, microbiology, safety, infection control, implements and tools, razor shaving properties and disorders of hair and scalp, and the treatment of hair. **CORE**
Credits: 3
Semester Offered: Spring

BAR 109: Bacteriology and Sanitation
This course provides the theory of bacteriology and sanitation. Topics include the types of bacteria and sanitation procedures, and razor shaving. Upon completion, the student should be able to identify types of bacteria and methods of sanitation.
Credits: 3
Semester Offered: Fall

BAR 110: Orientation to Barbering
This course provides an orientation to professional barber styling. Topics include professional image, basic fundamentals, and the history of barber-styling. Upon completion, the student should be able to identify the core concepts of the profession.
Credits: 3-3
Lecture Hours: 3
Semester Offered: Fall

BAR 111: Introduction to Barbering Lab
This course provides practical application of barber-styling fundamentals. Emphasis is placed on safety, infection control, the use and care of implements, treatment of hair, and razor shaving. Upon completion, the student will demonstrate proper infection control, hair care, and use of implements. **CORE**

Credits: 3-3
Lab Hours: 6
Semester Offered: Fall

BAR 112: Science of Barbering
This course introduces the student to the basic science of barber-styling. Topics include anatomy/physiology, disorders and treatments of the skin, scalp, and hair, and theory of facial and scalp massage. Upon completion, the student should be familiar with the anatomical structures, as well as disorders and treatments of the skin, scalp, and hair. **CORE**
Credits: 3-3
Lecture Hours: 3
Semester Offered: Fall

BAR 113: Fundamentals of Barbering Applications
This course provides practical application of barber fundamentals learned in earlier courses. Emphasis is placed on safety, facial massage, treatment of hair and scalp proper use and care of implements, shampooing and haircutting, and razor shaving. Upon completion, the student should be able to perform fundamental barbering techniques with limited supervision. **CORE**

Credits: 3-3
Lab Hours: 6
Semester Offered: Fall

COS 143: Specialty Hair Preparations Technique
This course focuses on the theory and practice of hair designing. Topics include creating styles using basic and advanced techniques of back combing, up sweeps and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for hair designing.
Credits: 3
Lab Hours: 2
Lecture Hours: 1

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: 2

Lecture Hours: 1

Prerequisites:

As required by program.

SAL 201: Entrepreneurship for Salon/Spa

This course is 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.

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

AUT 178: Gas Tungsten Arc Welding

This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.
Credits: 3

AUT 180: Gas Tungsten Arc Welding Lab

This course provides student with skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.
Credits: 3

AUT 286: 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

AUT 287: SMAW Fillet/OFC Lab

This course is designed introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.
Credits: 3

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 constitue 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.

Chemistry

CHM 099: Developmental Chemistry

This course is designed for students with little or no background in chemistry. This preparatory course offers a detailed review of the mathematical base for chemistry, including formulas and equations, and covers basic chemical calculations of stoichiometry, gas laws and solutions. Laboratory techniques and safety are also included. *+Availability of this course is dependent on upon sufficient demand. See advisor for further information.*

Credits: 3

Lab Hours: 0

Lecture Hours: 3

CHM 104: Introduction to Chemistry I

This is a survey course of general chemistry for students who do not intend to major in science or engineering, and the course may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, and acids and bases. Laboratory is required. *+Availability of this course is dependent on upon sufficient demand. See advisor for further information.*

Credits: 4

Lab Hours: 1

Lecture Hours: 3

Prerequisites:

MTH 098

A minimum of MTH 098 or equivalent math placement score or higher.

CHM 105: Introduction to Chemistry II

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering, and this course will not substitute for CHM 112. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules. Laboratory is required. *+Availability of this course is dependent on upon sufficient demand. See advisor for further information.*

Credits: 4

Lab Hours: 1

Lecture Hours: 3

Prerequisites:

CHM 104

Grade of "C" or higher in CHM 104 or CHM 111.

CHM 111: College Chemistry I

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic molecular theory, condensed matter, solutions, and some descriptive chemistry topics. Laboratory is required.

Credits: 4

Lab Hours: 1

Lecture Hours: 3

Prerequisites:

MTH 112

Prerequisite or Corequisite: MTH 112 (Precalculus Algebra) or equivalent math placement score.

Co-Requisites:

MTH 112

Prerequisite or Corequisite: MTH 112 (Precalculus Algebra) or equivalent math placement score.

CHM 112: College Chemistry II

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include solutions chemical kinetics, chemical equilibria, thermodynamics, oxidation-reduction, and selected topics. Laboratory is required.

Credits: 4

Lab Hours: 1

Lecture Hours: 3

Prerequisites:

CHM 111

MTH 112

Grade of "C" or higher in both CHM 111 (College Chemistry I) and MTH 112 (Precalculus Algebra).

CHM 221: Organic Chemistry I

This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for organic compounds with special emphasis on reaction mechanisms and stereochemistry. Laboratory is required. Availability of this course is dependent on upon sufficient demand. See advisor for further information.

Credits: 4

Lab Hours: 1

Lecture Hours: 3

Prerequisites:

CHM 112

CHM 222: Organic Chemistry II

This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for organic compounds with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required. Availability of this course is dependent on upon sufficient demand. See advisor for further information.

Credits: 4

Lab Hours: 1

Lecture Hours: 3

Prerequisites:

CHM 221

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.

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

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 th edevelopment of analytical and critical reading skills and basic reference and documentation skills in the composion 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 261: English Literature I

This course is a survey of English literature from the Anglo-Saxon period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

ENG 102 or equivalent with a grade of "C" or better.

ENG 262: English Literature II

This course is a survey of English literature from the Romantic Age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

Credits: 3

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

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

GEO 200: Geography of North America
This course is a survey of the geography of the United States and Canada with special emphasis on land usage, mineral resources, industrial development, and social and economic adaptation of man and the natural environment.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

GEO 201: Human Geography
A conceptual approach to the study of humans, their distribution, economic systems, behavior patterns, value systems and environmental perceptions, with emphasis given to the resulting patterns of cultural landscapes that characterize the earth.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
GEO 100

GEO 220: Principles of Physical Geography
This course is an introduction to natural features of the earth. It concentrates on weather, climate, soil, and vegetation associations, on landforms and on the forces that have been active in shaping the earth's surface.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
GEO 100.

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
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
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
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

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

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

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

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

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

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

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

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

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

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

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 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

3

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

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

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 kills 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 filed 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

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.

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 substitue 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 substitue 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, MTH 100 or higher.

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.

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.

Medical Laboratory Technology

MLT 111: Urinalysis & Body Fluids

This course focuses on the theory and techniques in the examination of urine. The student is introduced to physical and chemical properties as well as microscopic examination of sediment and the identification of cells and crystals. Upon completion, students should be able to perform basic urinalysis and correlate laboratory results to renal disorders and other disease states.

Credits: 4

Lab Hours: 1

Lecture Hours: 3

MLT 121: Hematology

In this course the theory and techniques of hematology and other body fluids are covered. The student is presented with blood components, normal and abnormal cell morphology, hemostasis, selected automated methods, as well as body fluid physical and chemical properties, microscopic examination, and identification of cells and crystals. Upon completion, students should be able to perform various procedures including preparation and examination of hematologic slides and relate results to specific disorders.

Credits: 5

Lab Hours: 2

Lecture Hours: 3

MLT 131: Laboratory Techniques

This course covers the basic principles and techniques used in the medical laboratory. Emphasis is placed on terminology, basic laboratory equipment, specimen collection and processing, safety, and computations. Upon completion, students should be able to perform various basic laboratory techniques and utilize basic theories of laboratory principles.

Credits: 4

Lab Hours: 1

Lecture Hours: 3

MLT 141: MLT Microbiology I

The student is presented with the theories, techniques, and methods used in basic bacteriology. Focus is on bacterial isolation, identification, and susceptibility testing. Upon completion, students should be able to select media, isolate and identify microorganisms, and discuss modern concepts of epidemiology.

Credits: 5

Lab Hours: 2

Lecture Hours: 3

MLT 142: MLT Microbiology II

The student is presented with the theories, techniques, and methods used in basic parasitology, mycology, and virology. Emphasis is placed on special bacteria, identification, life cycles, culture growth, and pathological states of infection and infestation. Upon completion, students should be able to identify certain parasites, demonstrate various staining and culture procedures, and discuss the correlation of certain microorganisms to pathological conditions.

Credits: 3

Lab Hours: 1

Lecture Hours: 2

MLT 151: MLT Clinical Chemistry

This course emphasizes theories and techniques in basic and advanced clinical chemistry. Coverage includes various methods of performing biochemical analyses on medical specimens. Upon completion, students should be able to apply the principles of chemistry, evaluate quality control, and associate abnormal test results to clinical significance.

Credits: 5

Lab Hours: 2

Lecture Hours: 3

MLT 162: Integrated Clinical and Laboratory Simulation

This course provides an opportunity for the student to perform medical laboratory procedures in all phases of laboratory testing as a review of previous laboratory courses. Emphasis is placed on organization of tasks, timing, accuracy, and simulation of routine operations in a clinical laboratory. Supervised clinical hours within the medical laboratory setting provides orientation to routine operations in a clinical laboratory and practice in phlebotomy. Upon completion, students should be able to perform phlebotomy, organize tasks, and perform various basic laboratory analyses with accuracy and precision.

(This course includes 1 credit hour of laboratory and 1 credit hour of clinical.)

Credits: 2

Lab Hours: 2

Prerequisites:

MLT 142
MLT 151

MLT 181: Clinical Immunology

Theory and techniques in immunology are presented to the student. Emphasis is placed on the basic principles of the immune system, serologic testing, the production of specific antibodies and their use in the identification of infectious organisms. Upon completion, students should be able to relate basic principles of immunology, describe techniques for analytical methods utilizing immunological concepts, and correlate results of analyses to certain disease states.

Credits: 2

Lab Hours: 1

Lecture Hours: 1

MLT 191: MLT Immunohematology

Theory and techniques in immunohematology are presented to the student. In this course coverage includes antigen and antibody reactions including blood typing, antibody detection and identification, and compatibility testing. Upon completion, students should be able to apply theories and principles of immunohematology to procedures for transfusion and donor services, and correlate blood banking practices to certain disease states and disorders.

Credits: 5

Lab Hours: 2

Lecture Hours: 3

MLT 293: MLT Clinical Seminar

This course is a cumulative review of medical laboratory science theory. The seminar consists of cumulative review of previous courses emphasizing recall, application or theory, correlation, and evaluation of all areas of medical laboratory science. This course will assist in preparation of the students for the National Board of Certification exam.

Credits: 2

Lecture Hours: 2

MLT 294: Medical Laboratory Practicum Hematology and Urinalysis

This supervised practicum is within the medical laboratory setting and provides laboratory practice in hematology and urinalysis. Emphasis is placed on medical laboratory skills and performance in areas such as specimen preparation and examination, instrumentation, reporting of results, management of data and quality control. Upon completion, students should be able to process specimens, perform analyses utilizing various methods including instrumentation, report results, and manage data and quality control using information systems.

Credits: 2

Lab Hours: 2

MLT 295: Medical Laboratory Practicum Microbiology

This supervised practicum is within the medical laboratory setting and provides laboratory practice in microbiology. Emphasis is placed on medical laboratory skills and performance in areas such as recovery, isolation, culturing and identification of microorganisms. Upon completion, students should be able to isolate, culture, and analyze microorganisms utilizing various methods, report results, and manage data and quality control using information systems.
Credits: 2
Lab Hours: 2

MLT 296: Medical Laboratory Practicum Immunohematology

This supervised practicum is within the medical laboratory setting and provides laboratory practice in immunohematology. Emphasis is placed on medical laboratory skills and performance in areas such as the detection and identification of antibodies, the typing of blood, and compatibility testing of blood and blood components. Upon completion, students should be able to perform the screening for and identification of antibodies, compatibility testing, record and manage data and quality control using information systems.
Credits: 2
Lecture Hours: 2

MLT 297: Medical Laboratory Practicum Chemistry and Immunology

This supervised practicum is within the medical laboratory setting and provides laboratory practice in medical chemistry and immunology. Emphasis is placed on medical laboratory skills and performance in areas such as computerized instrumentation and the ability to recognize technical problems. Upon completion, students should be able to perform biochemical analyses by various methods, including testing utilizing computer-oriented instrumentation, report test results, and manage patient data and quality control statistics using information systems.
Credits: 2
Lab Hours: 2

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. (Theory offered via distance education in hybrid option.)

This course contains 1 credit hour of clinical.
Credits: 7
Lab Hours: 2
Lecture Hours: 4
Prerequisites:
There are no prerequisites, except to meet the eligibility requirements for application and to be accepted into the nursing program.
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. (Skills Lab offered via distance education--web-assisted.) (Theory offered via distance education in hybrid option.)

This course contains 3 credit hours of clinical.
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. (Theory offered via distance education in hybrid option.)

This course includes 3 credit hours of clinical.
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. (Theory offered via distance education--hybrid.)

This course contains 1 credit hour of clinical.
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 sufficent demand. Please contact a nursing advisor for more information.

This course contains 3 credit hours of clinical.
Credits: 10
Lab Hours: 1
Lecture Hours: 6
Prerequisites:
MTH 100 or higher level math, BIO 201, BIO 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. (Theory offered via distance education in hybrid option.)

This course contains 3 credit hours of clinical.
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. (Theory offered via distance education--hybrid.)

This course includes 4 credit hours of clinical (inclusive of preceptorship).
Credits: 7
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Successful completion of first, second, third, and fourth terms of the ADN program for the Generic Option. Successful completion of NUR 209 and NUR 211 for the Healthcare Transition Track One option. Successful completion of NUR 211 for the Healthcare Transition Track Two option.
Co-Requisites:
Humanities elective

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

HIS 216: History of World Religions

This course presents a comparison of the major religions of the world from a historical perspective. Emphasis is placed on the origin, development, and social influence of Christianity, Judaism, Islam, Hinduism, Buddhism, and others.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

HIS 220: Contemporary Studies

This course provides a survey of contemporary problems and issues within a historical context. Topics might include nationalism, the rise of Islam as a powerful influence in the post-Cold War environment, environmental issues, and the impact of colonialism on modern, Third World Society.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

HIS 256: African-American History

This course focuses on the experience of African-American people in the western hemisphere, particularly the United States. It surveys the period from the African origins of the slave trade during the period of exploration and colonization to the present. The course presents a comparison between the African experience in the United States and in Mexico and South America.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

HIS 260: Alabama History

This course surveys the development of the state of Alabama from pre-historic times to the present. The course presents material on the discovery, exploration, colonization, territorial period, ante-bellum Alabama, Reconstruction, and modern history.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

HIS 299: Directed Studies in History

This course affords students opportunities to study selected topics of a historical nature under the direction of an instructor either as part of class or on an individual basis. Internships with historical and preservation organizations, thesis development, and the analysis of secondary monographs are examples of activities for this course. HIS 299 may be repeated for credit.

Credits: 1

Lab Hours: 0

Lecture Hours: 1

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 imprtant cultural works from a variety of areas, which may include literature, religious studies, speech, foreigh 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 imprtant cultural works from a variety of areas, which may include literature, religious studies, speech, foreigh 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 imprtant cultural works from a variety of areas, which may include literature, religious studies, speech, foreigh languages, art, music, theatre, and dance. The course may be repeated for credit.

Credits: 1

Lab Hours: 0

Lecture Hours: 1

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.

Mathematics

MTH 098: Elementary Algebra

This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations and inequalities in two variables and systems of equations. This course does not apply toward the general core requirement for mathematics. 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.

Credits: 1

Lab Hours: 0

Lecture Hours: 1

Prerequisites:

Appropriate mathematics placement score or MTH 098 Elementary Algebra. (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 with appropriate placement criteria for students not meeting MTH 100 pre-requisites. (MTH 099 is required for students completing MTH 098 Elementary Algebra.)

MTH 109: Support for the Finite Math

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 110. The material covered in this course is parallel to and supportive of the material taught in MTH 110. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 110 class. This course does not apply toward the general core requirement for mathematics.

Credits: 0

Lab Hours: 0

Lecture Hours: 0

Prerequisites:

Appropriate mathematics placement score or MTH 098 Elementary Algebra. (Note that MTH 109 is required for students moving directly from MTH 098 Elementary Algebra to MTH 110.)

Co-Requisites:

MTH 110 Finite Math

MTH 110: Finite Mathematics

This course provides an overview of topics in finite mathematics together with their applications and is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus). The course introduces logic, set theory, counting techniques, basic probability, statistics, and personal finance.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

Grade of C or higher in MTH 098 Elementary Algebra or appropriate mathematics placement score.

Co-Requisites:

MTH 109 Support for Finite Mathematics OR other mandatory support, if required. (Note that MTH 109 or other mandatory support is required for students completing MTH 098 Elementary Algebra.)

MTH 111: Support for Precalculus Algebra

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 112. The material covered in this course is parallel to and supportive of the material taught in MTH 112. Emnphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 112 class. This course does not apply toward the general core requirement for mathematics.

Credits: 0

Lab Hours: 0

Lecture Hours: 0

Prerequisites:

Appropriate mathematics placement score or MTH 100 Intermediate College Algebra.

Co-Requisites:

MTH 112 Precalculus Algebra

MTH 112: Precalculus Algebra

This course emphasizes the algebra of functions – including polynomial, rational, exponential, and logarithmic functions. In addition, the course covers non-linear inequalities as well as systems of linear and non-linear equations and inequalities.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

Successful completion of MTH 100 Intermediate College Algebra with a grade of C or higher or appropriate placement.

Co-Requisites:

MTH 111 Support for Precalculus Algebra OR other mandatory support, if required.

MTH 113: Precalculus Trigonometry

This course includes the study of trigonometric (circular) functions and inverse trigonometric functions as well as extensive work with trigonometric identities, equations, and formulas. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar graphs. Additional topics may include conic sections and product-sum formulas.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

Grade of C or higher in MTH 112 or appropriate placement score.

MTH 115: Precalulus Algebra & Trigonometry

This course is a one-semester accelerated combination of Precalculus Algebra (MTH 112) and Precalculus Trigonometry (MTH 113). This course is intended for students with a strong background in college preparatory mathematics. The course includes the algebra of functions (including polynomial, rational, exponential, and logarithmic functions) as well as the study of trigonometric functions and inverse trigonometric functions. This course also includes extensive work with trigonometric identities, equations, and formulas; vectors; complex numbers; and polar graphs.

Credits: 4

Lab Hours: 0

Lecture Hours: 4

Prerequisites:

As determined by college but may be no less than a C or higher in MTH 100 and permission from the department chairperson.

MTH 116: Mathematical Applications

This course provides practical applications of mathematics and includes selected topics from consumer math, algebra, and geometry. The course covers integers, percent, interest, ratio and proportion, measurement systems, linear equations, and problem solving.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

MTH 120: Calculus and Its Applications

This course is intended to give a broad overview of calculus. It includes limits, differentiation, and integration of algebraic, exponential, logarithmic, and multi-variable functions with applications to business, economics, and other disciplines. This course may also include LaGrange multipliers, extrema of functions of two variables, method of least squares, linear approximation, and linear programming.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

Grade of C or higher in MTH 112, 113, or 115 or appropriate placement score.

MTH 125: Calculus I

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

Credits: 4

Lab Hours: 0

Lecture Hours: 4

Prerequisites:

Grade of C or higher in MTH 113 or 115 or appropriate placement score.

MTH 126: Calculus II

This is the second of three courses in the basic calculus sequence. Topics include applications of integration, techniques of integration, infinite series, polar coordinates, and parametric equations, lines and planes in space, and vectors in the plane and in space.

Credits: 4

Lab Hours: 0

Lecture Hours: 4

Prerequisites:

Grade of C or higher in MTH 125

MTH 227: Calculus III

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, curl and divergence, surface integrals, and Stokes' Theorem).

Credits: 4

Lab Hours: 0

Lecture Hours: 4

Prerequisites:

Grade of C or higher in MTH 126

MTH 231: Math for the Elementary Teacher I

This course is designed to develop a deeper understanding of elementary school mathematics content needed for teaching. The course is designed to develop conceptual understanding of number systems and operations by focusing on basic concepts and principles, exploring multiple representations and strategies, and illuminating connections among concepts and procedures. Topics include whole numbers and integers, fractions, ratio, percent, decimals, and arithmetic operations within these systems.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

Grade of C or higher in MTH 100 or appropriate placement score

MTH 232: Math for the Elementary Teacher II

This course is designed to provide mathematical insights into measurement and geometry for students majoring in elementary education. Topics include geometric shapes (two- and three-dimensional), measurement, congruence and similarity, symmetry, and transformations.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

Grade of C or higher in MTH 100 or appropriate placement score

MTH 237: Linear Algebra

This course introduces the basic theory and application of the following topics: systems of linear equations and matrices, (finite-dimensional) vector spaces, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product and orthogonality, Gram-Schmidt, least squares, and the diagonalization of symmetric matrices.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

Grade of C or higher in MTH 126

MTH 238: Applied Differential Equations I

This course is an introduction to techniques for solving differential equations with applications. Topics include solving first order differential equations, applications to various models (e.g. populations, motion, chemical mixtures, etc.), solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters, and Laplace transform). Series solutions and solutions to systems are also covered.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Co-Requisites:

MTH 227

MTH 265: Elementary Statistics

This course provides an introduction to methods of statistics and includes the following topics: sampling, frequency distributions, measures of central tendency and variation, probability, discrete and continuous distributions, graphic representation, hypothesis testing, confidence intervals, regression, and applications.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

Grade of C or higher in MTH 100 or appropriate placement score

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 103: Survey of Popular Music

This course provides a study of the origins, development and existing styles of popular music. Topics include ragtime, jazz, rhythm and blues, rock, country and western, folk and world music. Upon completion, students should be able to demonstrate a knowledge, understanding and an aural perception of the stylistic characteristics of popular music.

Credits: 1

Lab Hours: 0

Lecture Hours: 1

MUS 104: Jazz: An Introduction and History

This course provides a study of the origins, development and existing styles of jazz. Topics include the blues, piano styles, Dixieland, swing, bebop, third stream, cool, free jazz and jazz/rock fusion. Upon completion, students should be able to demonstrate a knowledge, understanding and an aural perception of the different style characteristics of jazz music.

Credits: 1

Lab Hours: 0

Lecture Hours: 1

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 115: Fundamentals of Music

This course is designed to teach the basic fundamentals of music and develop usable musical skills for the classroom teacher. Topics include rhythmic notation, simple and compound meters, pitch notation, correct singing techniques, phrases, keyboard awareness, key signatures, scales, intervals and harmony using I, IV, and V with a chordal instrument. Upon completion, students should be able to sing a song, harmonize a simple tune, demonstrate rhythmic patterns and identify musical concepts through written documentation.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

MUS 161: Diction for Singers

This course introduces the basic rules of diction in Italian, French and German for singers. Emphasis is placed on the use of the International Phonetic Alphabet. Upon completion, students should be able to sing art songs in Italian, French and German with correct diction.

Credits: 2

Lab Hours: 0

Lecture Hours: 2

Prerequisites:

Permission of the instructor.

MUS 170: Introduction to Church Music

This course provides an overview of church music as a career choice, and includes the organization and operation of a graded church choir program. Topics include an introduction to conducting, rehearsal techniques, administrative skills, and may include a supervised practicum field experience. Upon completion, students should be able to select, prepare, teach and conduct a simple anthem for a graded church choir and demonstrate a knowledge of church music administration through written documentation.

Credits: 2

Lab Hours: 0

Lecture Hours: 2

MUS 171: Service Playing

This course provides individual or group instruction in skills relevant to playing a keyboard instrument in religious services. Topics include hymn playing, accompanying soloists and choirs, selecting appropriate music for the different denominational services and improvisation. Upon completion, students should be able to demonstrate a knowledge and understanding of the role of the church pianist or organist through written documentation and by performing that role for a religious service.

Credits: 1

Lab Hours: 0

Lecture Hours: 1

Prerequisites:

Permission of the instructor.

MUS 180: Piano Pedagogy Seminar

This course is a seminar, workshop or master class conducted by guest artists or faculty for piano teachers and students. Emphasis is placed on piano pedagogy topics such as teaching methods, piano literature and performance practice. Upon completion, students should be able to demonstrate improved knowledge and skills related to piano pedagogy through written documentation and/or performance.

Credits: 1

Lab Hours: 0

Lecture Hours: 1

Prerequisites:

Permission of the instructor.

MUS 201: Survey of Music Literature I

This is the first of a two-course sequence which surveys instrumental and vocal music to acquaint the student with musical compositions, composers and styles from ancient times through the Baroque. Emphasis is placed on the development of analytical listening skills. Upon completion, students should be able to recognize the music, identify the major composers and describe the styles of the various musical periods.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

Permission of the instructor.

MUS 202: Survey of Music Literature II

This is the second of a two-course sequence which surveys instrumental and vocal music to acquaint the student with musical compositions, composers and styles from the Classical Period to the present. Emphasis is placed on the development of analytical listening skills. Upon completion, students should be able to recognize the music, identify the major composers and describe the styles of the various musical periods.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

Permission of the instructor.

MUS 203: Music History I

This course provides a study of the development of music from ancient times through the Baroque Period. Emphasis is placed on period style characteristics, representative composers and their works, and socio-cultural influences. Upon completion, students should be able to demonstrate knowledge, understanding and an aural perception of period style characteristics, forms, composers and representative works.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

MUS 204: Music History II

This course provides a study of the development of music from the Classical Period to the present. Emphasis is placed on period style characteristics, representative composers and their works, and socio-cultural influences. Upon completion, students should be able to demonstrate knowledge, understanding and an aural perception of period style characteristics, forms, composers and representative works.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

MUS 211: Music Theory III

This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and 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.

MUS 215: Composition I

This course introduces the basic techniques and applications of musical composition. Emphasis is placed on creativity and original thought processes in music. Upon completion, students should be able to create an original musical composition.

Credits: 1

Lab Hours: 0

Lecture Hours: 1

Prerequisites:

MUS 112 or permission of the instructor.

MUS 216: Composition II

This course provides more advanced instruction in musical composition techniques. Emphasis is placed on musical thought processes which result in musical composition. Upon completion, students should be able to create, notate correctly and stage performances of original musical compositions.

Credits: 1

Lab Hours: 0

Lecture Hours: 1

Prerequisites:

MUS 215.

MUS 217: Jazz Improvisation

This course is designed to prepare the student with the theoretical background and improvisational techniques utilized in jazz performance. Emphasis is placed on the understanding of chord structures, chord progressions, scale structures and melodic design. Upon completion, students should be able to perform an improvisational solo with a jazz ensemble.

Credits: 1-3

Lab Hours: 0

Lecture Hours: 1

Prerequisites:

Permission of the instructor.

MUS 251: Introduction to Conducting

This course introduces the fundamentals of conducting choral and/or instrumental ensembles. Topics include a study of simple and compound meters, score reading and techniques for conducting effective rehearsals. Upon completion, students should be able to prepare and conduct a choral and/or instrumental score in a rehearsal or performance setting.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

MUS 110 or permission of the instructor.

MUS 270: Organization of the Church Music Program

This course is designed to explore administrative models of a comprehensive church music program. Topics include leadership, administrative structure, music personnel, facilities, equipment, vestments, music library, budgeting, planning, vocal and instrumental ensembles and scheduling for a music program. Upon completion, students should be able to demonstrate how to plan, coordinate and administer a comprehensive church music program.

Credits: 2

Lab Hours: 0

Lecture Hours: 2

Prerequisites:

Permission of the instructor.

MUS 271: Church Music Literature

This course provides an historic survey of traditional church music from the 17th century to the present and introduces contemporary Christian styles. Topics include criteria for choosing appropriate music for graded church choirs at easy, medium and advanced levels of difficulty, and a survey of publishing resources and cataloging systems. Upon completion, students should be able to demonstrate a knowledge and understanding of church music literature.

Credits: 2

Lab Hours: 0

Lecture Hours: 2

Prerequisites:

MUS 170 or permission of the instructor.

MUS 272: The Children's Choir

This course is designed to provide techniques for working with the child's voice in a choral setting. Topics include working with children's voices, rehearsal techniques, selecting literature, vestments and organizing a graded choir program. Upon completion, students should be able to demonstrate howto plan, coordinate and administer a graded choir program in a church.

Credits: 2

Lab Hours: 0

Lecture Hours: 2

Prerequisites:

Permission of the instructor.

MUS 273: Literature for the Church Soloist

This course is designed to acquaint the singer with literature appropriate for use in services of worship. Topics include voice classification, study of the literature for general and seasonal use, and resources for publications and materials. Upon completion, students should be able to demonstrate a knowledge and understanding of repertoire suitable for use throughout the church year, sources of solo literature and vocal classification.

Credits: 2

Lab Hours: 0

Lecture Hours: 2

Prerequisites:

Permission of the instructor.

MUS 279: Church Music Practicum

This course is designed to provide supervised experience in the various areas of church music through directed study, practice, observation and other supervised experiences. Emphasis is placed on designing, implementing and documenting a practicum project related to a particular area of church music. Upon completion, students should be able to produce documentation that demonstrates the scope of the project.

Credits: 1

Lab Hours: 2

Lecture Hours: 0

Prerequisites:

Permission of the instructor.

MUS 290: Introduction to Commercial Music

This course provides an introduction to the commercial music industry and the types of careers in commercial music. Topics include music publishing, recording, contracts, agents and managers, copyrights, unions, music companies and dealers. Upon completion, students should be able to demonstrate a basic knowledge and understanding of the different components of the commercial music industry and the various career options.

Credits: 2

Lab Hours: 0

Lecture Hours: 2

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 143: Private Clarinet I

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting. +MUP courses are limited to music majors or minors only.

Credits: 1

Lab Hours: 0

Lecture Hours: 0

Prerequisites:

Permission of the instructor.

MUP 144: Private Clarinet II

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting. +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 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 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 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 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 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.

Office Administration

OAD 101: Beginning Keyboarding

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using a keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memoranda, letters, reports, etc.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

OAD 103: Intermediate Keyboarding

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.

Credits: 3

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.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

OAD 103

OAD 125: Word Processing

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports.

Credits: 3

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.

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.

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.

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.

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.

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.

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.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

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 217: Office Management

This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace, including the importance of office organization, teamwork, workplace ethics, office politics, and conflict-resolution skills. Upon completion, the student should be able to demonstrate effective supervision in the modern office.
Credits: 3
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.
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 232: The Computerized Office

This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and lab exercises. Emphasis is on the use of computerized equipment, software, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.
Credits: 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.
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 243: Spreadsheet Applications

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets.
Credits: 3

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 Develpmental 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

Philosophy

PHL 106: Introduction to Philosophy

This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision making. The student should have an understanding of major philosophical ideas in a historical survey from the early Greeks to the modern era. +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

PHL 206: Ethics and Society

This course involves the study of ethical issues which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues. +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

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
Prerequisites:
As required by the program

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.

PHS 120: Environmental Science

This course is an interdisciplinary course designed to give the non-science major an introductory survey of the environment. The environment will be studied with an emphasis on topics such as air, soil, water, wild life, forestry, and solid waste pollution. Laboratory is required and will emphasize field studies and experimentation. +Availability of this course is dependent upon sufficient demand. See advisor for further information.
Credits: 4
Lab Hours: 1
Lecture Hours: 3

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

PHY 299: Directed Studies in Physics

This course is designed for independent study in specific areas of physics chosen by the student in consultation with a faculty member and carried out under faculty supervision. +*Availability of this course is dependent on upon sufficient demand. See advisor for further information.*

Credits: 1

Lab Hours: 0

Lecture Hours: 1

Prerequisites:

as required by program.

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 207: Psychology of Adjustment
This course provides an understanding of the basic principles of mental health and an understanding of the individual modes of behavior. +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

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; Or C or higher in ENR 098 or appropriate placement for ENG 101.

PSY 230: Abnormal Psychology
This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered. +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.

PSY 270: Business and Industry Psychology
This course is a study of interpersonal relations in the working environment, interpersonal communications, and techniques for selection and supervision of personnel. +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:
Permission of the instructor.

PSY 276: Human Relations
This course focuses on readings, inter- and intrapersonal experiences, individual testing, employer visits and open discussions. Its goal is to assist the student in making a successful transition from classroom to the world of work. +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:
Permission of the instructor.

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

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 208: Introduction to Criminology
This course delves into the nature and extent of crime in the United States, as well 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

SOC 209: Juvenile Delinquency
This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency, as well as the role of the courts.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
SOC 200.

SOC 210: Social Problems
This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research.
Credits: 3
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.

SOC 296: Directed Studies in Sociology
This course provides students with opportunities to have “hands-on” experience with research methods used in the behavioral sciences or to complete directed readings under faculty supervision.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
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 102: Introductory Spanish II
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
SPA 101 or equivalent.

SPA 201: Intermediate Spanish I
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.
Credits: 3
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.

SPH 226: Business and Professional Speech
This course focuses on the fundamentals of speech applied to business and professional speech, reports, sales talks, conference, interviews, speeches of goodwill, speeches of inspiration and courtesy, and after dinner speeches.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENG 101 required; ENG 130 or ENG 102 recommended.

Theater Arts

THR 113: Theater Workshop I
This is the first in a six-course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theater production.
Credits: 2
Lab Hours: 0
Lecture Hours: 2

THR 114: Theater Workshop II
This course is a continuation of THR 113.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
THR 113.

THR 115: Theater Workshop III
This course is a continuation of THR 114.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
THR 114.

THR 120: Theater Appreciation
This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of history and theory of drama and its contributions to modern media. The course examines the roles of playwright, actor, director, designer and technician. Attendance at theater productions may be required.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

THR 126: Introduction to Theater
This course is designed to teach the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

THR 131: Acting Techniques I
This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, a building characterizations in short acting scenes.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

THR 132: Acting Techniques II
This course is a continuation of THR 131
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
THR 131.

THR 141: Introduction to Dance in Theater
This is the first of a two-course sequence which offers the student an introduction to basic dance movements and the use of dance in dramatic productions.
Credits: 0
Lab Hours: 1
Lecture Hours: 1

THR 142: Introduction to Dance in Theater II
This course is a continuation of THR 141.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
THR 141.

THR 213: Theater Workshop IV
This course is a continuation of THR 113-114-115.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
THR 115.

THR 214: Theater Workshop V
This course is a continuation of THR 113, 114, 115.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
THR 213.

THR 215: Theater Workshop Vi
This course is a continuation of THR 113-114-115-214.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
THR 214.

THR 216: Theatrical Make-Up
This course is a study of the materials and techniques of theatrical make-up.
Credits: 2
Lab Hours: 0
Lecture Hours: 2

THR 236: Stagecraft
This course is a study of the principles, techniques, and materials in theatrical scenery and lighting.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

THR 266: Fundamentals of Directing
This course is designed to cover the fundamentals of directing. Instruction will include lectures, demonstration, written and oral analysis of scripts and performances.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

THR 296: Directed Studies in Theater
This course deals with problems in theater and art management. Problems may be arranged in conjunction with other disciplines in the Fine Arts.
Credits: 2
Lab Hours: 0
Lecture Hours: 2

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 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@nwscc.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 256.331.5440 (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; mssctraining@nwscc.edu.

NWSCC Strategic Partnerships & Industry Training

The NWSCC Office of Strategic Partnerships & Industry Training provides area companies and individuals with a wide range of technical training,

administrative assistance, and personal development courses in the belief that learning is a life-long experience. This division, because of its flexibility, provides services not found in the traditional education environment.

The NWSCC Office of Strategic Partnerships & Industry Training staff works with area companies to meet specific training needs. If NWSCC courses do not meet the company's requirements, we will work with your company to develop a training program. Northwest Shoals will provide the training to your standards. NWSCC staff, along with company representatives, will monitor instruction to ensure employees reach the company's training outcomes.

By partnering workforce training with the resources of our College, we are able to draw upon the most current personnel management practices along with modern equipment including computers, software, machine tools, robotics, electronics, and safety devices. Additionally, Northwest Shoals is prepared to conduct training at the times and locations convenient for our business clients and their employees.

Visit https://www.nwscc.edu/workforce-training/nw-scc-strategic-partnerships-industry-training for more information or contact ltomlinson@nwscc.edu / 256-331-8040.

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 and materials and 38,000 eBooks. Access to additional resources is available through interlibrary loan request. 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 James A. Glasgow Library is open 58.5 hours per week and the Larry W. McCoy Learning Resources Center is open 62.5 hours per week. Schedules may vary when classes are not in session. Distance education students may access library orientation resources on the college website or through the Library course in Blackboard. All enrolled students, on-campus and distance, have access to virtual reference services and curated course resources through the Library course in Blackboard. The library phone numbers are 256.331.6271 (Phil Campbell Campus) and 256.331.5283 (Shoals Campus). To contact Lori Skinner, Head Librarian, call 256-331-6288 or email lori.skinner@nwscc.edu.

Library Regulations

Students registered for class at the college may checkout library collections on presentation of their student ID card. Distance students may visit https://nwscc.edu/patriot-central/library/ or have materials mailed directly to them. Students may check out seven items, which generally circulate for a two-week period. Students with overdue items must clear their obligations at the end of each term; otherwise, the student will be unable to register for additional classes and may be unable to access transcripts.

Community citizens who wish to borrow materials may be issued a library card by registering at either campus library. A valid identification will be needed at the time of registration. Community patrons may check out seven items, which generally circulate for a two-week period. Patrons with overdue materials will be unable to checkout additional materials until any obligations are cleared.

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.

Student Development Services

Purpose Statement

The Student Services team is committed to developing individualized student pathways to ensure that students achieve their academic and career goals.

Vision Statement

NWSCC Student Services is dedicated to educating, serving, supporting, and promoting success for a diverse community of learners within a student-centered environment.

Overall Strategic Goals of Student Services

1. Improve technology and communication
2. Promote a strong team identity that illustrates a culture of support
3. Engage students in a comprehensive collegiate experience
4. Develop individualized recruiting tactics for specific cohorts
5. Foster a student-centric environment that will enhance academic learning and personal success

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" 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 NWSCC SchoolCast Dashboard account, go to the following secure web-site: https://www.myschoolcast.com/go/nws

For more information, please email nwscc@nwscc.edu.

Identification Cards

BankMobile ID Cards may be required for use of the library, financial aid refunds, and other campus activities.

1. BankMobile ID and refund cards are mailed to the student's primary address after first registration.
2. Loss or theft of cards should be reported to the Cashier's Office or BankMobile.
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 NWSCC 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 Public Relations office 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

Athletics

Athletic competition is an integral part of the overall educational program at Northwest Shoals Community College. Academic success is the primary goal of each and every student athlete and member of the Athletic Department staff.

At Northwest Shoals, we believe athletics contributes to education. Success, failure, social contributions, respect for authority, competition, physical growth, mental health, leadership, quick thinking, sacrifice, and self-discipline only scratch the surface of the areas in

which athletics contribute. The Northwest Shoals Athletic Department believes the playing area acts as a laboratory of life and encourages participation for the fullest development of each individual's maximum potential.

Education is an investment for tomorrow as well as a requirement of our democratic way of life. Education will be kept in its proper perspective as our foremost goal.

Northwest Shoals Community College is a member in good standing of the National Junior College Athletic Association (NJCAA) and the Alabama Community College Conference (ACCC). Northwest Shoals competes in Baseball, Cross Country, Flag Football, Golf (Spring 2026), Softball, and Volleyball.

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

The College is not able to cash checks. Also, the College does not accept counter checks for any reason.

College Email

Northwest Shoals Community College supplies all students with an NWSCC 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 NWSCC 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.

College Bookstore

Hours of Operation

(subject to change)

Shoals Campus - Building 101

- Phone: 256.331.5227
- Store Hours
  - Monday-Thursday: 9:00 a.m. - 4:00 p.m.
  - Friday: 9:00 a.m. - 12:00 p.m.
- Website: https://nwscc.bncollege.com/shop/northwest-shoals/home

Methods of Payment

The Bookstore accepts cash, gift cards, MasterCard, Visa, Discover, American Express, and PayPal.

- Refunds will be credited in the same form as payment method. Example: Purchase made with credit card will be returned to credit card.
- Financial Aid credits will be returned to student account or Higher One card.

Textbook/Course Material Refund Policy

Please see the Returns & Refund Policy.

General Merchandise Refund Policy

Please see the Returns & Refund Policy.

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.
- 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.

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.

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 campus Student Life Specialist.

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.

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.

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.

Mu Alpha Theta - Mu Alpha Theta is a National Two-Year College Mathematics Honor Society that is dedicated to inspiring a 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.

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.

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 of Students. The Assistant Dean of Students must approve policies and procedures for the control and operation of all clubs, organizations and activities sponsored by the institution. Each campus has a Student Life Specialist to assist the Assistant Dean of Students with coordination.

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.

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 semester to semester.

MEDICAL EXPENSE BENEFITS

If the Insured Student incurs eligible expenses as the result of a covered injury the Company will pay the charges incurred for such expense within the benefit period, beginning on the date of the accident. Payment will be made for eligible expenses not to exceed the maximum medical benefit. The first such expense must be incurred within 60 days after the date of the accident. "Eligible Expense" means charges for the following treatments and services that are incurred and include but are not limited to the following as the result of a covered injury, not to exceed the usual and customary charges in the area where provided, including:

1. Medical and surgical care by a physician;
2. Hospital care and service in semi-private accommodations, or as an outpatient;
3. Radiology/Imaging (X-rays, Lab Tests);

4. Prescription drugs and medicines;
5. Dental treatment of sound natural teeth, not to exceed the Maximum Medical Benefit stated in the Policy Schedule as the result of one accident;
6. Rehabilitation services (Physical, Occupational and Speech Therapy);
7. Hospital care and service in semi-private accommodations, or as an outpatient;
8. Durable Medical Equipment including Prosthetics;
9. 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. Complete and sign the claim form, attach all medical and hospital bills and mail to the Plan Underwriter.

For a detailed brochure on the NWSCC Student Insurance Policy, please contact the NWSCC Cashiers' Office at 256.331.5226 (Shoals Campus) or 256.331.6382 (Phil Campbell Campus).

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 Success and Advising 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 NWSCC, and college transfer. Additionally, Student Success Coaches serve as one-on-one mentors for new, transitional, probationary, and facultyidentified 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:

- Academic Advising
- Career Advising
- New student mentoring
- Student Success Workshops (ex. Financial aid, goal setting, college transfer, career preparation)
- Career planning
- Study rooms
- Tutoring rooms

Contact information: Shoals Campus – 256-331-5221, Phil Campbell Campus – 256-331-6353 or advising@nwscc.edu

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

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 NWSCC 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.

Testing Services

The Testing 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.

NWSCC Policies

Campus Security Policies

Campus Security

At Northwest Shoals Community College (NWSCC), the NWSCC Security works to help you maintain your personal safety by providing security, emergency preparedness, and educational programming services. While NWSCC can never guarantee that accidents and criminal activity will not occur, we make every effort to ensure that students, employees and visitors to campus enjoy a safe learning environment.

In compliance with the Clery Act, crime statistics relating to incidents occurring on the campuses of Northwest Shoals Community College for the calendar years 2020-2022 (January 1, 2020 - December 31, 2022) are posted in the Annual Security Report.

Please direct any questions or concerns regarding the College's security policy to the Director of Public Relations and Marketing, telephone 256-331-5260. For more information regarding College Emergency Preparedness, Emergency Notifications, Title IX, and more please visit the NWSCC Campus Security website at https://nwscc.edu/college-departments/campus-security/.

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 NWSCC. 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 video recording 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 2020-2022 (January 1, 2020 - December 31, 2022) are posted in the Annual Security Report.

Please direct any questions or concerns regarding the College's security policy to the Director of Public Relations and Marketing, telephone 256-331-5260. For more information on NWSCC Campus Security please visit https://nwscc.edu/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.

NWSCC Clean Air Policy

Northwest Shoals Community College (NWSCC) 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. NWSCC 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 NWSCC 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 of Students.

Employee Fines

Any NWSCC 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 Vice President. With the exception of advertising in a newspaper, magazine, or similar publication that is not produced by NWSCC, 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 NWSCC. 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. The campus Student Life Specialist 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 of Students 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 polices 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

The policy of NWSCC is 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 NWSCC 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 NWSCC and the employee by which the employee will be authorized to use the resources of NWSCC in the product's development. In particular, the contract shall specify:

- The nature, scope, type, and number of NWSCC 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 NWSCC 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 NWSCC 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 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 NWSCC'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, especially their FAQ's at 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. Amber McCown
Assistant Dean of Students
P.O. Box 2545
Muscle Shoals, AL 35662
Phone: 256-331-8010
Email: amber.mccown@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

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 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 of 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]. 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 or 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.

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

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.

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;
- change in test format;
- priority registration;
- enlarged print/graphics;
- textbooks on tape;
- handouts of overhead materials;
- removal of structural barriers;
- class note taker;
- use of spell check;
- extra time for assignments; or
- alternative evaluation methods.

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

Sharon Jo McBride: 256.331.5262

Stop Hazing Policy

Policy Statement

Northwest Shoals Community College (NWSCC) strictly prohibits any form of hazing, as defined under the Stop Campus Hazing Act and considered a crime in the State of Alabama under Alabama Code § 16-1-23. The College is committed to maintaining a safe, respectful, and inclusive environment where students can learn and engage in campus life free from intimidation, coercion, or harm.

Definition of Hazing

Hazing is defined as any intentional, knowing, or reckless act committed by one person, or acting with others, against another individual, in connection with the initiation into, affiliation with, or continued membership in any organization affiliated with the institution, and that:

- Causes, or reasonably could cause, physical harm, mental harm, emotional distress, humiliation, degradation, or endangerment;
- Involves forced or coerced consumption of food, alcohol, drugs, or other substances;
- Requires participation in illegal, dangerous, or degrading activities;
- Interferes with academic efforts, normal life activities, or the pursuit of education;
- Is used as a condition of membership, regardless of the individual's willingness to participate.

Hazing may occur with or without the consent of the individual(s) subjected to it and is a violation of both this policy and federal and Alabama state law.

Prohibition

Northwest Shoals Community College prohibits hazing by all students, student organizations, faculty, staff, volunteers, and affiliated individuals. Hazing is not tolerated in any form, regardless of intent or organizational tradition.

This prohibition applies to acts conducted on or off-campus, and in connection with both recognized and unrecognized student groups or activities.

Training

The College will hold training for students, faculty, and staff annually through student orientation and employee professional development.

Reporting and Accountability

The College encourages all students, faculty, staff, and members of the campus community to report incidents or concerns related to hazing. Reports may be made confidentially and without fear of retaliation.

Individuals found responsible for hazing will be subject to disciplinary action under the College's Code of Conduct and may also face criminal prosecution under state law.

For questions about this policy, please contact Campus Police at 256-331-5415/6304 or 256-260-5119 To report an incident please visit https://nwscc.edu/college-departments/campus-security/campus-safety-concern-form/ to submit or print an online form.

All reports will be posted in the College's Annual Security Report (ASR) at https://nwscc.edu/college-departments/campus-security/.

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, 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 of Students and could result in charges being brought against the student. Charges against a student must be resolved by a formal due process hearing. NWSCC 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 of 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.

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 of Students or his/her designee, 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 of Students or his/her designee 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 of Students. His or her decision to appeal will be based on disagreement with these recommendations. After appeal to the Disciplinary Committee, the Assistant Dean of Students or his/her designee will ensure that the student is granted due process through the following steps:

1. written notice will be provided the student at lease 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 of Students.
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 of Students' 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 of Students or his/her designee 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 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 recorded. The recording 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 of Students' 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 of Students, designee, 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 Virtual Learning page of 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 Students.

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 Students. 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 a 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 Students. 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 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 Students 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 know to the individual's immediate supervisor or to the Assistant Dean of Students 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 Students. 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 Students deems that an interim resolution should be enforced pending a final outcome, the Assistant Dean of Students 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 Students 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 of Students 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 of Students 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 of Students 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 of Students may then schedule the time and location of the Grievance Committee session. The Assistant Dean of Students 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 of Students. 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 Students 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 Students or his/her designee will conduct a factual investigation of the grievance allegations. The Assistant Dean of Students, 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 of Students 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 of Students' report, the Grievant has 5 working days to notify the Dean of Students of a hearing request. The Assistant Dean of Students, 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 of Students' 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 Students schedules a hearing, a designee will appoint a qualified five-member committee. The chairperson shall be the Assistant Dean of Students 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 designee. All case files will be located and archived in the Office of the Assistant Dean of Students. 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 Students 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 Students 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. Amber McCown
Assistant Dean of Students
P.O. Box 2545
Muscle Shoals, AL 35662
256.331.8010

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). 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
    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

College Leadership Team

President

Dr. Jeffery Goodwin

President

Executive Leadership Team

John McIntosh

Vice President

M.S., University of Southern Mississippi
B.S., University of North Alabama

Dr. Crystal Reed

Dean of Academic Affairs

Ed.D., University of Alabama
M.A., University of North Alabama
B.S., University of North Alabama

Dr. Christy Shepard

Dean of Information Systems and Instructional Technology

Ed.D., Northcentral University
M.S., Jacksonville State University
M.S. & B.S., University of Alabama

Dr. Leslie Tomlinson

Dean of Workforce

Ed.D., University of Southern Mississippi
M.A., University of Alabama
B.S., University of Alabama

Leadership Team

Tara Branscome

Executive Director of Adult Education and Workforce Solutions

M.S.W., University of Alabama
B.S.W., University of North Alabama
A.A., Northwest Shoals Community College

Casey Eggleston

Assistant Dean of Dual Enrollment

M.A., University of North Alabama
B.S., University of Southern Mississippi

Kimberly Gilbreath

Comptroller

M.B.A., University of North Alabama
B.S., University of North Alabama

Melinda Grissom

Executive Director of Career Technical Education

M.Ed., Athens State University
B.S., Athens State University
A.A.S. Northwest Shoals Community College

Tia Heathcoat

Executive Director of Human Resources and Payroll

M.B.A., University of North Alabama
B.S., Athens State University
A.A.S, Northwest Shoals Community College

Brittney Humphres

Assistant Dean of Health Sciences

M.S.N., University of North Alabama
B.S.N., University of North Alabama
A.D.N. Northeast Mississippi Community College

Brittany Jones

Executive Director of Student Success

M.S., Walden University
B.A., Auburn University at Montgomery

Lisa Lilley

Executive Director of Student Financial Services

M.Ed., Auburn University Montgomery
B.S., Liberty University

Dr. Amber McCown

Assistant Dean of Students

Ed.D., Florida State University
M.S., Hodges University
B.S., University of Memphis

Dillard McCown

Executive Director of Facilities

B.A., Western State Colorado University

Trent Randolph
Director of Public Relations & Marketing

M.S.M., Faulkner University
B.S., University of North Alabama
A.A., Bevill State Community College

Andrew Robbins
Executive Director of Workforce Development

M.Ed., University of North Alabama
B.Ed., University of North Alabama

Faculty

Anthony Allen
Design Engineering

A.A.S., Northwest Shoals Community College

Stacy Allen
Diagnostic Medical Sonography

A.A.S., Wallace State Community College

Mary Arny
Physics

M.S., East Carolina University
B.S., East Carolina University

Debbie Benson
English

M.A. Ed., University of North Alabama
B.S., University of North Alabama

Katie Bostick
Economics

M.A., University of Mississippi
B.B.A., University of North Alabama

Kayla Bray
Nursing

M.S.N., University of North Alabama
B.S.N., University of North Alabama

Amy Burks
Chemistry

M.S., Delta State University
B.S., Blue Mountain College

Gloria Butts
Adult Education Teacher

B.S., Bob Jones University
B.A., Bob Jones University

Dr. Shelly Cain
English

Ph.D., University of Alabama
M.A., University of North Alabama
B.A., University of North Alabama

Terri Christian
Director/Instructor Diagnostic Medical Sonography

B.S., University of Mississippi
A.A.S., Itawamba Community College

Elisabeth Claytor
Psychology

M.A., University of North Alabama
B.S., University of North Alabama

Randy Corsbie
Air Conditioning/Refrigeration

B.S., Athens State University
A.O.T., Northwest Shoals Community College

Sherry M. Crabtree
Mathematics

Ed.S., University of Alabama
M.A., University of North Alabama
B.S., University of North Alabama

Eric Creekmore
Automotive Technology

A.A.T., Lawson State Community College

Emily Davis
Nursing

M.S.N., University of Alabama-Birmingham
B.S., University of Alabama
A.S., Northwest Shoals Community College

Kevin Davis
Welding

A.O.T., Northwest Shoals Community College

Dr. Chris Demorse
Director/Instructor of EMS

DHSc, A.T. Still University
M.A. University of Alabama
B.S., Athens State University
A.A.S., Northwest Shoals Community College

Kaci Ethridge
Adult Education/ESL

M.A., University of North Alabama
B.A., University of North Alabama

Claude Eubanks
Mathematics/Physical Science

M.A.Ed., University of North Alabama
M.S., University of Alabama
B.S., Southern University

Parris Ford
Nursing

DNP, University of South Alabama
M.S.N., University of South Alabama
B.S.N., University of North Alabama

Ashley Frederick
Nursing

M.S.N., University of Alabama in Huntsville
B.S.N., Walden University
A.A.S., Northwest Shoals Community College

Dr. Matthew Gargis
Chairperson for Mathematics
Faculty Director of Upward Bound Math and Science

Ph.D., University of Alabama
M.A., University of North Alabama
B.S., University of North Alabama

Daron Goodloe
Biology

M.B.A., University of North Alabama
B.S., University of North Alabama

Sheri Grosso
Biology

M.A.Ed., University of North Alabama
B.S., University of North Alabama

Michelle Hayes
Director/Instructor of Medical Laboratory Technology

M.S., University of Nebraska at Kearney
B.S., University of South Alabama
A.A.S., Wallace State Community College

Dan Herren
Industrial Systems Technology

B.S., University of Alabama

Austin Hester
Industrial Systems Technology (Lauderdale County)

M.A.Ed., Athens State University
B.E., Athens State University
A.A.S., Northwest Alabama Junior College

Kaydee Hodges
Adult Education

M.A., University of North Alabama
B.A., University of North Alabama

Michael Holt
Criminal Justice

M.S., University of North Alabama
B.S., University of North Alabama
Certificate, University of Virginia

Dr. Allison Huntley
History

PhD, University of Arizona
M.A., University of Alabama
B.A., University of Montevallo

Jeffery James
Computer Science Technology

M.B.A., University of North Alabama
B.S., University of North Alabama
A.S., Northwest Alabama Junior College

Donna Jaynes
Nursing

M.S.N., University of North Alabama
B.S.N., University of North Alabama
B.S., University of North Alabama

Dr. Heather Johnson
Chairperson of Natural Sciences

Biology

Ph.D., University of Alabama
M.S., Western Kentucky University
M.S., University of Alabama
B.S., University of Alabama

Matthew Johnson
Machine Tool

A.O.T., Northwest Shoals Community College

Ginger Jones
Adult Education Teacher

M.A., University of North Alabama
B.S., University of North Alabama

Brian Keeton
Welding

M.Ed. Athens State University
B.S. Athens State University
A.O.T., Northwest Shoals Community College

Brent King
History/Psychology/Sociology

M.L.S., Delta State University
B.S., Delta State University
A.A., Mississippi Delta Community College

Megan Landrum
Biology

M.A.E.D., University of North Alabama
B.S., University of North Alabama

Lin Liles
Welding

B.S., Athens State University
A.O.T., Northwest Shoals Community College
Certificate, Northwest Shoals Community College

Beth Loveless
Biology

M.Ed., University of West Alabama
B.S., Lee University

Katherine McBay
Director/Medical Assisting Technology

M.S.N., University of Alabama at Birmingham
B.S.N., University of North Alabama

Tywana McClinton
Business Office Management

M.B.A., University of North Alabama
B.S., University of North Alabama

Michael P. McClung
English

M.A., University of Alabama, Birmingham
B.A., University of North Alabama
A.S., Northwest Shoals Community College

Justin Morgan
English

M.A., University of North Alabama
B.S., University of North Alabama

Dr. Jennifer Morris
English

Ph.D., Middle Tennessee State University
M.A., University of Kansas
B.A., Judson College

Dr. Todd Oyen
EMS

DHSc, A.T. Still University
M.A. University of Alabama-Birmingham
B.S., University of North Alabama
Diploma, Gwinnett Technical Institute

Pam Peters
Mathematics/Computer Information Systems

MBA, University of North Alabama
M.A., University of North Alabama
B.S., University of North Alabama
A.S., Northwest Alabama State Junior College

Bradley Pool
History

M.A., University of Alabama at Birmingham
B.S., University of North Alabama

Rick Robertson
Diagnostic Medical Imaging

M.S., Clemson University
B.S., Athens State University
A.A.S. Wallace State Community College

Kym Robinson
Chairperson of Humanities, Fine Arts, and Business

Business and Speech

M.B.A., University of North Alabama
B.A., University of Alabama

Michelle Rockwell
Nursing

M.S.N., Walden University
B.S.N., Walden University

Jeff Rogers
Industrial Systems Technology

B.S., University of Alabama
A.A., George C. Wallace State Community College

Jonathon Romero
Music

M.M., Middle Tennessee State University
B.M., University of Louisiana at Lafayette

Brittney Russell
Salon and Spa Management

B.Ed., Athens State University
A.A.S., Northwest Shoals Community College

Kim Sheppard
Mathematics

M.A.Ed., University of North Alabama
B.S., University of North Alabama

Carl Simms
Director/Diagnostic Medical Imaging

B.S., University of North Alabama
A.D.N., Northeast Mississippi Community College

Mark A. Simpson
EMS

M.S.N., Walden University
B.S., University of North Alabama
A.A.S., Northwest Shoals Community College

Brian Smith
Mathematics

M.A., University of North Alabama
B.S., University of North Alabama

Ches Smith
Biology

M.S., Auburn University
B.S., Auburn University

Justin Steele
Welding

A.O.T., Northwest Shoals Community College

Rebecca Stewart
Nursing

M.S.N., University of North Alabama
B.S.N., University of North Alabama
A.A.S., Northwest Shoals Community College

Morgan Suggs
Medical Assisting Technology

M.S.N. University of North Alabama
B.S.N. University of North Alabama

Cynthia Tice
Nursing

M.S.N., University of Alabama-Huntsville
B.S.N., University of North Alabama

Cindy Tidwell

Nursing

Certificate of Nursing Education, University of Alabama-Huntsville
M.S.N., University of Alabama in Huntsville
B.S.N., University of North Alabama
A.S., Northwest Shoals Community College
Diploma, Northwest Shoals Community College

Kim Tucker

Chairperson of Social Science Division/Psychology Instructor

M.S., Walden University
B.S., Austin Peay State University

Susie Tverberg

Child Development

MED, University of West Alabama
B.E., Athens State University

Zack Underwood

Art

M.F.A., University of South Carolina
B.F.A., University of Alabama

Gerri Beth Wallace

Salon and Spa Instructor

M.Ed., Athens State University
B.S., Athens State University
A.A.S., Northwest Shoals Community College

Sharon Berrian Watson

Mathematics

Ed.S. University of Alabama
M.A., University of North Alabama
B.S., University of North Alabama
A.S., Northwest Alabama State Junior College

Jessie White

Carpentry/Cabinetmaking

A.O.T., Northwest Shoals Community College

Daniel Williams

English

M.A., University of Alabama - Birmingham
B.A., University of Alabama - Birmingham

Program Directors

Terri Christian

Director/Instructor of Diagnostic Medical Sonography

Dr. Chris Demorse

Director/Instructor of EMS Program

Taylor Franks

Athletic Director

Jessica Harrison

Director of Grants Development

Michelle Hayes

Director/Instructor of Medical Laboratory Technology

Sherri Hester

Director of Admissions/Registrar

Leah Howard

Director of Accounting

Jacque Jefferys

Director of Child Development Programs

Shelby Luna

Director of Distance Education and Instructional Technology

Katie McBay

Director/Instructor of Medical Assisting Technology Program

Amanda Peters

Director of Advising and Retention

Carl Simms

Director/Instructor of Diagnostic Imaging

Cierra Smith
Director of Student Financial Services Eligibility and Reporting

Katie Smith
Director of Advancement

Angie Stone
Director of Institutional Research
Administrative System Analyst

Capricha Thomas
Director of Nursing Education

Cindy Winborn
Director of Educational Talent Search - Phil Campbell Project

Professional and Support Personnel

Tracy Barton
Educational Advisor - Phil Campbell Educational Talent Search Project

Amanda Bolton
Senior Accountant

Joseph Boshell
Computer Technician

Gracie Brackeen
Financial Aid Specialist

Crissy Broadway
Manager of Adult Education Workforce Initiatives

Angel Brown
Head Softball Coach

Theron Brown
Transfer Advisor Coordinator

Sonya Burkhart
Preschool Teacher

Lauren Byrd
Preschool Teacher

Sherry Campbell
Manager of Upward Bound - Phil Campbell Project

Suzanne Carroll
Assistant to the President

Adrian Caruthers
LMS/Distance Education Support Coordinator

Amanda Chadwell
Advocacy and Resource Center Student Specialist

Classie Childress
Instructional Designer

Julie Clark
Custodial Employee

Monica Cochran
Competency Testing Lab Aide

Teresa Colvin
Assistant Librarian

Carol Cooney
Student Enrollment Specialist

Cassidy Counter
Student Enrollment Specialist

Erica Daniel
Manger of Student Support Services

Kimberly Dean
Promotional Services Assistant

Randee Drayton
Academic Advisor/Curriculum Specialist - Upward Bound Phil Campbell

Amber Fenn
Manager of Educational Talent Search - Tuscumbia Project

Startia Fields
Office Clerk, Upward Bound Program Shoals Campus

Laura Foust
Custodial Employee

Robert Freeman
Network/Server Administrator

Brian Fuller
Maintenance Supervisor (Phil Campbell Campus)

Anna Gibson
Coordinator of Graduation and Transcripts

Sarah Gobble
Dual Enrollment Advisor

Brent Gonzalez
Admissions and Enrollment Counselor

Mary Gonzalez
Administrative Support/Database Specialist - Phil Campbell Upward Bound Program

Fred Grabryan
Campus Police Officer

Tammy Gresham
Secretary V-Fiscal Affairs

Melvin Hairrell
Maintenance Employee

Lisa Hall
Student Financial Services Specialist

Mandy Hall
Accountant

Michele Hamilton
Manager of Upward Bound - Shoals Project

Michael Hatton
Assistant Maintenance Supervisor

Tanya Hellums
Assistant to Workforce Development, Institutional Effectiveness, and Advancement

Tracy Hill
Student Financial Services Specialist

Cary Hitt
Chief of Police

Renee Hunt
Custodial Employee

Landon Hutcheson
Student Success Coach

Allison Hyde
Admissions and Enrollment Counselor

Bobby Inman
Campus Police Officer

Tim Inman
Maintenance Supervisor III

Wendy Ivey
Accountant

Victoria Jackson
Student Success Coach

Jocelynn James
Custodial Employee

Anthony Jefferys
Network Specialist Technician

Kelli Johnson
Advising & Assessment Specialist

Maxine Johnson
Receptionist for the Social Science and Fine Arts and Humanities Division

Ryn Johnson
Custodial Employee

Greg Kimbrough
Maintenance Employee

Mitchel Kirkpatrick
Dual Enrollment Advisor

Kimberly Knight
Accounting Specialist/Cashier

David Langston
Head Baseball Coach

Wesley Lawrimore
Custodial Employee

Savannah Liles
Assistant to Student Services

Kenneth Loveless
Manager of Youth Success Program

Erica Malone
Student Success Coach (Phil Campbell Campus)

Beverly Martin
Assistant to the Instructional Dean’s Office

Audrey Mashburn
Educational Advisor, Educational Talent Search - Tuscumbia Project

Monica Matias Jose
Preschool Teacher

Lex May
Computer Technician

Sharon Jo McBride
Secretary V-Student Development Services/Youth Success

Curlesia McDonald-Roberts
Accounting Specialist/Cashier

Chenee McRae
Retention Specialist

Allison Mefford
Manager of Workforce Development and Apprenticeships

Melissa Michael
Assistant to Health Sciences

Kristian Minor
Custodial Employee

Heather Morgan
Admissions and Enrollment Counselor

Karman Morrow
Adult Education Student Data Specialist

Darlene Moyer
Custodial Employee

Skyylar Muehleisen
Upward Bound Academic Advisor - Muscle Shoals

Natalie Mueller
Accountant

Tammy Nichols
Office Clerk, Educational Talent Search - Phil Campbell Project

Becki Nobles
Maintenance Employee I

Tammie O'malie
Maintenance Employee

Steffany Palacios-Flores
Adult Education Program Assistant

Lenora Pride
Youth Success Program Tutoring/Testing Specialist

Stacy Putman
Payroll Specialist

Ashleigh Raney
Student Enrollment Specialist

Patrece Rice
Manager of Basic Needs for Postsecondary Students Project

Jennifer Robbins
Lead Pre-K Teacher

Kenda Rusevlyan
Lead Testing Specialist

Whitney Rutherford
Dual Enrollment Specialist

Hadassa Sarabia
Assistant to Student Support Services

Ashley Seagraves
Assistant to Human Resources

Angelina Shadder
Computer Technician

Shelly Sharp
Information Technology Technician II/ Secretary

David Sides
Computer Technician

Amanda South
Career Navigator

Talia Speck
Academic Advisor and Database Specialist - Educational Talent Search

Cindy Statom
Manager of Upward Bound Math and Science

Robert Stevenson
Youth Success Program Pre-Apprenticeship Advisor/ Instructor

Andrew Thompson
Student Success Coach

Baylee Thompson
Child Development Center Office Clerk

Tommy Varnell
Maintenance Technician

Jennifer Weaver
Assistant Preschool Teacher

Adam Willis
Coordinator of Workforce Development

Rebecca Wilson
Assistant Director of Admissions (Phil Campbell Campus)

James Winstead
Custodial Employee

Mandy Winstead
Nursing Outcomes Analyst and Assistant to Executive Director of Phil Campbell Campus

Christy Wright
Academic Advisor/Database Specialist - Upward Bound Math and Science

Adriana Wuotto
Instructional/Dual Enrollment Coordinator

Heather Young
Senior Accountant