

J.F. DRAKE STATE

T·E·C·H·N·I·C·A·L C·O·L·L·E·G·E

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2010-2013 Catalog

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(Extended through 2013-14)
Authorized By
ALABAMA STATE BOARD OF EDUCATION

Approved By
ALABAMA DEPARTMENT OF POSTSECONDARY EDUCATION

Accredited By
The Council on Occupational Education
41 Perimeter Center East, NE
Suite 640
Atlanta, Georgia 30346
(770) 396-3898

Revised 2/10/2013 extending coverage to
Academic Year 2013-14

The College reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students, as determined by the College and approved by the Alabama State Board of Education. These changes will govern all enrolled.



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EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

The following policy reflects J. F. Drake State Technical College's commitment to equal opportunities in education and employment:

No person shall be denied employment, excluded from partaking in, denied the benefits of, or subjected to discrimination in any program, activity, or employment on the basis of gender, race, color, disability, religion, national origin, age or ethnic group.

J. F. Drake State Technical College complies with nondiscriminatory regulations under Title VII of the Civil Rights Act of 1964, Title IX Educational Amendment of 1972, which prohibits discrimination based on sex; Title IX, Section 106.8 , which prohibits sexual harassment; Section 504 of the Rehabilitation Act of 1973, which prohibits violations of the rights of the disabled; and Title VI, which prohibits discrimination based on race, color, or national origin, and the Americans with Disabilities Act (ADA) of 1990, covering policies for public accommodations for disabled individuals.

Individuals or any class of individuals who believe that they have been subjected to discrimination prohibited by Titles VI, VII, IX, Section 504, may contact the college's Title IX and Age Discrimination Act Coordinator, Mrs. Ina Wilson Smith at 256.551.3115 or the Section 504 (ADA) and Title II Coordinator, Mrs. April Clement at 256.551.1710.

THE PRESIDENT’S MESSAGE



J. F. Drake State Technical College has served our service area, our state and our nation for more than four decades. The college continues to respond to community needs by remaining uniquely committed to finding innovative strategies for strengthening the educational offerings. Furthermore, the college accepts its mandate to aid in the preparation of the current and future workforce of America.

The Alabama Community College System, in fulfilling its mission, seeks to provide accessible quality educational opportunities, promote economic growth, and enhance the quality of life for the people of Alabama. This catalog describes the programs and services offered at the college. The mission of the college is obtained through the programmatic thrust and available services delineated in the catalog. In essence, the college catalog serves as a guide for student planning as well as the accomplishment of requested training at the college. It is our desire that the catalog will familiarize you, the student, with course offerings and services that will help in mapping your future in vocational and technical endeavors.

Finally, for American business/industry to maintain its competitive edge, it is essential that workers keep pace with changing skill requirements as the knowledge economy continues to grow. The administration, faculty and staff accept the challenge and will continue to provide a curriculum and services to prepare and augment our society’s workforce.

Helen T. McAlpine, Ed.D.
President

ADMINISTRATION AND CONTROL

Alabama State Board of Education
Governor Robert Bentley, President

Dr. Freida Hill, Chancellor
Department of Post Secondary Education

FIRST DISTRICT.....	Mr. Randy McKinney Gulf Shores, Alabama
SECOND DISTRICT.....	Ms. Betty Peters Dothan, Alabama
THIRD DISTRICT	Ms. Stephanie Wolfe Bell Montgomery, Alabama
FOURTH DISTRICT.....	Dr. Yvette Richardson Fairfield, Alabama
FIFTH DISTRICT	Mrs. Ella B. Bell Montgomery, Alabama
SIXTH DISTRICT.....	Dr. Charles Elliott Decatur, Alabama
SEVENTH DISTRICT	Mr. Gary Warren Haleyville, Alabama
EIGHTH DISTRICT.....	Mrs. Mary Scott Hunter Huntsville, Alabama

GENERAL INFORMATION

J. F. DRAKE STATE TECHNICAL COLLEGE
3421 MERIDIAN STREET, NORTH
HUNTSVILLE, ALABAMA 35811
TELEPHONE 256-539-8161

ADVISORY BOARD MEMBERS

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Huntsville City School System
2800 Drake Avenue
Huntsville, Alabama 35805

Dr. Ralph Green
Retired Educator
143 Highlands
Union Grove, Alabama 35175

INSTRUCTIONAL CALENDAR

2011-2012

FALL SEMESTER 2011

Local Professional Development	August 15
New Student Orientation	August 16
Registration	August 16-18
Faculty/Staff Duty Day	August 19
First Day of Classes	August 22
Late Registration & Drop/Add	August 22-23
HOLIDAY / Labor Day	September 5
Mid-Term Exams	October 2-8
Last Day of 1 st Mini-Term	October 7
First Day of 2 nd Mini-Term	October 10
Early registration for Spring 2012	October 17-21
Last Day to Receive a “W”	October 24
HOLIDAY / Veteran’s Day	November 11
Last Day to Receive a “WP” Or “WF”	November 18
NO CLASSES / State Professional Development	November 21-23
HOLIDAY / Thanksgiving	November 24-25
Final Exams	December 9-15
Grades due by 4:00 PM	December 15
Local Professional Development	December 16
Faculty Duty Day	December 19
Faculty Off/Non-Instructional Duty Days	December 20-22
HOLIDAY BREAK	December 23-30

SPRING SEMESTER 2012

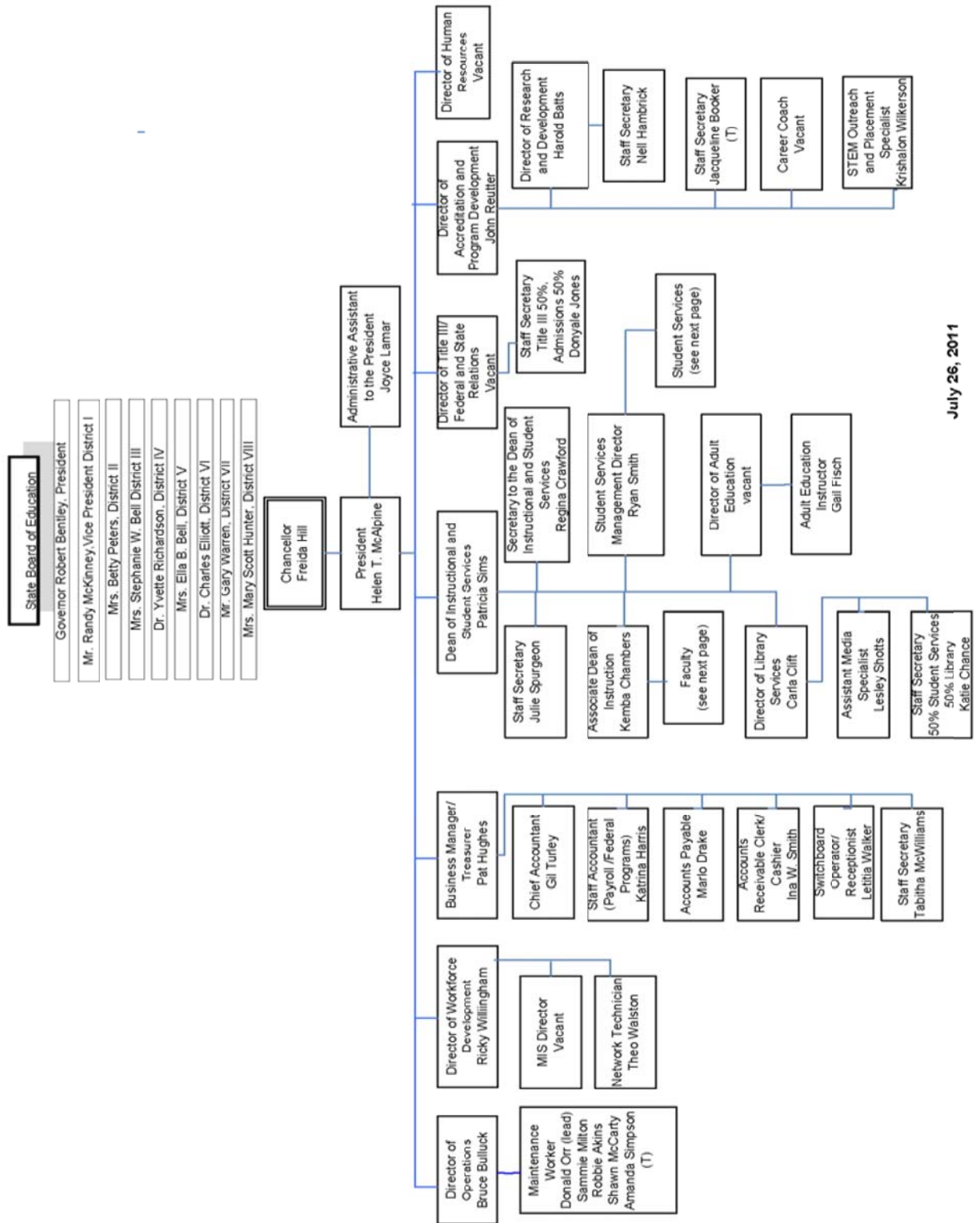
NEW YEAR’S HOLIDAY	January 2
Faculty/Staff Duty Day	January 3
New Student Orientation	January 4
Registration	January 4-5
First Day of Classes	January 6
Late Registration & Drop/Add	January 6-9
HOLIDAY / Martin Luther King Day	January 16

State Professional Development Day – NO CLASSES	February 20
Mid Term Exams	March 4-10
Last Day of 1 st Mini-Term	March 9
First Day of 2 nd Mini-Term	March 12
Early Registration for Summer Semester	March 12-16
SPRING BREAK	March 26-30
Last Day to Receive a “W”	April 5
NO CLASSES / Professional Development Day	April 6
Last Day to Receive a “WP” or “WF”	April 27
Senior Grades Due by 4:00 PM	May 4
Final Exams	May 3-9
Grades Due by 4:00 PM	May 9
Graduation	May 10
Faculty/Staff Duty Day	May 10-11
Faculty Off/Non-Instructional Duty Day	May 14-18

SUMMER SEMESTER 2012

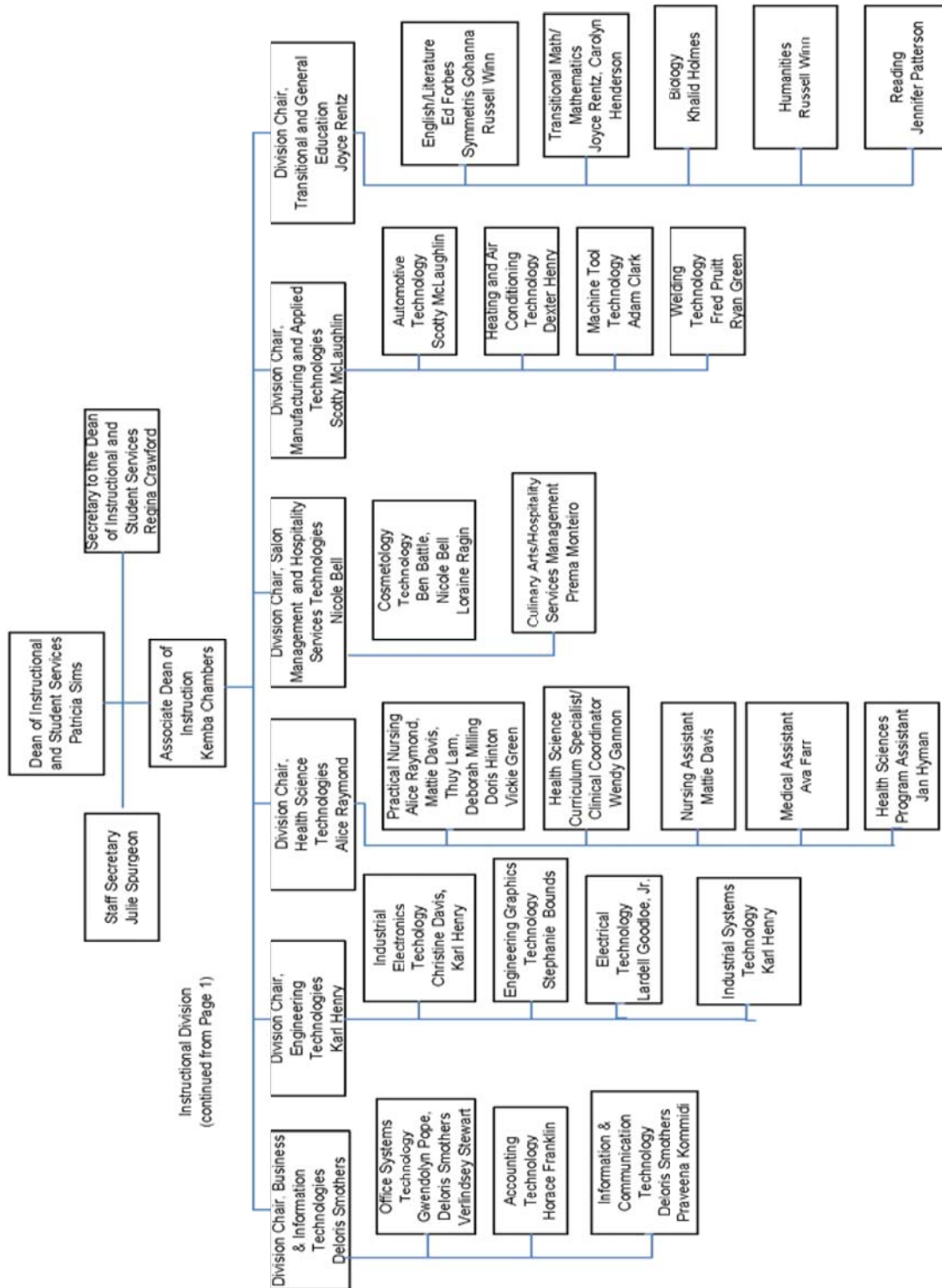
Faculty/Staff Duty Day	May 21
New Student Orientation	May 22
Regular Registration for Summer	May 22-23
First Day of Classes	May 24
Late Registration & Drop/Add	May 24-25
HOLIDAY / Memorial Day	May 28
Mid-Term Exams	June 17-23
Last Day of 1 st Mini-Term	June 22
First Day of 2 nd Mini-Term	June 25
Early Registration for Fall	June 25-29
HOLIDAY / Independence Day	July 4
Last Day to Receive a “W”	July 6
Last Day to Receive a “WP” or “WF”	July 20
Final Exams	July 31-August 3
Grades due by 12:00 PM	August 3
Faculty Off/Non-Instructional Duty Days	August 6-10

J. F. DRAKE STATE ORGANIZATION CHART



July 26, 2011

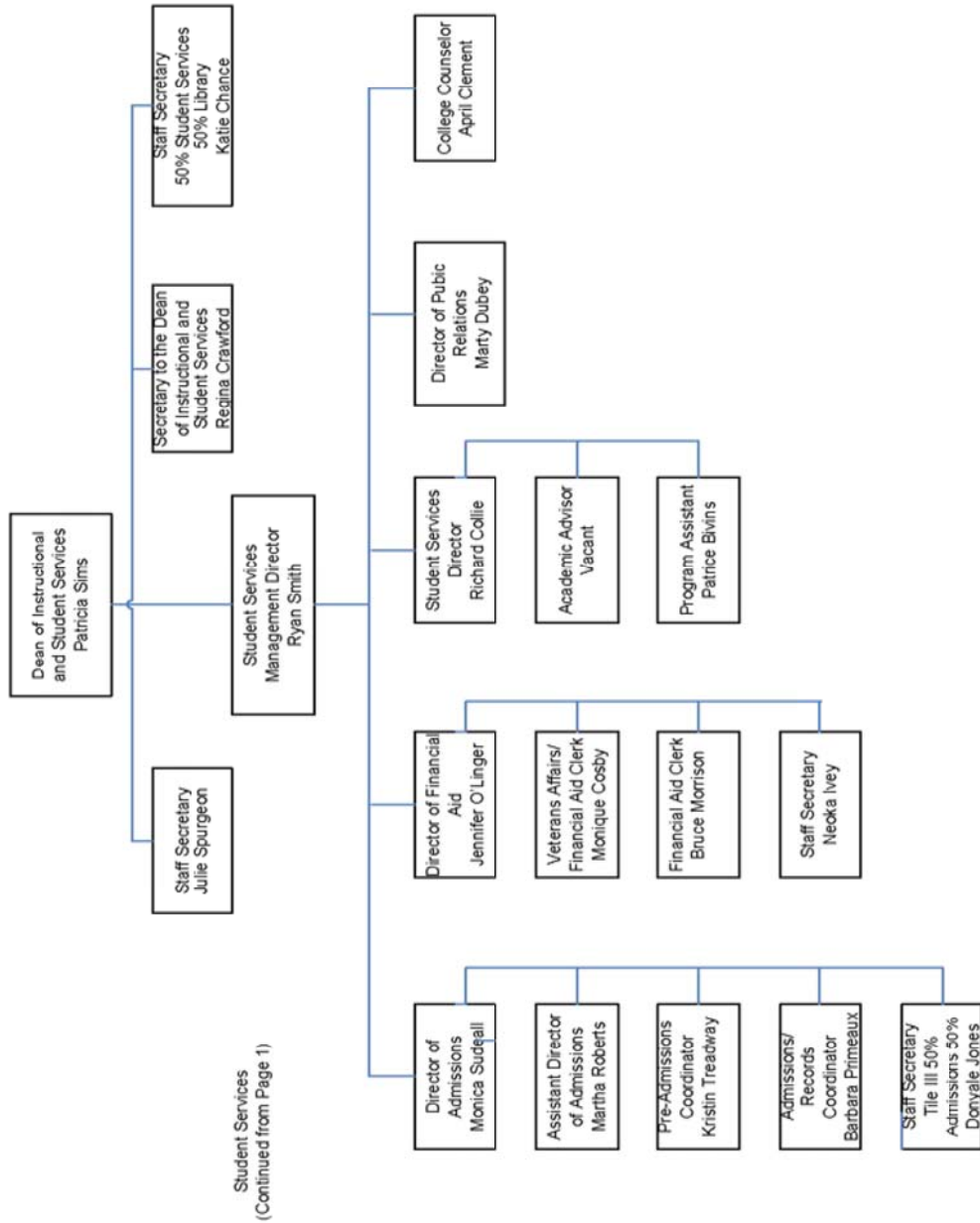
J. F. DRAKE STATE ORGANIZATION CHART



Instructional Division
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July 26, 2011

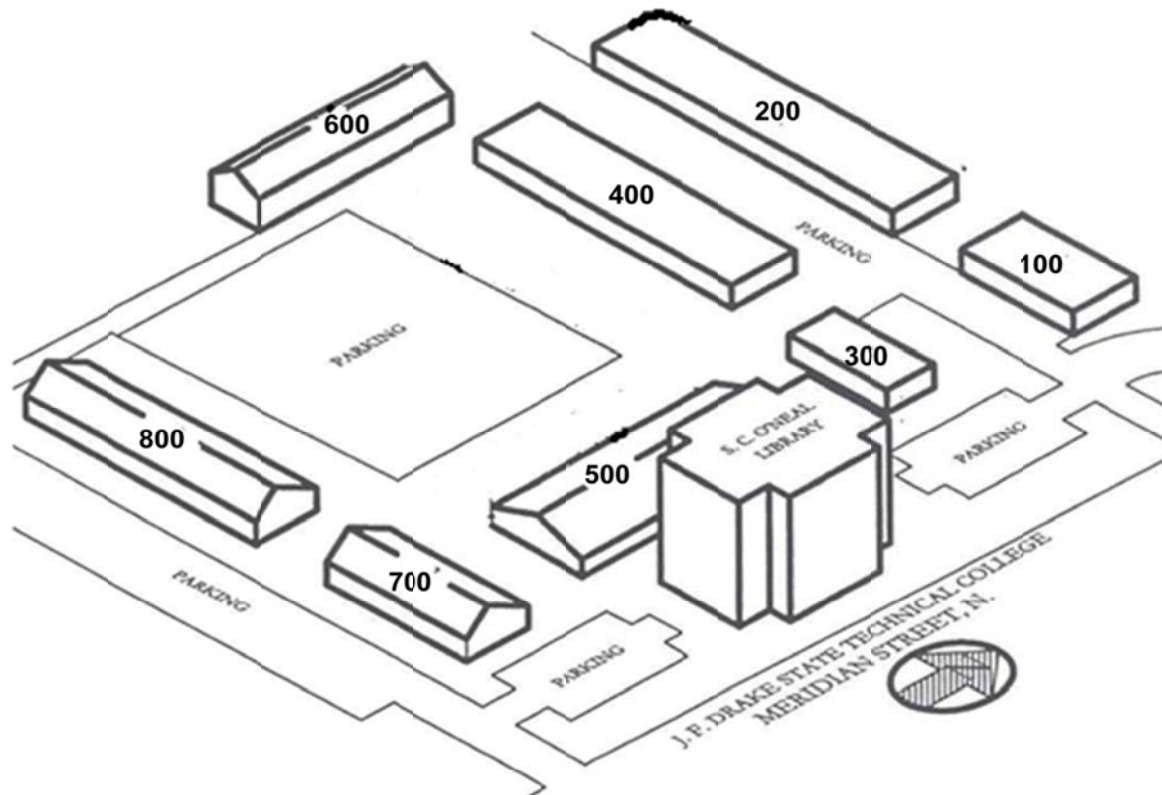
J. F. DRAKE STATE ORGANIZATION CHART



July 26, 2011

CAMPUS LAYOUT

J. F. DRAKE STATE TECHNICAL COLLEGE



BUILDING 100

Nursing Assistant
Practical Nursing

BUILDING 200

Electrical Technology
Industrial Electronics Technology
Industrial Systems Technology
Machine Tool Technology
Robotics

BUILDING 300

General Assembly/Cafetorium
Culinary Arts/Hospitality Management

BUILDING 400

Automotive Technology
Cosmetology Technology
Director of Operations
Welding Technology
Workforce Development

BUILDING 500

Bookstore
Business Office
Accounting Technology
Barbering Technology
Cosmetology Technology
Information and Communication Technology
Medical Assisting
Microsoft Certification
Nursing Assistant
Office Systems Technology

BUILDING 600

Barbering Technology
Cosmetology / Salon Technologies
Storage
Student Activities Center

BUILDING 700

Counseling
Information Technology Services
Testing Center
Outreach & Placement
Public Relations
Title III Projects Office
Tutoring Services
Transitional Studies / Math Lab
General Education: English and Humanities
General Education: Mathematics and Social Sciences

BUILDING 800

Adult Education
Biology
Engineering Graphics Technology
Heating & Air Conditioning
Technology
Office Systems Technology

S. C. O'NEAL LIBRARY & TECHNOLOGY CENTER

President's Office
Dean of Instructional & Student Services
Director of Human Resources
Director of Student Services Administration
Director of Workforce Development
Director of Accreditation / NSF Grant Project Office
Library / Media Center

J. F. DRAKE STATE SERVICE AREA



INSTITUTIONAL HISTORY

J. F. Drake State Technical College located in Huntsville, Alabama was established in 1961 and opened its doors on September 4, 1962 as Huntsville State Vocational Technical School with S. C. O’Neal as its first director/president. Mr. O’Neal served in this capacity until 1983 when Dr. Johnny L. Harris was appointed its second president. On October 26, 2000, Dr. Helen T. McAlpine was appointed the third president, and its first female president.

Drake State was constructed on thirty acres of land deeded by Alabama A & M University to the Alabama Board of Education. In 1966, the name was changed to J. F. Drake State Technical Trade School in honor of the late Dr. Joseph Fanning Drake, a former president of Alabama A & M University for more than thirty-five years. On August 22, 1973, the school was given technical college status by the Alabama Board of Education, and assumed its present name of J. F. Drake State Technical College and was authorized by the board to offer the Associate in Applied Technology (AAT) degree.

From its inception, J. F. Drake State Technical College has been committed to training individuals for employment in vocational, technical and industrial pursuits. Because of its unique location in the “Space and Rocket Capitol,” with its proclivity for “high tech”, J. F. Drake Technical College is dedicated to the teaching and advancement of the highest caliber of technical skills obtained through state-of-the-art facilities and equipment. The College aims to produce an effective participatory citizenship, with not only economic potential but also with civic and social commitment as well.

J. F. Drake State Technical College offers technical education in seventeen different career-technical programs including Accounting Technology, Automotive Technology, Barbering Technology, Certified Nursing Assistant, Cosmetology Technology, Cosmetology Instructor Training, Culinary Arts/Hospitality Services Management, Electrical Technology, Engineering Graphics Technology, Heating and Air Conditioning Technology, Industrial Electronics Technology, Industrial Systems Technology, Information and Communication Technology, Medical Assisting Technology, Machine Tool technology, Office Systems Technology, Practical Nursing, and Welding Technology. The College also has a Weekend and Evening College, which offers short-term community interest classes as well as credit classes on Saturdays, Sundays and in the evenings. The College introduced distance education in 2005 offering a small number of classes via the Internet. Subsequently, the number of offerings have increased. The most significant use of the Internet delivery began in 2008 when hybrid courses were created that combined classroom delivery with Internet-accessible supplemental course materials and discussion groups.

In 1997 the College became Alabama’s first two-year college approved as a Microsoft Authorized Academic Training Program Provider. Also, the Automotive Technology Program passed the strict standards in all eight areas recognized by the National Institute for Automotive Service Excellence to become an ASE Master Certified Program. The College is also an authorized Regional CISCO Academy, offering credit courses leading to CISCO certifications.

In the fall of 1998, J. F. Drake Technical College converted from quarter to semester system. The State Board of Education authorized the addition of the Associate in occupational Technology Degree (AOT).

INSTITUTIONAL MISSION

J. F. Drake State Technical College is a student-centered, two-year public institution of higher education offering certificate and associate degree programs, as well as specialized training for business and industry. Additionally, the college seeks to satisfy the diverse needs and academic pursuits of the community by offering adult education and transitional studies, noncredit short-term courses, college/university transfer, and continuing education courses that

provide the citizens of north Alabama with flexible and innovative, academic, career and technical education at a reasonable cost.

INSTITUTIONAL VISION

J. F. Drake State Technical College provides subject matter expertise and inspired teaching, knowledge and skills that prepare students for industry certifications, team-based learning, and the support, mentoring, and personal development opportunities students need to become self-reliant, self-assured contributors to society.

INSTITUTIONAL PHILOSOPHY

J. F. Drake State Technical College, in conjunction with business and industry, provides educational opportunities that will enrich the lives of its students intellectually, culturally, and economically without regard to ethnicity, gender, or economic background.

INSTITUTIONAL VALUES

We believe the values of the institution form the foundation from which the College performs its responsibilities and by which we conduct ourselves in carrying out the mission of the College. These values are the basic elements of our college culture:

Diversity

- Cultivate a respectful, inclusive and accessible working and learning environment that enables students and employees to enjoy useful and satisfying careers that integrate personal interests, talents, and abilities.

Learning

- Promote an engaging, collegial atmosphere with professional, ethical, and respectful interactions that enhance learning and recognize the unique needs and potential of each learner. Providing all learners the opportunity to identify and strengthen their talents and abilities.

Innovation

- Encourage vision, imagination, creativity, and ingenuity in students and fellow employees that lead to innovative and satisfying contributions to society.

Integrity

- Keep our commitments to others and promote an open and honest environment conducive to a harmonious work experience for employees and a productive learning experience for students.

Respect

- Promote respect, fairness, civility, and courtesy in our day-to-day interaction with others.

Welcoming

- Provide a welcoming, vibrant, safe, and secure campus environment conducive to learning and productive work.

Service

- Serve the community by contributing to the economic welfare of the individual and the community through educational opportunities.

INSTITUTIONAL GOALS

The institution recognizes the demand for highly trained professionals and technicians who can be productive, and who also have credentials to improve their flexibility and options for upward mobility. Therefore, J. F. Drake State Technical College anticipates change and seeks to develop innovative approaches to assure that its students are competent. The College is committed to the following for its students:

Section 1 – General Information

1. Provide administrative, academic, and student support to assist students in achieving their personal, academic, and career goals.
2. Offer programs of study with integrated general studies courses that will assist students in developing the knowledge, training, work skills and ethics necessary to become productive, contributing members of society.
3. Create an atmosphere conducive to learning by providing competent staff, up-to-date equipment, state-of-the-art technology, and adequate physical facilities;
4. Provide adult education and specialized courses aimed at preparing students for gainful employment in business, industry, and service occupations.

ADMINISTRATIVE OFFICERS AND RESPONSIBILITIES

The College has five administrative officers. The president is the chief executive officer and is responsible for directing the overall operation of the College.

The Dean of Instructional and Student Services is responsible to the president for the effective operation of all instructional programs and related studies as well as all student services at the College. All instructional and instructional support personnel are supervised by the Dean of Instructional and Student Services. Student services include admissions, counseling, financial aid, testing, cooperative education, placement, recruiting, student records and other related student service activities.

The Business Manager/Treasurer is responsible for the College's overall financial plan and policies, audit, tax, accounting, purchasing, and insurance activities.

The Director of Accreditation and Program Development is responsible for initiating, monitoring, and reporting program and institutional accreditation activities, curriculum development, new program planning and development, dual enrollment and K-12 and university articulation agreements, institutional research, planning activities, and institutional effectiveness activities.

The Director of Workforce Development represents the College in formulating and administering regional and local workforce development initiatives supporting industries located in the College's service area. The Director is responsible for developing, promoting, and administering short-term, noncredit industry training programs and other noncredit offerings targeting the workforce needs of local industries. The Director of Workforce Development is also responsible for developing, promoting and administering continuing education courses intended for personal and professional enrichment of citizens of the College's service area.

ACCREDITATION

J. F. Drake State Technical College is fully accredited by the Alabama State Department of Postsecondary Education and the Council on Occupational Education. The Practical Nursing program operates under the guidelines and policies of the Alabama State Board of Nursing. The Cosmetology program operates under the guidelines and policies of the Alabama State Board of Cosmetology. The Automotive Technology program is certified by the National Automotive Technicians Education Foundation (NATEF). The Welding Technology program is certified by the American Welding Society.

APPROVING AGENCIES

J. F. Drake State Technical College is approved by the Veterans Administration, Job Training Partnership Act, Vocational Rehabilitation Service, National Guard, U. S. Department of Education, Alabama State Department of Education, and others. For more information concerning agency sponsorship, contact the Admissions Office.

WORKFORCE DEVELOPMENT

The College is committed to serving its community as the primary provider of workforce development education and training. Through its Workforce Development Division, the College provides a number of services and programs designed to provide workforce development for employers located in the College's service area. These programs, described in the paragraphs below, include Tech Prep, Training for Existing Business and Industry, Continuing Education, and Adult Education. Workforce development activities of the College include training for area residents to obtain the Alabama Career Readiness Certificate (CRC), the official State of Alabama workforce readiness credential.

Workforce Development is comprised of two major components: (1) training for existing business and industry, and (2) continuing education and adult skills training, as explained in the following paragraphs.

TECH PREP

J. F. Drake State Technical College, in partnership with the Huntsville City and Madison County School systems, formed the Drake State Tech Prep Consortium. Tech Prep is intended to provide the majority of students with an educational pathway that includes a strong academic foundation, career awareness and exploration, and the advanced career/technical skills needed to enter the modern workforce. The Consortium employs a full-time Project Director, housed at J. F. Drake State Technical College, to work with each school system, plan and direct activities, and interface with the business community and the public. The Tech Prep Director also directs the operation of the College's WorkKeys® Service Center.

As part of our Tech Prep efforts, J. F. Drake State Technical College has developed detailed articulation agreements with neighboring school systems. These agreements allow students to make a smooth transition to college work by giving college credits for skills and knowledge already acquired. If you are a high school graduate who completed a career/technical program while in high school, you might have already earned some college credit. Be sure and ask if you might be entitled to some college credit due to these articulation agreements.

The College, through our involvement in Tech Prep, takes part in a wide range of activities to support and encourage more students in obtaining the academic foundation and specific career/technical skills needed in today's workforce. Students at both the high school and college level have access to computer tools and other sources of career guidance resources and are encouraged to include work-based learning as part of the educational process. To better link our efforts to the needs of the local business community as well as to better serve the needs of our students, the College is a WorkKeys® Service Center. As such, the Tech Prep Director can offer businesses Job Profiling services to accurately capture the skill levels required for their jobs and can test both workers and students using the WorkKeys® exam to provide them a realistic assessment of their skills before obtaining employment.

TRAINING FOR EXISTING BUSINESS AND INDUSTRY

J. F. Drake State Technical College training for existing business and industry program interfaces with local business and industry in establishing courses and programs dedicated to specifically identified community employment and cross-training needs. Local industries are contacted on a regular basis for the purpose of determining their training concerns as well as making them aware of the institution's training capabilities.

Industry partners of the College regularly seek specialized training to be coordinated and provided by the College utilizing the College's existing training resources. As a result of this interaction with industry, the College is able to assess market demand for the local service area to determine the training that the institution should provide, whether through Training for Existing Business/Industry (TEBI) programs or regular program instruction.

The College also partners with Alabama Industrial Department Training (AIDT) to provide customized training for new or expanding industries in Huntsville/Madison County, Alabama.

CONTINUING EDUCATION AND ADULT SKILLS TRAINING

The Continuing Education and Adult Skills Training programs provide the citizens of North Alabama with flexible, innovative career-technical training at a reasonable cost. The College satisfies the needs and academic pursuits of the community by offering developmental studies, noncredit short-term courses, and continuing education courses to fulfill student needs beyond the normal credit programs offered by the Department of Instruction.

The first Continuing Education classes were offered in late spring 2002 and were expanded to include Adult Skills Training, such as the Alabama Ready-to-Work program, in summer 2002. New offerings are added regularly and are listed on the College website.

Drake State provides a spectrum of training opportunities to meet student needs for professional development. In addition to credit programs and customized training for business and industry, these include:

- Continuing Education classes, which tend to be general in nature and appeal, short duration, and are generally self paid.
- Adult Skills Training classes that can range from a few hours in length to up to a year. They tend to be focused on particular career fields and are intended to serve incumbent or potential workers in that career field. They typically will be paid for by the worker's employer, an outside agency, or funded through a WIA Individual Training Account.
- Students taking these classes are admitted to the Continuing Education/Adult Skills Training programs of the College and considered separate from the credit degree and certificate programs of the College. For admission to the credit programs of the College, a separate application form must be completed and submitted to the Director of Admissions.

ADULT EDUCATION / GED PREPARATION

In January 2008, the State Board of Education authorized J. F. Drake State Technical College to offer Adult Education classes to residents of Madison County, Alabama. Overseen by a Director of Adult Education, the program provides the following services:

- Adult Education courses for students seeking to advance their literacy skills or to obtain the certificate of General Education Development (GED). These classes are offered at no cost to the students.

Any adult who is at least 16 years of age and not presently enrolled in another educational program is eligible for this program. There is no cost to the student to participate. The J. F. Drake State Technical College Adult Education Program offers free Adult Basic Education, Adult Secondary High School Exit Exam classes, and Workplace Education instruction focused on assisting our students in obtaining the knowledge and skills required for self-sufficiency and employment. Classes are designed to be open-entry, open-exit. Students can start taking classes at any time during the year, and participate on the student's own time schedule and timeframe.

For information about class meetings, registration, and orientation, contact the J. F. Drake State Technical College Director of Adult Education, 3421 Meridian Street North, Huntsville, Alabama 35811 (phone: 256.551-5212).

WORK-BASED LEARNING

Wherever practical, Drake State incorporates work-based learning into the curriculum plans of its instructional programs. Work-based learning is that learning that takes place at a business or industry location under the joint supervision of the instructor and the workplace supervisor. Such terms as “clinical”, “practicum”, “internship”, “apprenticeship”, and “cooperative education” are used to identify work-based learning.

Generally, an **apprenticeship** is an industry-approved program that prepares the student for an industry-certification upon satisfactory completion. Some apprenticeships are “registered” apprenticeships, which means that the apprenticeship program is registered with the U. S. Department of Labor. Students receive pay and academic credits for apprenticeship work.

Clinicals are work-based learning experiences for nursing students. Students are not paid to participate in clinical classes. However, clinical hours are a licensing requirement for students to become licensed practical nurses, and therefore assure the students of a significant work-based learning component in the vital field of nursing.

Internships may be paid or unpaid work-experiences, depending upon the program, the industries involved, and the extent of the work hours. Internships are common for students pursuing accounting, office administration, and information technology degrees.

Practicums are work-based experiences specifically designed to provide students with opportunities to apply theories learned in courses already taken by the students. Practicums are common to teaching, cosmetology, and office administration programs.

Cooperative education is similar to internships except that students always earn pay while undertaking cooperative education courses. The Alabama State Department of Postsecondary Education has approved cooperative education courses for certain programs. These courses are identified in the curriculum course descriptions posted on the web site of the Department of Postsecondary Education.

In all cases, work-based learning is an instructional methodology whereby the student concurrently attends school and works in a job which is closely allied with his or her program of study. It is a joint effort between the school and local business and industry.

Students may be involved in either a simultaneous or alternating work schedule. On the alternating schedule, the student alternates semesters between school and work. On the simultaneous schedule, the student attends school for part of the day and works part of the day. Students on the alternating schedule must also be enrolled in school during the semester they are working. Students on the simultaneous schedule must be enrolled as full-time students; even though, they may not be on campus all day.

ADMISSIONS
AND GENERAL
POLICIES

ADMISSIONS

ADMISSIONS POLICY STATEMENT

It shall be the policy of J. F. Drake State Technical College to admit on a first come, first served basis all students who meet the established admission criteria. Admission decisions will be made without regard to the applicant's race, color, disability, sex, religion, creed, national origin, or age.

ACADEMIC ADVISEMENT

Potential students are encouraged to meet with the college counselor and various program leaders prior to deciding on a particular program of study. For students who are undecided about an area of interest, Drake's Career Center has a large assortment of media on different careers. For more information call Drake's Career Center, 256-551-1710. Once a student decides on a program of study, the program leader of the chosen program becomes the student's academic advisor.

ADMISSION OF FIRST-TIME COLLEGE STUDENTS

An applicant who has not previously attended any regionally or Council on Occupational Education accredited postsecondary institution will be designated a first-time college student or a native student.

Admission to Course Creditable Toward an Associate Degree

To be eligible for admission to a course creditable toward an associate degree, a first-time college student must meet one of the following criteria:

The student must hold the Alabama High School Diploma, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or

The student must hold a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and has passed the

Alabama Public High School Graduation Examination; or

The student must hold a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or

The student must hold the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or

The student must hold a GED Certificate issued by the appropriate state education agency.

A student who meets one of the above criteria shall be classified as "degree-eligible."

The College may establish additional admission requirements when student enrollment must be limited or to assure ability-to-benefit. A college offering the Associate in Occupational Technologies degree may apply to the chancellor for a waiver of certain admission requirements for students seeking entry into that degree program.

Admission to a Course not Creditable Toward an Associate Degree:

An applicant to a course not creditable toward an associate degree and programs comprised exclusively of courses not creditable to an associate degree may be admitted provided the applicant meets the above standards or provided the applicant is at least 16 years of age and has not been enrolled in secondary education for at least one calendar year (or upon the recommendation of the local superintendent) and have specifically documented ability-to-benefit.

A student shall be classified as a "non-degree-eligible" student and shall not be allowed to enroll in a course creditable toward an associate degree unless appropriate conditions are met.

The College may establish higher or additional admission requirements for specific programs or

service when student enrollment must be limited or to assure ability-to-benefit.

Unconditional Admission of First-Time College Students

For unconditional admission, applicants must have on file at the college a completed application for admission and at least one of the following:

- A. An official transcript showing graduation with the Alabama High School Diploma, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
- B. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or
- C. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or
- D. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or
- E. An official GED Certificate.

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

For admission to a course not creditable toward an associate degree, applicants with less than a high

school diploma or GED must also have on file documented ability-to-benefit.

Conditional Admission of First-Time College Students

Conditional admission may be granted to an applicant who does not have on file at the College at least one of the following:

- A. An official transcript showing graduation with the Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
- B. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or
- C. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or
- D. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or
- E. An official GED Certificate.

If all required admissions records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read *CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS*. This notation will be removed from the transcript only upon receipt of all required admissions records.

ADMISSION OF TRANSFER STUDENTS

An applicant who has previously attended another regionally or Council on Occupational Education accredited postsecondary institution will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all said institutions. The College may also require the transfer of student documents required of first-time college students.

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

Unconditional Admission of Transfer Students

- A. A transfer student must have submitted to the College an application for admission and official transcripts from all regionally or Council on Occupational Education accredited postsecondary institutions attended and, as designated by the College, any other documents required for first-time college students.
- B. A transfer student who attended another postsecondary institution and who seeks credit for transfer to that parent institution may be admitted to the College as a transient student. The student must submit an application for admission and an official letter from the institution which certifies that the credit earned at the college will be accepted as a part of the student's academic program. The student is not required to file transcripts of previously earned credits at other postsecondary institutions.
- C. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

Conditional Admission of Transfer Students

A transfer student who does not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the College may be granted conditional admission. No transfer student may receive credit for previous work experience. A determination must be made by

program instructor, Office of Admissions and the Dean of Instruction, before a student shall be allowed to enroll for a second semester unless all required admissions records have been received by the College prior to registration for the second semester.

If all required admissions records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

Equivalent Transfer Credits

J. F. Drake State reserves the right to accept or deny course work presented for transfer credit. Typically, all course work from regionally accredited institutions will be accepted as fair equivalent courses at J. F. Drake State provided the college has an equivalent course at all appropriate levels. Courses not having fair equivalents at J. F. Drake State may or may not be accepted. For additional information, students may contact the Office of Admissions.

Initial Academic Status of Transfer Students

A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on **Clear** academic status.

A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on **Academic Probation**.

CREDIT FOR LIFE EXPERIENCE AND NON-CREDIT EDUCATION

By policy of the State Board of Education, students may receive credit for previous work experience or non-credit continuing education, such as professional development workshops or industry-sanctioned training, whether provided by the college or other training providers. Allowable credit is determined by

the program instructor and the Office of Admissions, with the approval of the Dean of Instruction.

Credit for academic transfer courses can be awarded only through examination or nationally recognized guidelines (such as AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, or ACE/MILITARY). Credit for non-transfer technical courses may be awarded through examination, portfolio evaluation, and demonstrated mastery of the competencies taught in the courses for which credit is to be given.

Credit awarded in this manner is referred to as “experiential credit” awarded through non-traditional means. A student may not be awarded experiential credit in excess of 25% of the total requirement of the program award being sought. Credits awarded in this manner do not count toward the requirement that a minimum of 25% of credits awarded in any program must be taken at the institution granting the award.

ADMISSION WITH ACADEMIC PROBATION

An applicant who has been academically suspended from another regionally or Council on Occupational Education accredited post-secondary institution may be admitted as a transfer student only after following the appeal process established at the college for “native” students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on **Academic Probation**. The transcript will read ADMITTED UPON APPEAL – ACADEMIC PROBATION.

ADMISSION OF INTERNATIONAL STUDENTS

Prior to being issued an I-20 form, international students must present the following:

An official translated copy of the student’s high school transcript (and college transcript, if applicable);

Official transcript showing a minimum of 500 on the Test of English as a Foreign Language (TOEFL);

Signed, notarized statement declaring that they will be fully responsible for their financial obligations while attending college; and

Documentation demonstrating adequate health and life insurance which must be maintained during all periods of enrollment; and College application for admission.

GENERAL PRINCIPLES FOR TRANSFER OF CREDIT

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

A course completed at other regionally or Council on Occupational Education accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.

A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.

A transfer grade of “D” will only be accepted when the transfer student’s cumulative GPA is 2.0 or above. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for native students.

Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

ADMISSION OF NURSING STUDENTS

Minimum admission standards for the Practical Nursing Program include:

1. Unconditional admission to the college:
 - a) Complete the admissions application for J. F. Drake.
 - b) Attach a copy of your unofficial transcripts (from all colleges attended).
 - c) Submit original transcripts from your high school (or GED certificate), and every college attended.
 - d) Take the COMPASS placement examination.
2. Receipt of completed application for the nursing program.
3. A minimum of 2.50 cumulative GPA for students with previous college work. GPA is calculated from the last 24 credit hours taken.
4. A minimum of 2.50 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript).
5. Eligibility for English 101 and Math 116, as determined by J. F. Drake State Technical College policy:
 - Eligibility for English 101 and Math 116 are determined by the COMPASS placement examination.
 - If the student does not meet the COMPASS requirement, appropriate developmental courses need to be completed before admission to the nursing program.
 - NOTE: students must repeat COMPASS reading exam after remediation to get a score of 76 or higher.
6. Be in good standing with the college.
7. Meet essential functions or technical standards required for nursing.

8. A score of 76 or higher on the COMPASS reading examination (or related ACT reading score of 17 or higher).

9. Take the Nursing Entrance Examination.

Receipt of completed and signed (a) Drake State admissions application form, (b) unofficial transcripts, (c) all official transcripts, and (d) application for the practical nursing program, to the Admissions office on or before the application deadline for the term you are applying for. Deadlines are posted on Drake's website. Application forms for the LPN program are available in the Admissions office in Building 700, or can be downloaded from the Drake State website.

Admission to the practical nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Remember, **meeting minimum admission standards does not guarantee acceptance!**

Questions? Contact Pre-Nursing Advisor at 256-551-3158 or (256) 551-3156.

**Application Deadlines: Spring – October 1;
Summer – March 1; Fall – June 1.**

NURSING STUDENT PROGRESSION POLICY

Alabama Community College System Nursing Education Programs Adopted July 31, 2009

In order to progress in the nursing program, the student must:

1. Achieve a grade of C or better in all required general education and nursing courses.
2. Be acceptable by clinical agencies for clinical experiences.
3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
4. Maintain current CPR at the health care provider level.

Nursing Non-Progression:

Nursing non-progression is defined as failure of one or more courses in a semester OR withdrawal (for any reason) from one or more courses in two separate semesters. Students withdrawing from one or more courses in the same semester are not considered under this definition to have experienced a nursing non-progression, and should return to repeat the required courses at the first course offering. Students returning to repeat a course due to withdrawal will be allowed to register for said course(s) on a space available basis.

Reinstatement:

Students who experience non-progression in the nursing program and who desire reinstatement in the program must apply for reinstatement to the program. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the nursing program. Reinstatement to the program will be allowed one time only.

Reinstatement to the nursing program is based on space availability and is not guaranteed. Selection for reinstatement is based on GPA in nursing program required courses. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement. Reinstatement can be denied due to, but not limited to, any of the following circumstances:

1. Space unavailability;
2. Refusal by clinical agencies to accept the student for clinical experiences;
3. Twelve months have elapsed since the
4. student enrollment in a nursing course;

Criteria for Reinstatement:

1. Demonstrate a 2.0 GPA in nursing program required courses.
2. Student has had no more than one non-progression since program admission.
3. Demonstrate acceptable skills proficiency.

4. Meet acceptability criteria for placement at clinical agencies for clinical experiences.
5. Demonstrate ability to meet essential functions for nursing with or without reasonable accommodations.
6. Demonstrate current CPR at the health care provider level.

Process for Reinstatement:

1. Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the nursing program and submit the application by published deadlines.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update all drug testing and background screening according to program policy.

Readmission

Students not eligible for program reinstatement may apply for program admission as a new student. If accepted, all nursing program courses (NUR prefix) will have to be taken.

TRANSFER POLICY FOR NURSING 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:

1. Must meet minimum admission standards for the nursing program.
2. 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 time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.

4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree /certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. 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.**
8. Student selection for transfer is based on GPA in nursing program required courses.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**
9. Student selection for transient status is based on GPA in nursing program required courses.

TRANSIENT NURSING STUDENT POLICY

The transient 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 Transient Status:

1. Must meet minimum admission standards for the nursing program.
2. 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.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.

ADN TRANSFER TO LPN PROGRAM

Associate Degree nursing students may apply for admission to the third semester of the practical nursing program after they have completed the first two semesters of coursework – MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, and NUR 106 – with a grade of C or better. Students who elect to transfer to the last semester in the practical nursing program will be required to meet the current program admission/readmission requirements. Students will be admitted on a space available basis to the PN program.

To be eligible for this option:

1. Student must complete a transfer/readmission form.
2. Have a minimum of a 2.0 cumulative GPA at current institution.
3. Meet clinical record/health record requirements.
4. The last clinical nursing course, in which the student was successful, cannot be more than twelve months old.
5. Student will be ranked on cumulative GPA for the purposes of transfer/readmission to the PN program.
6. Students who have two attempts in the RN program are only allowed one attempt in the PN program.

7. Students who are successful may apply for the LPN to RN Mobility Option as outlined in the college catalog.
8. If unsuccessful in the PN transfer option, the student must meet current admission/progression requirements.

DUAL ENROLLMENT

Institutions within The Alabama College System are authorized to establish dual enrollment/dual credit programs with local boards of education in the College service area. Courses offered by postsecondary institutions shall be of postsecondary level and enrolled students must pay normal tuition as required by the postsecondary institution, or as stipulated in a contract for services between the two levels. A student is eligible for dual enrollment/dual credit if the student meets the following criteria:

- A. The student must meet the entrance requirements established by institutions of postsecondary education;
- B. The student must have a “B” average in completed high school courses;
- C. The student must have written approval of the appropriate principal and the local superintendent of education;
- D. The student must be in grade 10, 11, or 12, or have an exception granted by the participating postsecondary institution upon the recommendation of the students’ principal and superintendent and in accordance with Alabama Administrative Code 290-8-9-17 regarding gifted and talented students;
- E. Students may enroll in occupational/technical courses/programs in accordance with guidelines of the Department of Postsecondary Education;
- F. Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the students’ principal, superintendent, and the participating postsecondary institution president;
- G. Parental permission and travel for courses offered off the high school campus during the normal school day will be administered

under the auspices of local boards of education; and

- H. Six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between the participating postsecondary institution and the local board of education.

ACCELERATED HIGH SCHOOL STUDENT - EARLY ADMISSION

A high school student who attends an accredited high school is eligible for early admission if he or she meets all the following criteria:

1. The student has successfully completed the 10th grade;
2. The student provides certification from the local principal and or his designee certifying that the student has a minimum cumulative “B” average and recommends the student be admitted under this policy;
3. The student may enroll only in post-secondary courses for which high school prerequisites have been completed; (for example: a student may not take English Composition until all required high school English courses have been completed).

The accelerated high school student is admitted on a “conditional” status. The conditional status remains in effect and official college credit cannot be granted until the student fulfills the general admissions requirements (i.e., diploma from an approved accredited high school. GED, or diploma from a non-accredited high school and required ACT or SAT score) for a course creditable toward an associate degree. The accelerated high school student’s transcript will read:

Admitted On A Conditional Status Pending The Receipt Of Diploma From Accredited High School, GED, Or The Required ACT Or SAT Score.

Transcripts released prior to receiving the required admissions credentials will be stamped “CONDITIONAL CREDIT”. The notation will be

removed from the transcript only upon receipt of the required admissions records.

EXCEPTIONS:

Exceptions may be granted by the Chancellor for a student documented as gifted and talented according to the standards included in the state plan of exceptional children and youth. Exceptions apply only to the first and third requirements.

A high school student who attends a non-accredited high school is eligible for early admission if he or she meets all three of the above criteria and provides a minimum ACT score of 16 or the equivalent score on the SAT.

SERVICE MEMBERS OPPORTUNITY COLLEGE (SOC)

Drake State Technical College is a member of the Service Members Opportunity College (SOC). As a SOC institution, we serve the higher educational needs of the members of the active military services. These units include the Army, Army National Guard, Navy, and the Marine Corps. As a SOC institution we are able to enroll active military personnel as students and assist them in earning an Associate Degree.

Education opportunities are shared in two components.

1. A degree plan is encouraged and becomes the ongoing requirements of the Associate Degree. J. F. Drake State Technical College would become the home college for new students who have entered into a student agreement with a previous college.
2. Continuing students are those applicants who have already chosen a home college and have obtained a SOC Agreement. Assistance is given to these students in the selection of required courses to complete their degree plan.
- 3.

ADMISSION PROCEDURES

1. Obtain General Information packet from Admissions Office.
2. Meet with counselor.
3. Decide on tentative program of study.

4. Meet with program leader/department head.
5. Complete Application Form.
6. File Application Form with Admissions.
7. All admitted students are required to take the ACT-COMPASS placement Examination prior to registration for more than three credit hours or six weekly contact hours per semester.
8. Have high school transcript, college transcript, or copy of GED test scores mailed directly to the Admissions Office by the forwarding institution. All eligible male students between the ages of 18 and 26 must verify registration with the U. S. Select Service System.
9. **For LPN Students ONLY** - Pass LPN Entrance Test.
10. Students who do not have a high school diploma or GED may enroll in selected programs. However, the student must pass the Ability-To-Benefit test prior to being admitted to the College.
11. For students who will need financial assistance: Complete and file Pell Grant Application and request that Financial Aid Transcript be sent from all other postsecondary institutions previously attended. Upon receipt, take the federal Pell Grant Student Aid Report to the Financial Aid Officer at Drake.
12. For JTPA, Rehabilitation, and other students sponsored by an outside agency **ONLY** - Have sponsoring agency send Training Authorization Form to Business Office.
13. For Veterans **ONLY** - Bring DD-214, marriage license and birth certificates of all dependent children to the VA Counselor.
14. For Transfer Students **ONLY** - Have transcripts from secondary technical centers or other postsecondary institutions evaluated for prior credit.
15. **For LPN, Cosmetology, and Barbering Students ONLY** - Submit completed physical examination form to the program chair.
16. For LPN Students **ONLY** - Schedule interview with LPN Department Head.

17. Receive acceptance letter from Admissions.
18. Attend Orientation/Assessment Session scheduled immediately prior to the beginning of registration.

RE-ENROLLMENT OF STUDENTS

A student who has not maintained continuous enrollment (i.e., has dropped out during the previous semester, has not been enrolled for one or more semesters, or has graduated from the college) and wishes to re-enroll must apply for re-entry in the Admissions Office. Re-enrollment must be approved by the Office of Admissions. If continuous enrollment is not maintained, graduation requirements may change.

AUDIT STUDENT

An audit student is an applicant who wishes to enroll for classes only on an audit basis. The applicant must meet college admissions criteria, which consist of a completed admission application and high school transcript or GED certificate for a first-time student, or a completed admission application and official transcripts from all colleges attended for a transfer student and, if applicable, an in state residency form and, if applicable, official documentation of compliance with the Selective Service Act.

An applicant who has a baccalaureate degree will need to submit only the transcript from the institution awarding the degree. Audit students must abide by class attendance policy and all standard course requirements, excluding the completing of course examinations. The cost of auditing a course is the same as enrolling for credit.

COURSE CREDIT BY DEPARTMENTAL CHALLENGE EXAMINATION

Students may be awarded credit for documented competencies and formal training on challenge examinations.

SPECIALIZED MILITARY TRAINING

The College adheres to policies prescribed by the “Guide to the Evaluation of Education Experiences in the Armed Services” in granting credit for military course work.

ADVANCED PLACEMENT

Students who have completed college level courses offered by high schools through the CEEB Advanced Placement Program with a test score of (3) or higher will receive credit.

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 instruction.

CLEP – COLLEGE LEVEL EXAMINATION PROGRAM

J. F. Drake State Technical College awards credit for CLEP subject examinations with a minimum of 50 percent or higher earned on each exam. A student may receive CLEP credit instead of enrolling in the equivalent course by submitting official CLEP scores to the Admissions Office for evaluation. Approved subject examinations and their J. F. Drake equivalents are as follows:

CLEP Subject Examination	J. F. Drake Equivalent	Hours Awarded
History/Social Sciences	PSY200	3
Freshman College	ENG101	3

SENIOR CITIZENS

Persons sixty (60) years of age or older may be eligible for a tuition waiver if they qualify for the

Senior Adult Scholarship Program. Applicants must meet the following conditions:

1. They must comply with the college admission standards as noted earlier in this catalog under Admission, First-time Students, Admission, Transfer Student or Former Students applying for Readmission.
2. Must be Alabama resident.
3. Must be sixty (60) years of age or older.
4. Students must enroll for credit; noncredit enrollment is not eligible for tuition waiver.

The student is responsible for any fees or other charges applied to the general student body. Senior citizens granted a tuition waiver under the Senior Adult Scholarship Program may receive the tuition waiver only one time per course. Any time a senior citizen repeats a course the student is responsible not only for fees but also for tuition.

ADMISSION AND REGISTRATION SCHEDULES

Admission Schedule

Students are admitted at the beginning of each of the three academic semesters in all programs. The Fall Semester begins in August, the Spring Semester in January and the Summer Semester in May. All new students should check with the Admissions Office for specific dates in that they vary from year to year. New students must submit all applications and credentials for admissions to the Office of Admissions, at least three (3) weeks prior to the registration date.

Orientation

The Orientation program is designed to provide information that will aid a new student in his/her transition to college and stimulate an excitement for learning. A student is introduced to college policies, procedures, requirements, and services. Each new

student must attend an Orientation. A schedule of sessions is published each semester.

Registration Schedule

Registration is scheduled at the beginning of each semester. Late registration is scheduled immediately following the registration period. Students registering during late registration must pay a late fee of \$25.00, in addition to all other fees.

TUITION POLICIES

TERMS AND CONDITIONS FOR CHARGING TUITION

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

Resident Student

Resident Student shall be charged the in state tuition rate established by the Drake State Technical College.

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 Status simply by attending school for twelve months in the State of Alabama.**

In the case of minor dependents seeking admission, the parents, 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 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 nonage have been removed by 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 of the parents of 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 agreement **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. Through certification of an address and 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 taxes 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 accounts.
 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.
- D. 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 (additional persons for resident tuition)

A Non-Resident Student, one who does not meet the standard of having resided in the State of Alabama for at least 12 months immediately preceding application for admission, shall be charged the in-state tuition rate established by J.F. Drake State Technical College under the following circumstances, provided such student is a citizen of the United States.

The Dependent Student

- a) Whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
- b) Whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; or
- c) Whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
- d) Whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.

The student is not a dependent (as defined by Internal Revenue Codes) who

- a) Is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or
- b) Can verify full-time permanent employment within the State of Alabama or is the spouse of such an employee and will commence said employment within 90 days of registration with the institution; or
- c) Is a member of or a spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or

- d) Is an accredited member of or the spouse of an accredited member of a consular staff assigned to duties in Alabama; or in determining Non-Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The college may request proof that the applicant meets the stipulations noted above prior to admission.

The student is eligible for in state tuition if he or she resides in the adjacent state of Tennessee in the following counties: Bedford, Coffee, Franklin, Giles, Lawrence, Lincoln, Marion, Marshall, Moore.

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 retain that classification for tuition purposes until they provide documentation that they have qualified for resident tuition.

Provisional Enrollment

Students will be advised at the time of registration that if private third party agencies have not been paid by the end of the registration period or by the 30 calendar day extension, the student will be responsible for payment of tuition and fees immediately. If payment is not rendered immediately, the student will be administratively withdrawn.

The College will provide a disclaimer statement informing the student of these terms and conditions to be signed by the student during registration. The student must be at least 18 years of age to negotiate terms; if not, a responsible adult must sign.

ASSESSMENT AND PLACEMENT

PLACEMENT POLICY

Drake State is committed to assuring all students the best possible opportunity for success in their academic work. For that reason, each student who enrolls for more than four semester credit hours or eight weekly contact hours per semester/term will be administered the COMPASS computerized assessment to determine readiness to enter college-level academic course work. The assessment scores enable Drake State to place students into course work that they are prepared sufficiently well to have a **Interpretation of placement scores:**

reasonable expectation for success in academic classes.

Where assessment scores indicate need for further development of reading, writing, and math skills to assure the likelihood of success in college-level work, the student is placed into the appropriate course as indicated by the assessment results. Drake State provides appropriate developmental courses and other support, such as tutoring and computer-aided instruction, to assist students who have deficiencies.

Subject	Score	Course Recommendation
Pre-Algebra	1-43	MTH090
	44-100	Degree take MTH098 Certificate or Diploma take MTH 116
Algebra	1-45	Degree take MTH098 Certificate or Diploma take MTH116
	46-100	Degree take MTH100 Certificate or Diploma take College Math as required by program
College Algebra	1-45	Degree take MTH112 Certificate or Diploma take College Math as required by program
	46-100	Degree take MTH113 Certificate or Diploma take College Math as required by program
Geometry	1-100	College Math as required by program
Trigonometry	1-100	Degree take MTH113 Certificate or Diploma take College Math as required by program
Reading	1-70	RDG085
	71-80	RDG114 strongly recommended but not required.
	81-100	Comprehension on a College level

Writing	1-37	Take ENG093
	38-61	Degree take ENG093 Certificate or Diploma take COM100
	62-100	ENG101 or COM100

A student who meets one of the following criteria may be exempt from the assessment requirement:

1. Scores 480 or above on the SAT verbal and 526 or above on the SAT Math, and 20 or above on the ACT English and Math and enrolls in a System college within three years of high school graduation;
2. Has an associate degree or higher;
3. Transfers degree-creditable college-level English or mathematics courses with a grade of "C" or better;
4. Is a senior citizen, undeclared, or other non-degree seeking major who is taking classes for vocational reasons only;
5. Enrolls in a certain short certificate program having no English or mathematics requirements;
6. Has completed required developmental coursework at another Alabama College System institution within the last three years;
7. Enrolls in audit classes only;
8. Can provide documentation of assessment (COMPASS or ASSET) within the last three years;
9. Is a transient student;
10. Is a dually enrolled high school student in English or Mathematics.

These exemptions do not apply to the LPN applicants.

Prospective students with a documented disability shall be provided accommodations for testing as outlined in the college's disability services policy, stated in the college catalog under the student services section.

STUDENT SERVICES

Student Services and Campus Regulations

Refer to the Student Handbook at the end of this catalog for specific information regarding student support services, student organizations, and other relevant campus information.

STUDENT SUPPORT SERVICES

The College is a recipient of the U. S. Department of Education to provide a Student Support Services (SSS) Program for first-generation, low-income students and students with disabilities. Enrollment in this program is limited to 160 students. Entry into the program is competitively determined. Services provided to SSS participants include tutoring, mentoring, advising, counseling, and study skills workshops. Interested students must apply to the Office of Student Support Services to determine eligibility and be selected for the program.

It is the policy and practice of J.F. Drake State Technical College to ensure public accommodations and services, equal employment of goods, facilities, privileges, and advantages to all disabled individuals. The College will work with the Division of Rehabilitation Services and the Alabama Department of Education to provide special equipment necessary to ensure a satisfactory learning and working environment. It is the responsibility of the student to inform the College Counselor of any special needs and/or if a disability exists.

GENERAL STUDENT POLICIES

PRIVACY ACT NOTICE

NOTICE: Under the Federal Family Educational

Privacy Rights Act, 20 U.S.C. 123g, J. F. Drake State Technical College may disclose certain student information as “directory information.” Directory information includes the names, addresses, telephone numbers, dates of birth, and major fields of study of students, as well as information about the student’s participation in officially recognized activities and sports, the weight and height of members of athletic teams, the date of attendance by students, degrees and awards and the most recent previous educational agency or institution attended by a respective student. If any student has an objection to any of the aforementioned information being released during any given semester or academic year, the student should notify the Registrar, in person or in writing, during the first three weeks of the respective semester or academic year.

STUDENT RECORDS POLICY

J. F. Drake State Technical College shall not permit access to or the release of education records or personally identifiable information contained therein, other than directory information as defined with the paragraph titled “Directory Information,” without the written consent of the student, to any party other than the following:

1. Other school officials and teachers of the College who have been determined by the College to have legitimate educational interests;
2. Officials of those schools or school systems in which the student seeks or intends to enroll, upon the condition that the student may receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
3. Certain authorized representatives of federal departments/agencies or state educational authorities for purposes of audits, evaluative studies, etc. Data collected will be protected in a way, which prevents personal identification except when specifically authorized by federal law. The data will be destroyed when no longer needed for such purposes in connection with a student’s application for, or receipt of, financial aid;
4. State and local officials or authorities to which such information is specifically required to be

reported or disclosed pursuant to State statute adopted prior to November 19, 1974;

5. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations and such information will be destroyed when no longer needed by the purpose for which it is conducted;
6. Accrediting organizations in order to carry out their accrediting functions; and
7. Pursuant to a lawful subpoena or court order; other appropriate persons in an emergency to protect the health or safety of the student or others.

Directory Information

The following categories of information with respect to each student have been designated by the College as directory information which may be made available to the public, absent a student’s request that any such information should not be released without the student’s prior consent:

1. Student’s name, address, telephone number;
2. Dates of attendance;
3. Educational agencies or institutions most recently attended by the student;
4. Program of study, degree desired and classification;
5. Participation in officially recognized activities, clubs, and organizations; and
6. Degrees and awards received.

If any student has an objection to any of the aforementioned information being released about them during any given semester or academic year, the student should notify, in writing, the Director of Admissions/Registrar during the first three weeks of the respective semester or academic year.

EXIT TESTING POLICY

Upon completion of all courses in his or her academic program, whether for a diploma, a certificate or any associate degree, a student must take an exit examination. This is a mandate from the Department of Post Secondary Education. Students not adhering to this requirement will not receive the award for which they may have completed course work. They are urged to take the test during their last semester of matriculation at the College.

DROPPING AND ADDING CLASSES

Adding classes to a student's schedule is permitted only during the first three days of the fall, spring, and summer semester. Students who wish to add or drop classes during the drop/add period must obtain the proper form from the Office of Admissions.

CHANGE OF PROGRAM

Students who wish to change to another program of study must obtain permission from the College Counselor. A change of major form must be completed and submitted to the Admissions Office in order to facilitate the change. Students may change programs during the drop-add period or at the beginning of the next semester.

WITHDRAWAL FROM SCHOOL

Students who are contemplating withdrawal from school should first consult with the College Counselor. If after meeting with the Counselor, the student still wants to withdraw from school; then he/she should use the following procedure:

1. Obtain a Withdrawal Form from Admissions.
2. Complete the class withdrawal form, listing all courses as "withdrawal" and obtain the appropriate signatures.
3. Obtain withdrawal clearance from the Financial Aid Office if applicable.

4. Submit the completed class withdrawal form to the Office of Admissions.

If the withdrawal from school is prior to the 15th school day, the student may be due a tuition refund (see Refund Policy under the Policies and Procedures section of the catalog).

It is the responsibility of the student to ensure notification of withdrawal is received by the Office of Admissions. Failure to submit the completed withdrawal form to Admissions may result in a grade of "F" for each course in which the student is registered.

Students who withdraw after the registration period will have each of their courses recorded as "W". Ws are not used in grade point calculations.

Any veteran who withdraws from school may be required to repay in full to the Veteran Administration benefits received that semester up to the time of withdrawal. Any student who receives Financial Assistance should notify the Financial Aid Office before withdrawing from school.

ACADEMIC TRANSCRIPTS POLICY

The transcript policy of the College includes:

1. In compliance with the Family Educational Rights Act (FERPA), the college does not release transcripts of a student's work except upon the student's written request.
2. Official transcripts are sent to institutions, companies, agencies, etc. after the student's written release is received by the Admissions Office. J. F. Drake State Technical College honors FAX requests to send official transcripts to third parties; however transcripts will not be faxed to an individual or a receiving institution. **Fax requests for transcripts must be accompanied by a picture ID before the request will be processed.**
3. Official transcripts will be accepted when delivered "by hand." Upon receipt, the transcript must be official and in a sealed envelope. The seal must be unbroken. The College reserves the right to deny hand

delivered transcripts if foul play is suspected.

4. Transcripts are available to former and currently enrolled students; these transcripts do not show the College seal, are marked ISSUED TO STUDENT, and are unofficial transcripts.
5. Transcript requests will be processed in the order they are received. **Requests should be made at least one week before the transcripts are needed.**
6. All transcripts issued are free. Transcripts will not be issued for persons who have financial obligations to the College.
7. Requests for transcripts should be sent to:

The Office of Admissions
J. F. Drake State Technical College
3421 Meridian Street, North
Huntsville, Alabama 35811

Names, dates of attendance, social security number, and address to which the transcript is to be sent are to be included in the request.

NOTE: Students with name changes should include ALL former names.

8. The Admissions Office does not issue or reproduce transcripts from other institutions. Request for transcripts or work taken at other institutions must be directed to the institution concerned.

ABILITY TO BENEFIT POLICY

Any student who seeks financial assistance under Title IV, HEA Programs must have a high school diploma or its equivalent or must qualify as an **Ability-to-Benefit (ATB Student)**. Title IV, HEA programs include:

1. Federal Pell Grant
2. Federal Work-Study
3. Federal Supplemental Education Opportunity Grant

4. Alabama Student Assistance Grant

A student who does not have a high school diploma or its recognized equivalent (GED) can be classified as an ATB student if the student passes one of eight (8) tests approved by the Secretary of the U. S. Department of Education. Drake State administers the COMPASS test, but will accept a score on any test on the list, upon receiving an official score from a bona fide institution. Students with special needs, such as a documented disability or who are not native speakers of English, may qualify as an ATB student. Special procedures for administering the test to special needs applicants will be governed by those procedures spelled out by the publisher.

Procedure for Qualifying as an Ability-to-Benefit Student

1. Make application for admission to attend J. F. Drake State Technical College and indicate last grade level completed in high school.
2. Have transcript from school last attended sent to the Registrar.
3. Applicants who score at or above the approved score will be declared as an ABILITY-TO-BENEFIT student eligible for federal financial aid.

A preferred alternative to qualifying as an Ability-to-Benefit student is to complete the GED by enrolling in the Drake State Adult Education program. The number of programs available to Ability-to-Benefit students is very limited. The GED provides access to all Drake State degree and certificate programs.

ATTENDANCE POLICY

Class attendance is considered essential to the educational process at J. F. Drake State Technical College. The College subscribes to the philosophy that academic success will be derived by students in direct proportion to their class attendance. We also subscribe to the belief that the ability to manage one's own attendance and punctuality is a critical component of job readiness that each student must master. With that in mind and since it is not required by our accrediting agency, J. F. Drake State

Technical College is a non-attendance taking institution. Students must develop the ability to manage their time, monitor their attendance, and make their own determination on whether or not to drop from a class. This policy in no way indicates that class attendance is not critical to the student's success, indeed, it is critical to success in the classroom just as it will be critical to success in the workplace.

Individual instructors are granted the flexibility to establish more restrictive attendance policies for their classes. These policies can specify a maximum number of absences, tie the student grades in part to class attendance, or other methods they deem necessary. Any such policies will be clearly explained as part of the course syllabus provided to each student not later than the beginning of the instruction term.

Further, some students are receiving educational benefits from various federal and state agencies while attending classes at J. F. Drake State Technical College. Such agencies, like VA, WIA, and others, may impose their own attendance policies on students as a condition of receiving those educational benefits. J. F. Drake State Technical College acknowledges the right of the agencies to do so and is committed to provide them with an accurate accounting of the attendance of their benefit recipients.

Excused absences occur mainly because of emergencies (e.g. accidents, illness, or death of an immediate family member) or a result of federal or state statute (e.g. military service). Both types require proper notification and documentation, as determined by the instructor. When excused absences make it impossible to reasonably make up class work, the instructor may assign an "I" grade, or the student may withdraw according to the College's withdrawal policy.

It is the student's responsibility to keep track of their exact number of absences in each class and to ensure that any missed assignments are completed in a timely manner. The instructor is not required to notify the student when the student is in danger of being excessively absent, nor is the instructor

required to review any material missed as a result of the student being absent.

LIVE WORK POLICY

Live work is done by students as part of their training program. Such work can be done either in school or on a job location and includes service, repair, or production jobs of any and all kinds.

Live work will be conducted when the training program requires such projects for the acquisition of occupational skills leading to employment. Live work will be assigned to individual students by their instructor(s) as part of the student's training program.

Administration and control of live work in accordance with State Board of Education policies are the responsibility of the president of each college. All live work performed must be approved by the president or his/her representative. The president shall be responsible for the determination and collection of all charges and maintenance of appropriate records. The State prescribed and approved accounting procedures will be followed. Live work will be performed in specific projects for specific individuals and organizations. The scope and extent of each project will be well defined before acceptance.

LIBRARY USER BEHAVIOR POLICY

All visitors of the S. C. O'Neal, Sr. Library and Technology Center are expected to follow J. F. Drake State Technical College's Student Code of Conduct. All visitors should familiarize themselves with the Code of Conduct. A copy of the Code of Conduct can be provided upon request.

Behavioral Expectations

1. Library users are expected to keep noise levels low. Groups working on projects are encouraged to utilize the group study rooms so that they may engage in discussion without disturbing other people in the library.
2. Any behavior that disturbs or endangers other library users or staff is prohibited. This includes

loud noises, misuse of library materials or facilities, or verbal or physical harassment.

3. Cell phones **MUST** be turned off or muted. **ALL** cell phone conversations must be held outside the library.
4. **ABSOLUTELY NO FOOD OR DRINK IS PERMITTED IN THE LIBRARY.**
5. **ABSOLUTELY NO TOBACCO USE IS ALLOWED INSIDE OR OUTSIDE THE LIBRARY.** Tobacco products must be used in the designated areas on campus.
6. Library users are expected to follow the instructions of the library staff.
7. Children 18 years of age and under must be accompanied by an adult **AT ALL TIMES**, unless they are high school students participating in the College's early enrollment program. Children should **NEVER** be left unattended. Children are expected to comply with all library policies. Students may not leave their children in the library unattended while they are in class. The library staff is not responsible for the care of children or supervising their use of library materials or facilities. That is the responsibility of the accompanying adult.
8. Library materials must not be damaged in any way.
9. Personal belongings should not be left unattended. The library is not responsible for lost or stolen items. Items that are found will be held at the circulation desk until the first day of each month then disposed of if they are not claimed.

Failure to comply with ANY of the rules listed above or J. F. Drake State Technical College's Code of Conduct may result in:

- Loss of access
- Expulsion from the building

- Disciplinary action by J. F. Drake State Technical College
- Legal action, where applicable

J. F. Drake State Technical College and the S. C. O'Neal, Sr. Library and Technology Center staff reserve the right to change and/or update this policy at any time.

Borrowing Privileges

The S. C. O'Neal, Sr. Library and technology Center has a reciprocal lending agreement with Alabama A & M University. Students of Alabama A & M are allowed to check out two items. They may must present a valid student ID and provide a current address and phone number.

Other community members who wish to check out library materials may request a community user account. To open an account, community members must pay a \$20 fee and provide a picture ID, proof of address and two phone numbers. The account is valid for two years and membership is renewable. Community users may have two items on loan at one time.

Children wishing to borrow material must have a parent or guardian check out the material for them. The material will be checked out in the parent or guardian's name. The parent or guardian assumes all responsibility for the material including fines and replacements costs if the material is lost. Fines are 10 cents per day for each overdue item.

INTERNET ACCEPTABLE USE POLICY

Acceptable Use of Provided Access to Electronic Information, Services, and Networks

In making decisions regarding student access to the Internet, J.F. Drake State Technical College is proud to offer Internet access to all students. This is a privilege provided for the student, a privilege which must not be abused. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The College

expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those, which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Students utilizing College-provided Internet access must first have the permission of J.F. Drake Technical College's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the college. The same general rules for behavior and communications apply. The purpose of College-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of J.F. Technical College. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers would always be private. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

1. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
2. To transmit obscene, abusive, or sexually explicit language;
3. To access, upload, download, or distribute any music files;
4. To violate any local, state, or federal statute;
5. To vandalize, damage, or disable the property of another individual or organization;

6. To access another individual's materials, information, or files without permission; and,
7. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of college policy and rules may result in loss of College-provided access to Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

J.F. Drake State Technical College makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The College will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays, interruptions in service or loss of service. The College will not be responsible for the accuracy, nature, or quality of information gathered through College-provided Internet access. The College will not be responsible for personal property used to access College computers or networks. The College will not be responsible for unauthorized financial obligations resulting from College-provided access to the Internet.

COMPUTER ACCEPTABLE USE POLICY

This policy defines acceptable uses of computer hardware, software, networks, communication lines, Internet access, and Email transmissions, herein referred to as Systems. Violations of this policy may result in restricted use of Systems and/or disciplinary action.

Systems are provided for business and educational purposes only, and users are encouraged to utilize this technology as a tool to efficiently perform their job tasks. Systems are owned by the College and subject to access by staff for maintenance, repair, updating, or monitoring. Documents, spreadsheets, databases, and Email transmissions on any System

may be subject to examination at any time. Users must comply with all federal, state, or local laws and regulations, and applicable policies of accessed networks, such as the Alabama Research and Education Network.

In determining the appropriate use of Systems, one should compare its use to the proper use of other state equipment, for example the use of the telephone systems. As with any excess use of the telephone, excess personal use of Systems including Email and Internet access is not allowed, and will be appropriately addressed by management. Email transmission to J.F. Drake State Technical College personnel and students should follow the same etiquette and rules as telephone traffic.

Users must respect the privacy and usage privileges of other users and must not access, modify, or delete any files or data without the permission of the owner or creator of such files. Users should not install any software, make modifications to the configurations of, install new components, or in any way modify the Systems without the approval of the Management of Information Systems Director and President of the College. Installation of software without adhering to established copyright laws for that product is strictly prohibited. At NO time should the Systems be used to sell items for personal gain, solicit income, win contests, view pornography, gamble, play computer games, transfer copyrighted materials, engage in any illegal activity, or engage in threatening or mischievous activity.

Users will utilize passwords, log off and shutdown PCs overnight, and perform other measures as defined by the College Information Systems Department to insure adequate security of Systems and data.

**INTERNAL CAMPUS
COMMUNICATIONS POLICY**

Drake State seeks to effectively facilitate a campus community where members communicate with one another with integrity and professionalism. Drake State has developed the following guidelines to assist all members of the community in effectively

communicating important information, news and information related to campus events.

Drake State provides and expects that all members of the community (students, faculty, and staff) be aware of, and use, the following primary means of campus communication (in addition to personal and telephone communication):

1. Drake State web site
2. Electronic mail
3. Campus mail
4. Voice mail

Official Drake State communications may be sent by any or all of these methods. Students, faculty and staff are required to accept their mail on a regular basis and within a reasonable time period from the date of transmission. During the semester a “reasonable time period” will be defined as two working days and “accept” will be defined as picking up and reading mail from campus mailboxes, accessing campus accounts for reading emails, and listening to voice mail messages.

Many students will already have an email account (through Hotmail, Yahoo or AOL for example) and will not have need for their Drake State email account. It is each student’s responsibility to obtain the appropriate procedure to automatically forward their mail from the Drake State account to their regular account. This information is available through the Management Information Systems (MIS) Office.

Occasionally, information relevant to all students will be sent via a mass distribution process. This process will be monitored by the Student Services Management Director.

If a member of the Drake State community will be away from campus for an extended period of time it is expected that they will leave an automatic response on their email and voice message on their voice mail, if appropriate. It is the responsibility of all members of the Drake State community to be aware of and abide by these policies.

DRAKEMAIL ACCEPTABLE USE POLICY

Drakemail is the official student e-mail system of J. F. Drake State Technical College.

To uphold the quality and reputation of DrakeMail, your use of DrakeMail is subject to these program policies. If you are found to be in violation of these policies at any time, as determined by J. F. Drake State Technical College in its sole discretion, the College may warn you or suspend or terminate your account and take any appropriate legal action.

The use of DrakeMail is a privilege, not a right, and the College maintains the right to limit access. DrakeMail is NOT guaranteed to be private. The College has the right to monitor and track DrakeMail usage and access information stored in any user directory. The College may deny, revoke, or suspend specific user accounts.

Acceptable Use

It is acceptable to use DrakeMail for purposes relating directly to education, research, professional development, personal communications, and growth.

Unacceptable Use

It is not acceptable to use DrakeMail in such a way as to interfere with or disrupt network users, services, or equipment. DrakeMail resources may not be used in the following manner.

- To generate or facilitate unsolicited commercial email (“spam”). Such activity includes, but is not limited to:
 - Sending email in violation of the CAN-SPAM Act or any other applicable anti-spam law.
 - Imitating or impersonating another person or his, her or its email address.
 - Sending emails to users who have requested to be removed from a mailing list.

- Selling, exchanging or distributing to a third party the email addresses of any person without such person’s knowledge and continued consent to such disclosure.
- Distributing unsolicited emails to significant numbers of email addresses belonging to individuals and/or entities with whom you have no preexisting relationship.
- To send, upload, distribute or disseminate or offer to do the same with respect to any unlawful, defamatory, harassing, abusive, fraudulent, infringing, obscene, or otherwise objectionable content.
- To intentionally distribute viruses, worms, defects, Trojan horses, corrupted files, hoaxes, or any other items of destructive or deceptive nature.
- To conduct or forward pyramid schemes and the like.
- To transmit content that may be harmful to minors.
- To impersonate another person (via the use of an email address or otherwise) or otherwise misrepresent yourself or the source of any email.
- To illegally transmit another’s intellectual property or other proprietary information without such owner’s or licensor’s permission.
- To use DrakeMail to violate the legal rights (such as rights of privacy and publicity) or others.
- To promote or encourage illegal activity.
- To interfere with other DrakeMail users’ enjoyment of the service.

- To conduct commercial activities and other activities conducted for personal gain.
- To promote religious or political causes or to promote fundraising or lobbying.
- Solicitations not approved by the College.
- Vandalism and mischief that incapacitates compromises or destroys College resources and/or violates federal and/or state laws.
- Violating software copyrights and usage licensing agreements.
- Violating any federal, state, or local law/regulation, or College policy/procedure.

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT POLICY

The following policy reflects J. F. Drake State Technical College's commitment to equal opportunities in education and employment:

No person shall be denied employment, excluded from partaking in, be denied the benefits of, or subjected to discrimination in any program, activity, or employment on the basis of gender, race, color, disability, religion, national origin, age or ethnic group.

J. F. Drake State Technical College complies with nondiscriminatory regulations under Title VII of the Civil Rights Act of 1964, Title IX Educational Amendment of 1972, which prohibits discrimination based on sex; Title IX, Section 106.8, which prohibits sexual harassment; Section 504 of the Rehabilitation Act of 1973, which prohibits violations of the rights of the disabled; and Title VI, which prohibits discrimination based on race, color, or national origin, and the Americans with Disabilities Act (ADA) of 1990, covering policies for public accommodations for disabled individuals.

Individuals or any class of individuals who believe that they have been subjected to discrimination prohibited by Titles VI, VII, IX, Section 504, may contact the college's Title IX and Age Discrimination Act Coordinator, Mrs. Ina Wilson Smith at 256.551.3115 or the Section 504 (ADA) and Title II Coordinator, Mrs. April Clement at 256.551.1710.

HARASSMENT POLICY

It is the policy of J. F. Drake State Technical College that students be provided an academic atmosphere free of harassment, including sexual harassment. Sexual harassment is a form of sex discrimination. The common element variety of forms of sexual harassment is the inappropriate introduction of sexual activities or comments into the workplace or learning situation. While sexual harassment may involve relationships among equals, it often involves relationships of unequal power, giving rise to elements of coercion centered on sexual activity for opportunities of benefit such as improved job or academic status.

Each employee of the college is responsible for the enforcement of this policy and for setting an example with respect to conduct. The exploitation of institutional, academic, or supervisory authority to sexually harass students, faculty, or staff is a form of illegal sex-based discrimination. Violation of this policy is a violation of Title XI of the Education Rights Act of 1972 and of Title VII of the Civil Rights Act of 1964. Further, violation of this policy can lead to suspension or termination of employment or student status, liability for J. F. Drake State Technical College and civil or criminal liability for the harassing employee.

FINANCIAL INFORMATION

FINANCIAL OBLIGATIONS

GENERAL INFORMATION

Students are expected to meet all financial obligations when they become due. The College reserves the right to refuse admission or to terminate any student who fails to promptly meet his/her financial obligations to the College. Tuition and most other fees and expenses are due and payable at the time of registration. All money is handled through the Business Office. Students are expected to

meet all financial obligations when due. Collection charges along with all attorney fees necessary for the collection of any debt will be charged to and paid by the student.

TUITION

Tuition is established by the Alabama State Board of Education and is subject to change at its discretion without prior notice.

TUITION AND FEES SCHEDULES

In-State Tuition and Fees

Semester Hours	Tuition	Facility	Technology	Building	Total
1	\$ 107.00	\$ 9.00	\$ 9.00	\$ 5.00	\$ 131.00
2	\$214.00	\$ 18.00	\$ 18.00	\$ 10.00	\$ 262.00
3	\$321.00	\$ 27.00	\$ 27.00	\$ 15.00	\$ 393.00
4	\$428.00	\$ 36.00	\$ 36.00	\$ 20.00	\$ 524.00
5	\$535.00	\$ 45.00	\$ 45.00	\$ 25.00	\$ 655.00
6 (Half Time)	\$642.00	\$ 54.00	\$ 54.00	\$ 30.00	\$ 786.00
7	\$749.00	\$ 63.00	\$ 63.00	\$ 35.00	\$ 917.00
8	\$856.00	\$ 72.00	\$ 72.00	\$ 40.00	\$1,048.00
9 (3/4 Time)	\$963.00	\$ 81.00	\$ 81.00	\$ 45.00	\$1,179.00
10	\$1,070.00	\$ 90.00	\$ 90.00	\$ 50.00	\$1,310.00
11	\$1,177.00	\$ 99.00	\$ 99.00	\$ 55.00	\$1,441.00
12 (Full-time)	\$1,284.00	\$108.00	\$108.00	\$ 60.00	\$1,572.00
13	\$1,391.00	\$117.00	\$117.00	\$ 65.00	\$1,703.00
14	\$1,498.00	\$126.00	\$126.00	\$ 70.00	\$1,834.00
15	\$1,605.00	\$135.00	\$135.00	\$ 75.00	\$1,965.00
16	\$1,712.00	\$144.00	\$144.00	\$ 80.00	\$2,096.00
17	\$1,819.00	\$153.00	\$153.00	\$ 85.00	\$2,227.00
18	\$1,926.00	\$162.00	\$162.00	\$ 90.00	\$2,358.00

Out of State Tuition and Fees

1	\$ 214.00	\$ 9.00	\$ 9.00	\$ 5.00	\$ 238.00
2	\$ 428.00	\$ 18.00	\$ 18.00	\$10.00	\$ 476.00
3	\$ 642.00	\$ 27.00	\$ 27.00	\$15.00	\$ 714.00
4	\$ 856.00	\$ 36.00	\$ 36.00	\$20.00	\$ 952.00
5	\$1,070.00	\$ 45.00	\$ 45.00	\$25.00	\$1,190.00
6 (Half Time)	\$1,284.00	\$ 30.00	\$ 30.00	\$30.00	\$1,428.00
7	\$1,498.00	\$ 63.00	\$ 63.00	\$35.00	\$1,666.00
8	\$1,712.00	\$ 72.00	\$ 72.00	\$40.00	\$1,904.00
9 (3/4 Time)	\$1,926.00	\$ 81.00	\$ 81.00	\$45.00	\$2,142.00
10	\$2,140.00	\$ 90.00	\$ 90.00	\$50.00	\$2,380.00
11	\$2,354.00	\$ 99.00	\$ 99.00	\$55.00	\$2,618.00
12 (Full-time)	\$2,568.00	\$108.00	\$108.00	\$60.00	\$2,856.00
13	\$2,782.00	\$117.00	\$117.00	\$65.00	\$3,094.00
14	\$2,996.00	\$126.00	\$126.00	\$70.00	\$3,332.00
15	\$3,210.00	\$135.00	\$135.00	\$75.00	\$3,570.00

16	\$3,424.00	\$144.00	\$144.00	\$80.00	\$3,808.00
17	\$3,638.00	\$153.00	\$153.00	\$85.00	\$4,046.00
18	\$3,852.00	\$162.00	\$162.00	\$90.00	\$4,284.00

Mandatory Fees

Fees are not charged for the following services: Application, ID Card, Transcript, Parking, and Drop-Add.

Facility renewal	\$9.00 Per Credit Hour
Instructional Technology	\$9.00 Per Credit Hour
Reserve	\$1.00 Per Credit Hour
Building	\$5.00 Per Credit Hour
Graduation	\$50.00
Complete Withdrawal	Lesser of 5% of tuition & Fees, or \$100.00

Punitive Fees

Late Registration	\$25.00
Parking Violation	\$5.00 - \$25.00
Overdue Library Book	\$.25 Per Book, Per Day

Fees are subject to change without notice. Contact the Business Office to confirm the current rates.

Each program has additional charges for books, uniforms, tools, equipment, certification tests, licenses, etc., which are unique to the program. Specific information on additional expenses associated with a program of study may be obtained from an instructor and/or department head/program leader.

The Business Office accepts money orders, cashier checks, VISA, Master Card, and personal checks.

FINANCIAL REGULATIONS

Students are required to pay tuition and fees in full upon registration. Students eligible for Title IV Student Financial Aid, grants and scholarships must pay their remaining amount due after aid has been applied, in order to complete their financial registration. Students may enroll with written authorization from sponsoring agencies. If the third-party sponsors have not paid the College within 30 days from the first day of the term, the student will be required to pay any outstanding balance or be subject to removal from classes. Students who add courses during the drop/add period must pay any additional balance due at the time the courses are added or be subject to removal from classes.

BOOKSTORE

Students may purchase required books and supplies from the College Bookstore located near the Business Office during the hours posted. Hours of operation are posted on the Business Office and Bookstore doors and printed in the schedules for each term. Books and supplies may be purchased with available student financial aid and other sponsored funds during the initial part of each term, if an appropriate authorization form is on file in the Business Office. The Bookstore also stocks merchandise with College name and seal, and a variety of basic supplies.

Items purchased from the Bookstore may be returned with receipt and in their original condition. Refunds will be made based on the original method of payment.

WITHDRAWAL

PARTIAL WITHDRAWAL

Students who drop a class during the regular drop/add period but do not completely withdraw from

the College will be refunded the difference in the 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. Student financial aid may be reduced based on a partial withdrawal. Students are required to pay any resulting outstanding balance from a partial withdrawal or be subject to removal from classes.

COMPLETE WITHDRAWAL

Students who officially withdraw from all classes for which they registered before the first day of class will be refunded the total tuition and other refundable fees, less an administrative fee of 5% of tuition and fees or \$100.00, whichever is less.

Students who officially withdraw completely after the first day of classes but prior to the end of the third week of classes will be refunded according to the official withdrawal date, as follows:

REFUND SCHEDULE

Withdrawal Before Classes Begin - 100% of tuition and fees, less administrative fee.

Withdrawal During The First Week (Day 1-5) -75% of tuition and fees, less administrative fee

Withdrawal During The Second Week (Day 6-10) - 50% of tuition and fees, less administrative fee

Withdrawal During The Third Week (Day 11-15) - 25% of tuition and fees, less administrative fee

No refunds will be made in case of withdrawal after 15 days of classes.

TUITION REFUND

The Business Office will begin processing student refunds for all students that do not receive any type of student financial aid 30 days after the last day of the drop/add period. Remaining balance checks for students eligible for student financial aid will be disbursed after the third week of the semester to students who have met the attendance requirements. Students who register late will receive their balance checks subsequently.

STUDENT FINANCIAL SERVICES

INTRODUCTION

J. F. Drake State Technical College believes that every qualified student with the desire to attend the institution should have the opportunity to do so. Financial aid is available from a variety of sources, such as the Federal Pell Grant Program and the Alabama State Grant Program. Thus, financial aid in the form of scholarships, grants, and work-study is available to students who meet the criteria for such aid.

APPLICATION PROCEDURES

In order to determine eligibility for federal financial aid programs, the student should complete the Free Application for Federal Student Aid (FAFSA). The FAFSA form may be completed online at the U. S. Department of Education's website (www.fafsa.ed.gov). The student should list **Drake's school code (005260)** in the section requesting the name of the college that he/she plans to attend.

Also, for those students who may chose to use them, the counselors at the North Alabama Center for Educational Excellence (NACEE) are prepared to complete and submit their financial aid application online for them based on their tax returns and W-2's. Additionally, other computers on the campus, such as those in the Library and Technology Center are internet capable and can be used for electronic filing. It is advisable that they complete their tax returns before applying.

Within one to two weeks after the FAFSA has been filed, the student will receive a Student Aid Report (SAR). J.F. Drake will also receive an electronic copy. The Financial Aid Office at Drake is responsible for verifying that students meet all of the Department of Education's eligibility criteria. The student may also be asked to supply documents (tax returns, W-2's, verification forms, etc.) to check the accuracy of the information reported in the SAR. If an error is found, the SAR must be returned to the processor for corrections.

Student Eligibility

Policies that govern student eligibility are established by both the U. S. Department of Education and the post-secondary institution. The federal policies are the same regardless of the institution one attends, but the institutional policies may vary.

Students must meet the following eligibility criteria in order to receive federal financial aid:

1. Have financial need
2. Have a high school diploma, GED, or pass a test (Ability to Benefit) approved by the U.S. Department of Education
3. Be enrolled as a regular student in an eligible program
4. Be a U. S. Citizen or eligible noncitizen
5. Have a social security number
6. Be making satisfactory academic progress
7. Be registered with Selective Service, if required
8. Not be in default on any loan or owe a refund on any grant made at any institution under Title IV of the Higher Education Act of 1965, as amended.

The amount of financial aid a student is eligible to receive is based on the Expected Family Contribution (EFC) assigned by the U. S. Department of Education, the cost of attendance at J. F. Drake State Technical College, the student's enrollment status, whether the student is enrolled in a diploma, certificate or associate degree program and other information provided by the student.

FINANCIAL AID PROGRAMS

Federal Pell Grants are federal funds, available to undergraduate students who have not earned a bachelor's or professional degree. These funds do not have to be repaid, unless the student withdraws or drops out of school. The amount will vary each term based on the student's enrollment status (full-time,

three-quarter time, half time or less than half time). Any Pell funds not used in the fall and spring terms will be carried over into the summer term. In addition, Pell funds may also be available for the summer term for students who meet certain criteria. Students must reapply for Federal Pell Grants each academic year.

Federal Supplemental Educational Opportunity Grant (SEOG) is awarded to Pell Grant students with the lowest Expected Family Contribution (EFC) and does not have to be repaid, unless the student withdraws or drops out of college. Federal funds are allotted to the College to award to students with exceptional financial need. The funds are awarded on a first come, first served basis.

Federal Work-Study(FWS) is a program that allows students to earn funds for their education. The pay rate for 2010-2012 is minimum wage and is limited to a maximum of 20 hours per week. All eligible students indicating an interest in FWS will be considered for these limited funds. Most job placements are on campus and work hours are usually after classes each day. Hiring is competitive and all interested students may not be able to be accommodated.

Other Types of Assistance:

Institutional Scholarships are awarded on a competitive basis to applicants. **The priority deadline for receiving applications is March 15th.** Most scholarships are used to recruit top quality students from local high schools but are also available to returning students. The two types of institutional scholarships awarded by the college are academic and leadership.

Academic scholarship recipients must have and maintain a 3.0 or better GPA on a 4.0 scale. These scholarships cover the total cost of tuition and fees and are renewed each enrollment status, whether the student is enrolled in a diploma, certificate or associate degree program and other information provided by the student.

Vocational Rehabilitation - Students with documented disabilities who have been awarded

funds for training by the state may see a Financial Aid Counselor to have their award entered into the system for processing.

Employer Educational Assistance - Students whose employers provide educational benefits must provide documentation of this benefit from his/her company to a Financial Aid Counselor to be entered into the system for processing.

VERIFICATION POLICY

Students may be selected on a random basis by the federal government or the Financial Aid Office to verify the following items: (1) family income, (2) taxes paid, (3) family size, (4) number of family members other than parents attending a postsecondary institution, and (5) any other item identified by the Office of Financial Aid. Failure to submit the requested documentation will cause the student to forfeit entitlement to the financial aid. Students needing to correct their Student Aid Reports (SAR) as a result of verification will be notified at the time of verification or shortly thereafter by mail or phone.

AWARDING POLICY

Students must have completed all required financial aid forms by the first day of the semester to avoid having to pay the initial cost of tuition, fees, books, and supplies themselves. Financial aid forms and materials submitted after the beginning of the semester will be processed as quickly as possible. Because FSEOG funds are limited, awards from these programs are made to the neediest Pell Grant recipients until funds are exhausted. In addition to Pell eligibility, preference is given to students with dependents. Federal Work Study is awarded on an ongoing basis to eligible students with interest in, and the skills required for the job assignment.

Please Note: If a student's schedule includes a mini-term course that begins midterm, the amount of the Pell Grant award may change when the mini-term begins. The Office of Financial Aid may be contacted to determine if there will be an adjustment to the Pell Grant award.

DEPENDENT/INDEPENDENT POLICY

The Federal Government has identified, for student financial assistance programs, certain categories of students who must be considered Independent financial aid applicants. For 2010-2013, a student is considered an independent financial aid applicant if he or she meets one of the following criteria:

- Was born before January 1, 1987
- Is a veteran of the U.S. Armed Forces
- Is on active duty in the U.S. Armed forces
- Is an orphan or ward of the court
- Is/was emancipated minor
- Is/was in legal guardianship
- Has a legal dependent other than a spouse
- Is a married student
- Is a homeless child/youth
- Is determined homeless by HUD
- At risk for homelessness
- Is working on a masters/doctoral program
- Has a child/children who receive more than half of their support from you.

An Independent financial aid applicant is not required to submit parental information in the application process however; if the independent applicant is married, spousal information must be reported.

A student who cannot meet at least one of the criteria is considered a Dependent applicant and must provide parental information in the application process.

Special Circumstances

Eligibility is normally based upon the prior year's income. Under certain circumstances, however, eligibility may be based on the current year's income.

Death of a parent or a spouse, separation or divorce of a parent or a spouse, loss of income due to natural disaster, or unemployment would allow students to file for special conditions and base eligibility on the current year's income. A student with one of these conditions should contact the Director of Financial Aid.

Disbursement Information

Federal Pell Grant: Recipients may charge tuition and fees to their Federal Pell Grant account. Students with small entitlements will be required to pay the difference. Remaining balance checks will be disbursed after the third week of the semester. Students enrolled in mini-session courses or courses with a late start date **may not be** eligible to receive a check or may receive miscellaneous balance checks based on actual enrollment hours for the first mini-session with additional funds being released after the second session begins. Students may call or come by the Financial Aid Office to inquire about their eligibility. Students who make a change in their course schedule (See Return of Title IV Funds Policy for additional information) or whose financial aid file is completed during the first two weeks of the semester will be mailed a check approximately two weeks after the first disbursement of checks. After the initial disbursement, checks will be processed bi-weekly.

Federal Supplemental Educational Opportunity Grant (SEOG): The FSEOG checks will be processed and mailed to students approximately four (4) to six (6) weeks after the official Drop and Add period ends.

Alabama State Grant (ASG): The ASG checks will be processed and mailed upon receipt of funds from the Alabama Commission on Higher Education in Montgomery.

Federal College Work Study: Time sheets are due in the Financial Aid Office on the 19th day of each month unless otherwise notified. Timesheets turned in after this date will receive payment the following

month. Checks are available on the last working day of the month.

Scholarships: Recipients may charge tuition and fees to their scholarship account.

SATISFACTORY ACADEMIC PROGRESS

The academic records of all students receiving federal financial aid are reviewed yearly. Students receiving financial aid are required to be in good standing and maintain Satisfactory Academic Progress (SAP). The academic records of all students are reviewed based on: (1) the number of credit hours attempted and percentage of credit hours completed; (2) cumulative grade point average (GPA); and (3) maximum time frame allowed to complete degree requirements.

Measure of Progress

Hours Attempted	% of Hours to be Completed	Cumulative GPA
12-21	58%	1.50
22-32	62%	1.75
33-66	66%	2.00
66 & above	75%	2.00

Below is an example for full-time students:

Normal Program Length in Number of Terms	No. of Terms Allowed on Financial Aid Complete Program
6	9
5	7.5
4	6
3	4.5
2	3
1	2

Students on Title IV federal financial aid must earn each academic year two-thirds (2/3) of the minimum number of hours required each academic year to complete a program in the normal length of time allowed. For example, if a student attempted 36

hours each year, they must earn two-thirds (2/3) of those hours or 24 hours in order to graduate in the time allotted. For programs of one academic year or less, student progress will be measured prior to the end of the program. The normal length of time allowed for specific program completion is determined by the institution. If a student repeats a course which was previously successfully completed, the credit hours obtained the second time the course is attempted do not count toward the minimum number of academic hours required for program completion.

Students who do not meet these standards will be ineligible for Title IV federal financial aid.

A Title IV federal financial aid recipient who is enrolled in a developmental (remedial) course may not enroll in the same course more than three times and continue to receive financial assistance. A Title IV federal financial aid recipient may not be paid for more than 30 semester hours of developmental work. Each institution shall provide students with an appeal process in accordance with federal regulations.

Financial Aid Probation and Termination of Aid

Students not meeting the Satisfactory Academic Progress requirements including both the measure of progress requirements (GPA) and the maximum time frame requirements will be placed on financial aid probation. During this period, students may be awarded financial aid for one additional semester to re-establish "satisfactory progress." Students not meeting the above requirements during the probationary period will be suspended from receiving financial aid. A student who desires to appeal the suspension of his/her financial aid award(s) may do so by notifying the Financial Aid Appeal Committee in writing. The appeal must clearly state the reason(s) the student failed to make satisfactory academic progress and his/her plan of action to correct the deficiency. Supporting documentation should also be included. The Committee will review all requests and notify the students and the Financial Aid Office of their decision. The Appeal Committee's decision is final.

Whether the student serves the suspension or is admitted upon academic appeal, financial aid will be suspended until:

1. The student makes the required minimum cumulative grade-point average for the number of credit hours attempted at the college.
2. The student's semester grade-point average is 2.0 (4.0 scale) or more based on at least 12 credit hours (full-time status) or above attempted at the college during this period.
3. The Financial Aid Appeal Committee grants them additional time to improve their grade.

A student who wishes to be considered for financial aid after suspension must bring the academic record into compliance with the qualitative and quantitative measures while attending school at his/her own expense. When the student is in compliance with the satisfactory academic progress policy, the student's financial aid status will be changed.

All transfer and re-admit students must meet the minimum grade point standards indicated above in order to be eligible for financial aid.

RETURN OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS

WITHDRAWAL - FEDERAL POLICY

In section 424B of the Higher Education Amendments of 1998, Congress wrote new provisions governing what happens to a student's federal financial assistance if he/she withdraws from ALL classes before 60% of the semester has passed. By instituting these provisions, Congress and the Department of Education have determined that a student is not entitled to 100% of his/her federal grant(s) until he/she has completed 60% of the semester. In most cases, the student would have received 100% of his/her grant before that time. Therefore, if a student receives a federal grant and withdraws before 60% of the term has passed, he/she will likely owe a portion of the grant back to the Pell grant program.

COMPLETE WITHDRAWAL

- A student who withdraws completely before completing 60% of any given term may be required to return a portion of the Title IV financial aid grants he/she received (excluding Federal Work-Study wages).
- The amount to be returned is based on the concept of “earned” and “unearned” federal financial aid. The percentage of time enrolled determines the percentage of earned aid. For example: If a student attends through the first 25 days of a 100-day term, the percentage of earned aid is 25%. The remaining 75% of the aid received is therefore unearned and must be returned to the federal financial aid programs.
- In some circumstances a student may be required to repay a portion of the unearned aid received. Each student who owes a repayment will be notified in writing of the requirement to repay Title IV funds.

If he/she fails to repay unearned Title IV funds, his/her eligibility for federal financial aid will be terminated.

- The requirements to return federal financial aid are separate from the College’s refund policy. Therefore, a student may still owe funds to the college to cover unpaid institutional charges. The college may also charge you for any federal financial aid program funds that were required to be returned.
- If a student completely withdraws after completing 60% of the term, no repayment is required as he/she is considered to have earned 100% of his/her award for the term.
- Any grant money a student has to repay is considered a federal overpayment. The student must either repay that amount in full or make satisfactory arrangements with either J. F. Drake Technical College or the Department of Education to repay the amount.
- The repayment or arrangements for the repayment must be made within 45 days of the date the student is notified of the overpayment or the student will lose further eligibility for all

federal aid for attendance at any college until the debt is paid in full.

- The withdrawal will also cause him/her to be placed on financial aid probation because he/she has not met the Satisfactory Academic Progress requirements of completing 2/3 of all classes attempted.

UNOFFICIAL WITHDRAWAL

- A student who stops attending all of his classes for **three consecutive class sections** without completing a withdrawal form or notifying his instructors of his intent to return to classes, will automatically be classified as “STOPPED ATTENDING” and reported to the Department of Education. He may then be required to repay a portion of the aid he has received. This will also cause him to be placed on financial aid probation because he has not met the Satisfactory Academic Progress requirements of completing 2/3 of all classes attempted.

VETERANS AFFAIRS

The Veterans Affairs representative is located in the Financial Aid office. The Office of Veterans Services is responsible for providing assistance to veterans, active duty military personnel, and dependents of veterans enrolled at J. F. Drake State Technical College.

Services Available Include:

- Referral services
- General and specific information regarding available benefits
- Assistance in filing claims for such benefits
- Reporting of enrollment information

Benefits for Veterans Include

- Montgomery GI Bill Chapter 30
- Chapter 32, Chapter 33, Chapter 1606, Chapter 1607, Chapter 35
- Alabama National Guard Education Assistance Program (ANGEAP)

- Alabama GI Dependent Scholarship
- Veterans Vocational Rehabilitation (Chapter 31)

All persons utilizing VA educational assistance while enrolled at the college should contact the VA representative as soon as initial admission requirements are completed. All questions concerning regulations governing the use of VA educational assistance should be directed to the VA representative.

As soon as the course of study and beginning date of enrollment have been determined, a veteran should contact the VA representative as soon as initial admission requirements are completed. All questions concerning regulations governing the use of VA educational assistance should be directed to the VA representative.

Any student in the Alabama National Guard or Reserve component is responsible for notifying instructors of orders for military leave. He/she will be terminated from all classes, and upon return, a re-entry form will be processed. If the designated time frame for return is not adhered to, the Department of Veterans Affairs will be notified of the termination, and all educational payments will cease. If a veteran terminates educational training before the end of a term, the VA will determine liability for repayment of benefits.

A veteran receiving VA benefits is required to pre-register for classes. Failure to meet this requirement may result in termination or delay of monthly benefits. It is the student's responsibility to notify the college's VA representative of any change in enrollment.

ACADEMIC POLICIES

**GRADES AND STANDARDS OF
ACADEMIC PROGRESS**

GRADES

Grades for Course Creditable Toward Graduation (Based on 4.00 Scale)

To be eligible for graduation, a student must earn a 2.00 cumulative GPA in all courses attempted at the College. The calculation of the GPA for graduation does not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements. The GPA is calculated based on quality points earned as defined in the table below:

GRADES QUALITY POINTS

A-Excellent (90-100 Average)	4 per cr. hr.
B-Good (80-89 Average)	3 per cr. hr.
C-Average (70-79 Average)	2 per cr. hr.
D-Poor (60-69 Average)	1 per cr. hr.
F-Failure (below 60 Average)	0 per cr. hr.

I-Incomplete. The grade of “I” is given when the student fails to complete all of the requirements for a course during the semester. A grade of “I” must be removed prior to the end of the following academic semester; if the student is enrolled; otherwise the “I” becomes and “F”.

W-Withdrawal. The grade of “W” is given when the student withdraws from the course up to the mid-semester withdrawal period. No quality points are awarded for a “W” grade. Course credit hours ARE NOT COUNTED in the cumulative hours for GPA (grade point average) calculation.

WP-Withdraw Passing. The grade of “WP” is given with the student withdraws from the course after the end of the Withdrawal Period but prior to completion of the semester, and has a passing average at the time of withdrawal. No quality points are awarded for a “WP” grade. Course credit hours ARE NOT COUNTED in the cumulative hours for GPA calculation.

WF-Withdraw/Failing. The grade “WF” is given when the student withdraws from the course after the end of the Withdrawal Period but prior to completion of the semester, and has a failing average at the time of withdrawal. No quality points are awarded for a “WF” grade. Course credit hours ARE COUNTED in the cumulative hours for GPA calculation.

AU-Audit. The grade of “AU” is given when the student chooses to take a credit course for no credit. This election must be made by the end of Drop and Add, and may not be changed thereafter. No quality points are awarded for an “AU” grade. Since no credit is received for the course, cumulative credit hours are unaffected.

Grades for Courses Not Creditable Toward Graduation

GRADES	QUALITY POINTS
S-Satisfactory	0 per credit hour
U-Unsatisfactory	0 per credit hour
IP- In Progress	0 per credit hour

**STANDARDS OF SATISFACTORY
ACADEMIC PROGRESS FOR COURSES
CREDITABLE TOWARD GRADUATION**

Grade Point Average Calculations (GPA)

A student’s GPA will be calculated using the following formulas; only courses creditable toward graduation will be included in the computation.

$$\text{Cumulative GPA} = \frac{\text{Total Quality Points Earned}}{\text{Total Hours Attempted}}$$

$$\text{Semester GPA} = \frac{\text{Semester Quality Points Earned}}{\text{Credit Hours Attempted During Semester}}$$

The GPA is always expressed as a number between 0.00 and 4.00, and is usually rounded to the nearest

.01. The following are examples of the relationship between GPA and letter grades:

GPA	Letter Grade
0.00	represents an F average
1.00	represents a D average
2.00	represents a C average
3.00	represents a B average
4.00	represents an A average

Satisfactory Progress Requirements

The following GPA levels must be maintained by the student in order for the student to maintain Clear Academic Status.

1. Students who have attempted 12-21 credit hours at J. F. Drake State Technical College must maintain a 1.5 Cumulative GPA.
2. Students who have attempted 22-32 credit hours at J. F. Drake State Technical College must maintain a 1.75 GPA.
3. Students who have attempted 33 or more credit hours at J. F. Drake State Technical College must maintain a 2.00 Cumulative GPA.

Variance in Requirements for LPN Students

Due to licensure requirements set forth by the Alabama Board of Nursing, satisfactory progress in the Practical Nursing Program requires that students maintain a 75 academic average in all course work undertaken, with the exception of Related Studies course work. Academic average of 75 and above will carry the letter grade normally associated with the average; academic averages below 75 will carry the letter grade of F. This special grading scheme applies to Practical Nursing Students Only.

Intervention for Students Falling Below Academic Standards of Progress

When a student is placed on Academic Warning, Academic Probation, One Semester Academic Suspension, or 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.

STANDARDS OF ACADEMIC PROGRESS AND 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 any 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 institution. If, at the conclusion of the semester in which the student has attempted a total of 12 or more credit hours at J. F. Drake State technical College and the Cumulative GPA is below 1.5, the student will be suspended for one semester. 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 J. F. Drake State Technical College the cumulative GPA is 1.5 or above, the student’s status is clear.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR COURSES NOT CREDITABLE TOWARD GRADUATION

Types of Courses Not Creditable Toward Graduation

1. Training for Business and Industry (TBI) Courses are designed to meet a specific

educational objective as defined by the business or industry requesting the training, and enrollment is limited to those persons designated by the organization being served. Institutional credit is granted for these courses, but such credit is not creditable toward graduation in any regular program of study. No quality points are awarded in these courses.

2. Developmental Courses are designed to address academic deficiencies of students as identified by the institution's testing program. Developmental courses have course numbers below 100.
3. Institutional Credit Courses include the above two categories, (TBI) and Developmental, plus other courses offered by the institution which fulfill a specific educational objective as identified by the institution. Such courses include, but are not limited to, short courses offered during the evenings and weekends.

Satisfactory Progress Requirements

1. A student who is enrolled in an institutional credit course and who for one semester receives a grade of "U" (Unsatisfactory) or "IP" (In Progress) may not take the course a second semester until he/she receives special academic advising. This academic advising may result in the institution imposing maximum course limits, requiring a study skills course, and/or prescribing other specific courses.
2. After the second semester in which the student receives a grade of "U" or "IP" in the same course, the student must appeal through the institution's appeal process before he/she will be allowed to re-enroll in the course.
3. Students who have earned a grade of "S" (Satisfactory) have met the requirement for the course.

COURSE FORGIVENESS POLICY

1. If a student repeats a course, the last grade awarded (excluding grades of W and WP) replaces 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 will not be affected.
2. When a course is repeated more than once, all grades for the course, excluding the first grade – will be employed in computation of the cumulative grade point average. Official records at the institution will list each course in which a student has enrolled.
3. It is the student's responsibility to request of the registrar that the forgiveness policy be implemented.

ACADEMIC BANKRUPTCY

1. A student may request in writing to the Registrar to declare academic bankruptcy under the following conditions:
 - (a) If fewer than three (3) calendar years have lapsed since the semester/term for which the student wishes to declare academic bankruptcy on all course work taken during that one semester/term provided the student has taken a minimum of 18 semester credit hours of course work at the institution since the bankruptcy semester term occurred. All course work taken; even hours completed satisfactorily, during the semester/term for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
 - (b) If three (3) or more calendar years have elapsed since the most recent semester term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy, on all

course work taken from 1 to 3 semesters provided the student has taken a minimum of 18 semester credit hours of course work at the institution since the bankruptcy semester term occurred. All course work taken, even hours completed satisfactorily, during semester/term(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

2. When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester term affected.
 - (a) When academic bankruptcy is declared, the transcript will reflect the semester/term of its implementation and the transcripts will be stamped "ACADEMIC BANKRUPTCY IMPLEMENTED".
3. A student may declare academic bankruptcy only once.
4. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

APPLICATION OF STANDARDS OF PROGRESS

Enrollment Status Requirements

1. When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, 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 institution, the student is placed on Academic Warning. The transcript will read Academic Warning.

3. When the Cumulative GPA of a student on Academic Warning remains below the GPA required for the total number of credit hours attempted at the institution but the Semester GPA is 2.00 or above, the student remains on Academic Warning, and shall be noted on the Academic Transcript.

When the Cumulative GPA of a student who is on Academic Warning remains below the GPA required for the total number of credit hours attempted at the institution but the Semester GPA is below 2.00, the student is placed on Academic Probation. The transcript shall read Academic Probation.

When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is clear.

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 institution but the Semester GPA is 2.00 or above, the student remains on Academic Probation, with the same notation on the academic transcript.

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 institution and the Semester GPA is below 2.00, the student is suspended for one semester. The transcript will read **SUSPENDED---ONE SEMESTER.**

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 institution and the Semester GPA is below 2.00, the student is suspended for one semester. The transcript will read **SUSPENDED—ONE SEMESTER.**

When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is clear.

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 readmitted upon appeal re-enters the institution on Academic Probation.

The student who serves a one semester academic suspension re-enters the institution 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 institution but whose Semester GPA is 2.00 or above, will remain on Academic Probation.

A student who is on Academic Probation, after being suspended for one semester (whether the student served the suspension or was readmitted upon appeal) without having since achieved CLEAR academic status and whose Cumulative GPA remains below the level required for the total number of hours attempted at the institution and whose Semester GPA is below 2.00 will be suspended for one calendar year. The transcript will read **SUSPENDED—ONE YEAR**, until the student achieves the required GPA.

The student suspended for one calendar year may appeal. If, upon appeal, the student is readmitted, the transcript will read **SUSPENDED—ONE**

YEAR/READMITTED UPON APPEAL. The student who is readmitted upon appeal re-enters the institution on Academic Probation.

The student who serves the calendar year suspension re-enters the institution on Academic Probation.

ALL APPLICABLE ACADEMIC DESIGNATIONS EXCEPT CLEAR WILL APPEAR ON THE STUDENT'S TRANSCRIPT

PROCESS OF APPEAL FOR READMISSION

If a student declares no contest of 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 Admissions Committee within six school days of receipt of the notice of suspension. 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 are the standards by which such decisions are measured.

The Registrar is the contact person to begin the appeal process.

ACADEMIC HONORS

Selected Academic Honors shall be provided to recognize and promote notable student achievement. Courses carrying grades other than A-F will not be used to calculate the semester GPA nor counted toward the minimum course load requirement for inclusion on these lists.

1. **Dean's List** - A Dean's List will be compiled at the end of each semester. In order to qualify for the Dean's List a student must maintain a semester GPA between 3.50-3.99, and must be enrolled in a minimum of 12 credit hours of college-level-work.
2. **President's List** - A President's List will be compiled at the end of each semester. In order to qualify for the President's List a student must attain a semester GPA of 4.00 and must be enrolled in a minimum of 12 credit hours of college-level work.

DEFINITIONS OF TERMS

Drop and Add Period

The three school days immediately following Late Registration are designated for Drop and Add. During this period students may drop or add courses to their schedule after receiving approval from their advisor.

Early Registration Period

A four to five day period scheduled approximately two-weeks prior to the end of each semester designated for the registration of students who will be returning for the next semester.

Full-Time Status

A student who is enrolled in 12 or more semester hours of credit courses is considered full-time.

Half-Time Status

A student who is enrolled in 6, 7, or 8 semester hours of credit courses is considered half-time.

Registration Period

Two days at the beginning of each semester when all students should complete the registration process.

Late Registration Period

The two school work days immediately following the two-day Registration Period. All students who failed to complete the registration process should do so during Late Registration. Students registering during Late Registration will be required to pay a late fee of \$25.00 in addition to all other fees.

Students will not be allowed to register after late registration without permission from the Student Services Management Director or Dean of Instruction.

Three-Fourth Time Status

A student who is enrolled in 9, 10, or 11 semester hours of credit courses.

Withdrawal Period

The two school days immediately following Drop and Add starts as the regular Withdrawal Period and continues through the mid-semester time frame. During this period students may withdraw from courses and receive a grade of "W". A grade of "W" does not affect a student's GPA standing.

Clear Academic Status

The status of a student whose Cumulative GPA is at or above the level required by the policy for the number of credit hours attempted at the institution.

Academic Warning

1. The status of a student whose academic status the previous semester was CLEAR and whose Cumulative Grade Point Average falls below the level required by the policy for the total number of credit hours attempted at the institution and whose Semester GPA for that semester was below 2.00; or
2. 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

or the total number of credit hours attempted at the institution but whose Semester GPA for that semester was 2.00 or above; or

3. The status of a student who has reentered the institution after being suspended for one semester or one year (or after being granted readmission upon appeal).

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 by this policy for the total number of credit hours attempted at the institution and whose Semester GPA for that semester was below 2.00.

One Calendar 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.

GRADUATION REQUIREMENTS

GRA123 and WKO107 Introduction

Effective fall semester 2007, all new entering students must complete GRA123 and WKO107 during the final semester of coursework in the program award for which they intend to graduate. These institutional courses provide final preparation for graduation and entry into the new career field chosen by the student.

Associate in Applied Technology Degree and Associate in Occupational Technology Degree

A student shall be awarded the Associate in Applied Technology Degree upon satisfactory completion of the requirements of the specific program as specified in the program outline.

A student must:

1. Satisfactorily complete 60-76 semester hours of college credit in an approved program of study, including prescribed general education courses.
2. Earn a 2.00 cumulative GPA in all courses attempted at the College. The calculation of the GPA for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 25% semester credit hours at the College granting the degree.
4. Be enrolled during the semester in which the degree is earned; or, with approval of the Dean of Instruction, within a calendar year of the last semester of attendance; or receive the degree by transferring from a regionally accredited institution no more than the last ten hours required for completion of the program with a minimum grade of "C" in the courses transferred. Those students enrolled in linkage programs explicitly approved in writing by the Chancellor who have successfully completed a prescribed program mutually acceptable to the colleges involved are exempted from this requirement.
5. Make sure that the program instructor submits a recommendation for graduation to the Dean of Instruction.
6. Fulfill all financial obligations to the College.
7. Pay the Graduation Fee to participate in the graduation ceremony.

The Dean of Instruction will review the recommendation for graduation submitted by the program instructor for compliance with school standards. The Dean will either approve or disapprove the recommendations; if disapproved, a

reason will be given and corrective action needed by the student will be indicated.

Certificates

A student may be awarded an award other than a degree upon satisfactory completion of the requirements of the specific program as specified in the program outline.

A student must:

1. Satisfactorily complete an approved program of study.
2. Earn a 2.00 cumulative GPA in all courses attempted at the College. The calculation of the GPA for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 50% of the semester credit hours at the College granting the award.
4. Be enrolled during the semester in which the award is earned; or, with approval of the Dean of Instruction, within a calendar year of the last semester of attendance; or receive the award by transferring from a regionally accredited institution no more than the last ten hours required for completion of the program with a minimum grade of "C" in the courses transferred.
5. Make sure that the program instructor submits a recommendation for graduation to the Dean of Instruction.
6. Fulfill all financial obligations to the College including the payment of the Graduation Fee.

The Dean of Instruction will review the recommendation for graduation submitted by the program instructor for compliance with school standards. The Dean will either approve or disapprove the recommendations; if disapproved, a

reason will be given and corrective action needed by the student will be indicated.

Award of Achievement

Students who complete one or more courses and are not interested in meeting the requirements of higher awards, will qualify for this award which simply indicates completion of the courses taken.

A student must:

1. Complete one or more courses.
2. Request that the Registrar issue the "Award of Achievement."
3. Fulfill all financial obligations to the College including payment of the fee for issuing the award.

GRADUATION HONORS

Graduation Honors for Associate Degree Awards

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

Designated Honor	GPA
Graduation with Highest Honors (Summa Cum Laude)	3.90 4.00
Graduation with High Honors (Magna Cum Laude)	3.70 3.89
Graduation with Honors (Cum Laude)	3.50 3.69

Graduation Honors for Certificate Awards

Graduation with Distinction 3.50-4.00 GPA

GPA Calculation Procedures for Determining Honor Graduates

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 or

certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have

completed 32 semester hours at the College conferring the degree or other formal award.

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ALABAMA CAREER READINESS CERTIFICATE

J. F. Drake State Technical College incorporates the Alabama Career Readiness Certificate preparation and assessment into all of its degree and certificate programs. The Career Readiness Certificate (CRC) is an assessment-based credential that gives employers and career seekers a uniform measure of key workplace skills. There are 3 levels an individual may earn: bronze, silver and gold. The Bronze Level represents the achievement of the core employability skills for approximately 30% of the jobs. The Silver Level represents the achievement of the core employability skills for approximately 65% of the jobs. The Gold Level represents the achievement of the core employability skills for approximately 90% of the jobs.

Getting a *Career Readiness Certificate* allows you to show prospective employers that you possess the basic skills they are looking for. Even if you have a high school diploma (or GED) or a post-secondary degree, the CRC further verifies that you can handle the kinds of tasks – *finding information, reading instructions and directions, and working with figures* – that are common in today's workplace.

J. F. Drake State Technical College utilizes the WorkKeys assessment system to establish career readiness scores. Upon entry to your college program, you will be provided with a WorkKeys assessment as part of your Orientation to College course to identify your current career readiness scores.

You will be provided with the opportunity during your educational program to improve your workplace readiness scores. During your final semester of your program certificate or degree, you are required to take the WKO107 Workplace Skills Preparation course to complete your readiness for entering the workforce. WKO107 includes a final WorkKeys™ assessment to determine your Career Readiness Certification level.

WorkKeys is a job skills assessment system that measures “real world” skills employers believe are critical to job success. It is an assessment tool that defines, measures, and certifies that individuals have the knowledge, skills and abilities they need to succeed

in entry-level work in the 21st Century workplace. These skills are valuable for any occupation – skilled or professional – and at any level of education.

CAREER SKILLS CERTIFICATES AND CAREER ENTRY CERTIFICATES

Associate degrees require a minimum of 72 credit hours of coursework. Many of the college's programs have grouped related courses into certificates requiring 60 hours or less to complete. Students may choose to pursue certificates as alternatives to, or in addition to, associate degrees. There are two levels of these course groupings: (1) Career Skills Certificates comprised of fewer than 30 credit hours and (2) Career Entry Certificates comprised of 30 to 60 credit hours of coursework.

The coursework required for a Career Entry Certificate is generally deemed sufficient for students to acquire the minimum skills required for an entry-level position in the related field. However, they do not include coursework intended to develop the student's critical-thinking and generalized problem-solving skills nor do they include coursework intended to sharpen the student's perspective relative to leadership and supervisory roles and meaningful and productive functioning in overall society. Programs offering associate degrees do so because the college's industry partners have rated the associate degree as a valuable asset in their workforce.

The coursework for Career Skills Certificates has been grouped to provide the student with industry-specified skill sets deemed necessary for specific tasks within the related industry and consequently may be used by students and graduates to provide proof of credentials to prospective employers. However, students should be cautioned that employers, when making hiring decisions or considering promotions, place emphasis on completion of degrees in programs that offer them. For most students, obtaining Career Skills Certificates should be seen as completing building blocks toward meeting career objectives.

Students may choose to complete one or more Career Skills Certificates while working on an associate degree or Career Entry Certificate. Advanced Skills

Certificates are offered to students who have already completed a degree but are seeking to develop advanced skills in specialty areas (for example, robotics, CISCO networking, wireless communications, semiconductor manufacturing, and web-page development).

INSTRUCTIONAL PROGRAMS

GENERAL EDUCATION

The mission of General Education at Drake State Technical College is to develop the academic skills needed by students to think critically, be successful problem-solvers, understand their roles in society and the workplace, and to promote cultural enrichment and career advancement.

The mission of general education is accomplished by:

- Providing models of professional and academic excellence through quality instructional activity
- Stimulating intellectual curiosity and an appreciation for diversity through engaging discussion and challenging research assignments
- Promoting a commitment to life-long learning by demonstrating the need for and value of continuing education as a vital component of personal success
- Encouraging collaborative learning as a foundation for productive social interaction and a basis for effective team work
- Providing a supportive learning environment that encourages personal intellectual exploration and academic growth

The general education courses offered by J. F. Drake State Technical College are approved by the Council on Occupational Education as core components of each Drake State technical program. The general education

courses are in compliance with standards and requirements set by the Alabama College System. The general education courses incorporated in the associate degree programs were selected to satisfy the core requirements of the Southern Association of Colleges and Schools (SACS).

J. F. Drake State Technical College offers developmental education courses designed to meet the needs of students who require additional preparation in basic skills prior to embarking on a particular student career-technical or vocational program. Student scores on assessment tests determine placement in these courses.

General Education Goals

The ultimate goals of the General Education program are to provide the following:

1. Students will be able to analyze, and to evaluate readings from a variety of texts.
2. Students will be able to speak and write clearly, cohesively, and persuasively using standard American English
3. Students will be able to think critically and creatively, assess others' arguments, and formulate and apply their own arguments to new contexts.
4. Students will be able to understand and apply quantitative concepts and methods to interpret and evaluate data and to solve problems.
5. Students will be able to locate, access, analyze, and utilize information that facilitates learning and critical inquiry and to adhere to the standards of academic honesty in their use of that information.
6. Students will be able to demonstrate competence in computer literacy, including fundamental concepts of computing and fluency in the use of contemporary computing and information technology.

Course Rationale: The specific general education courses required by Drake career-technical programs were selected based on these goals and the expressed needs of employers in the college's service area, which are:

1. The ability to communicate effectively in technical career settings,
2. The ability to think critically and solve work-based problems,
3. The ability to work in teams
4. The ability to adapt and learn in a continually changing technology world.

The specific rationale for each general education course is specified in the course syllabus.

Academic Enrichment and Transitional Education

Academic enrichment and transitional education is provided to assist students whose preparation for college-level courses in English and mathematics may not be sufficient to assure their success in college-level coursework. Based on COMPASS assessments, students are placed into appropriate transitional courses to assure their readiness for the challenges of the English and mathematics courses required in their

major. These transitional courses in reading, English, and mathematics assist students in developing skills necessary for success in college-level curriculum. The transitional education program is designed to assist students in transitioning into fully prepare college students.

Through transitional education, students have access to self-paced, computer-based instruction and instructor-led coursework and tutoring support individualized to each student's needs. Transitional courses are conducted in the Individualized Prescribed instruction (IPI) Lab, a service provided by the college to assure student success in academic coursework. The courses utilizing this lab include ENG092, ENG093, MTH090, MTH098, RDG083, RDG084, RDG085. Course descriptions for these courses are provided in the course description section.

General Education Course Offerings

The college has grouped its general education courses that correspond with the Alabama statewide articulation system (STARS). Students may choose specific courses according to the requirements of each program. Some courses listed below are applicable only to non-degree awards, as indicated by the superscript 2 next to the course title. For some programs, specific general education courses must be selected to fulfill the requirements of those programs. These exceptions are noted in the program-specific course plans that follow in this section of the catalog.

Area I Oral and Written Communications

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	¹ Intro Technical English I	3

¹This course does not apply to associate degree program requirements.

Note: Students considering a future four-year degree should take ENG101 and ENG102 as a 6-hour pair. Consult with the admissions office of the target four-year institution to determine English composition course requirements.

Area II Humanities/Fine Arts¹

Course	Title	Cr Hrs
ART100	Art Appreciation	3
ART203	Art History I	3

ENG251	American Lit. I	3
ENG252	American Lit. II	3
ENG261	English Lit I	3
ENG262	English Lit II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101 ²	Introductory Spanish I	3
SPA102 ²	Introductory Spanish II	3
SPH106 ²	Fundamentals of Oral Communication	3
SPH107 ²	Fundamentals of Public Speaking	3
THR120	Theater Appreciation	3
THR126	Intro to Theater	3

Note 1: Students considering a future four-year degree should consider taking literature courses as a 6-hour pair. Consult with the admissions office of the targeted four-year institution for advice on selection of literature courses.

Note 2: SPH106, SPH107 and foreign language courses (such as SPA101 and SPA102) can only be taken as a second humanities course for students who are taking six or more hours of humanities. Students selecting only three hours of humanities may not use SPH 106, SPH107, SPA101 or SPA102 as their humanities course.

Area III Natural Science/Math/Computer Science

Course	Title	Cr Hrs
CIS146	¹ Microcomputer Applications	3
MTH100	² Intermediate College Algebra	3
MTH110	² Finite Mathematics	3
MTH112	² Pre-Calculus Algebra	3
MTH113	² Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	³ Mathematical Applications	3
MTH120	² Calculus and Its Application	3
MTH125	² Calculus I	3
MTH126	² Calculus II	3
MTH246	¹ Mathematics of Finance	3
BIO103	Principles of Biology I	4
BIO104	Principles of Biology II	4
CHM111	College Chemistry I	4

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CHM112	College Chemistry II	4
GEO101	Principles of Physical Geography I	4
GEO102	Principles of Physical Geography II	4
PHS111	Physical Science I	4
PHS112	Physical Science II	4
PHY120	Intro to Physics	4
PHY201	General Physics I	4
PHY202	General Physics II	4
PHY213	Gen. Physics with Calculus I	4

¹For certain programs, these courses may be required as part of the technical core, in which case other Area III courses must be selected to meet the general education requirements.

²To complete the mathematics requirement for Area III in degree programs, students must satisfactorily complete at least one of MTH100, MTH110, MTH112, MTH113, or higher.

³This course does not apply to associate degree program requirements.

Area IV History/Social/Behavioral Sciences

Course	Title	Cr hrs
ECO231	Principles of Macroeconomics	3
ECO232	Principles of Microeconomics	3
GEO100	World Regional Geography	3
GEO201	Principles of Human Geography	3
GEO220	Principles of Physical Geography	3
GEO235	Maps and Map Interpretation	3
HIS101	Western Civilization I	3
HIS102	Western Civilization II	3
HIS201	US History I	3
HIS202	US History II	3
HIS121	World History I	3
HIS122	World History II	3
POL200	Intro to Political Science	3
PSY200	General Psychology	3
PSY210	Human Growth and Development	3
SOC200	Intro to Sociology	3

Note: Students considering a future four-year degree should consider taking HIS or ECO as a 6-hour pair. Consult with the admissions office of the target four-year institution for advice on selection of HIS or ECO courses.

Area V Institutional Requirements

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

ACCOUNTING TECHNOLOGY

The mission of the Accounting Technology program is to prepare students for entry-level employment or advancement in the accounting field through a series of experience provided in fundamental accounting principles and procedures, cost accounting, income tax procedures, payroll accounting, government not-for-profit accounting, and the use of microcomputers. The Accounting program awards the short certificate and Associate in Applied Technology degree.

The Accounting program is designed to teach, through a sequence of experiences, the skills necessary for a student to develop cognitive knowledge of the accounting process and to be able to apply this knowledge in a practical manner.

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

Accounting Technology

Area I Written and Oral Communication 6 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3

Area II Humanities/Fine Arts 3-6 credits

Choose from the list of courses for Area II listed in the General Education Section. Choose a maximum of 9 credit hours from Area II and Area IV combined.

Area III Natural Sciences/Mathematics/Computer Science 10 credits

Choose from the list of courses for Area III listed in the General Education Section. CIS146 is required. MTH100 or higher is required. A Natural Science is recommended.

Area IV	History/Social/Behavioral Science	3-6 credits
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Choose from the list of courses for Area IV listed in the General Section. Choose a maximum of 9 credit hours from Area II and Area IV combined.

Area V	Institutional Requirement	2 credits
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Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI	Core/Technical Concentration	21 credits
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Course	Title	Cr Hrs
BUS100	Intro to Business	3
BUS241	Principles of Accounting I	3
BUS242	Principles of Accounting II	3
ACT246	Microcomputer Accounting	3
ACT249	Payroll Accounting	3
ACT251	Intermediate Accounting	3
ACT257	Government Not-for-Profit Acct.	3

Area VII	Electives	27 credits
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Choose from approved list of program electives provided by the instructor.

Total Degree Credit Hours	75
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CERTIFICATE
Accounting Technology

Area I	Written and Oral Communication	3 credits
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Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro to Technical English I	3

Area II Humanities/Fine Arts 3 credits

Choose from the list of courses for Area II listed in the General Education Section.

Area III Natural Sciences/Mathematics/Computer Science 10 credits

Choose from the list of courses for Area III listed in the General Education Section. At least one math class is required. A computer class and a science class are highly recommended.

Area IV History/Social/Behavioral Science

No Requirements

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 1 21 credits

Course	Title	Cr Hrs
BUS100	Intro to Business	3
BUS241	Principles of Accounting I	3
BUS242	Principles of Accounting II	3
ACT246	Microcomputer Accounting	3
ACT251	Intermediate Accounting	3
ACT257	Government Not-for-Profit Act.	3
ACT249	Payroll Accounting	3

Area VII Electives 24 credits

Choose from approved list of program electives provided by instructor.

Total Certificate Credit Hours	60
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SHORT CERTIFICATE
Accounting Technology

Area I Written and Oral Communication 3 credits

Course	Title	Cr Hrs
COM100	Intro Technical English	3
ENG101	English Comp. I	3
ENG102	English Comp. II	3

Area II Humanities/Fine Arts

No Requirements

Area III Natural Sciences/Mathematics/Computer Science 3 credits

Choose from the list of mathematics courses for Area III listed in the General Education Section.

Area IV History/Social/Behavioral Science

No Requirements

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 18 credits

Course	Title	Cr Hrs
BUS100	Intro to Business	3
BUS241	Principles of Accounting I	3
BUS242	Principles of Accounting II	3
ACT148	Managerial Accounting	3
ACT246	Microcomputer Accounting	3
ACT251	Intermediate Accounting	3

Total Certificate Credit Hours 26

**AUTOMOTIVE SERVICE
TECHNOLOGY**

The Automotive Technology program is an Associates Degree program designed to provide the necessary educational background to repair today's automobiles and light trucks. The program's main goal is to assist each individual in choosing, preparing for, and becoming gainfully employed in the field of automotive technology.

The mission of the Automotive Service technology program is to prepare individuals to enter and progress in the automotive repair industry.

The Automotive program is structured to provide occupational education for students aspiring to become tomorrow's technicians in the area of modern automotive technology. Emphasis is placed on courses covering: automotive electrical systems, and computerized fuel emissions systems, as well as computerized anti locking brakes. The program is a progressive one keeping in step with and attempting to meet the community's needs.

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

Automotive Service Technology

Area I English 6 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3

Area II Humanities/Fine Arts 3-6 credits

Choose from the list of courses for Area II listed in the General Education Section. Choose a maximum of 9 credit hours from Area II and Area IV combined.

Area III Natural Sciences/Mathematics/Computer Science 10 credits

Choose from the list of courses for Area III listed in the General Education Section. MTH100 or higher is required. Students must choose one 4-hour natural science lab. PHS111 or PHS112 are recommended for the lab science.

Area IV History/Social Behavioral Science 3-6 credits

Choose from the list of courses for Area IV listed in the general Education Section. Choose a maximum of 9 credit hours from Area II and Area IV combined.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

VI Core/Technical Concentration		45 credits
Course	Title	Cr Hrs
ASE101	Fundamentals of Auto Technology	3
ASE112	Electrical Fundamentals	3
ASE121	Braking Systems	3
ASE122	Steering & Suspension	3
ASE124	Automotive Engines	3
ASE130	Drive Train & Axle	3
ASE133	Motor Vehicle A/C	3
ASE162	Electrical & Electronic Systems	3
ASE212	Advanced Electrical & Electronic Systems	3
ASE220	Advanced Auto Engines	3
ASE222	Manual Transmission	3
ASE230	Automatic Transmission	3
ASE239	Engine Performance	3
ASE244	Engine Performance & Diagn.	3
ASE246	Automotive Emissions	3
Total Degree Credit Hours		72

CERTIFICATE

Automotive Service Technology

Area I English		3 credits
Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts		6 credits
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Choose from the list of courses for Area II listed in the General Education Section.

Area III Natural Sciences/Mathematics/Computer Science		3 credits
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Choose from the list of courses for Area III listed in the General Education Section. At least one math class is required.

Area IV History/Social/Behavioral Science

No Requirements

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

VI Core/Technical Concentration 45 credits

Course	Title	Cr Hrs
ASE101	Fundamentals of Auto Technology	3
ASE112	Electrical Fundamentals	3
ASE121	Braking Systems	3
ASE122	Steering & Suspension	3
ASE124	Automotive Engines	3
ASE130	Drive Train & Axles	3
ASE133	Motor Vehicle A/C	3
ASE162	Electrical & Electronic Systems	3
ASE212	Advanced Electrical & Electronic Systems	3
ASE220	Advanced Auto Engines	3
ASE224	Manual Transmission	3
ASE230	Auto Transmission	3
ASE239	Engine Performance	3
ASE244	Engine Performance & Diagn.	3
ASE246	Automotive Emissions	3
Total Certificate Credit Hours		59

SHORT CERTIFICATE
Automotive Service Technology

Area I English 3 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts

No Requirements

Area III Natural Sciences/Mathematics/Computer Science 3 credits

Choose from the list of courses for Area III listed in the General Education Section. At least one math class is required.

Area IV History/Social/Behavioral Science

No Requirements

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 21 credits

Course	Title	Cr Hrs
ASE101	Fundamentals of Auto Technology	3
ASE112	Electrical Fundamentals	3
ASE121	Braking Systems	3
ASE122	Steering & Suspension	3
ASE124	Automotive Engines	3
ASE130	Drive Train & Axles	3
ASE133	Motor Vehicle A/C	3

Total Certificate Credit Hours 29

BARBERING TECHNOLOGY

This Barbering Technology Certificate Program combines classroom theory with “hands-on” practice in the laboratory. Course requirements include general education courses, selected Cosmetology

courses, and Barbering courses. The program is designed to provide qualified individuals the opportunity to acquire the knowledge, attitude, and skills to obtain a Certificate verifying their competency in Barbering Technology.

SHORT CERTIFICATE Barbering Technology

Area I English 3 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts

No requirements.

Area III Natural Sciences/Mathematics/Computer Science 3 credits

Choose from the list of courses for Area III listed in the General Education Section. At least one math class is required.

Area IV History/Social/Behavioral Science

No Requirements

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

VI	Core/Technical Concentration	20 credits
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Course	Title	Cr Hrs
BAR110	Orientation to Barbering	3
BAR111	Science of Barbering	3
BAR112	Bacteriology and Sanitation	3
BAR113	Barber-Styling Lab I	3
BAR114	Barber-Styling Lab II	3
BAR130	Marketing & Bus. Mgmt.	3
BAR140	Practicum	2
Total Certificate Credit Hours		28

COSMETOLOGY/SALON TECHNOLOGIES

The Salon Technologies program is a full-time program combining classroom theory with “hands-on” practice in the laboratory. The program is designed to provide qualified individuals the opportunity to acquire the knowledge, attitudes, and

skills to obtain a degree or certificate verifying their competency in Cosmetology. Graduates of the Salon Technologies program are eligible to take the Alabama State Board Examination for licensure as a cosmetologist.

CERTIFICATE

Cosmetology

Area I	English	3 credits
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Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II	Humanities/Fine Arts	3 credits
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Choose from the list of courses for Area II listed in the General Education Section of this Catalog.

Area III	Natural Sciences/Mathematics/Computer Science	6 credits
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Choose from the list of courses for Area III listed in the General Education Section. One math class and one computer technology course are required.

Area IV	History/Social/Behavioral Science
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No Requirements

Area V Institutional Requirement		2 credits
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Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration		45 credits
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Course	Title	Cr Hrs
COS111	Introduction to Cosmetology	3
COS112	Introduction to Cosmetology Lab	3
COS113	Theory of Chemical Services	3
COS114	Chemical Services Lab	3
COS115	Hair Coloring Theory	3
COS116	Hair Coloring Lab	3
COS117	Basic Spa Techniques	3
COS118	Basic Spa Techniques Lab	3
COS119	Business of Cosmetology	3
COS123	Cosmetology Salon Practices	3
COS137	Hair Shape & Design Theory	3
COS141	Applied Chemistry for Cos.	3
COS143	Specialty Hair Prep Techniques	3
COS145	Hair Shaping Lab	3
COS146	Hair Additions	3

Area VII Electives	
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Course	Title	Cr Hrs
COS151	Nail Care	3
COS152	Nail Care Applications	3
COS167	State Board Review	3

Total Certificate Credit Hours	59
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SHORT CERTIFICATE
Esthetics/Skin Care

Area I English

No Requirements

Area II Humanities/Fine Arts

No Requirements

Area III Natural Sciences/Mathematics/Computer Science

No Requirements

Area IV History/Social/Behavioral Science

No Requirements

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 27 credits

Course	Title	Cr Hrs
COS133	Salon Management	3
COS134	Advanced Esthetics	3
COS135	Advanced Esthetics Applications	3
COS163	Facial Treatments	3
COS164	Facial Machine	3
COS165	Related Subjects – Estheticians	3
COS167	State Board Reviews – Esthetics	3
COS168	Bacteriology and Sanitation	3
COS169	Skin Functions	3
Total Credit Hours		29

SHORT CERTIFICATE

Nail Care

Area I English 3 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science 3 credits

Choose from the list of courses for Area III listed in the General Education Section. One math class is required.

Area IV History/Social/Behavioral Science

No Requirements

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 21 credits

Course	Title	Cr Hrs
COS133	Salon Management	3
COS151	Nail Care	3
COS152	Nail Care Applications	3
COS153	Nail Art	3
COS154	Nail Art Applications	3
COS168	Bacteriology and Sanitation	3
COS167N	State Board Review – Nail Care	3
Total Credit Hours		29

SHORT CERTIFICATE

Salon Management

Area I English

No Requirements

Area II Humanities/Fine Arts

No Requirements

Area III Natural Sciences/Mathematics/Computer Science 3 credits*CIS146 Microcomputer Applications is required.***Area IV History/Social/Behavioral Science**

No Requirements

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.²Must be taken in the final semester.**Note:** Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.**Area VI Core/Technical Concentration 24 credits**

Course	Title	Cr Hrs
BUS100	Introduction to Business	3
BUS241	Principles of Accounting I	3
ACT201	Entrepreneurism	3
ACT246	Microcomputer Accounting	3
ACT249	Payroll Accounting	3
ACT254	Business Income Tax	3
ACT256	Cost Accounting	3
OAD133	Business Communications	3
Total Credit Hours		29

NOTE: Students must have received a prior Certificate in Cosmetology or an Associate Degree in Salon Technologies to be eligible for this certificate.

SHORT CERTIFICATE
Cosmetology Instructor Training

Area I English 3 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts

No Requirements

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section. One math class and one computer technology course are required.

Area IV History/Social/Behavioral Science

No Requirements

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 18 credits

Course	Title	Cr Hrs
CIT211	Teaching and Curriculum Development	3

CIT212	Teaching Mentorship	3
CIT213	Cosmetology Instructor Co-op	3
CIT214	Lesson Plan Methods & Develop.	3
CIT222	Aud/Vis Materials & Methods	3
CIT223	Aud/Vis Materials & Methods Applications	3

Total Credit Hours	29
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CULINARY ARTS/HOSPITALITY SERVICES MANAGEMENT

The Culinary Arts/Hospitality Management Program was developed to serve the emerging needs of the food service and hospitality establishments of the College's service area. This program was designed to provide degrees and certificates with core courses in nutrition, food purchasing, food preparation, cooking, meal presentation, and meal serving along with providing knowledge and skills in customer service skills, restaurant operations, and hospitality management. According to the United States

Department of labor, hospitality and food services makes up 8% of the national workforce.

Employment in these fields is expected to grow 18% between 2002 and 2012. Jobs such as bread and pastry workers will be among the fastest growing occupations over the next decade. The diverse range of activities offered by this industry provides excellent job opportunities for people with varied skills and educational backgrounds. Jobs are plentiful for first-time job seekers, senior citizens, and those seeking part-time or alternative work schedules.

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

Culinary Arts

Area I	English	6 credits
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Course	Title	Cr Hrs
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ENG101	English Comp. I	3
ENG102	English Comp. II	3

Area II	Humanities/Fine Arts	3-6 credits
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Choose from the list of courses for Area II listed in the General Education Section. Choose a maximum of 9 credit hours from Area II and Area IV combined.

Area III	Natural Sciences/Mathematics/Computer Science	10 credits
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Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. CIS146 is required. MTH100 or higher is required. A Natural Science class is highly recommended.

Area IV	History/Social Behavioral Science	3-6 credits
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Choose from the list of courses for Area IV listed in the general Education Section of the College Catalog. Choose a maximum of 9 credit hours from Area II and Area IV combined.

Area V	Institutional Requirement	2 credits
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Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI	Core/Technical Concentration	24 credits
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Course	Title	Cr Hrs
CUA101	Orientation to the Hospitality Profession	3
CUA111	Foundations in Nutrition	3
CUA112	Sanitation, Safety, and Food Service	2
CUA125	Food Preparation	5
CUA204	Foundations of Baking	3
CUA213	Food Purchasing and Cost Control	3
CUA251	Menu Design	2
CUA262	Restaurant Management and Supervision	3

Area VII	Program Electives	24 credits
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Choose one of the following three emphases:

Certified Culinarian Emphasis	18 credits
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Course	Title	Cr Hrs
CUA173	Culinary Arts Apprenticeships	3
CUA173	Culinary Arts Apprenticeships	3
CUA173	Culinary Arts Apprenticeships	3
CUA173	Culinary Arts Apprenticeships	3
CUA173	Culinary Arts Apprenticeships	3
CUA173	Culinary Arts Apprenticeships	3
CUA	CUA/HSM electives	6

Culinary Arts Emphasis		24 credits
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Course	Title	Cr Hrs
CUA102	Catering	2
CUA113	Table Service	2
CUA115	Advanced Food Preparation	3
CUA122	Fundamentals of Quantity Cooking	3
CUA173	Culinary Arts Apprenticeship I	3
CUA205	Intro to Garde Manager	3
CUA214	International Cuisine	3
CUA241	Basic Culinary Lab II	2
CUA281	Apprenticeship Qualifying Dinner	3

Hospitality Management Emphasis		24 credits
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Course	Title	Cr Hrs
CUA122	Fundamentals of Quantity Cooking	3
HSM112	Hospitality Law	3
HSM122	Human Resource Management For Hospitality	3
HSM123	Hospitality Field Experience	3
HSM131	Finance for Hospitality Industry	3
HSM133	Hospitality Field Experience II	3
HSM250	Hospitality Marketing	3
HSM281	Special Topics in Hospitality Management	3
Total Credit Hours		75

CERTIFICATE

Culinary Arts/Hospitality Management

Area I	English	3 credits
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Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts

No Requirements

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section. One math class and one computer technology course are required.

Area IV History/Social/Behavioral Science

No Requirements

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 24 credits

Course	Title	Cr Hrs
CUA101	Orientation to Hospitality Profession	3
CUA111	Foundations of Nutrition	3
CUA112	Sanitation, Safety and Food Service	2
CUA125	Food Preparation	5
CUA204	Foundations of Baking	3
CUA213	Food Purchasing & Cost Control	3
CUA251	Menu Design	2
CUA262	Restaurant Management and Supervision	3

Area VII Electives 15 credits

Choose from approved list of program electives provided by the instructor.

Total Certificate Credit Hours	50
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SHORT CERTIFICATE

Culinary Arts

Area I English

No Requirements

Area II Humanities/Fine Arts

No Requirements

Area III Natural Sciences/Mathematics/Computer Science

No Requirements

Area IV History/Social/Behavioral Science

No Requirements

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 13 credits

Course	Title	Cr Hrs
CUA111	Foundation of Nutrition	3
CUA112	Sanitation and Safety	2
CUA125	Food Preparation	5
CUA173	Culinary Arts Apprenticeship	3

Area VII Electives 13 credits

CUA134	Culinary French	2
CUA204	Foundations of Baking	3
CUA122	Fund. Of Quantity Cooking	3
CUA132	Fundamentals of Rest. Operations	3
CUA205	Intro to Garde Manger	3
CUA210	Beverage Management	2

CUA214	International Cuisine	3
CUA215	Regional Cuisines	3
CUA102	Catering	2
CUA113	Table Service	2
CUA181	Special Topics in Culinary Arts	2
CUA182	Special Topics in Culinary Arts	3
CUA201	Meat Prep and Processing	2
Total Certificate Credit Hours		28

SHORT CERTIFICATE
Hospitality Services Management

Area I English

No Requirements

Area II Humanities/Fine Arts

No Requirements

Area III Natural Sciences/Mathematics/Computer Science

No Requirements

Area IV History/Social/Behavioral Science

No Requirements

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 11 credits

CUA101	Introduction to the Hospitality	3
CUA112	Sanitation, Safety & Food Service	2
HSM112	Hospitality Law	3
HSM123	Hospitality Field Experience I	3

Area VII Electives 16 credits

Choose from approved list of program electives provided by the instructor.

Total Certificate Credit Hours 29

ELECTRICAL TECHNOLOGY

program is designed to provide students with the knowledge, attitudes, and skills, which will enable them to become an entry level Electrical Technician.

The Electrical Technology Program combines classroom theory with hands-on practice. This

CERTIFICATE
Electrical Technology

Area I English 3 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts

Choose from the list of courses for Area II listed in the General Education Section.

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section. At least one math class is required. CIS146 is required.

Area IV History/Social/Behavioral Science

No Requirements

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI	Core/Technical Concentration	24 credits
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Course	Title	Cr Hrs
ELT108	DC Fundamentals	3
ELT109	AC Fundamentals	3
ELT114	Residential Wiring Methods I	3
ELT115	Residential Wiring Methods II	3
ELT117	DC/AC Machines	3
ELT118	Commercial/Indust. Wiring I	3
ELT209	Motor Controls I	3
ELT213	Industrial Equipment	3
ELT219	Fluid Power Systems	3
ELT230	Programmable Controls	6
ELT241	National Electric Code	3
INT126	Preventive Maintenances	3
INT253	Industrial Robotics	3
INT254	Robot Maintenance and Troubleshooting	3

Note: ELT230 Programmable Controllers may be substituted for the ELT231/232 pair.

Area VI	Electives	3 credits
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ELT181	Special Projects Topics	3
INT254	Robot Maint. Troubleshooting	3

Total Certificate Credit Hours 59

SHORT CERTIFICATE

Residential Electricity and Wiring

Area I	English	3 credits
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Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II	Humanities/Fine Arts
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No Requirements

Area III	Natural Sciences/Mathematics/Computer Science	6 credits
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Choose from the list of courses for Area III listed in the General Education Section. At least one math class is required.

Area IV	History/Social/Behavioral Science
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No Requirements

Area V	Institutional Requirement	2 credits
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Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI	Core/Technical Concentration	18 credits
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Course	Title	Cr Hrs
ELT108	DC Fundamentals	3
ELT109	AC Fundamentals	3
ELT114	Residential Wiring Methods I	3
ELT115	Residential Wiring Methods II	3
ELT118	Commercial/Industrial Wiring I	3
ELT241	National Electric Code	3
Total Certificate Credit Hours		29

SHORT CERTIFICATE

Electrical Controls

Area I	English	3 credits
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Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts

No Requirements

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section. At least one math class is required.

Area IV History/Social/Behavioral Science

No Requirements

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 18 credits

Course	Title	Cr Hrs
ELT108	DC Fundamentals	3
ELT109	AC Fundamentals	3
ELT209	Motor Control I	3
ELT230	Programmable Controls	6
ELT241	National Electric Code	3

Note: ELT230 Programmable Controllers may be substituted for the ELT231/232 pair.

Total Certificate Credit Hours 29

*ENGINEERING GRAPHICS
TECHNOLOGY*

The engineering Graphics Technology program is designed to prepare students for work in the mechanical, architectural, geographic information

systems (GIS), or other related drafting fields. The mission of the Engineering Graphics Technology program is to provide accessible, quality educational opportunities that will provide individuals with the knowledge, technical skills, and attitudes necessary to obtain entry-level employment in Engineering Graphics professions.

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE
Engineering Graphics Technology

Area I English 6 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3

Area II Humanities/Fine Arts 3-6 credits

Choose from the list of courses for Area II listed in the General Education Section. Choose a maximum of 9 credit hours from Area II and Area IV combined.

Area III Natural Sciences/Mathematics/Computer Science 10 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. CIS146 is required. At least one Math class is required. MTH112 or MTH113 are highly recommended. A Natural Science is required. Physics is highly recommended.

Area IV History/Social Behavioral Science 3-6 credits

Choose from the list of courses for Area IV listed in the general Education Section of the College Catalog. Choose a maximum of 9 credit hours from Area II and Area IV combined.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 24 credits

Course	Title	Cr Hrs
DDT104	Basic Computer Aided Drafting & Design	3
DDT111	Fundamentals of Drafting & Design	3

Section 5 - Instructional Programs

DDT117	Manufacturing Process	3
DDT124	Basic Technical Drawing	3
DDT127	Intermediate Computer Aided Drafting	3
DDT128	Intermediate Technical Drawing	3
DDT130	Fundamentals of Drafting for Related Trades	3
DDT132	Architectural Drafting	3

Select one of the three emphases below:

Architectural Emphasis	15 credits
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Course	Title	Cr Hrs
DDT212	Intermediate Architectural Drafting	3
DDT217	Building Codes, Ordinances	3
DDT222	Advanced Architectural Drafting	3
DDT235	Specialized CAD	3
DDT260	Portfolio	3

Mechanical Emphasis	16 credits
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Course	Title	Cr Hrs
DDT122	Advanced Technical Drawing	3
DDT227	Strength of Materials	4
DDT231	Advanced CAD	3
DDT233	Solids Modeling	3
DDT260	Portfolio	3

Area VII	Electives
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Course	Title	Cr Hrs
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Choose from approved list of program electives provided by the instructor.

Total Degree Credit Hours	75
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CERTIFICATE

Engineering Graphics Technology

Area I Written and Oral Communication 3 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts 3 credits

Choose from the list of courses for Area II listed in the General Education Section.

Area III Natural Sciences/Mathematics/Computer Science 10 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. At least one math class is required and must be MTH112 or higher. Either PHS111, PHS112, or PHY101 is recommended for the lab science.

Area IV History/Social Behavioral Science

No requirements.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 24 credits

Course	Title	Cr Hrs
DDT104	Basic Computer Aided Drafting & Design	3
DDT111	Fundamentals of Drafting & Design	3

Section 5 - Instructional Programs

DDT117	Manufacturing process	3
DDT124	Basic Technical Drawing	3
DDT127	Intermediate Computer Aided Drawing	3
DDT128	Intermediate Technical Drawing	3
DDT130	Fundamentals of Drafting for Related trades	3
DDT132	Architectural Drafting	3

Area VII	Electives	6 credits
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Course	Title	Cr Hrs
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Choose from approved list of program electives provided by the instructor.

Total Certificate Credit Hours 48

SHORT CERTIFICATE

Basic Engineering Graphics

Area I	Written and Oral Communication	3 credits
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Course	Title	Cr Hrs
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ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II	Humanities/Fine Arts
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No requirements.

Area III	Natural Sciences/Mathematics/Computer Science	6 credits
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Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. At least one math class is required.

Area IV	History/Social Behavioral Science
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No requirements.

Area V	Institutional Requirement	2 credits
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Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI	Core/Technical Concentration	18 credits
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Course	Title	Cr Hrs
DDT104	Basic Computer Aided Drafting & Design	3
DDT111	Fundamentals of Drafting & Design	3
DDT124	Basic Technical Drawing	3
DDT127	Intermediate Computer Aided Drawing	3
DDT128	Intermediate Technical Drawing	3
DDT130	Fundamentals of Drafting for Related trades	3
Total Certificate Credit Hours		29

*HEATING AND AIR
CONDITIONING TECHNOLOGY*

The purpose of the Heating and Air Conditional Technology program is to provide accessible, quality educational opportunities that will provide individuals with knowledge, technical skills, and attitudes necessary to obtain entry-level employment in the heating and air conditioning profession.

The diploma and certificate programs are intended to produce graduates who are prepared for employment as service persons, start-up and checkout persons and control wiring installation.

The Heating and Air Conditioning Technology program combines classroom theory with “hands-on” practice in the laboratory. Program graduates are to be competent in the academic areas of communications, mathematics, computer literacy, and human relations in the technical areas of heating and air conditioning.

J. F. Drake State Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the Heating and Air Conditioning Technology program.

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

Heating and Air Conditioning

Area I Written and Oral Communication 6 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3

Area II Humanities/Fine Arts 3 credits

Choose from the list of courses for Area II listed in the General Education Section.

Area III Natural Sciences/Mathematics/Computer Science 10 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. CIS146 is required. MTH100 or higher is required. PHS111 or PHS112 are recommended for the lab science.

Area IV History/Social Behavioral Science 3 credits

Choose from the list of courses for Area IV listed in the General Education Section.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 51 credits

Course	Title	Cr Hrs
ACR111	Refrigeration Principles	3
ACR112	HVACR Service Procedure	3
ACR113	Refrigeration Piping Practices	3
ACR119	Fundamentals of Gas Heating Systems	3

Section 5 - Instructional Programs

ACR120	Fundamentals of Electric Heating Systems	3
ACR121	Principles of Electrical HVAC	3
ACR122	HVAC Electrical Circuits	3
ACR123	HVAC Electrical Components	3
ACR126	Commercial Heating System	3
ACR132	Residential Air Conditioning	3
ACR148	Heat Pump System I	3
ACR149	Heat Pump System II	3
ACR192	HVAC Apprenticeship/Internship	3
ACR200	Review for Contractor's Exams	3
ACR203	Commercial Refrigeration	3
ACR209	Commercial Air Conditioning	3
ACR210	Troubleshooting HVACR Systems	3

Total Diploma Credit Hours 75

CERTIFICATE

Heating and Air Conditioning

Area I Written and Oral Communication 3 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts 3 credits

Choose from the list of courses for Area II listed in the General Education Section.

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. At least one math class is required. At least computer class is required.

Area IV History/Social Behavioral Science

No requirements.

Area V Institutional Requirement		2 credits
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Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration		45 credits
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ACR111	Refrigeration Principles	3
ACR112	HVACR Service Procedure	3
ACR113	Refrigeration Piping Practices	3
ACR119	Fundamentals of Gas Heating Systems	3
ACR120	Fundamentals of Electric Heating Systems	3
ACR121	Principles of Electrical HVAC	3
ACR122	HVAC Electrical Circuits	3
ACR123	HVAC Electrical Components	3
ACR126	Commercial Heating System	3
ACR132	Residential Air Conditioning	3
ACR148	Heat Pump System I	3
ACR149	Heat Pump System II	3
ACR192	HVAC Apprenticeship/Intern.	3
ACR200	Review for Contractor's Exams	3
ACR210	Troubleshooting HVACR Sys.	3

Total Certificate Credit Hours 59

SHORT CERTIFICATE

Heating and Air Conditioning

Area I Written and Oral Communication		3 credits
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Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3

COM100 Intro Technical English I 3

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. At least one math class is required.

Area IV History/Social Behavioral Science

No requirements.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 18 credits

Course	Title	Cr Hrs
ACR111	Refrigeration Principles	3
ACR112	HVACR Service Procedure	3
ACR113	Refrigeration Piping Practices	3
ACR121	Principles of Electrical HVAC	3
ACR122	HVAC Electrical Circuits	3
ACR123	HVAC Electrical Components	3
Total Certificate Credit Hours		29

**INDUSTRIAL ELECTRONICS
TECHNOLOGY**

The Industrial Electronics Technology Program combines classroom theory with hands-on laboratory practice. Students are able to develop the technical knowledge skills and attitudes needed to become an entry level Electronics Technician.

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

Industrial Electronics Technology

Area I Written and Oral Communication 6 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3

Area II Humanities/Fine Arts 3-6 credits

Choose from the list of courses for Area II listed in the General Education Section of the College Catalog. Choose a maximum of 9 credit hours from Area II and Area IV combined. Students planning on transferring to a university program must choose a two course sequence in either Humanities or History/Social/Behavioral Sciences.

Area III Natural Sciences/Mathematics/Computer Science 10 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. MTH112 or higher is required. A Natural Science, preferably Physics, is recommended. CIS146 is required.

Area IV History/Social Behavioral Science 3-6 credits

Choose from the list of courses for Area IV listed in the General Education Section of the College Catalog. Choose a maximum of 9 credit hours from Area II and Area IV.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI	Core/Technical Concentration	48 credits
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Course	Title	Cr Hrs
ILT106	Concepts of Direct Current	5
ILT107	Concepts of Alternating Current	5
ILT111	Concepts of Solid State Electronics	5
ILT112	Concepts of Digital Electronics	5
ILT113	Concepts of Electronic Circuits	5
ILT127	Microcomputer Fundamentals	5
ILT128	Microcomputer Fundamentals Lab	5
ILT205	Microprocessors	3
ILT206	Microprocessors Lab	2
ILT224	Electronic Communications	3
ILT225	Electronic Communications Lab	2
ILT229	PC Repair	3
ILT230	Computer Repair Lab	2
ILT280	Special Topics-Senior Project	3

Area VII	Electives
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Course	Title	Cr Hrs
ILT181	Special Topics IPC J-STD	3
ILT263	Certification Prep. Lab	1
Total Diploma Credit Hours		75

CERTIFICATE

Industrial Electronics

Area I	Written and Oral Communication	6 credits
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Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Choose one course for Area I. Anyone considering a future four-year degree should consider selecting ENG101 if assessment criteria are met.

Area II	Humanities/Fine Arts	3 credits
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Choose from the list of courses for Area II listed in the General Education Section of the College Catalog.

Area III	Natural Sciences/Mathematics/Computer Science	6 credits
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Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. CIS146 is required. At least one math class is required.

Area IV	History/Social Behavioral Science	3 credits
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Choose from the list of courses for Area IV listed in the General Education Section of the College Catalog.

Area V	Institutional Requirement	2 credits
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Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI	Core/Technical Concentration	30 credits
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Course	Title	Cr Hrs
ILT106	Concepts of Direct Current	5
ILT107	Concepts of Alternating Current	5
ILT111	Concepts of Solid State Electronics	5
ILT112	Concepts of Digital Electronics	5
ILT113	Concepts of Electronic Circuits	5
ILT205	Microprocessors	3
ILT206	Microprocessors Lab	2

Area VII Electives		
Course	Title	Cr Hrs
ILT181	Special Topics in IPC-J STD	3
Total Certificate Credit Hours		47

SHORT CERTIFICATE

Basic Electronics

Area I Written and Oral Communication 3 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. At least one math class is required.

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration		13 credits
Course	Title	Cr Hrs
ILT106	Concepts of Direct Current	5
ILT107	Concepts of Alternating Current	5
ILT181	Special Topics in IPC-J STD	3
Total Certificate Credit Hours		24

SHORT CERTIFICATE

Advanced Certificate in Computer Programming for Electronics

Area I Written and Oral Communications		3 credits
Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Choose one course for Area I. Anyone considering a future four-year degree should consider selecting ENG101 if assessment criteria are met.

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science **3 credits**

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. At least one math class is required.

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement **2 credits**

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration		30 credits
Course	Title	Cr Hrs
CIS150	Computer Programming Logic	3
CIS212	Visual Basic Programming	3
CIS251	C++ Programming	3
CIS255	JAVA Programming	3
CIS285	Object-Oriented Programming	3
ILT112	Concepts of Digital Electronics	5
Total Certificate Credit Hours		28

*INDUSTRIAL SYSTEMS
TECHNOLOGY*

will be a multi-craft individual. This does not mean an individual is an expert in one particular area, but someone who understands several areas and is able to perform general maintenance duties.

The Industrial Maintenance Program includes classes from the electricity, machine tool, and welding areas. Anyone who successfully completes the program

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

Industrial Systems Technology

Area I Written and Oral Communication		3 credits
Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3

Area II Humanities/Fine Arts		3 credits
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Choose from the list of courses for Area II listed in the General Education Section.

Area III	Natural Sciences/Mathematics/Computer Science	10 credits
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Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. CIS146 is required. MTH100 or higher is required. MTH112 or MTH113 is recommended. A Natural Science, preferably Physics, is recommended.

Area IV	History/Social Behavioral Science	3 credits
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Choose from the list of courses for Area IV listed in the General Education Section.

Area V	Institutional Requirement	2 credits
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Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI	Core/Technical Concentration	51 credits
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Course	Title	Cr Hrs
INT101	DC Fundamentals	3
INT103	AC Fundamentals	3
INT117	Principles of Industrial Maintenance	3
INT118	Fundamentals of Industrial Pneumatics & Hydraulics	3
INT119	Principals of Mechanical Measurement and Technical Drawing	3
INT126	Preventive Maintenance	3
INT127	Principles of Industrial Pumps & Piping System	3
INT134	Principles of Industrial Maintenance Welding & Metal Cutting	3
INT153	Precision Machining Fundamentals I	3
INT158	Industrial Wiring	3
INT206	Industrial Motors I	3

Section 5 - Instructional Programs

INT212	Industrial Motor Control I	3
INT253	Industrial Robotics	3
INT254	Robot Maintenance and Troubleshooting	3
INT284	Applied Principles of Programmable Controllers	3
INT288	Advanced Principles of Programmable Controllers	3
MTT139	Introduction to CNC	3

Area VII Electives

Course	Title	Cr Hrs
INT220	Special Topics Senior Project	3
Total Degree Credit Hours		75

CERTIFICATE

Industrial Systems Maintenance

Area I Written and Oral Communications 3 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts 3 credits

.Choose from the list of courses for Area II listed in the General Education Section.

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. At least one math class is required. At least one computer class is required.

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement		2 credits
Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration		36 credits
Course	Title	Cr Hrs
INT101	DC Fundamentals	3
INT103	AC Fundamentals	3
INT117	Principles of Industrial Maintenance	3
INT118	Fundamentals of Industrial Pneumatics & Hydraulics	3
INT126	Preventive Maintenance	3
INT127	Principles of Industrial Pumps & Piping System	3
INT134	Principles of Industrial Maintenance Welding & Metal Cutting	3
INT153	Precision Machining Fundamentals I	3
INT158	Industrial Wiring	3
INT206	Industrial Motors I	3
INT212	Industrial Motor Control I	3
INT284	Applied Principles of Programmable Controllers	3

Area VII Electives		
Course	Title	Cr Hrs
INT220	Special Topics Senior Project	3
Total Certificate Credit Hours		50

SHORT CERTIFICATE
Industrial Maintenance

Area I Written and Oral Communication 3 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. At least one math class is required. MTH112 or MTH113 is preferred. At least one computer class is required.

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 18 credits

Course	Title	Cr Hrs
INT101	DC Fundamentals	3
INT103	AC Fundamentals	3
INT117	Principles of Industrial	3

INT118	Maintenance Fundamentals of Industrial Pneumatics & Hydraulics	3
INT134	Principles of Industrial Maintenance Welding & Metal Cutting	3
INT153	Precision Machining Funda- mentals I	3
Total Certificate Credit Hours		29

SHORT CERTIFICATE

Industrial Robotics

Area I Written and Oral Communications 3 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. At least one math class is required. MTH112 or MTH113 is recommended. At least one computer class is required.

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration		18 credits
Course	Title	Cr Hrs
INT118	Fundamentals of Industrial Pneumatics & Hydraulics	3
INT212	Industrial Motor Control I	3
INT253	Industrial Robotics	3
INT254	Robot Maintenance and Troubleshooting	3
INT284	Applied Principles of Programmable Controllers	3
INT288	Advanced Principles of Programmable Controllers	3
Total Certificate Credit Hours		29

*INFORMATION AND
COMMUNICATION
TECHNOLOGY*

The mission of the Information Technology program is to prepare students for entry level employment, advancement, and industry certifications in information technology by teaching programming, networking, operating systems, web page development, and applications using up-to-date methods and techniques that are prevalent in today's marketplace. The Information Technology program awards short certificates and the Associate in Applied Technology degree.

The curriculum is designed for students seeking entry-level employment in the fields of microcomputer applications, computer programming, web site development, and computer networking. The curriculum is also designed for

individuals who are seeking specialized skills required for advancements, certifications, and/or personal growth. Information Systems Technology courses include theory and laboratory experiences related to those in industry today. Major topics include programming logic, application development, web page development, communication networking and the use of personal computers.

Personal computer courses using popular spreadsheet and database packages are also part of this program for students seeking entry-level employment in the fields of microcomputer applications, computer programming, and computer networking. The curriculum is also designed for individuals who are seeking specialized skills required for advancements, certifications, and/or personal growth. Courses include theory and laboratory experiences related to those in industry today. Major topics include programming logic, application development, and the use of personal computers.

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

Information Technology

Area I Written and Oral Communication 6 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3

Area II Humanities/Fine Arts

Choose from the list of courses for Area II listed in the General Education Section. Choose a maximum of 9 credit hours from Area II and Area IV combined.

Area III Natural Sciences/Mathematics/Computer Science 10 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. At least one math class is required. MTH112 or higher is highly recommended. CIS146 is required. PHY201 is recommended for the lab science.

Area IV History/Social Behavioral Science 3-6 credits

Choose from the list of courses for Area IV listed in the General Education Section. Choose a maximum of 9 credit hours from Area II and Area IV combined.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 27 credits

Course	Title	Cr Hrs
CIS149	Introduction to Computers	3
CIS150	Intro to Computer Logic and	3

	Programming	
CIS207	Introduction to Web Development	3
CIS212	Visual Basic Programming	3
CIS251	C++ Programming	3
CIS268	Software Support	3
CIS269	Hardware Support	3
CIS270	CISCO I	3
CIS281	Systems Analysis and Design	3

Area VII	Core/Technical Concentration	21 credits
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Course	Title	Cr Hrs
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Enterprise Programming Emphasis	21 credits
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Course	Title	Cr Hrs
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CIS213	Advanced Visual Basic	3
CIS222	Database management – SQL	3
CIS253	Advanced C++ Programming	3
Electives	Select 12 credit hours	12

Networking Emphasis	21 credits
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Course	Title	Cr Hrs
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CIS271	CISCO II	3
CIS272	CISCO III	3
CIS273	CISCO IV	3
Electives	Select 12 credit hours	12

Software Applications Emphasis	21 credits
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Course	Title	Cr Hrs
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CIS147	Advanced Microcomputer Applications	3
CIS196	Commercial Software Applications	3
CIS197	Adv. Commercial Software Application	3
Electives	Select 12 credit hours	12

Systems Administrator Emphasis 21 credits

Course	Title	Cr Hrs
CIS276	Server Administration	3
CIS277	Network Services Administration	3
CIS278	Director Services Administration	3
Electives	Select 12 credit hours	12

Technical Support Emphasis 21 credits

Course	Title	Cr Hrs
ILT127	Microcomputer Fundamentals	3
ILT128	Microcomputer Fundamentals Lab	2
ILT143	Principles of Industrial Electricity	3
ILT281	Digital Processing	3
Electives	Select 10 credit hours	10

Web Development Emphasis 21 credits

Course	Title	Cr Hrs
CIS208	Intermediate Web Development	3
CIS209	Advanced Web Development	3
CIS255	JAVA Programming	3
Electives	Select 12 credit hours	12

Electives

Choose from approved list of program electives provided by the instructor.

Total Degree Credit Hours	75
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CERTIFICATE

Information Technology

Area I Written and Oral Communication 3 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science 10 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. At least one math class is required. CIS146 is required. A Natural Science is required.

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 24 credits

Course	Title	Cr Hrs
CIS149	Introduction to Computers	3
CIS150	Intro to Computer Logic and Programming	3
CIS270	CISCO I	3
CIS207	Introduction to Web Development	3

CIS212	Visual Basic Programming	3
CIS251	C++ Programming	3
CIS268	Software Support	3
CIS269	Hardware Support	3

¹ILT229 and ILT230 can be substituted for the pair of courses CIS268/CIS269.

Area VII Electives 15 credits

Choose from approved list of program electives provided by the instructor.

Total Certificate Credit Hours 60

SHORT CERTIFICATE
Commercial Applications

This skills certificate is designed to provide the student with extended skills in the use of Microsoft Office Suite commercial applications. Students successfully completing this Career Skills Certificate should be prepared to take the Microsoft office User Specialist (MOUS) certification examination.

Area I Written and Oral Communication 3 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. At least one math class is required.

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement		2 credits
Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration		18 credits
Course	Title	Cr Hrs
CIS146	Microcomputer Applications	3
CIS147	Advanced Microcomputer Applications	3
CIS196	Commercial Software Applications	3
CIS197	Advanced Commercial Software Application	3
CIS207	Introduction to Web Development	3
CIS149	Introduction to Computers	3
Total Certificate Credit Hours		29

SHORT CERTIFICATE

Enterprise Programming

This skills certificate is designed to provide the student with extended skills in object-oriented programming in the commonly used programming languages for modern enterprise systems: C++, Visual Basic, and JAVA.

Area I Written and Oral Communication		3 credits
Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Choose one course for Area I. Anyone considering a future four-year degree should consider selecting ENG101 if assessment criteria have been met.

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. At least one math class is required.

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 18 credits

Course	Title	Cr Hrs
CIS150	Computer Programming Logic	3
CIS212	Visual Basic Programming	3
CIS213	Advanced Visual Basic Programming	3
CIS251	C++ Programming	3
CIS252	Advanced C+ Programming	3
CIS255	JAVA Programming	3
Total Certificate Credit Hours		29

SHORT CERTIFICATE
Network Administration

Area I Written and Oral Communication 3 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Choose one course for Area I. Anyone considering a future four-year degree should consider selecting ENG101 if assessment criteria are met.

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science 3 credits

Choose a mathematics course for Area III listed in the General Education Section of the College Catalog.

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 21 credits

Course	Title	Cr Hrs
CIS149	Introduction to Computers	3
CIS270	CISCO I	3

CIS271	CISCO II	3
CIS272	CISCO III	3
CIS273	CISCO IV	3
CIS146	Microcomputer Applications	3
CIS249	Microcomputer Operating Systems	3

Total Certificate Credit Hours 29

SHORT CERTIFICATE
Systems Administration

This skills certificate is designed to provide the student with the extended skills necessary to perform in an entry-level position as a systems administrator in a Microsoft server network environment.

Area I Written and Oral Communication 3 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Choose one course for Area I. Anyone considering a future four-year degree should consider selecting ENG101 if assessment criteria are met.

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science 3 credits

Choose a mathematics course for Area III listed in the general Education Section of the College Catalog.

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration		21 credits
Course	Title	Cr Hrs
CIS149	Intro to Computers	3
CIS275	Workstation Administration	3
CIS276	Server Administration	3
CIS277	Network Services Administration	3
CIS278	Directory Services Administration	3
CIS279	Network Infrastructure Design	3
CIS280	Network Security	3
CIS249	Microcomputer Operating Systems	3
Total Certificate Credit Hours		29

SHORT CERTIFICATE

Technical Support Technician

This career skills certificate is designed to provide the student with extended skills for providing technical support to users of microcomputer-based applications and networks. Students successfully completing this Career Skills Certificate should be prepared to take the A+ certification examination.

Area I Written and Oral Communication		3 credits
Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Choose one course for Area I. Anyone considering a future four-year degree should consider selecting ENG101 if assessment criteria are met.

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section. At least one math class is required.

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 17 credits

Course	Title	Cr Hrs
CIS270	CISCO I	3
CIS271	CISCO II	3
CIS272	CISCO III	3
CIS273	CISCO IV	3
ILT229	PC Repair	3
ILT230	Computer Repair Lab	2
Total Certificate Credit Hours		28

SHORT CERTIFICATE

Web Page Developer

This skills certificate is designed to provide the student with extended skills for developing web pages, including the use of HTML, XHTML, Microsoft FrontPage, DreamWeaver, and Flash web development platforms. Students successfully completing the Career Skills Certificate (CIW) associate and professional certification examinations.

Area I	Written and Oral Communication	3 credits
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Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Choose one course for Area I. Anyone considering a future four-year degree should consider selecting ENG101 if assessment criteria are met.

Area II	Humanities/Fine Arts
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No Requirements.

Area III	Natural Sciences/Mathematics/Computer Science	3 credits
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Choose from the list of courses for Area III listed in the General Education Section. At least one math class is required.

Area IV	History/Social Behavioral Science
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No Requirements.

Area V	Institutional Requirement	2 credits
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Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI	Core/Technical Concentration	21 credits
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Course	Title	Cr Hrs
CIS146	Microcomputer Applications	3
CIS151	Graphics for the Worldwide Web	3
CIS160	Multimedia for World Wide Web	3
CIS196	Commercial Software Applications	3

CIS197	Advanced Commercial Software Applications	3
CIS207	Introduction to Web Development	3
CIS209	Advanced Web Development	3

Total Certificate Credit Hours 29

MACHINE TOOL TECHNOLOGY

The J. F. Drake State Technical machine Tool Technology program is designed to prepare students for gainful employment in the area of precision machining. The program emphasizes safe work

habits, metallurgy, precision measurement, and the set up and operation of machine tools that cut and shape metal as well as none traditional materials. The program not only strives to produce a graduate with employable skills, but a well-rounded individual.

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

Machine Tool Technology

Area I Written and Oral Communication 6 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3

Area II Humanities/Fine Arts 3 credits

Choose from the list of courses for Area II listed in the General Education Section in the College Catalog.

Area III Natural Sciences/Mathematics/Computer Science 10 credits

Choose from the list of courses for Area III listed in the General Education Section. CIS146 is required. MTH112 is highly recommended. A Natural Science, preferably Physics, is required.

Area IV History/Social Behavioral Science 3 credits

Choose from the list of courses for Area IV listed in the General Education Section.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1

WKO107 ²Workplace Skills Preparation 1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI	Core/Technical Concentration	21 credits
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Course	Title	Cr Hrs
MTT100	Machining Technology I	6
MTT103	Machining Technology II	6
MTT107	Machining Calculations I	3
MTT121	Basic Print Reading for Machinists	3
MTT127	Metrology	3
MTT128	Geometric Dimensioning and Tolerancing	6
MTT129	Lathe Operations	6
MTT136	Milling Machine Operations	6
MTT139	Intro to CNC	3
MTT140	Basic CNC Turning	3
MTT141	Basic CNC Milling	3
MTT219	CNC Graphic Program Turning	3
MTT220	CNC Graphic Program Milling	3
Total Degree Credit Hours		75

CERTIFICATE

Machine Tool Technology

Area I	Written and Oral Communication	3 credits
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Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II	Humanities/Fine Arts	3 credits
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Choose from the list of courses for Area II listed in the General Education Section. Choose a maximum of 9 credit hours from Area II and Area IV combined.

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. At least one math class is required.

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 39 credits

Course	Title	Cr Hrs
MTT100	Machining Technology I	6
MTT103	Machining Technology II	6
MTT121	Basic Print Reading for Machinists	3
MTT127	Metrology	3
MTT129	Lathe Operations	6
MTT136	Milling Machine Operations	6
MTT139	Intro to CNC	3
MTT140	Basic CNC Turning	3
MTT141	Basic CNC Milling	3

Area VII Electives 3 credits

MTT219	CNC Graphics: Turning	3
MTT220	CNC Graphics: Milling	3

Total Certificate Credit Hours 56

SHORT CERTIFICATE

Manual Machining

Area I Written and Oral Communication 3 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. At least one math class is required.

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 18 credits

Course	Title	Cr Hrs
MTT100	Machining Technology I	6
MTT103	Machining Technology II	6
MTT121	Basic Print Reading for Machinists	3
MTT127	Metrology	3

Total Certificate Credit Hours 29

SHORT CERTIFICATE

CNC Machining

Area I Written and Oral Communication 3 credits

Course	Title	Cr Hrs
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ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. At least one math class is required.

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
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ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 18 credits

Course	Title	Cr Hrs
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MTT127	Metrology	3
MTT139	Intro to CNC	3
MTT140	Basic CNC Turning	3
MTT141	Basic CNC Milling	3
MTT219	CNC Graphic Programming Turning	3

MTT220 CNC Graphic Programming 3
 Milling

Area VII Electives 3 credits

Choose remaining credits from approved list of program electives.

Total Certificate Credit Hours 29

*MEDICAL ASSISTING
 TECHNOLOGY*

The Medical Assisting Program is intended to prepare students to provide patient care in physician’s offices, minor emergency centers, long-term care facilities, and other types of free-standing medical clinics. In the clinical role, the medical assistant provides assistance to the physician during assessment and examination of patients, treatment interventions, and in-office diagnostic protocols. Students in this program will learn to perform physical assessments, take medical histories, take and record vital signs, administer medications,

perform venipuncture, and interpret basic laboratory results.

Medical Assistants are also prepared to assume office administrative roles in physician’s offices, including scheduling procedures, billing protocols, coding mechanisms, typing of medical correspondence utilizing appropriate medical terminology, office accounting procedures, and insurance processing.

Upon completion of this program, the student will be awarded the A.A.S. – Associate in Applied Science degree and will be eligible to sit for the Certified Medical Assistant (CMA) examination.

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE
 Medical Assisting Technology

Area I Written and Oral Communication 6 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3

Area II Humanities/Fine Arts 3 credits

Choose from the list of courses for Area II listed in the General Education Section.

Area III Natural Sciences/Mathematics/Computer Science 10 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. At least one math class, one computer class, and one biology class are required.

Area IV	History/Social Behavioral Science	3 credits
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Choose from the list of courses for Area IV listed in the General Education Section.

Area V	Institutional Requirement	2 credits
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Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI	Core/Technical Concentration	48 credits
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Course	Title	Cr Hrs
MAT102	Medical Assisting Theory I	3
MAT103	Medical Assisting Theory II	3
MAT111	Clinical Procedures I for the Medical Assistant	3
MAT120	Medical Administrative Procedures I	3
MAT121	Medical Administrative Procedures II	3
MAT122	Basic Concepts Interpersonal Rel.	3
MAT125	Laboratory Procedures I for the Medical Assistant	3
MAT128	Medical law and Ethics for the Medical Assistant	3
MAT200	Management of Office Emergencies	2
MAT211	Clinical Procedures II for the Medical Assistant	3
MAT215	Laboratory Procedures II for the Medical Assistant	3
MAT216	Medical Pharmacology for the Medical Office	4
MAT220	Medical Office Insurance	3
MAT222	Medical Transcription I	2
MAT228	Medical Assisting Review Course	1
MAT229	Medical Assisting Preceptorship	3
BIO120	Medical Terminology	3

Area VII Electives		4 credits
Course	Title	Cr Hrs
MAT101	Medical Terminology	3
MAT122	Basic Concepts of Interpersonal Relationships	3
BIO103	Introduction to Biology	4
BIO201	Human Anatomy & Physiology I	4
BIO202	Human Anatomy & Physiology II	4
RDG114	Critical Reading	3
Total Degree Credit Hours		76

CERTIFICATE

Medical Assisting Technology

Area I Written and Oral Communication		3 credits
Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
Area II Humanities/Fine Arts		3 credits

Choose from the list of courses for Area II listed in the General Education Section.

Area III Natural Sciences/Mathematics/Computer Science		3 credits
Choose from the list of courses for Area III listed in the General Education Section of the College Catalog.		

Area IV History/Social Behavioral Science	
No Requirements.	

Area V Institutional Requirement		2 credits
Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration		48 credits
Course	Title	Cr Hrs
MAT102	Medical Assisting Theory I	3
MAT103	Medical Assisting Theory II	3
MAT111	Clinical Procedures I for the Medical Assistant	3
MAT120	Medical Administrative Procedures I	3
MAT121	Medical Administrative Procedures II	3
MAT122	Basic Concepts Interpersonal Rel	3
MAT125	Laboratory procedures I for the Medical Assistant	3
MAT128	Medical law and Ethics for the Medical Assistant	3
MAT200	Management of Office Emergencies	2
MAT211	Clinical Procedures II for the Medical Assistant	3
MAT215	Laboratory Procedures II for The medical Assistant	3
MAT216	Medical Pharmacology for the Medical Office	4
MAT220	Medical Office Insurance	3
MAT222	Medical Transcription I	2
MAT228	Medical Assisting Review Course	1
MAT229	Medical Assisting Preceptorship	3
BIO120	Medical Terminology	3
Total Certificate Credit Hours		59

SHORT CERTIFICATE

Medical Assisting Technology

Area I Written and Oral Communication

No Requirements.

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science 3 credits

Choose one biology course from the list of courses for Area III listed in the General Education Section.

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 21 credits

Course	Title	Cr Hrs
MAT102	Medical Assisting Theory I	3
MAT122	Basic Concepts Interpersonal Rel.	3
MAT125	Laboratory procedures I for the Medical Assistant	3
MAT128	Medical law and Ethics for the Medical Assistant	3
MAT215	Laboratory Procedures II for The medical Assistant	3
MAT239	Phlebotomy Preceptorship	3
BIO120	Medical Terminology	3
Total Certificate Credit Hours		26

**OFFICE SYSTEMS
TECHNOLOGY**

The mission of the Office Systems Technology program is to prepare students for employment or advancement in office support positions by providing learning experiences in word processing, spreadsheet management, database management, written and oral communications, administrative office procedures, and internet usage, along with

critical thinking and problem-solving experiences. The Office Systems technology program awards the Certificate and Associate in Applied Technology degree.

The Office Systems Technology program prepares a student for a career as an office support specialist in today's electronic office. Students develop skills in keyboarding, word processing, spreadsheet management, internet searching, web-based applications, and record/information management. To foster scholastic achievement and development

leadership skills, students are encouraged to join and participate in the on-campus student organization Phi Beta Lambda (PBL). A student in the Office Systems Technology associate degree program is eligible to sit for the Certified Professional Secretaries' (CPS) exam, the hallmark of success in this profession.

Program Goals

1. Students will gain an appreciation for how traditional skills are accomplished through automation and web-based strategies.
2. Students will understand how to analyze business transactions, journalize entries,

post ledgers, and prepare financial statements within an accounting environment.

3. Students will gain an understanding for the importance of high critical thinking, interpersonal, and communication skills relevant for working well with others.
4. Students will develop hands-on computer skills relevant for the modern professional and office environment.
5. Students will understand and appreciate ethical and legal obligations associated with the Office Systems Technology profession.

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

Office Systems Technology

Area I Written and Oral Communication 6 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3

Area II Humanities/Fine Arts 3-6 credits

Choose from the list of courses for Area II listed in the General Education Section. Areas II and IV must total 9 credit hours.

Area III Natural Sciences/Mathematics/Computer Science 10 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. MTH100 or higher is required. CIS146 is required. A Natural Science is required. PHY201 is recommended.

Area IV History/Social Behavioral Science 3-6 credits

Choose from the list of courses for Area IV listed in the General Education Section. Choose a maximum of 9 credit hours from Area II and Area IV combined.

Area V	Institutional Requirement	2 credits
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Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI	Core/Technical Concentration	39 credits
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Course	Title	Cr Hrs
BUS263	Legal and Social Environment	3
OAD101	Beginning Keyboarding	3
OAD138	Records & Information Management	3
OAD125	Basic Wordprocessing	3
OAD104	Advanced Keyboarding	3
OAD243	Spreadsheet Application	3
OAD135	Financial Recordkeeping	3
OAD244	Database Application	3
OAD126	Advanced Wordprocessing	3
OAD218	Office Procedures	3
OAD136	Advanced Recording Keeping	3
OAD217	Office Management	3
OAD133	Business Communications	3

Area VII	Electives	9 credits
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Choose from approval list of program electives

Total Degree Credit Hours	75
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CERTIFICATE
Office Systems Technology

Area I	Written and Oral Communication	3 credits
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Course	Title	Cr Hrs
ENG101	English Comp. I	3

ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts 6 credits

Choose from the list of courses for Area II listed in the General Education Section.

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. CIS146 and one math class is required.

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 39 credits

Course	Title	Cr Hrs
OAD103	Intermediate Keyboarding	3
OAD104	Advanced Keyboarding	3
OAD125	Basic Wordprocessing	3
OAD126	Advanced Wordprocessing	3
OAD133	Business Communications	3
BUS241	Principles of Accounting I	3
BUS242	Principles of Accounting II	3
BUS263	Legal and Social Environment of Business	3
OAD138	Records & Information Management	3
OAD217	Office Management	3
OAD218	Office Procedures	3
OAD243	Spreadsheet Application	3
OAD244	Database Application	3

Area VII Electives 3 credits

Choose from approval list of program electives

Total Certificate Credit Hours 59

SHORT CERTIFICATE
Financial Secretary

Area I Written and Oral Communication 3 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog.

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 18 credits

Course	Title	Cr Hrs
OAD101	Beginning Keyboarding	3
OAD125	Basic Word Processing	3
BUS241	Principles of Accounting I	3
BUS242	Principles of Accounting II	3
OAD243	Spreadsheet Application	3
OAD244	Database Application	3
Total Certificate Credit Hours		29

SHORT CERTIFICATE

Medical Secretary

Area I Written and Oral Communication 3 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog.

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration		18 credits
Course	Title	Cr Hrs
BIO120	Medical Terminology	3
CIS146	Microcomputer Applications	3
OAD101	Beginning Keyboarding	3
OAD125	Basic Word Processing	3
OAD218	Office Procedures	3
OAD247	Special Projects	3
Total Certificate Credit Hours		29

SHORT CERTIFICATE

Word Processing

Area I Written and Oral Communication		3 credits
Course	Title	Cr Hrs
ENG101	English Comp. I	3
ENG102	English Comp. II	3
COM100	Intro Technical English I	3

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science		6 credits
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Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. CIS146 and one math class is required.

Area IV History/Social Behavioral Science	
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No Requirements.

Area V	Institutional Requirement	2 credits
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Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI	Core/Technical Concentration	18 credits
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Course	Title	Cr Hrs
CIS146	Microcomputer Applications	3
OAD101	Beginning Keyboarding	3
OAD125	Basic Word Processing	3
OAD126	Advanced Word Processing	3
OAD138	Records & Information Mgt.	3
OAD247	Special Projects	

Total Degree Credit Hours	29
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PRACTICAL NURSING

Practical Nursing is a comprehensive course of study that combines theory with clinical practice. The curriculum is designed to provide qualified individuals with an opportunity to acquire the knowledge, attitudes, and skills, which will enable them to become safe and competent practitioners of Practical Nursing.

To become licensed, graduates of this program must successfully write the national Council Licensure Examination (NCLEX-PN). The typical student, who enters the program full-time and whose academic and clinical progress are satisfactory, should complete the program in two semesters plus a summer session providing the necessary courses are offered. The division of instruction is approved by the Commission on Occupational Education and the Alabama Board of Nursing.

The LPN program offers a certificate.

HIGH SCHOOL DIPLOMA OR GED REQUIRED

CERTIFICATE

Licensed Practical Nursing

Area I Written and Oral Communication 3 credits

Course	Title	Cr Hrs
ENG101	English Comp. I	3

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Course	Title	Cr Hrs
MTH116 or MTH100	Mathematical Applications Intermediate College Algebra	3
CIS130 or CIS146	Introduction to Information Microcomputer Applications	3

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI	Core/Technical Concentration	43 credits
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Course	Title	Cr Hrs
BIO201	¹ Human Anatomy & Physiology I	4
BIO202	¹ Human Anatomy & Physiology II	4
NUR102	Fundamentals of Nursing	6
NUR103	Health Assessment	1
NUR104	Introduction to Pharmacology	1
NUR105	Adult Nursing	8
NUR106	Maternal and Child Nursing	5
NUR107	Adult/Child Nursing	8
NUR108	Psychosocial Nursing	3
NUR109	Role Transition for the Practical Nurse	3

¹The combination of NUR101 and BIO103 may be taken in lieu of BIO201 and BIO202, but anyone considering additional education leading to the RN should not make this substitution as NUR101 does not meet any Alabama RN program requirements.

Area VII	Electives
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BIO103	Introduction to Biology	4
BIO220	Microbiology	4
PSY200	General Psychology	3
PSY210	Human Growth and Development	3
RDG114	Critical Reading	3

Total Certificate Credit Hours 54

NURSING PROGRAM POLICIES AND REQUIREMENTS

The intensity of the nursing curriculum and the development of acceptable workplace habits mandate that the LPN program establish departmental policies regarding absences and tardiness, professional and ethical conduct, uniform dress code, and testing. Since nursing is a profession that demands high ethical and professional standards, success in nursing depends on the nurse's ability to

provide safe, effective care while demonstrating acceptable workplace habits. Departmental policies promote the development of acceptable workplace habits and are consistently enforced. Attendance policies are included on each course syllabus and dress code and other policies related to clinical are included on the syllabi of courses with a clinical component.

Because graduates of the Practical Nursing Program must pass the national licensing examination upon completion of their program, separate policies and guidelines that may be higher than the institutional standards have been established. Each student will be given a copy of the appropriate policies on admission to the program.

NOTE: Although separate policies and guidelines have been established for the LPN program, LPN students must comply with the policies set forth in the student handbook and the College Catalog.

Standards of Conduct:

The nursing student shall comply with legal, moral, and legislative standards which determine unacceptable behavior of the nurse and which may be cause for denial of license to practice as a Licensed Practical Nurse, in accordance with the Alabama Law Regulating practice of Registered and Practical Nursing stated below:

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

FAILURE TO COMPLY WITH ANY OF THE ABOVE STIPULATIONS WHILE IN THE NURSING PROGRAM CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM.

It is important for nursing students to know about the Alabama Board of Nursing’s regulations on the

review of candidates for eligibility for initial and continuing Licensure. There will be questions on the Application for Licensure as a Licensed Practical Nurse by Examination which as “Have you ever been arrested or convicted of a criminal offense?” Application to write the examination may be denied on the basis of this review. Although these policies refer specifically to Alabama, other states have similar stipulations regarding Licensure.

Essential Functions – Standards for Admission and Progression

The Alabama College System endorses the Americans’ with Disabilities Act. 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 nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one’s ability to demonstrate the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing 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 essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions outlined below are necessary for nursing program admission, progression, and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

1. Observe and discern subtle changes in physical conditions and the environment

Section 5 - Instructional Programs

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
8. Interpret monitoring devices
9. Distinguish muffled sounds heard through a stethoscope
10. Hear and discriminate high and low frequency sounds produced by the body and the environment
11. Effectively hear to communicate with others
12. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, locations, and other physical characteristics
13. Detect body odors and odors in the environment
14. 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
15. Work effectively in groups
16. Work effectively independently
17. Effectively read, write, and comprehend the English language
18. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
19. Demonstrate satisfactory performance on written examinations, including mathematical computations without a calculator
20. Satisfactorily achieve the program objectives
21. Handle small delicate equipment/objects without extraneous movement, contamination, or destruction
22. Move, position, turn, transfer, assist with lifting, or lift and carry clients without injury to clients, self, or others
23. Maintain balance from any position
24. Stand on both legs
25. Coordinate hand/eye movements
26. Push/pull heavy objects without injury to client, self, or others
27. 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
28. Walk without a cane walker, or crutches
29. Function with hands free for nursing care and transporting items
30. Transport self and client without the use of electrical devices
31. Flex, abduct, and rotate all joints freely
32. Respond rapidly to emergency situations
33. Maneuver in small areas
34. Perform daily care functions for the client
35. Coordinate fine and gross motor hand movements to provide safe effect nursing care
36. Calibrate/use equipment
37. Execute movement required to provide nursing care in all health care settings
38. Perform CPR and physical assessment\
39. Operate a computer
40. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a health attitude toward others
41. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client

42. Handle multiple tasks concurrently
43. Perform safe, effective nursing care for clients in a caring context
44. Understand and follow the policies and procedures of the College and clinical agencies
45. Understand the consequences of violating the student code of conduct
46. Understand that posing a direct threat to others is unacceptable and subjects one to discipline
47. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
48. Not to pose a threat to self or others
49. Function effectively in situations of uncertainty and stress inherent in providing nursing care
50. Adapt to changing environments and situations
51. Remain free of chemical dependency
52. Report promptly to clinical and remain for 6-12 hours on the clinical unit
53. Provide nursing care in an appropriate time frame
54. Accepts responsibility, accountability, and ownership of one's actions
55. Seek supervision/consultation in a timely manner
56. Examine and modify one's own behavior when it interferes with nursing 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 requirement 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 nursing program. The nursing facility 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:

College Counselor/ADA Coordinator, J.
F. Drake Technical College, 3421
Meridian Street, North, Huntsville,
Alabama 35811.

Policies Related to Clinical Participation:

Because participation in clinical settings is an integral part of the LPN program curriculum, each student is required to comply with all policies and procedures of the contracted clinical agencies. Therefore, each student is expected to uphold the contractual terms designated in these contracts prior to being admitted to a course with a clinical component. Clinical agencies reserve the right to amend a contract and ask for additional requirements to be met as deemed necessary to maintain the safety and welfare of the patient, student, and/or agency employee.

The following is a list of examples of clinical agency contractual policies that must be completed and on file prior to students being allowed to participate in clinical experiences.

- Proof that the student has undergone physical examination and is free from disease that may be transmitted to patients, families, and employees. This process includes having the LPN Program's Health Form properly completed by an MD or Nurse Practitioner and proof of TB skin testing and follow-up, Hepatitis B vaccination series, MMR, and Chickenpox vaccinations, or proof of immunity.
- Proof of malpractice insurance coverage in amounts required by the agencies (copy of policy) and evidence that all students

purchase the malpractice insurance prior to participating in their first clinical experience. The college therefore requires all students to purchase malpractice insurance when registering for the first semester. Malpractice insurance must be kept in force for the designated amount of coverage during the time a student is enrolled in the program.

- Agencies recommend students carry health insurance to cover the cost of medical care should a student become sick while at the clinical agency. The school or clinical agency does not provide free or discounted medical care in students participating in clinical experiences.
- Proof that students have undergone drug and alcohol testing as precondition to beginning clinical experiences and that results indicate that the student is drug and alcohol free.
- Proof of current CPR BLS (Basic Life Support) certification of Health Care Provider level. CPR Certification through American Red Cross or American Heart Association is acceptable. No other agency certification is accepted.
- Proof that students have been instructed in hospital policies including, but not limited to, issues of confidentiality (HIPAA), OSHA policies and procedures, Fire and Safety procedures, and documentation policies and procedures.
- Students are advised to have reliable transportation to arrive at the clinical site on time. Lack of reliable transportation may prohibit the student from maintaining clinical attendance and participation, which may result in failing from the program. If a student uses public transportation, please be aware that the clinical start at 6:30 or 6:45, and make sure that public transportation that will get the student at least 15-30 minutes before clinical start, is available. If the schedules for public transportation do not permit the student to reach the clinical site on time, the student needs to seek alternative transportation.

- Criminal background checks are required prior to participation in clinical practice.

Other Program Policies

The intensity of the nursing curriculum and the development of acceptable workplace habits mandate that the LPN program establish departmental policies regarding absences and tardiness, professional and ethical conduct, uniform dress code, and testing. Since nursing is a profession that demands high ethical and professional standards, success in nursing depends on the nurses' ability to provide safe, effective care while demonstrating acceptable workplace habits.

Department policies promote the development of acceptable workplace habits and are consistently enforced. Attendance policies are included on each course syllabus and dress code and other policies related to clinical are included on the syllabi of courses with clinical component.

Accident Policy:

All accidents or incidents should be reported immediately to the course instructor or Nursing Department Chair, whether or not injury has occurred. If an accident or needle-stick occurs while a student is participating in an off-campus clinical experience, the policy of the clinical agency will supersede the policy of the college. However, the faculty and/or student must complete the required Accident/Incident Report Form and notify the college as soon as possible. Any medical interventions will be at the student's expense.

Blood-Borne Pathogen Policies:

Policies regarding the prevention and management of parenteral and mucus membrane exposure to Blood-Borne Pathogens including Human Immunodeficiency Virus (HIV), Hepatitis B, and other infectious diseases and information relative to OSHA requirements are provided to students during the Fundamentals of Nursing course and are continuously reinforced throughout the curriculum.

During Fundamentals of Nursing, students are provided with written handouts that outline OSHA requirements and the LPN Program's Guidelines for the management of Parenteral and Mucous Membrane Exposure to Blood-Borne Pathogens

including Human Immunodeficiency Virus (HIV) and Hepatitis B and a copy of the CDC's "Recommendations for Prevention of HIV Transmission in the Health Care Setting.": MMWR 36 (2), 16017S, 9/93.

Professional and Ethical Conduct Policy:

The LPN Student's behavior, appearance, and attitude shall reflect respect for and accountability to the nursing professional at all times. Inappropriate conduct may result in termination from the nursing program. Students must not represent themselves as nursing students or engage in patient/client care as nursing students except when participating in an assigned, planned learning activity in a practice setting integral to the curriculum.

A student who is prohibited from participating in a clinical agency utilized by the program for clinical learning experiences or who is withdrawn from the clinical agency due to unprofessional or unethical conduct will be terminated for clinical learning experiences or who is withdrawn from the clinical agency due to unprofessional or unethical conduct will be terminated from the program and will not be eligible for readmission. Some examples of unprofessional unethical conduct include, but are not limited to, the following:

1. Use of profanity;
2. Dishonesty—either by telling a falsehood or taking something that does not belong to you;
3. Unprofessional verbal and/or physical confrontations;
4. Display of inappropriate physical contact;
5. Failure to follow college, LPN program, and/or clinical agency dress codes and policies;
6. Not following appropriate channels of command;
7. Unlawful and/or unethical behavior;
9. Falsifying documents;
10. Unsafe clinical practices.

Uniform Policy:

Uniforms will be ordered during the first week of NUR102 Fundamentals of Nursing. In order to assure that students purchase the correct uniforms and that the college approves them, students must purchase their uniforms according to guidelines listed in the Nursing Student Handbook.

Students should have his/her instructor approve of their complete uniform prior to starting clinical experience. Uniforms must be worn only during clinical experiences and at approved college functions.

Examination Policy:

Students who are absent on the day a test is given will be allowed to take a "Make-up" test at the discretion of the instructor. Students are required to make arrangements with the instructor to make "make up" tests their first day back in class. All make-up tests are given either before or after the class period. Students will not be allowed to make-up tests during class hours. If a student fails to make arrangements to make-up a test within 48 hours after returning to class a score of zero (0) will be given.

IF THE STUDENT HAS AN UNEXCUSED ABSENCE, 15% WILL BE DEDUCTED FROM THE SCORE THE STUDENT MAKES ON THE MAKE-UP TEST.

Comprehensive Assessment:

Standardized Achievement Tests are administered at various times during the year. These testes are designed to assist the instructor in evaluating student learning and to assist the student in identifying subject matter that he/she needs to review. Answer sheets are scored by the national League for Nursing and results are discussed with students. Students are encouraged to review material as indicated by test results.

Academic Dishonesty Policy:

Demonstrated evidence of academic dishonesty is grounds for immediate dismissal from the program. Such a person is not eligible to re-enter the nursing program.

Safety Policies:

AT SCHOOL:

1. In case of an accident, the student is transported to the hospital by:
 - a) Ambulance
 - b) Private car
2. The student's own physician is called.
3. An accident report is made.
4. A report is made for Insurance claims, if necessary.
5. Smoking is not permitted in the classroom.
6. The school has published procedures for fire, bomb threats, and tornadoes. Each of these procedures requires certain behavior on the part of each student. All students should be familiar with the procedures for all three of these emergency situations.

AT THE HOSPITAL:

1. In case of an accident, the instructor is to determine the extent of injury if the student is to use facilities of emergency room.
2. With the student's permission, his physician or the physician on duty is called.
3. An accident report is made.
 - a) One set (triplicate) is completed for the hospital.
 - b) One set (duplicate) is filled out for the schools' insurance purposes.
4. The Accident Report form, signed by the instructor, is given to each student to take either to the hospital emergency room or to the doctor.

Drugs and Alcohol Policy:

THE CONSUMPTION OF ALCOHOL AND/OR THE USE OF UNLAWFUL DRUGS prior to or during class or clinical time is forbidden. Violation of this regulation is a serious matter. This is to inform you that should an instructor have reasonable suspicion or evidence that a student has indeed

violated the ordinance he/she will be terminated from the nursing program. Instructors have the right to have students tested for drugs or alcohol at any time needed. These tests will be at student expense.

Reasonable evidence includes the odor of alcohol on the breath and/or conduct suggestive of alcohol or drug consumption. Please refer to the Drug screening policy (below) of J. F. Drake State Technical College for further details.

Student Drug Screening Policy:

As stipulated by health care agencies with which the J. F. Drake State Technical College Nursing program contracts for clinical experience, students must abide by the policies established by these agencies relative to drug screening any subsequent revisions to these policies in order to participate in clinical experiences at the agency. This includes annual drug screening should the student be perceived to exhibit behaviors indicative of substance abuse during a clinical experience. Fees for all drug and alcohol screening must be paid by the students.

I. Pre-Clinical Screening

- A. All currently enrolled students will receive notice of drug screening guidelines prior to the beginning of the clinical laboratory rotation. All other students will receive notice of the drug screening guidelines prior to admission to the nursing program.
- B. All currently enrolled students, and all students accepted for admission into the nursing program will be required to complete a consent form for drug screening as a condition for admission or readmission to the nursing program.
- C. The Nursing Program will maintain, on file, a signed consent for drug screening from each student.
- D. Drug screening will be scheduled and conducted by a drug testing company designated by the Nursing Department. The fee for testing is to be paid to the Business Office.
- E. Any student failing to report for screening at the designated time must complete testing within 24 hours following the designated time and date,

unless excused in writing from the test by the Chairperson of the Nursing Department of J. F. Drake State Technical College on the basis of a documented, bona fide emergency.

- F. Failure to complete the drug and alcohol screening as required by clinical agencies will prohibit the student from completing the clinical component of required nursing courses.
- G. If the drug screen is positive, the student may elect to have the positive screen retested by Gas Chromatography/Mass Spectrometry (GCMS) at an additional cost to be paid by the student.
- H. Results of drug screening will be sent to the chairperson of the Nursing Department at J. F. Drake State Technical College. The student will, whenever reasonably possible, be informed of the screening results by the chairperson of the Nursing Department within seven (7) working days of the chairperson receiving the results.
- I. A positive drug or alcohol screening result will prohibit the student from completing the clinical component of required nursing courses. A student must have a negative drug screening test on file to complete the courses.
 - a) Students must list all medications currently being taken.
 - b) The Collector will explain the collection procedure and the Chain of Custody form. The student will be provided with a sealed collection container.
 - c) Students must remove unnecessary outer garments (coats, sweaters, etc.) and remove items from pockets when entering the collection site.
 - d) The Collector will collect a monitored urine specimen.
 - e) In the presence of the student, the Collector will seal the urine

specimen with a tamper-proof security seal and affix an identification label with code number.

- f) The student will verify the information on the identification label, initial the security seal, and read and sign the Chain of Custody Form and give the student the appropriate copy.
- g) The Collector will sign the Chain of Custody Form and give the student the appropriate copy.
- h) The Collector will forward the sealed urine specimen and Chain of Custody form to Labcorp, Incorporated.
- i) Urine samples will be screened for the following:
 - i. D-Methamphetamine
 - ii. Barbiturates
 - iii. Benzodiazepines
 - iv. Cocaine
 - v. Marijuana
 - vi. Methaqualone
 - vii. Opiates
 - viii. Methadone
 - ix. Oxycontin
 - x. Ecstasy
 - xi. Codeine
 - xii. Morphine
 - xiii. Hydrocodone
 - xiv. Hydromorphone
 - xv. Oxycodone

II. Confidentiality

The Chairperson of the Nursing Department will receive all test results which will be maintained in a locked file on campus. Confidentiality of test results will be maintained with only the Chairperson of the Nursing Department, the president or his/her designated Administrative Officer and the student having access to the results with the exception of legal actions that require access to test results.

III. Readmission

To be considered for readmission, students who withdraw, or are withdrawn from the nursing program due to (a) a positive drug screen, or (2) the

inability of a student to successfully participate or complete the required drug and alcohol screening must:

- A. Submit a letter from an Alabama Board of Nursing recognized treatment provider verifying completion of an appropriate substance abuse treatment program, and;
- B. Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen at this time will result in ineligibility for readmission.

IV. Drug Screening Programs

Drug screening programs suggested or required by the Alabama Board of Nursing, J. F. Drake State Technical College, and/or various institutions with which the college contracts, may vary from time to time in any or all of their aspects. Students will be required to comply with screening which will satisfy any program or requirement established by the Alabama Board of Nursing or any health care facility with whom the college contracts for clinical experience, whether pre-clinical drug screening, random drug screening or incident related screening.

Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may nevertheless be subject to abuse and may give rise to reasonable suspicion testing or incident testing. The fact that student has a prescription for one or more of the classes of drugs which are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy.

Background Check Policy for Students:

As stipulated within clinical contracts, students must conform to the rules, policies, and procedures of the clinical affiliates, which include background checks.

I. Guidelines

Background checks will be conducted according to the following guidelines:

- The policy for conducting background checks for students will be in the *Student Handbook*.
- Nursing students must sign the appropriate consent(s) prior to the background check. A copy of the signed consent(s) will be maintained in the *student records* and a copy of the applicable consent(s) will be provided to the company conducting the background check.
- The background checks will be scheduled and conducted by a designated company determined by the College. The designated company will be provided a copy of the policy. **The student will be responsible for the cost of the background check.** Results of the background check will be sent to the Health Services Technology Division Chair.
- If a student fails to submit to the background check at the designated time, the student should contact the President's Office in order to proceed with the background check. If the student fails to submit to the background check as delineated, the student will be prohibited from clinical sites.
- The background check may include, but is not limited to:
 - a. **Criminal and Civil History/Records** which reveals felony and misdemeanor, arrests and convictions, and pending cases usually including the date, nature of the offense, sentencing date, disposition, and current status.
 - b. **Sex Offender** which includes a search of the state or county repository for known sexual offenders.
 - c. **Social Security Number Trace** which is a verification that the number provided by the individual was issued by the Social Security Administration, and is not listed in the files of the deceased.
 - d. **Office of the Inspector General** which identifies those individuals who have committed offenses deeming them

ineligible to care for patients receiving Medicare benefits.

e. **Employment and Education Verification**

f. **Personal References/Interviews**

g. **Any Other Public Record**

- The student will be informed of the results of significant findings in the background check. *A significant finding in a background check is a background check that reveals information that may prohibit that person from participating in clinical supervision in any healthcare facility contracted by the college to provide clinical experience for students of the nursing program, according to that facility's policy.*
- If any clinical agency refuses to allow a student to attend clinical on the basis of their background check results, that student will be terminated from the nursing program. That student will not be eligible to re-enter the nursing program.
- The student will be provided a copy of background check results, if significant.

Any dispute of the accuracy of the background check must be submitted to the president's office within seven (7) days of notification of receipt of the results.

- Background checks which could render a student ineligible to participate in clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s), but each significant finding in the background check will be reviewed individually.

II. Confidentiality

The Health Sciences Technology Chair will review the background check results, which will be maintained in the student permanent records. Confidentiality of the results will be maintained with only the Chair or designee of the Chair and the student having access to the results, with the exception of legal actions which require access to the results.

WELDING TECHNOLOGY

The Welding Technology Certificate Program is a full-time program of study combining classroom

theory with "hands-on" practice in the laboratory or shop. The program is designed to provide qualified individuals the opportunity to acquire the knowledge, attitudes, and skills to obtain a certificate verifying their competency in the basic requirements of Welding Technology.

SHORT CERTIFICATE
Industrial and Structural Welding

Area I		Written and Oral Communication	3 credits
Course	Title	Cr Hrs	
ENG101	English Comp. I	3	
ENG102	English Comp. II	3	
COM100	Intro Technical English I	3	

Area II Humanities/Fine Arts

No Requirements.

Area III Natural Sciences/Mathematics/Computer Science 6 credits

Choose from the list of courses for Area III listed in the General Education Section of the College Catalog. One math class and one computer class is required.

Area IV History/Social Behavioral Science

No Requirements.

Area V Institutional Requirement 2 credits

Course	Title	Cr Hrs
ORI101	¹ Orientation to College	1
WKO107	² Workplace Skills Preparation	1

¹Must be taken in the first semester.

²Must be taken in the final semester.

Note: Students must register for GRA123, a non-credit institutional course, in order to participate in the graduation program.

Area VI Core/Technical Concentration 18 credits

WDT123	SMAW Fillet/PAC/CAC Lab	3
WDT124	Gas Metal ARC/FLUX Lab	3
WDT156	GTAW Stainless Pipe Lab	3
WDT158	Consumable Welding Process Lab	3
WDT258	Certification lab	3
WDT223	Blueprint Reading for Fabrication	3

Total Certificate Credit Hours 29

Course Descriptions

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Accounting Technology (ACT)

ACT114 – Introduction to Accounting Database Resources (3 cr. Hrs.) 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 of this course, the student will be able to use the computerized Database software. **PREREQUISITE:** None.

ACT115 – Introduction to Accounting Computer Resources (3 cr. hrs.) 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 of this course, the student will be able to use the computer resources in the accounting program. **PREREQUISITE:** None.

ACT148 – Managerial Accounting (3 cr. hrs.) This course introduces the student with management concepts and techniques of industrial accounting procedures. Emphasis is on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems. Upon completion of this course, the student will be able to apply management concepts and techniques of industrial accounting procedures. **PREREQUISITE:** None.

ACT195 – Accounting Co-op (3 cr. hrs.) 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. **PREREQUISITE:** Instructor permission.

ACT201 – Entrepreneurism (3 cr. hrs.) This course covers the important issues and critical steps involved in starting a new business from scratch. Topics covered include developing a business plan, creating a successful marketing strategy, setting up the legal basis for business, raising start-up funds, attracting and managing human resources, managing costs, and developing a custom base. **PREREQUISITE:** Instructor permission.

ACT246 – Microcomputer Accounting (3 cr. hrs.) This course utilizes the microcomputer in the study of financial accounting principles and practices. Emphasis is placed on the use of software programs for financial accounting applications. Upon completion of this course, the student will be able to use software programs for financial accounting applications. **PREREQUISITE:** ACT141

ACT247 – Advanced Accounting Applications on the Microcomputer (3 cr. hrs.) In this course, students use the microcomputer in managerial accounting. Emphasis is on a variety of software programs for managerial accounting applications. Upon completion of this course, the student will be able to use various managerial accounting software programs. **PREREQUISITE:** ACT246

ACT249 – Payroll Accounting (3 cr. hrs.) This course focuses on federal, state and local laws affecting payrolls. Emphasis is on payroll accounting procedures and practices, and on payroll tax reports. Upon completion of this course, the student will be able to apply knowledge of federal, state and local laws affecting payrolls. **PREREQUISITE:** ACT141.

ACT251 - Intermediate Accounting (3 cr. hrs.) This course provides an overview of accounting and its theoretical foundation, with a review and in-depth study of the accounting process and the conceptual framework of accounting financial statements. Emphasis is placed on principles underlying the accounting and reporting process, preparation of financial statements, theory and measurement of current tangible and intangible assets. Upon completion of this course, the student will be able to apply accounting principles and practices. **PREREQUISITE:** ACT142.

ACT252 – Accounting Case Studies (3 cr. hrs.) This course includes a practical application of accounting knowledge through a series of case studies. The case study method of learning places emphasis on the preparation for, and classroom discussion described in the case. Upon completion of this course, the student will be able to apply accounting knowledge in a variety of situations. **PREREQUISITE:** ACT142.

ACT253 – Individual Income Tax (3 cr. hrs.) This course focuses on the fundamentals of the federal income tax laws with primary emphasis on those affecting the individual. Emphasis is on gross income determination, adjustments to income, business expenses, itemized deductions, exemptions, capital gains/losses, depreciation, and tax credits. Upon completion of this course, the student will be able to apply the fundamentals of the federal income tax laws affecting the individual. **PREREQUISITE:** None.

ACT254 – Business Income Tax (3 cr. hrs.) 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. **PREREQUISITE:** ACT142.

ACT257 – Governmental and Not-For-Profit Accounting (3 cr. hrs.) 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. PREREQUISITE: ACT142.

ACT262 – Directed Studies (3 cr. hrs.) This course is an independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need. PREREQUISITE: Instructor permission.

Art (ART)

ART100 – Art Appreciation (3 cr. hrs.) 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 art work. Upon completion, students should understand the fundamentals of art, the materials used and have a basic overview of the history of art. PREREQUISITE: As required by program.

ART203 – Art History I (3 cr. hrs.) 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 of the impact of society on the arts. PREREQUISITE: None.

Heating and Air Conditioning Technology (ACR)

ACR111 – Refrigeration Principles (3 cr. hrs.) 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. PREREQUISITE: As required by college.

ACR112 – HVACR Service Procedures (3 cr. hrs.) 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. PREREQUISITE: As required by college.

ACR113 – Refrigeration Piping Practices (3 cr. hrs.) 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, and be able to fabricate pipe, tubing, and pipe fittings. PREREQUISITE: As required by college.

ACR119 – Fundamentals of Gas Heating Systems (3 cr. hrs.) 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. PREREQUISITE: As required by college.

ACR120 – Fundamentals of Electrical Heating Systems (3 cr. hrs.) This course covers the fundamentals of electric furnace systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, students should be able to install and service electric furnaces, heat pumps, and solar and hydronics systems. PREREQUISITE: As required by college.

ACR121 – Principles of Electricity for HVACR (3 cr. hrs.) 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. PREREQUISITE: As required by college.

ACR122 – HVACR Electrical Circuits (3 cr. hrs.) This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, student should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits. PREREQUISITE: As required by college.

ACR123 – HVACR Electrical Components (3 cr. hrs.) 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. **PREREQUISITE:** As required by college.

ACR126 – Commercial Heating Systems (3 cr. hrs.) This course covers the theory and application of larger heating systems. Emphasis is placed on larger heating systems associated with commercial applications such as gas heaters, boilers, unit heaters, and duct heaters. Upon completion, student should be able to troubleshoot and perform general maintenance on commercial heating systems. **PREREQUISITE:** As required by college.

ACR132 – Residential Air Conditioning (3 cr. hrs.) This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, students will be able to service and repair residential air conditioning systems. **PREREQUISITE:** As required by college.

ACR148 – Heat Pump Systems I (3 cr. hrs.) 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. **PREREQUISITE:** As required by college.

ACR149 – Heat Pump Systems II (3 cr. hrs.) 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. **PREREQUISITE:** As required by college.

ACR192 – HVAC Apprenticeship/Internship (3 cr. hrs.) This course is designed to provide basic hands-on experiences in the work place. The student is provided with a training plan developed by the employer and instructor working together to guide the learning experience. Upon course completion, students should be able to work independently and apply related skills and knowledge. This course involves a minimum of 15 work hours per week. **PREREQUISITE:** As required by college.

ACR200 – Review for Contract Exams (3 cr. hrs.) This course prepares students to take the State Certification Examination. Emphasis is placed on all pertinent codes, piping procedures, duct design, load calculation, psychometrics, installation procedures, and air distribution. Upon completion, students should be prepared to take the contractors exam. **PREREQUISITE:** As required by college.

ACR203 – Commercial Refrigeration (3 cr. hrs.) 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. **PREREQUISITE:** As required by college.

ACR209 – Commercial Air Conditioning Systems (3 cr. hrs.) This course focuses on servicing and maintaining commercial and residential HVAC/R systems. Topics include system component installation and removal and service techniques. Upon completion, the student should be able to troubleshoot and perform general maintenance on commercial and residential HVAC/R systems. **PREREQUISITE:** As required by college.

ACR210 – Troubleshooting HVACR Systems (3 cr. hrs.) This course provides instruction in the use of various meters and gauges used in the HVACR industry. Emphasis is placed on general service procedures, system diagnosis, and corrective measure, methods of leak detection, and system evacuation, charging and performance checks. Upon completion students should be able to perform basic troubleshooting of HVAC/R. **PREREQUISITE:** A required by college.

Automotive Service Technology (ASE)

ASE101 – Fundamentals of Automotive Technology (3 cr. hrs.) This course provides basic instruction in Fundamentals of Automotive Technology. **PREREQUISITE:** As required by college.

ASE112 – Electrical Fundamentals (3 cr. hrs.) 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. **PREREQUISITE:** As required by college.

ASE121 – Braking System (3 cr. hrs.) 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. **PREREQUISITE:** As required by college.

ASE122 – Steering and Suspension (3 cr. hrs.) This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. **PREREQUISITE:** As required by college.

ASE124 – Automotive Engines (3 cr. hrs.) 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. PREREQUISITE: As required by college.

ASE130 – Drive Train and Axles (3 cr. hrs.) This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability. PREREQUISITE: As required by college.

ASE133 – Automotive Motor Vehicle Air Conditioning (3 cr. hrs.) 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. PREREQUISITE: As required by college.

ASE162 – Electrical and Electronic Systems (3 cr. hrs.) 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. PREREQUISITE: As required by college.

ASE212 – Advanced Electrical and Electronic Systems (3 cr. hrs.) 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. PREREQUISITE: As required by college.

ASE220 – Advanced Automotive Engines (3 cr. hrs.) 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. PREREQUISITE: As required by college.

ASE224 – Manual Transmission and Transaxle (3 cr. hrs.) This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability. PREREQUISITE: As required by college

ASE230 – Automatic Transmission and Transaxle (3 cr. hrs.) This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and powerflow of automatic transmissions and repairing or replacing internal and external components. PREREQUISITE: As required by college.

ASE239 – Engine Performance (3 cr. hrs.) This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. PREREQUISITE: As required by college.

ASE244 – Engine Performance and Diagnostics (3 cr. hrs.) This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and drivability. PREREQUISITE: As required by college.

ASE246 – Automotive Emissions (3 cr. hrs.) This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components. PREREQUISITE: As required by college.

Barbering Technology (BAR)

BAR110 – Orientation to Barbering (3 cr. hrs.) 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. PREREQUISITE: As required by program.

BAR111 – Science of Barbering (3 cr. hrs.) 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. PREREQUISITE: As required by program.

BAR112 – Bacteriology and Sanitation (3 cr. hrs.) This course provides the theory of bacteriology and sanitation. Topics include the types of bacteria and sanitation procedures. Upon completion, the student should be able to identify types of bacteria and methods of sanitation. PREREQUISITE: As required by program.

BAR113 – Barber-Styling Lab (3 cr. hrs.) This course provides practical application of barber-styling fundamentals. Emphasis is placed on the care of implements, shampooing and haircutting. Upon completion, the student should be able to care for their implements properly and demonstrate the basic techniques of shampooing and haircutting with only minimal supervision. **PREREQUISITE:** As required by program.

BAR114 – Advanced Barber-Styling Lab (3 cr. hrs.) This course provides the student with practical experience in haircutting and facial massage. Emphasis is placed on hands-on experience. Upon completion, the student should be able to demonstrate on a model the correct procedures for a facial massage and basic haircut. **PREREQUISITE:** As required by program.

BAR120 – Properties of Chemistry (3 cr. hrs.) This course provides the student with a basic knowledge of chemicals used in barber-styling. Topics include the changes produced in the hair and skin through exposure to chemicals, electricity, and special light spectrums. Upon completion, the student should understand the proper use of implements and chemicals to treat hair and skin. **PREREQUISITE:** As required by program.

BAR130 – Marketing and Business Management (3 cr. hrs.) This course provides the student with marketing and management skills that are essential for successful salon management. Topics include first aid, job search, bookkeeping, selling techniques, shop floor plans, shop location, and legal regulations. Upon completion, the student should be aware of marketing and business management requirements for a successful salon. **PREREQUISITE:** As required by program.

BAR140 – Practicum (2 cr. hrs.) This course provides the student an opportunity to combine knowledge and skill covering all aspects of barber-styling in a professional setting or school lab with minimal supervision. Emphasis is placed on utilization of the knowledge and technical skills covered in the barbering-styling curriculum. Upon completion the student should be able to function in a professional setting with very little assistance. **PREREQUISITE:** As required by program.

Biology (BIO)

BIO103 – Principles of Biology I (4 cr. hrs.) This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protist. A 120 minute laboratory is required.

BIO104 – Principles of Biology II (4 cr. hrs.) This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180 minute laboratory is required. **PREREQUISITE:** BIO103

BIO120 – Medical Terminology (3 cr. hrs.) This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciation, and meanings of prefixes, suffixes, and roots. No laboratory is required. **PREREQUISITE:** As required by program.

BIO201 – Human Anatomy and Physiology I (4 cr. hrs.) Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required.

BIO202 – Human Anatomy and Physiology II (4 cr. hrs.) Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required. **PREREQUISITE:** BIO201.

BIO220 – General Microbiology (4 cr. hrs.) This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. Two 120 minute laboratories are required. **PREREQUISITE:** BIO103.

Business (BUS)

BUS100 – Introduction to Business (3 cr. hrs.) This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation. PREREQUISITE: As required by program.

BUS241 – Principles of Accounting I (3 cr. hrs.) 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. PREREQUISITE: None.

BUS242 – Principles of Account II (3 cr. hrs.) 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. BUS241.

Chemistry (CHM)

CHM111 – College Chemistry I (3 cr. hrs.) 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, colloids, and some descriptive chemistry topics. Laboratory is required. PREREQUISITE: MTH 112 (Precalculus Algebra) or equivalent math placement score.

CHM112 – College Chemistry II (3 cr. hrs.) 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 chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required. PREREQUISITE: CHM 111

Information and Communication Technology (CIS)

CIS130 – Introduction to Information Systems (3 cr. hrs.) This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be to describe and use the major components of selected computer software and hardware.

CIS146 – Microcomputer Applications (3 cr. hrs.) 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 (Microsoft Office Specialist) certification and IC³ (Internet and Computing Core Certification).

CIS149 – Introduction to computer s (3 cr. hrs.) This course is an introduction to computers and their impact on society. The course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies. This course introduces programming and computer operating systems. Upon completion, students will have basic knowledge of computer technology and will be able to perform basic functions with a computer system. The course will help prepare students for the IC³ certification. PREREQUISITE: As required by college.

CIS150 – Introduction to Computer Logic and programming (3 cr. hrs.) This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems. PREREQUISITE: As required by college.

CIS151 – Graphics for the World Wide Web (3 cr. hrs.) This course will provide an overview to the theory, tools, and techniques necessary for creating high-quality graphics using design software tools. This course may be substituted with CAT 150 Imaging I: Principles of Photography and Introduction to Photoshop and CAT180 Imaging II: Techniques of Photoshop and Painter or equivalent. PREREQUISITE: As required by college.

CIS160 – Multimedia for the World Wide Web (3 cr. hrs.) This course covers contemporary, interactive multimedia technology systems, focusing on types, applications, and theories of operation. In addition to the theoretical understanding of the multimedia technologies, students will learn how to digitize and manipulate images, voice, and video materials, including authoring a web page utilizing multimedia. PREREQUISITE: As required by college.

CIS185 – Computer Ethics (3 cr. hrs.) This course will survey the various issues surrounding computer ethics. PREREQUISITE: As required by college.

CIS196 – Commercial Software Applications (3 cr. hrs.) This is a "hands-on" introduction to software packages, languages, and utility programs currently in use, with the course being able to repeat for credit for each different topic being covered. Emphasis is placed on the purpose capabilities and utilization of each package, language or program. Upon completion, students will be able to use the features selected for the application covered. PREREQUISITE: As required by college.

CIS197 – Advanced Commercial Software Applications (3 cr. hrs.) This course provides the student with hands-on experience in using the advanced features of software packages, languages, and utility programs currently in use. Each offering focuses on one software package with credit being received for each different package. Upon completion, students will be able to use the features selected for the application covered. PREREQUISITE: As required by college.

CIS207 – Introduction to Web Development (3 cr. hrs.) At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages. PREREQUISITE: As required by college.

CIS208 – Intermediate Web Development (3 cr. hrs.) This course builds upon basic skills in Web authoring. Various Web authoring tools are introduced. Upon completion students will be able to use these tools to enhance Web sites. PREREQUISITE: As required by college.

CIS209 – Advanced Web Development (3 cr. hrs.) 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. PREREQUISITE: As required by college.

CIS212 – Visual Basic Programming (3 cr. hrs.) This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. PREREQUISITE: As required by college.

CIS213 – Advanced Visual Basic Programming (3 cr. hrs.) This course is a continuation of CIS 212, Visual Basic Programming. PREREQUISITE: As required by college.

CIS222 – Database management – SQL (3 cr. hrs.) This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web. PREREQUISITE: As required by course.

CIS223 – Three-Dimensional Computer Modeling (3 cr. hrs.) This course is a study in 3D computer modeling and 3D painting beginning with primitive shapes and creating compelling 3D objects for use in model libraries, games, print material, web sites, visual simulation, and architectural applications. Powerful operations for modeling and 3D painting are incorporated into an interface that is simple and intuitive to use. PREREQUISITE: As required by college.

CIS224 – Three Dimensional Computer Animation (3 cr. hrs.) This course is a study in 3D computer animation. Course contents include a review of 3D modeling, rendering the 3D animations, compositing and special effects for both video and

digital editing, video and film recording, storyboarding and sound design, technical testing and production estimates and scheduling. PREREQUISITE: As required by college.

CIS249 – Microcomputer Operating Systems (3 cr. hrs.) 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. PREREQUISITE: As required by college.

CIS251 – C++ Programming (3 cr. hrs.) 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. PREREQUISITE: As required by college.

CIS252 – Advanced C++ Programming (3 cr. hrs.) This course is a continuation of C++ programming. Techniques for the improvement of application and systems programming will be covered and other topics may include memory management, C Library functions, debugging, portability, and reusable code. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. PREREQUISITE: As required by college.

CIS253 – Basic Router Technology (3 cr. hrs.) This course is designed to prepare students to apply the basics of networking hardware. The course covers beginning router configurations, routed and routing protocols, and an introduction to LAN switching. PREREQUISITE: As required by college.

CIS255 – JAVA Programming (3 cr. hrs.) 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. PREREQUISITE: As required by college.

CIS256 – Advanced JAVA (3 cr. hrs.) This course is a second course of a sequence using the Java programming language. Topics include: Sun's Swing GUI components, JDBC, JavaBeans, RMI, servlets, and Java media framework. Upon completion, the student will be able to demonstrate knowledge of the topics through programming projects and appropriate exams. PREREQUISITE: As required by college.

CIS268 – Software Support (3 cr. hrs.) This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This course is a suitable substitute for CIS 239, Networking Software. PREREQUISITE: As required by college.

CIS269 – Hardware Support (3 cr. hrs.) This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a suitable substitute for CIS 240, Networking Hardware. PREREQUISITE: As required by college.

CIS270 – CISCO I (3 cr. hrs.) This course is the first part of a four part curriculum leading to CISCO Certified Network Associate (CCNA) certification. This course concentrates on the physical part of networking including basic electronics, computer basics, network basics, addressing, number conversions, cabling, and planning. After completing this course the student will be able to: identify the functions of each layer of the OSI reference model; describe data link and network addresses; define and describe the function of the MAC address; explain the five conversion steps of IP addresses and subnetting; identify the functions of the TCP/IP network-layer protocols. PREREQUISITE: As required by college.

CIS271 – CISCO II (3 cr. hrs.) This course is the second part of a four part curriculum leading to CISCO Certified Network Associate (CCNA) certification. This course concentrates on router configuration. After completing this course the student will be able to: prepare the initial configuration of a router and enable IP; control router passwords and identification; configure IP addresses; add the RIP and IGRP routing protocols to a configuration. PREREQUISITE: As required by college.

CIS272 – CISCO III (3 cr. hrs.) This course is the third part of a four part curriculum leading to CISCO Certified Network Associate (CCNA) certification. This course concentrates on LAN design, routing, switching, and network administration. After completing this course the student will be able to: describe LAN segmentation using bridges, routers, and switches; distinguish

between cut-through and store and forward LAN switching; describe the operation of the Spanning Tree Protocol and its benefits; describe the benefits of virtual LANs. PREREQUISITE: As required by college.

CIS273 – CISCO IV (3 cr. hrs.) This course is the fourth part of a four part curriculum leading to CISCO Certified Network Associate (CCNA) certification. This course concentrates on WANs and WAN design. After completing this course the student will be able to: differentiate between LAPB, Frame Relay, ISDN, HDLC, PPP, and DDR; list commands to configure Frame Relay LMI, maps, and subinterfaces; identify PPP operations to encapsulate WAN data on CISCO routers; identify ISDN protocols, function groups, reference points, and channels; describe CISCO's implementation of ISDN BRI. PREREQUISITE: As required by college.

CIS276 – Server Administration (3 cr. hrs.) This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment. PREREQUISITE: As required by college.

CIS277 – Network Services Administration (3 cr. hrs.) This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, managing, and maintaining essential network operating system services such as those for client address management, name resolution, security, routing, and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks. PREREQUISITE: As required by college.

CIS278 – Directory Services Administration (3 cr. hrs.) This course provides a study of planning, implementing, and maintaining a network directory service. Topics included in this course are planning and implementing network directory organizational and administrative structures. Students gain hands-on experience using a directory service to manage user, group, and computer accounts, shared folders, network resources, and the user environment. PREREQUISITE: As required by college.

CIS280 – Network Security (3 cr. hrs.) 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. PREREQUISITE: As required by college.

CIS281 – System Analysis and Design (3 cr. hrs.) This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, designing, implementing, and documenting computer systems. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. PREREQUISITE: As required by college.

CIS282 – Computer Forensics (3 cr. hrs.) This course introduces students to methods of computer forensics and investigations. This course helps prepare students for the International Association of Computer Investigative Specialists (IACIS) certification. PREREQUISITES: As required by college.

CIS284 – CIS Internship (3 cr. hrs.) 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. PREREQUISITE: As required by college.

CIS285 – Object Oriented Programming (3 cr. hrs.) This course is an advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language. Subject matter includes object-oriented analysis and design, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation, and file manipulation. Upon completion, students should be able to develop a hierarchical class structure necessary to the implementation of an object-oriented software system. PREREQUISITE: As required by college.

CIS292 – Special Topics – Intro to Digital Logic Design (3 cr. hrs.) This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate knowledge of the course topic through completion of assignments and appropriate tests. PREREQUISITE: None.

CIS294 – Special Topics (3 cr. hrs.) This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate knowledge of the course topic through completion of assignments and appropriate tests. PREREQUISITE: As required by college.

CIS296 – Special Topics (3 cr. hours) This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate specified skills. PREREQUISITE: As required by college.

CIS297 – CO-OP CIS II (3 cr. hrs.) 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. PREREQUISITE: As required by college.

Cosmetology Instructor Training (CIT)

CIT211 – Teaching and Curriculum Development (3 cr. hrs.) This course focuses on principles of teaching, teaching maturity, professional conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans. PREREQUISITE: Licensed managing cosmetologist (1 year's experience).

CIT212 – Teacher Mentorship (3 cr. hrs.) This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods. PREREQUISITE: Licensed managing cosmetologist (1 year's experience). COREQUISITE: CIT211 and/or as required by program.

CIT213 – Cosmetology Instructor Co-op (3 cr. hrs.) The course provides students with additional opportunities to observe instructors and develop teaching materials and skills. Students are introduced to methods for developing lesson plans. Emphasis is placed on writing lesson plans and the four-step teaching plan. Upon completion, students should be able to write daily lesson plans and demonstrate the four step teaching method. PREREQUISITE: Licensed managing cosmetologist (1 year's experience). COREQUISITE: CIT211, CIT212 and/or as required by program.

CIT221 – Lesson Plan Implementation (3 cr. hrs.) 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. PREREQUISITE: Licensed managing cosmetologist (1 year's experience).

CIT222 – Audio Visual Materials and Methods (3 cr. hrs.) 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. PREREQUISITE: Licensed managing cosmetologist (1 year's experience). COREQUISITE: CIT223, and/or as required by program.

CIT223 – Audio Visual Materials and Methods Applications (3 cr. hrs.) 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, the student should be able to prepare and effectively present different types of aids for use

with a four step lesson plan. PREREQUISITE: Licensed managing cosmetologist (1 year's experience). COREQUISITE: CIT222, and/or as required by program.

Communications (COM)

COM100 – Introductory Technical English I (3 cr. hrs.) This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical ready, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. PREREQUISITE: A minimum of 38 on COMPASS.

Cosmetology Technology (COS)

COS111 – Introduction to Cosmetology (3 cr. hrs.) This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course. COREQUISITE: COS112.

COS112 – Introduction to Cosmetology Lab (3 cr. hrs.) 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 COS111. COREQUISITE: COS111.

COS113 – Theory of Chemical Services (3 cr. hrs.) 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. COREQUISITE: COS114.

COS114 – Chemical Services Lab (3 cr. hrs.) In this course, students are provided the practical experience of permanent waving, chemical relaxing, and hair analysis. Topics include permanent waving, chemical relaxing, soft curl, scalp and hair analysis. Upon completion, the student should be able to analyze the scalp and hair and perform these chemical services using safety and sanitary precautions. COREQUISITE: COS113.

COS115 – Hair Coloring Theory (3 cr. hrs.) 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 should be able to identify all classifications of haircoloring and the effects on the hair. COREQUISITE: COS116.

COS116 – Hair Coloring Lab (3 cr. hrs.) 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. COREQUISITE: COS115.

COS117 – Basic Spa Techniques (3 cr. hrs.) 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. COREQUISITE: COS118.

COS118 – Basic Spa Techniques Lab (3 cr. hrs.) 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. COREQUISITE: COS117

COS119 – Business of Cosmetology (3 cr. hrs.) This course is designed to develop job-seeking and entry-level management skills for the beauty industry. Topics include job seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon. **PREREQUISITE:** None.

COS123 – Cosmetology Salon Practices (3 cr. hrs.) 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. **PREREQUISITE:** As required by college.

COS133 – Salon Management Technology (3 cr. hrs.) 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. **PREREQUISITE:** As required by college.

COS134 – Advanced Esthetic (3 cr. hrs.) This course includes an advanced study of anatomy and physiology relating to skin care, cosmetic chemistry, histology of the skin, and massage and facial treatments. Upon completion, the student should be able to discuss the functions of the skin, effects of chemicals on skin, different types of massage and benefits, and key elements of the basic facial treatment. **PREREQUISITE:** As required by college.

COS135 – Advanced Esthetics Application (3 cr. hrs.) This course provides advanced practical applications related to skin care. Principal topics include massage techniques, various facial treatments, proper product application through skin analysis, and introduction to ingredients and treatments used by the esthetician. Upon completion, the student should be able to perform various massage techniques, prescribe proper type of facial treatment and product, and demonstrate facials using any of the eight functions of the facial machine. **COREQUISITE:** COS134.

COS137 – Hair Shaping & Design Theory (3 cr. hrs.) This course introduces students to concepts related to the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines.

COS141 – Applied Chemistry for Cosmetology (3 cr. hrs.) This course focuses on chemistry relevant to professional hair and skin care products, hair and its related structures, permanent waving, chemical hair relaxing, and hair coloring. Topics include knowledge of basic chemistry, pH scale measurements, water, shampooing and cosmetic chemistry, physical and chemical changes in hair structure. Upon completion, the student should be able to define chemistry, types of matter, and describe chemical and cosmetic reactions as related to the hair and skin structure. **PREREQUISITE:** As required by college.

COS143 – Specialty Hair Preparation Techniques (3 cr. hrs.) 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. **PREREQUISITE:** As required by college.

COS145 – Hair Shaping Lab (3 cr. hrs.) 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. **PREREQUISITE:** As required by college.

COS146 – Hair Additions (4 cr. hrs.) 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. **PREREQUISITE:** As required by college.

COS151 – Nail Care (3 cr. hrs.) This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services. **PREREQUISITE:** As required by college. **COREQUISITE:** COS152.

COS152 – Nail Care Applications (3 cr. hrs.) This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, manicuring and pedicuring. Upon completion, the student should be able to perform nail care procedures. PREREQUISITE: As required by college. COREQUISITE: COS151

COS153 – Nail Art (3 cr. hrs.) This course focuses on advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to identify the different types of sculptured nails and recognize the different techniques of nail art. COREQUISITE: COS 154

COS154 – Nail Art Applications (3 cr. hrs.) This course provides practice in advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to perform the procedures for nail sculpturing and nail art. COREQUISITE: COS151

COS163 – Facial Treatments (3 cr. hrs.) This course includes all phases of facial treatments in the study of skin care. Topics include treatments for oily, dry, and special skin applications. Upon completion, students will be able to apply facial treatments according to skin type. PREREQUISITE: As required by college.

COS164 – Facial Machine (3 cr. hrs.) This is a course designed to provide practical experience using the vapor and facial machine with hydraulic chair. Topics include the uses of electricity and safety practices, machine and apparatus, use of the magnifying lamp, and light therapy. Upon completion, the student will be able to demonstrate an understanding of electrical safety and skills in the use of facial machines. PREREQUISITE: As required by college.

COS165 – Related Subjects – Estheticians (3 cr. hrs.) This course includes subjects related to the methods for removing unwanted hair. This course includes such topics as electrolysis information and definitions, safety methods of permanent hair removal, the practice of removal of superfluous hair, and the use of depilatories. Upon completion of this course, students will be able to apply depilatories and practice all safety precautions. PREREQUISITE: As required by college.

COS167 – State Board Review (3 cr. hrs.) 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. PREREQUISITE: COS151

COS168 – Bacteriology and Sanitation (3 cr. hrs.) In this skin care course, emphasis is placed on the decontamination, infection control and safety practiced in the esthetics facility. Topics covered include demonstration of sanitation, sterilization methods and bacterial prevention. Upon completion, the student will be able to properly sanitize facial implements and identify non-reusable items. PREREQUISITE: As required by college.

COS169 – Skin Functions (3 cr. hrs.) This course introduces skin functions and disorders. Topics include practical application for skin disorder treatments, dermabrasion, and skin refining. Upon completion of this course students will be able to demonstrate procedures for acne, facials and masks for deeper layers and wrinkles. PREREQUISITE: As required by college.

Culinary Arts (CUA)

CUA101 – Orientation to the Hospitality Profession (3 cr. hrs.) This course introduces various facets and opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on having students comprehend their role as a hospitality industry professional. Topics include an overview of the hospitality profession, knowledge and skills necessary for successful employment, the impact of the hospitality profession on society, issues that impact on various segments of the hospitality profession, and emerging trends.

CUA102 – Catering (2 cr. hrs.) This course includes the theory and practice of operating a catering business. Topics include food production and management related to catering and other special services. Upon completion, the student will have a working knowledge of the principles involved in operating a catering business.

CUA111 – Foundations of Nutrition (3 cr. hrs.) This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science of food and nutrition, essential nutrients and their relation to the growth, maintenance and functioning of the body, nutritional requirements of different age levels and cultural influences on food selection. Upon completion of this course, students will be able to apply the basic principles to meal planning.

CUA112 – Sanitation and Safety (2 cr. hrs.) This course introduces the basic principles of sanitation and safety to food service handling including purchasing, storing, preparation and serving. Specific topics include the dangers of microbial contaminants, food allergens and foodborne illness, safe handling of food, the flow of food, and food safety management systems. At the conclusion of this course students will be prepared to test for ServSafe© certification. The content of this course is foundational for all culinary arts classes.

CUA113 – Table Service (2 cr. hrs.) This course is a guide for the modern wait staff. Topics include laying the cover, taking the order, surveying of different styles of table service from the casual to the very formal, tabulating and presenting the bill, and busing and turning the table. Upon completion of this course, students should be able to demonstrate proficiency in the art of table service.

CUA115 – Advanced Food Preparation (3 cr. hrs.) In this course, students apply food preparation and meal management skills in all areas of food service. Emphasis is placed on management and technical skills needed to operate a restaurant. Upon completion, students will develop advanced skills in food preparation and meal management. **PREREQUISITE:** CUA101, 110, 111, 112, 114 and 206.

CUA122 – Fundamentals of Quantity Cooking (3 cr. hrs.) This course covers the principles and methods of quantity cooking. Topics include weights and measures, costing and converting of recipes, vocabulary and standard abbreviations, health department regulations and inspection, and food production forms and records. Upon completion of this course the student will have a basic knowledge of the principles of quantity food production. **PREREQUISITE:** CUA 101 and 111.

CUA125 – Food Preparation (5 cr. hrs.) In this course students acquire fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course students will demonstrate basic food preparation skills. **PREREQUISITE:** CUA101 AND 111.

CUA134 – Culinary French (2 cr. hrs.) This course covers classical French vocabulary and culinary terms. Emphasis is placed on basic French menu terms describing techniques and equipment. Upon completion of this course the student will have a basic understanding of French terminology as it relates to the food industry.

CUA173 – Culinary Arts Apprenticeship (3 cr. hrs.) This course provides the student with hands-on experience in a selected (approved) commercial food operation establishment under direct supervision. This course may be repeated for credit.

CUA181 – Special Topics in Commercial Food Services (2 cr. hrs.) These courses provide specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting students' needs. This course may be repeated for credit.

CUA182 – Special Topics in Commercial Food Services (3 cr. hrs.) These courses provide specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting students' needs. This course may be repeated for credit.

CUA201 – Meat Preparation and Processing (2 cr. hrs.) This course focuses on meat preparation and processing. Students will be responsible for the preparing of meats including beef, pork, poultry, fish, and seafood so they can be used for final preparations in the other stations of the kitchens. Upon completion, students will be able to demonstrate an understanding of the principles in meat preparation and processing.

CUA204 – Foundations of Baking (3 cr. hrs.) This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.

CUA205 – Introduction to Garde Manger (3 cr. hrs.) This course is designed to develop skills in the art of Garde Manger. Topics include pates, terrines, galantines, ice and tallow carving, chaud-froid/aspic work, charcuterie, smoking, canapes, hor d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering function to include a classical cold buffet with appropriate show pieces. **PREREQUISITE:** CUA110 and 111.

CUA210 – Beverage management (2 cr. hrs.) This is a survey course of basic alcoholic and non-alcoholic beverages as they relate to food service. Topics include wine and food appreciation and laws related to alcohol services. Upon completion, students should be able to determine what beverages compliment various cuisines and particular tastes.

CUA213 – Food Purchasing and Cost Control (3 cr. hrs.) Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and food service ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

CUA214 – International Cuisine (3 cr. hrs.) This course focuses on various cuisines from countries and regions throughout the world. Students will prepare complete menus reflective of the culture and goods of these countries and regions with emphasis on ingredients and authentic preparation methods. Upon completion, students should be able to research and execute international menus. **PREREQUISITE:** CUA111 and 112.

CUA215 – Regional Cuisines of the Americas (3 cr. hrs.) This course provides a brief history of the ancient American foods that enhanced the world's cuisines. Emphasis is placed on how these foods influenced the "American Cuisines" of today. Upon completion of this course, students will be able to research and execute regional American cuisines. **PREREQUISITE:** CUA114

CUA241 – Basic Culinary Lab II (2 cr. hrs.) This course provides students the opportunity to have hands-on experience with direct supervision. Emphasis will be placed on techniques, production, presentation, safety and sanitation. Upon completion, students should be able to demonstrate skills in food preparation.

CUA251 – Menu Design (2 cr. hrs.) This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, students should be able to write, lay out, and produce effective menus for a variety of hospitality settings.

CUA260 – Internship for Culinary Apprentice (3 cr. hrs.) This course is designed to give students practical, on-the-job experiences in all phases of food service operations under the supervision of a qualified chef and coordinated with the college instructor. This course may be repeated for credit.

CUA281 – Apprenticeship Qualifying Dinner (3 cr. hrs.) In this course, students will demonstrate chef's skills developed during culinary training by practical examination through preparing a gourmet meal for a panel of chef judges.

Engineering Graphics Technology (DDT)

DDT104 – Introduction to Computer Aided Drafting and Design (3 cr. hrs.) 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. **PREREQUISITE:** None.

DDT111 – Fundamentals of Drafting and Design Technology (3 cr. hrs.) 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. **PREREQUISITE:** None.

DDT115 – Blueprint Reading for Machinists (3 cr. hrs.) This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the machine trades. Topics include multiview projection, pictorial drawings, dimensions and notes, lines and symbols, and sketching. Upon completion, students should be able to interpret blueprint drawings used in the machine trades. **PREREQUISITE:** None.

DDT116 – Blueprint Reading for Construction (3 cr. hrs.) This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the construction trades. Topics include multiview projection, dimensions and notes, lines and symbols, sketching, foundations plans, site plans, floor plans, elevations, sections, details, schedules, electrical plans and specifications. Upon completion, students should be able to interpret blueprint drawings used in the machine trades. **PREREQUISITE:** None.

DDT117 – Manufacturing Process (3 cr. hrs.) 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. PREREQUISITE: None.

DDT118 – Basic Electrical Drafting (3 cr. hrs.) 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. PREREQUISITE: DDT104

DDT122 – Advanced Technical Drawing (3 cr. hrs.) 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. PREREQUISITE: DDT104, DDT111, and DDT124.

DDT124 – Introduction to Technical Drawing (3 cr. hrs.) 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. PREREQUISITE: As required by college.

DDT127 – Intermediate Computer Aided Drafting and Design (3 cr. hrs.) This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software. PREREQUISITE: As required by college.

DDT128 – Intermediate Technical Drawing (3 cr. hrs.) This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include dimensioning concepts and pictorial drawings. PREREQUISITE: As required by college.

DDT130 – Fundamentals of Drafting for Related Trades (3 cr. hrs.) This course provides an overview of related technical trades drafting. Theory is covered within a broad range of drafting specialties including civil, structural, electrical, mechanical, and electronic drawing. Emphasis is placed on a basic understanding of what each of these fields require for graphic communication. PREREQUISITE: As required by college.

DDT132 – Architectural Drafting (3 cr. hrs.) 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. PREREQUISITE: None.

DDT133 – Basic Surveying (3 cr. hrs.) This course covers the use of surveying instruments, mathematical calculations and the theory of land surveying. Topics include USGS benchmarks, measuring horizontal and vertical angles and distances, terms, and recording and interpreting field notes. Upon completion, students should be able to recognize benchmarks and measure, specify, and record field notes. PREREQUISITE: None.

DDT181 – Special Topics in Drafting and Design Technology (3 cr. hrs.) This course provides specialized instruction in various areas related to the drafting industry. Emphasis is placed on meeting students' needs. PREREQUISITE: Permission of instructor.

DDT182 – Special Topics in Drafting and Design Technology (3 cr. hrs.) This course provides students with opportunities to apply drafting and design concepts. PREREQUISITE: Permission of instructor.

DDT191 – Drafting Internship (1 cr. hr.) This course is designed for those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 5 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon

completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation. PREREQUISITE: Recommendation of instructor.

DDT193 – Drafting Internship (3 cr. hrs.) This course is limited to those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 15 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation. PREREQUISITE: Recommendation of instructor.

DDT212 – Intermediate Architectural Drafting (3 cr. hrs.) 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. PREREQUISITE: DDT132.

DDT213 – Civil Drafting, Plat Maps (3 cr. hrs.) 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. PREREQUISITE: DDT104, DDT132.

DDT215 – Geometric Dimensioning and Tolerancing (3 cr. hrs.) 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. PREREQUISITE: DDT104, DDT111, DDT124.

DDT217 – Building Codes, Ordinances, Zoning Restrictions and the A.D.A. (3 cr. hrs.) This course provides an in-depth study of building codes, municipal ordinances, zoning restrictions, and compliance with the Americans With Disability act as related to commercial drafting and design. Emphasis is placed upon working understanding of these topics. PREREQUISITE: None.

DDT222 – Advanced Architectural Drafting (3 cr. hrs.) 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. PREREQUISITE: DDT132, DDT212, DDT235.

DDT226 – Technical Illustration (3 cr. hrs.) This course provides the student with various methods of illustrating structures and machine parts. Topics include axonometric drawings; exploded assembly drawings; one point, two point, and three point perspectives, surface textures, and renderings. Upon completion, students should be able to produce drawings and illustrations using the previously described methods. PREREQUISITE: DDT111, DDT124, DDT235.

DDT227 – Strengths of Materials (4 cr. hrs.) This course in statics and strength of materials includes the study of forces and how they act and react on bodies and structures. Topics include the effects of forces as found in structures and machines under conditions of equilibrium, how materials resist forces, strengths of common construction materials and structural components. Force systems such as parallel, concurrent, and non-concurrent are studied in co-planar and non-coplanar situations are included. Upon completion, students should understand and be able apply the principles of force in engineering drawings. PREREQUISITE: As required by college.

DDT231 – Advanced CAD (4 cr. hrs.) 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. PREREQUISITE: Permission of instructor.

DDT233 – Three Dimensional Modeling (3 cr. hrs.) 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. Upon completion, students should be able to generate 3D surface and solid models and 2D orthographic production drawings from created solid models. PREREQUISITE: DDT111, DDT124.

DDT234 – Three-D Graphics and Animations (3 cr. hrs.) This course is design to challenge the imagination of the student in a 3-dimensional problem solving environment. The student will be given a basic introduction to the concepts of 3D design and animation, then apply those concepts to a design project. Upon completion, students should be able to create and animate objects in a 3-dimensional environment. PREREQUISITE: DDT111, DDT124.

DDT235 – Specialized CAD (3 cr. hrs.) This course allows the student to plan, execute, and present results of individual projects in Specialized CAD topics. Emphasis is placed on enhancing skill attainment in Specialized CAD skill sets. The student will be able to demonstrate and apply competencies identified by the instructor. PREREQUISITE: Permission of instructor.

DDT236 – Design Project (3 cr. hrs.) 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 will further reinforce previously learned concepts by apply engineering principles and controls to a personal design project. PREREQUISITE: DDT235.

DDT237 – Current Topics in CAD (3 cr. hrs.) This course serves to introduce changing technology and current CAD subjects and software and the computing hardware needed to utilize new products. Topics include currents trends in how industries use CAD applications, new developments, improvements and progressions within specific CAD applications as well as the necessary hardware. Upon completion, students should be able to use more updated software in a specific CAD application and be more aware of improvements in CAD software and how to apply advancing technology in improving their CAD proficiency. PREREQUISITE: Permission of instructor.

DDT238 – Special Topics in CAD (3 cr. hrs.) 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. PREREQUISITE: Permission of instructor.

DDT239 – Independent Studies (3 cr. hrs.) This course provides practical application of prior attained skills and experiences as selected by the instructor for the individual student. Emphasis is placed on applying knowledge from prior courses toward the solution of individual drafting and design problems. With completion of this course, the student will demonstrate the application of previously attained skills and knowledge in the solution of typical drafting applications and problems.

DDT260 – Portfolio (3 cr. hrs.) This course includes the preparation of technical and or architectural drawings for a portfolio presentation and a resume for portfolio presentation. Hard copy drawings as well as electronic will be discussed, finalized and developed for presentation. Upon completion, students should be able to prepare and produce a portfolio for presentation. This course includes the preparation of artwork and a resume for portfolio presentation. Topics include production of a resume and portfolio for presentation during the last semester of course work. Upon completion, students should be able to prepare and produce a resume and portfolio for presentation in both hard copy as well as electronic copy. PREREQUISITE: Permission of instructor.

DDT267 – Drafting Internship (1 cr. hr.) - This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract. PREREQUISITE: Permission of instructor.

DDT268 – Drafting Internship (2 cr. hrs.) This course allows the student to alternate semesters of full-time work in a job closely related to the student's major with semesters of full-time school. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

DDT290 – Survey of Aerospace Technology (3 cr. hrs.) 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. PREREQUISITE: None.

Economics (ECO)

ECO231 – Principles of Macroeconomics (3 cr. hrs.) 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.

ECO232 – Principles of Microeconomics (3 cr. hrs.) 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. PREREQUISITE: Successful completion of ENG 093; or a score of 62 or better on the English section COMPASS; or a score of 20 or better on the ACT.

Electrical Technology (ELT)

ELT108 – DC Fundamentals (3 cr. hrs.) This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables with the use of Ohm's Law and to use basic electronic test equipment. ETC101, INT221, EET103, and ILT160. PREREQUISITE: As required by program.

ELT109 – AC Fundamentals (3 cr. hrs.) This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to design AC circuits and explain the function of alternating circuits such as RLC, impedance, phase relationships and power factor. This is also taught as ETC102, INT223, EET104, and ILT161. PREREQUISITE: As required by program.

ELT114 – Residential Wiring Methods (3 cr. hrs.) This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. ELT 114 and ELT 115 may be taken in the place of ELT 116. PREREQUISITE: As required by program.

ELT115 – Residential Wiring Methods II (3 cr. hrs.) This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. ELT 114 and ELT 115 may be taken in the place of ELT 116. PREREQUISITE: As required by program.

ELT117 – AC/DC Machines (3 cr. hrs.) 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. PREREQUISITE: As required by program.

ELT118 – Commercial/Industrial Wiring I (3 cr. hrs.) 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. PREREQUISITE: As required by program.

ELT181 – Special Topics in ELT Technology (3 cr. hrs.) These courses provide specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting students' needs.

ELT209 – Motor Controls I (3 cr. hrs.) 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. **PREREQUISITE:** As required by program.

ELT213 – Industrial Equipment (3 cr. hrs.) This course is designed to give a general overview of the different types of equipment used in large commercial and industrial facilities. Topics covered include, but are not limited to the following: motor coupling and alignment, gears and pulleys, belts and chains, basic hydraulics, basic pneumatics, and other applications. The students will learn the techniques involved with each application and, where applicable, demonstrate their abilities with practical examples. **PREREQUISITES:** As required by program.

ELT219 – Fluid Power Systems (3 cr. hrs.) This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems. **PREREQUISITE:** As required by program.

ELT230 – Programmable Controls (6 cr. hrs.) This state-of-the-art course includes the fundamental principles of programmable logic controls (PLC's) including hardware, programming and program design. Emphasis is placed on hardwiring associated with PLC, different options available with most PLC's basic ladder logic programming, developing working programs, timers, counters, different special functions, and designing programs from existing hardwired systems. Upon completion, students should be able to develop programs, load programs into PLC's and troubleshoot the system. **PREREQUISITE:** As required by program.

ELT241 – National Electric Code (3 cr. hrs.) 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. **PREREQUISITE:** As required by program.

English (ENG)

ENG093 – Basic English (3 cr. hrs.) This course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays. **PREREQUISITE:** A minimum score of 39 on the COMPASS.

ENG101 – English Composition I (3 cr. hrs.) English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage. **PREREQUISITE:** Successful completion of ENG093; or a score of 62 or better on the English section of COMPASS; or a score of 20 or better on the ACT.

ENG102 – English Composition II (3 cr. hrs.) English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage. **PREREQUISITE:** A grade of "C" or better in ENG101 or the equivalent.

ENG251 – American Literature I (3 cr. hrs.) 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. PREREQUISITE: ENG102 or equivalent.

ENG252 – American Literature II (3 cr. hrs.) 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. PREREQUISITE: ENG102 or equivalent.

ENG261 – English Literature I (3 cr. hrs.) This course is a survey of English literature from its 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. PREREQUISITE: ENG102 or equivalent.

ENG262 – English Literature II (3 cr. hrs.) 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. PREREQUISITE: ENG102 or equivalent.

ENG271 – World Literature I (3 cr. hrs.) 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. PREREQUISITE: ENG102 or equivalent.

ENG272 – World Literature II (3 cr. hrs.) This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. PREREQUISITE: ENG102 or equivalent.

Geography (GEO)

GEO100 – World Regional Geography (3 cr. hrs.) 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. PREREQUISITE: As required by program.

GEO101 – Principles of Physical Geography I (4 cr. hrs.) Physical Geography I is the first in a two part sequence including topics such as weather and climate relative to the earth and relationships between the earth and sun. Laboratory is required. PREREQUISITE: As required by program.

GEO102 - Principles of Physical Geography I (4 cr. hrs.) Physical Geography II is the second in a two part sequence including topics such as landforms, landscapes, soil, and vegetation of the earth. Laboratory is required. PREREQUISITE: As required by program.

GEO201 – Principles of Human Geography (3 cr. hrs.) This course surveys the science of location, with emphasis on human activities as it relates to agricultural and industrial activities, and cities as market and production centers. Emphasis will be placed on human networks. PREREQUISITE: GEO 100.

GEO220 – Principles of Physical Geography (3 cr. hrs.) 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. PREREQUISITE: As required by program.

GEO225 – Maps and Map Interpretation (3 cr. hrs.) This course is a study of the various types of maps used, such as aerial/satellite photography, topographical, city and county utility usage, etc. Emphasis will be placed on developing computer generated GIS type maps. **PREREQUISITE:** Must have computer experience.

Geographic Information Systems (GIS)

GIS201 – Introduction to Geographic Information Systems (3 cr. hrs.) This course introduces students to the concepts, techniques, and tools of Geographic Information Systems (GIS), which is a computer-based data processing tool used to manage and analyze spatial information. Topics covered include data acquisition, management, manipulation, and analysis, and cartographic output for applications of GIS in scientific and technological operations such as environmental assessment, analysis or natural hazards, site analysis for business and industry, resource management, and land-use planning. Through hands-on exercises with ArcGIS and/or projects with other related software packages, students will acquire basic skills in GIS. **PREREQUISITE:** CIS130 or CIS146 or equivalent.

GIS202 – Cartographic Design for GIS (3 cr. hrs.) This course provides a comprehensive study of GIS-applicable cartography including cartographic principles, data acquisition techniques, and methods of base map development. The course will include map projections, map scales, types of thematic maps, and map accuracy. Scanning, digitizing and coordinate geometry techniques used in GIS base map development will be introduced through hands-on exercises and computer-assisted mapping projects. **PREREQUISITE:** As required by program.

GIS203 – Remote Sensing, Spatial Analysis, Modeling in GIS (3 cr. hrs.) The students will gain a theoretical background in remote sensing, covering such topics as remote sensing physics, data sources, visual images, image enhancement and filtering; geo-referencing; multi-spectral classification; data import and export; and GIS integration. Additionally, this course will provide the fundamentals of spatial information systems and quantitative techniques applicable to spatial data, including measures of central tendency, dispersion, and density. The course will also focus on the functionality of GIS as an effective tool for modeling and analyzing complex spatial relationships. **PREREQUISITE:** As required by program.

GIS204 – GIS Applications Programming (3 cr. hrs.) This course introduces students to GIS programming by utilizing Visual Basic programming skills. Students will utilize ArcObjects and System Query Language (SQL) to design and/or modify GIS tools and commands, create new GIS tools, automate GIS operations, and integrate ArcGIS software with other software applications. **PREREQUISITE:** As required by program.

Graduation Preparation (GRA)

GRA123 – Graduation (0 cr. hrs.) This course must be taken in the semester in which the student intends to graduate. The course is used to assure completion of graduation requirements according to the program plan under which the student is enrolled.

Health and Wellness (HED)

HED224 – Personal and Community Health (3 cr. hrs.) This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized. **PREREQUISITE:** None.

History (HIS)

HIS101 – Western Civilization I (3 cr. hrs.) This course is a survey of social, intellectual, economic, and political developments, which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation. **PREREQUISITE:** Successful completion of ENG 093 or a score of 62 or better on the English section of COMPASS or a score of 20 or better on the ACT.

HIS102 – Western Civilization II (3 cr. hrs.) This course is a continuation of HIS 101; it surveys development of the modern western world from the era of the Renaissance and Reformation to the present. **PREREQUISITE:** Successful completion of ENG 093 or a score of 62 or better on the English section of COMPASS or a score of 20 or better on the ACT.

HIS121 – World History I (3 cr. hrs.) This course surveys social, intellectual, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era. **PREREQUISITE:** Successful completion of ENG 093 or a score of 62 or better on the English section of COMPASS or a score of 20 or better on the ACT.

HIS122 – World History II (3 cr. hrs.) This course is a continuation of HIS 121; it covers world history, both western and non-western, from the early modern era to the present. **PREREQUISITE:** Successful completion of ENG 093 or a score of 62 or better on the English section of COMPASS or a score of 20 or better on the ACT.

HIS201 – United States History I (3 cr. hrs.) This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction. **PREREQUISITE:** Successful completion of ENG 093 or a score of 62 or better on the English section of COMPASS or a score of 20 or better on the ACT.

HIS202 – United States History II (3 cr. hrs.) This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present. **PREREQUISITE:** Successful completion of ENG 093 or a score of 62 or better on the English section of COMPASS or a score of 20 or better on the ACT.

Hospitality Services Management (HSM)

HSM111 – Orientation to the Hospitality Profession (3 cr. hrs.) This course introduces various facets and opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on having students comprehend their role as a hospitality industry professional. Topics include an overview of the hospitality profession, knowledge and skills necessary for successful employment, the impact of the hospitality profession on society, issues that impact on various segments of the hospitality profession, and emerging trends.

HSM112 – Law and the Hospitality Industry (3 cr. hrs.) This course focuses on laws that apply to hotels, food-service establishments, and the travel industry. Topics include innkeepers' duties to guests, tenants, licensees and trespassers; concepts of liability and negligence; credit and collection practices; and miscellaneous statutes applicable to the hospitality industry.

HSM122 – Hospital Technology and Computer Applications (3 cr. hrs.) This course explores the use of technology as a tool to maximize profits and increase customer satisfaction related to the hospitality industry.

HSM123 – Hospitality Field Experience I (3 cr. hrs.) The supervised field experience program puts student's classroom knowledge into practical use. It provides a balance between theory and practice, allowing the student to experience various facets of the industry that are not always available in the classroom. This experience provides the opportunity to clarify career goals, assess strengths and weaknesses, and obtain, develop and practice skills necessary for future success. This experience is also crucial to job placement. Any weaknesses in the program of the student can be identified and corrected to insure better job placement and salaries.

HSM131 – Finance for the Hospital Industry (3 cr. hrs.) This course focuses on the techniques financial managers and external analysts employ to value the hospitality firm and its assets. Topics include financial statement analysis, taxation, discounted cash flow, stock and bond valuation, cost of capital and capital budgeting. **PREREQUISITE:** HSM111

HSM132 – Managerial Accounting for the Hospitality Industry (3 cr. hrs.) This course examines how financial information is assembled and presented according the Uniform Systems Accounts for Hotels. The primary emphasis of the course is on analytical and decision-making uses of financial information, including such topics as cost behavior, leverage, cost-volume-profit analysis, contribution-margin pricing, and budgeting. **PREREQUISITE:** HSM111

HSM133 – Hospitality Field Experience II (3 cr. hrs.) This second level of field experience encourages the student to make definite career/employment decisions. While the first level field experience was used to determine a general direction of employment, it is suggested that this field experience should lead to permanent employment in the broad scope of hospitality management. Since it is a supervised placement, our staff would be working closely with the student to provide the final specific training for the chosen hospitality career.

HSM181 Special Topics in Hospitality Management (3 cr. hrs.) These courses provide specialized instruction in various areas related to hospitality services management. Emphasis is placed on meeting students' needs. **PREREQUISITE:** HSM111

Industrial Electronics Technology (ILT)

ILT106 – Concepts of Direct Current (5 cr. hrs.) This course provides a study of basic concepts and application of direct current (DC). Specific topics include but are not limited to: an introduction to electrical theory, units of electrical measurement, DC electrical components, and constructing various types of DC circuits. Students gain hands-on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators and the operation of common test equipment used to analyze and troubleshoot DC circuits and to prove the theories taught during classroom instruction. **This course may serve as a substitute core for DC Fundamentals.** PREREQUISITE: As required by program.

ILT107 – Concepts of Alternating Current (5 cr. hrs.) This course provides a study of basic concepts and application of alternating current (AC). Specific topics include but are not limited to: an introduction to AC electrical theory, AC electrical measurements, and constructing and measuring various types of AC circuits. Students gain hands-on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators and the operation of various test equipment used to analyze and troubleshoot AC circuits. **This course may serve as a substitute core for AC Fundamentals.** PREREQUISITE: As required by program.

ILT111 – Concepts of Solid State Electronics (5 cr. hrs.) This course is an introduction to semiconductor fundamentals and applications to the electronic devices. Course covers the basic operations and applications to include rectifier circuits, transistors, and thyristors. Coverage is given to safety, use, and care with hazardous materials and personal as well as material and environmental considerations. Upon completion students will be able to construct and test for proper operation of various types of solid state devices. **This course may serve as a substitute core for Solid State Fundamentals for EET, ILT, and ETC disciplines.** PREREQUISITE: None.

ILT112 – Concepts of Digital Electronics (5 cr. hrs.) This course provides instruction in digital electronics. Topics include: number systems and codes, a review of Boolean algebra, logic elements, digital circuits, programmable logic circuits, and memory and computing circuits. This course provides laboratory exercises to analyze, construct, test and troubleshoot digital circuits. **This course may serve as a substitute core for Digital Fundamentals in the EET, ETC, and ILT disciplines.** PREREQUISITE: None.

ILT113 – Concepts of Electronic Circuits (5 cr. hrs.) This course covers the commonly utilized circuits found in all areas of electronics. These include various rectifiers, filters, voltage regulating circuits, operational amplifier circuits, ICs, and oscillator circuits. Upon completion students will be able to construct and test various types of electronic circuits. PREREQUISITE: None.

ILT127 – Microcomputer Fundamentals (3 cr. hrs.) This course provides the student with knowledge in installation of, and familiarization with the basic assemblies in microcomputer systems. Topics include DOS, hard drives and floppy drives, dip switches, and RAM. Upon completion, students should be able to use DOS, format hard drives, floppy drives, configure circuit boards functions and install RAM. PREREQUISITE: As required by program.

ILT128 – Microcomputer Fundamentals (2 cr. hrs.) This lab focuses on the installation of basic assemblies in microcomputer systems. Topics include DOS, hard drives and floppy drives, dip switches, and RAM. Upon completion, students should be able to use DOS, format hard drives, floppy drives, configure circuit boards functions and install RAM. PREREQUISITE: As required by law. PREREQUISITE: As required by program.

ILT181 – Special Topics in IPC-J STD (3 cr. hrs.) This course provides a guided independent study of special topics in ILT. The student and instructor designs the plan of study. Upon completion, students should be able to demonstrate skills developed in these courses. PREREQUISITE: As required by program.

ILT205 – Microprocessors (3 cr. hrs.) This course introduces microprocessors and explores their applications. The course emphasizes programming and interfacing the microprocessor chip. Upon completion of this course, students should be able to perform binary arithmetic perform computer arithmetic, describe the basic operation procedures for a microprocessor system, and write programs for a basic microprocessor. PREREQUISITE: As required by program.

ILT206 – Microprocessors Lab (2 cr. hrs.) This course provides familiarization of microprocessor instruction sets. Experiments in programming and interfacing provide and understanding of microprocessor theory. Upon completion of this

course, students should be able to program and interface a basic microprocessor system. PREREQUISITE: As required by program.

ILT224 – Electronic Communications (3 cr. hrs.) This course provides the student with knowledge in electronic circuits used in amplitude, frequency, and phase modulation communication systems. Topics include modulation and detection techniques, antennas and transmission lines. Upon completion, students should be able to apply principles of filters, oscillators, classes of amplifiers, and resonance. PREREQUISITE: As required by program.

ILT225 – Electronic Communications Lab (2 cr. hrs.) This lab focuses on electronic circuits used in amplitude, frequency, and phase modulation communication systems. Topics include modulation and detection techniques, antennas and transmission lines. Upon completion, students should be able to apply principles of filters, oscillators, classes of amplifiers, and resonance. PREREQUISITE: As required by program.

ILT229 – PC Repair (3 cr. hrs.) This course covers the repair of personal computers including hardware and software problems. Proper procedures for circuit card handling and replacement, installation of various drives and installation of software are covered. This course helps prepare the student for the A+ certification. Upon completion of this course, the student should be able to explain the proper procedures used in handling and replacing circuit cards, drives, memory and installing software. PREREQUISITE: As required by program.

ILT230 – Computer Repair Lab (2 cr. hrs.) This course allows the student to practice using the proper procedure discussed in the theory course. Students will repair computers following the proper procedures covered. This course will help prepare the student for the A+ certification. Upon completion of this course, the student should be able to repair a personal computer. PREREQUISITE: As required by program. COREQUISITE: Computer Repair

ILT263 – Certification Preparation lab (1 cr. hr.) This course prepares students to sit for industry certification examinations and is to be taken in the final semester of the program. The course may be repeated to prepare students for different certification examinations as determined by the college. PREREQUISITES: Permission of instructor.

ILT280 – Special Topics (3 cr. hrs.) This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge. PREREQUISITE: As required by program.

ILT281 – Special Topics – Digital Processing (3 cr. hrs.) This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge. PREREQUISITE: As required by program.

Industrial Systems Technology (INT)

INT101 – DC Fundamentals (3 cr. hrs.) This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction. PREREQUISITE: As required by program.

INT103 – AC Fundamentals (3 cr. hrs.) This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the function of A.C. such as RLC, impedance, phase relationships and power factor. This course also provides hands on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught. PREREQUISITE: As required by program.

INT117 – Principles of Industrial mechanics (3 cr. hrs.) 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. **PREREQUISITE:** As required by program.

INT118- Fundamentals of Industrial Pneumatics and Hydraulics (3 cr. hrs.) This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems. **PREREQUISITE:** As required by program.

INT119 – Principles of Mechanical Measurement and Technical Drawing (3 cr. hrs.) This course provides instruction in the use of precision measuring tools and the interpretation of technical drawings. Topics include the use of calipers, micrometers, steel rules, dial indicators, identifying types of lines and symbols of technical drawings, recognition and interpretation of various types of views, tolerances, and dimensions. Upon course completion, students will be able to use precision measuring tools and interpret technical drawings. **PREREQUISITE:** As required by program.

INT126 – Preventive Maintenance (3 cr. hrs.) This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts. **PREREQUISITE:** As required by program.

INT127 – Principles of Industrial Pumps and Piping Systems (3 cr. hrs.) This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting, and piping systems, and their installation. Upon course completion, students will be able to install, maintain, and troubleshoot industrial pumps and piping systems. **PREREQUISITE:** As required by program.

INT134 – Principles of Industrial Maintenance Welding and Metal Cutting Techniques (3 cr. hrs.) 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. **PREREQUISITE –** As required by program.

INT153 – Precision Machining Fundamentals I (3 cr. hrs.) This course focuses on metal cutting machines used to make parts and tools. Topics include lathes, mills, drills, and presses. Upon course completion, students will have the ability to use precision measurement instruments and to read mechanical drawings. **PREREQUISITE:** As required by program.

INT158 – Industrial Wiring I (3 cr. hrs.) 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. **PREREQUISITE:** As required by program.

INT206 – Industrial Motors I (3 cr. hrs.) 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. **PREREQUISITE:** As required by program.

INT212 – Industrial Motor Control I (3 cr. hrs.) This course focuses on information regarding industrial motor controls and basic information regarding process logic controllers. Upon completion students will be able to remove, replace, and wire different types of control devices for operating industrial motors.

INT253 – Industrial Robotics (3 cr. hrs.) This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic,

and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance. PREREQUISITE: As required by program.

INT254 – Robot Maintenance and Troubleshooting (3 cr. hrs.) This course introduces principle concepts troubleshooting and maintenance of robots. Topics include Recognize and describe major robot component. Students will learn to diagnose robot mechanical problems to the component level, replacement of mechanical components and perform adjustments, troubleshooting class 1, 2, and 3 faults, to manipulate I/O for the robot, and periodic and preventive maintenance. Students will learn how to safely power up robots for complete shutdown and how to manipulate robots using the teach pendant. Upon completion students will be able to describe the various robot classifications, characteristics, explain system operations of simple robots, and maintain robotic systems. PREREQUISITE: As required by program.

INT284 – Advanced Programmable Logic Controllers (3 cr. hrs.) 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. PREREQUISITE: As required by program.

INT288 – Applied Principles of Programmable Controllers (3 cr. hrs.) This course provides a comprehensive study in the theory and application of specific models of programmable logic controllers. Topics include hardware configuration, memory and addressing detail function of software, instruction types, system troubleshooting, and simple programming techniques. PREREQUISITE: As required by program.

INT291 – Cooperative Education (3 cr. hrs.) This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. PREREQUISITE: Instructor permission.

Medical Assisting Technology

MAT100 – Introduction to Medical Document Production (3 cr. hrs.) This course covers basic keyboarding skills using medical mustard and format. Emphasis is placed on correct techniques and development of speed and accuracy. Upon completion, the student should be able to key medical material at an acceptable speed and accuracy level. PREREQUISITE: None.

MAT101 – Medical Terminology (3 cr. hrs.) 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. PREREQUISITE: None.

MAT102 – Medical Assisting Theory I (3 cr. hrs.) 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. PREREQUISITE: None.

MAT103 – Medical Assisting Theory II (3 cr. hrs.) 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. PREREQUISITE: None.

MAT111 – Clinical Procedures I for the Medical Assistant (3 cr. hrs.) 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. PREREQUISITE: None.

MAT120 – Medical Administrative Procedures I (3 cr. hrs.) 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. PREREQUISITE: MAT101 or BIO120 and CIS130 or CIS146 plus be able to key 30 wpm or enroll in MAT100.

MAT121 – Medical Administrative Procedures II (3 cr. hrs.) This course is the continuation of Medical Administrative Procedures I. Topics include physical plant maintenance, equipment, and supplies, inventories, liability coverage, medical economics, and an introduction to insurance procedures. Upon completion students should be able to manage the economics of the medical office and supervise personnel. PREREQUISITE: MAT120

MAT122 – Basic Concepts of Interpersonal Relationships (3 cr. hrs.) This course is designed to assist students in health occupations to learn basic principles of human behavior. Activities for developing effective interpersonal relations are included. Exploration of self concept and the negative effect of poor self concept as they relate to one's health are presented. Upon completion, students should be able to apply these concepts to the work setting. PREREQUISITE: None.

MAT125 – Lab Procedures I for the Medical Assistant (3 cr. hrs.) 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 tests, 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. PREREQUISITE: MAT102

MAT 128 – Medical Law & Ethics for the Medical Assistant (3 cr. hrs.) 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. PREREQUISITE: None.

MAT200 – Management of Office Emergencies (2 cr. hrs.) 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. PREREQUISITE: None.

MAT211 – Clinical Procedures II for the Medical Assistant (3 cr. hrs.) 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. PREREQUISITE: None.

MAT215 – Laboratory Procedures II for the Medical Assistant (3 cr. hrs.) 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. PREREQUISITE: MAT125

MAT216 – Medical Pharmacology for the Medical Office (4 cr. hrs.) 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. PREREQUISITE: MAT101 or BIO120, MAT102, and MAT103.

MAT220 – Medical Office Insurance (3 cr. hrs.) 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. PREREQUISITE: MAT101 or BIO120, MAT120, MAT121 and CIS146 or CIS130.

MAT222 – Medical Transcription I (2 cr. hrs.) This course introduces dictating equipment and typical medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to transcribe physician's dictation. PREREQUISITE: CIS130 or CIS146, keyboarding speed of at least 30 wpm, MAT101 or BIO120, MAT120 and MAT121.

MAT227 – Special Topics in Medical Assisting (1 cr. hr.) This course includes specialized study on current topics and issues in the field of medical assisting. Emphasis is placed on personal and occupational responsibilities, and developing problem-

solving skills encountered in the medical office. Upon completion, students should be able to apply problem-solving skills to medical office situations. PREREQUISITE: None.

MAT228 – Medical Assistant Review Course (1 cr. hr.) 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. PREREQUISITE: None.

MAT229 – Medical Assistant Preceptorship – (3 cr. hrs.) 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. PREREQUISITE: MAT111, MAT125, MAT200, MAT211, MAT215, MAT216, MAT222, plus 30 additional credit hours in MAT program.

MAT239 – Phlebotomy Preceptorship (3 cr. hrs.) 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 (ASCP). PREREQUISITE: Instructor permission.

Mathematics (MTH)

MTH098 – Elementary Algebra (3 cr. hrs.) This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs. PREREQUISITE: Appropriate mathematics placement score.

MTH100 – Intermediate College Algebra (3 cr. hrs.) This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. PREREQUISITE: MTH 092 or MTH 098 or appropriate mathematics placement score.

MTH110 – Finite Mathematics (3 cr. hrs.) This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications. PREREQUISITE: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) Intermediate College Algebra.

MTH112 – Pre-Calculus Algebra (3 cr. hrs.) This course emphasizes the algebra of functions - including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction. PREREQUISITE: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with C or higher (S if taken as pass/fail) Intermediate College Algebra.

MTH113 – Pre-Calculus Trigonometry (3 cr. hrs.) This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems. PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) MTH 112.

MTH115 – Pre-Calculus Algebra & Trigonometry (4 cr. hrs.) This course is a one semester combination of Precalculus Algebra and Precalculus Trigonometry intended for superior students. The course covers the following topics: the algebra of functions (including polynomial, rational, exponential, and logarithmic functions), systems of equations and inequalities, quadratic inequalities, and the binomial theorem, as well as the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations, vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. **PREREQUISITE:** A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) MTH 100 and receive permission from the department chairperson.

MTH116 – Mathematical Applications (3 cr. hrs.) This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. **PREREQUISITE:** MTH 090 or appropriate mathematics placement score.

MTH120 – Calculus and Its Applications (3 cr. hrs.) This course is intended to give a broad overview of calculus and is taken primarily by students majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange Multipliers, L'Hopital's Rule, and multiple integration (including applications). **PREREQUISITE:** A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher MTH 112.

MTH125 – Calculus I (4 cr. hrs.) 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. **PREREQUISITE:** A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher MTH 113 or MTH 115.

MTH126 – Calculus II (4 cr. hrs.) This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations. **PREREQUISITE:** A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher MTH 125.

MTH246 – Mathematics of Finance (3 cr. hrs.) This course explores mathematical applications relevant to business practices. Types covered include simple and compound interest, credits, trade and bank discounts, annuities, amortization, depreciation, stocks and bonds, insurance, capitalization, and perpetuities. **PREREQUISITE:** MTH 092 or MTH 098 or appropriate mathematics placement score.

Machine Tool Technology (MTT)

MTT100 – Machining Technology I – (6 cr. hrs.) This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, grinding machines, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, grinding, drilling, sawing, turning, and milling. This course is aligned with NIMS certification standards. MTT 147 and 148 are suitable substitutes for this course. **PREREQUISITE:** As required by program.

MTT103 – Machining Technology II (6 cr. hrs.) This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection of work holding devices, speeds, feeds, cutting tools and coolants. Upon completion, students should be able to perform intermediate level procedures of precision grinding, measuring, layout, drilling, sawing, turning, and milling. This

course is aligned with NIMS certification standards. MTT 149 and 150 are suitable substitutes for MTT 103. PREREQUISITE: As required by program.

MTT107 – Machining Calculations I (3 cr. hrs.) This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations. This course is aligned with NIMS certification standards. PREREQUISITE: As required by program.

MTT121 – Basic Print Reading for Machinists (3 cr. hrs.) 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. PREREQUISITE: As required by program.

MTT127 – Metrology (3 cr. hrs.) 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. PREREQUISITE: As required by program.

MTT128 – Geometric Dimensioning and Tolerancing I (3 cr. hrs.) This course is designed to teach students how to interpret engineering drawings using modern conventions, symbols, datums, datum targets, and projected tolerance zones. Special emphasis is placed upon print reading skills, and industry specifications and standards. This course is aligned with NIMS certification standards. PREREQUISITE: As required by program.

MTT129 – Lathe Operations (6 cr. hrs.) This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced lathe techniques. MTT134 AND MTT135 are suitable substitutes for MTT129. This course is aligned with NIMS standards. PREREQUISITE: As required by program.

MTT136 – Milling Operations (6 cr. hrs.) This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual milling techniques (vertical and horizontal/universal) to produce machine tool projects. MTT137 and MTT138 are suitable substitutes for this course. This course is aligned with NIMS certification standards. PREREQUISITE: As required by program.

MTT139 – Basic Computer Numerical Control (3 cr. hrs.) This course introduces the concepts and capabilities of computer numeric control (CNC) machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine. This course is aligned with NIMS certification standards. PREREQUISITE: As required by program.

MTT140 – Basic Computer Numerical Control Turning I (3 cr. hrs.) This course covers concepts associated with basic programming of a computer numerical control (CNC) turning center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC turning program that will be used to produce a part. This course is aligned with NIMS certification standards. PREREQUISITE: As required by program.

MTT141 – Basic Computer Numeric Control Milling Programming I (3 cr. hrs.) This course covers concepts associated with basic programming of a computer numerical control (CNC) milling center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC milling program that will be used to produce a part. This course is aligned with NIMS certification standards. PREREQUISITE: As required by program.

MTT146 – Precision Grinding Machines I (6 cr. hrs.) This course includes more advanced precision grinder practices such as set-up procedures; work planning; surface, cylindrical, and tool and cutter grinding operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced precision grinding techniques. This course is aligned with NIMS standards. MTT 161 and 162 are suitable substitutes for this course. PREREQUISITE: As required by program.

MTT154 – Metallurgy (3 cr. hrs.) This course covers the production, properties, testing, classification, microstructure, and heat treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals. **PREREQUISITE:** As required by program.

MTT181 – Special Topics in Machine Tool Technology (3 cr. hrs.) This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs. **PREREQUISITE:** As required by program.

MTT182 – Special Topics in Machine Tool Technology (3 cr. hrs.) This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs. **PREREQUISITE:** As required by program.

MTT212 – Advanced Computer Numerical Control Turning (3 cr. hrs.) This course details the use of canned cycles and subprograms in computer numerical control (CNC) turning programs. Upon completing this course, the student should be able to write CNC turning programs using canned cycles and subprograms. **PREREQUISITE:** As required by program.

MTT213 – Advanced Computer Numerical Control Milling (3 cr. hrs.) This course details the use of canned cycles and subprograms in computer numerical control (CNC) milling programs. Upon completing this course, the student should be able to write CNC milling programs using canned cycles and subprograms. **PREREQUISITE:** As required by program.

MTT219 – Computer Numerical Control Graphics: Turning (3 cr. hrs.) This course covers techniques involved in writing a program for a multi-axis computerized numeric control (CNC) turning machine using computer assisted manufacturing (CAM) software. In addition, CNC turning machine setup, programming, and operation are detailed. Upon completion, the student should be able to set up, program, and operate a 3-axis CNC turning machine to produce a 2½-axis part using CAM software. This course is aligned with NIMS certification standards. **PREREQUISITE:** As required by program.

MTT220 – Computer Numerical Control Graphics: Milling (3 cr. hrs.) This course covers techniques involved in writing a program for a multi-axis computerized numeric control (CNC) milling machine using computer assisted manufacturing (CAM) software. In addition, CNC milling machine setup, programming, and operation are detailed. Upon completion, the student should be able to set up, program, and operate a 3-axis CNC milling machine to produce a 2½-axis part using CAM software. This course is aligned with NIMS certification standards. **PREREQUISITE:** As required by program.

Music (MUS)

MUS101 – Music Appreciation (3 cr. hrs.) 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 knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style. **PREREQUISITE:** As required by program.

Nursing Assistant (NAS)

NAS100 – Long Term Care Nursing Assistant (4 cr. hrs., 75 clock hrs.) This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (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 of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills. **PREREQUISITE:** Admission to the program requires instructor permission.

NAS115 – CPR & Basic First Aid (2 cr. hrs.) This course is designed to help the student feel more confident and act appropriately in an emergency situation. Emphasis is placed on providing the student with theoretical concepts to develop skills

in basic first aid and cardiopulmonary resuscitation. Upon successful course completion, which includes specific competencies in basic life support the student will receive appropriate course completion documentation. PREREQUISITE: None.

NAS120 – Fundamentals Nursing Home Assistant/Home Health Aide (7 cr. hrs.) This course provides the student with the necessary theory and laboratory experiences for the development of skills required to qualify as a long-term care Nursing Assistant/Home Health Aide. Emphasis is placed on the acquisition of skills in communication, observation, safety, mobility/body mechanics, personal and restorative care, and infection control necessary to care for patients and clients of all ages. Upon completion of this course, the student will be able to apply concepts and skills in areas required by the Omnibus Budget Reconciliation Act (OBRA) and the National Association of Home Care. PREREQUISITE: None.

NAS121 – Fundamentals of Nursing Assistant/Home Health Aide (3 cr. hrs.) This course is designed for students to apply knowledge and skills needed to perform basic nursing care safely and efficiently in various supervised health care settings. Emphasis is placed on safety, therapeutic communication, infection control, critical thinking, and proper documentation. Upon completion of this course, the student will demonstrate beginning competency in the delivery of care to patients and clients in various health care settings. COREQUISITE: NAS120.

Practical Nursing (NUR)

NUR101 – Body Structure and Function (4 cr. hrs.) This course provides students with basic knowledge of the normal structure and function of the human body. Major content focuses on the interrelations among the organ systems and the relationship of each organ system to homeostasis. Medical terminology is integrated throughout course content. Upon completion of this course, students will be able to demonstrate basic knowledge of body systems, their interrelationships and associated medical terminology. PREREQUISITE: None.

NUR102 – Fundamentals of Nursing (6 cr. hrs.) This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course students demonstrate competency in performing basic nursing skills for individuals with common health alterations. PREREQUISITE: As required by program. COREQUISITE: As required by program.

NUR103 – Health Assessment (1 cr. hr.) This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages, with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and documenting findings appropriate to nursing. PREREQUISITE: As required by program. COREQUISITE: As required by program.

NUR104 – Introduction to Pharmacology (1 cr. hr.) This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Students will be able to calculate and administer medications.

NUR105 – Adult Nursing (8 cr. hrs.) This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal, gastro-intestinal, cardiovascular, and endocrine systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated. PREREQUISITE: As required by program. COREQUISITE: As required by program.

NUR106 – Maternal and Child Nursing (5 cr. hrs.) This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. Course content includes antepartal, intrapartal, and postpartal care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected

pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage care for maternal and pediatric clients in a variety of settings. **PREREQUISITE:** As required by program. **COREQUISITE:** As required by program.

NUR107 – Adult/Child Nursing (8 cr. hrs.) This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal, and ethical manner using the nursing process in a variety of settings. Emphasis is placed on providing care to individuals experiencing complex alterations in: sensory/perceptual, reproductive, endocrine, genitourinary, neurological, immune, cardiovascular, and lower gastrointestinal systems. Additional instruction is provided for care for clients experiencing burns, cancer, and emergent conditions. Nutrition, pharmacology, therapeutic communication, community, cultural diversity, health promotion, error prevention, critical thinking, impacts on maternal and child clients are integrated throughout the course. **PREREQUISITE:** As required by program. **COREQUISITE:** As required by program.

NUR108 – Psychosocial Nursing (3 cr. hrs.) This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, students will demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process. **PREREQUISITE:** As required by program. **COREQUISITE:** As required by program.

NUR109 – Role transition for the Practical Nurse (3 cr. hrs.) This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content, specific to the practice of practical nursing. **PREREQUISITE:** As required by program. **COREQUISITE:** As required by program.

Office Systems (OAD)

OAD101 – Beginning Keyboarding (3 cr. hrs.) 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. **PREREQUISITE:** None.

OAD103 – Intermediate Keyboard (3 cr. hrs.) 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. **PREREQUISITE:** None.

OAD104 – Advanced Keyboarding (3 cr. hrs.) 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. **PREREQUISITE:** SET101

OAD110 – Computer Navigation (3 cr. hrs.) This course is designed to introduce the student to the MS Windows® environment through classroom instruction. Emphasis is on Windows as a graphical user interface and includes operations and applications that use the windows environment. Upon completion, the student should be able to demonstrate proficiency in the operation and management of hardware and software as defined by the course syllabus. **PREREQUISITE:** SET101 or equivalent.

OAD125 – Basic Word Processing (3 cr. hrs.) 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. PREREQUISITE: SET101 or equivalent.

OAD126 – Advanced Word Processing (3 cr. hrs.) This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and lab exercises. 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 advanced business documents. PREREQUISITE: SET125

OAD127 – Business Law (3 cr. hrs.) This course is designed to introduce the student to the fundamentals of business law affecting consumers and citizens. Emphasis is on principles of law dealing with contracts, sales, and commercial papers. Upon completion, the student should be able to demonstrate an understanding of the legal issues affecting business transactions. PREREQUISITE: As required by program.

OAD133 – Business Communications (3 cr. hrs.) 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. PREREQUISITE: As required by program.

OAD136 – Advanced Financial Recordkeeping (3 cr. hrs.) This course is designed to provide more in-depth principles and practices of the accounting cycle. Emphasis is on the preparation of financial records such as payroll records, vouchers, accruals and deferrals, and related documents. Upon completion, the student should be able to demonstrate the ability to prepare and manage financial records and information. PREREQUISITE: As required by program.

OAD138 – Records/Information Management (3 cr. hrs.) 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. PREREQUISITE: As required by program.

OAD201 – Legal Terminology (3 cr. hrs.) This course is designed to familiarize the student with legal terminology. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, the student should be able to communicate effectively using legal terminology. PREREQUISITE: As required by program.

OAD202 – Legal Transcription (3 cr. hrs.) This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and lab exercises. Emphasis is on transcribing error-free legal documents using transcription equipment. Upon completion, students should be able to demonstrate the ability to accurately transcribe legal documents that are appropriately formatted. PREREQUISITE: SET101 or Instructor permission.

OAD203 – Legal Office Procedures (3 cr. hrs.) This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a legal environment through classroom instruction and lab exercises. Emphasis is on legal terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a legal environment. PREREQUISITE: As required by program.

OAD211 – Medical Terminology (3 cr. hrs.) 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. PREREQUISITE: As required by program.

OAD214 – Medical Office Procedures (3 cr. hrs.) This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction and lab exercises. Emphasis is on medical terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment. PREREQUISITE: As required by program.

OAD217 – Office Management (3 cr. hrs.) 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. **PREREQUISITE:** As required by program.

OAD218 – Office Procedures (3 cr. hrs.) 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. **PREREQUISITE:** SET 101

OAD230 – Computerized Desktop Publishing (3 cr. hrs.) This course is designed to introduce the student to the elements and techniques of page design, layout, and typography through classroom instruction and lab exercises. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents. **PREREQUISITE:** SET 101

OAD232 – The Computerized Office (3 cr. hrs.) 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. **PREREQUISITE:** As required by program.

OAD243 – Spreadsheet Applications (3 cr. hrs.) 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. **PREREQUISITE:** As required by program.

OAD244 – Database Applications (3 cr. hrs.) This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output such as documents and reports. **PREREQUISITE:** SET101

OAD246 – Office Graphics and Presentations (3 cr. hrs.) This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercises. Emphasis is on available software tools, presentation options and design, as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation. **PREREQUISITE:** As required by program.

OAD247 – Special Projects (3 cr. hrs.) 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. **PREREQUISITE:** As required by program.

OAD291 – Office Internship Coop (1 cr. hr.) 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. **PREREQUISITE:** As required by program.

OAD292 – Office Internship Coop (2 cr. hrs.) 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. **PREREQUISITE:** As required by program.

OAD293 - Office Internship Coop (3 cr. hrs.) 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. **PREREQUISITE:** As required by program.

Orientation (ORI)

ORI101 – Orientation (1 cr. hr.) This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution. **PREREQUISITE:** None.

Physical Education (PED)

PED103 – Weight Training – Beginning (1 cr. hr.) This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. **PREREQUISITE:** None.

PED104 – Weight Training – Intermediate (1 cr. hr.) This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. **PREREQUISITE:** PED103.

PED105 – Personal Fitness (1 cr. hr.) This course is designed to provide the student with information allowing him/her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility and body composition. **Prerequisite:** None.

PED106 – Aerobics (1 cr. hr.) This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. **PREREQUISITE:** None.

Philosophy (PHL)

PHL206 – Ethics and Society (3 cr. hrs.) 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. **PREREQUISITE:** Successful completion of ENG093; or a score of 62 or better on the English Section of COMPASS; or a score of 20 or better on the ACT.

Physical Science (PHS)

PHS111 – Physical Science I (4 cr. hrs.) This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and Astronomy. Laboratory is required. **PREREQUISITE:** As required by program.

PHS112 – Physical Science II (4 cr. hrs.) This course provides the non-technical student with an introduction to the basic principle of chemistry and physics. Laboratory is required. **PREREQUISITE:** As required by program.

Physics (PHY)

PHY201 – General Physics I – Trig Based (4 cr. hrs.) This course is designed to cover general physics at a level that assures previous exposure to college algebra, basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A laboratory is required. **PREREQUISITE:** MTH113 or equivalent.

PHY202 – General Physics II – Trig Based (4 cr. hrs.) 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. PREREQUISITE: PHY201.

PHY213 – General Physics with Calculus I (4 cr. hrs.) This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy, including thermodynamics. Laboratory is required. PREREQUISITE: MTH125 or Instructor permission.

PHY214 – General Physics with Calculus II (4 cr. hrs.) This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required. PREREQUISITE: PHY 213.

Political Science (POL)

POL200 – Introduction to Political Science (3 cr. hrs.) This course is an introduction to the field of political science through examination of the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems. Topics include approaches to political science, research methodology, the state, government, law, ideology, organized political influences, governmental bureaucracy, problems in political democracy, and international politics. Upon completion, students should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems. PREREQUISITE: None.

Psychology (PSY)

PSY200 – General Psychology (3 cr. hrs.) 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. PREREQUISITE: Successful completion of ENG093; or a score of 62 or better on the English section of COMPASS; or a score of 20 or better on the ACT.

PSY210 – Human Growth and Development (3 cr. hrs.) This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death. PREREQUISITE: PSY200.

Reading (RDG)

RDG083 – Developmental Reading I (3 cr. hrs.) This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills. PREREQUISITE: None.

RDG084 – Developmental Reading II (3 cr. hrs.) This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills. PREREQUISITE: RDG083.

RDG085 – Developmental Reading III (3 cr. hrs.) This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills. PREREQUISITE: RDG084.

RDG114 – Critical Reading for College (3 cr. hrs.) This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines. PREREQUISITE: Permission of instructor.

Religious Studies (REL)

REL151 – Survey of the Old Testament (3 cr. hrs.) 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. PREREQUISITE: Successful completion of ENG093; or a score of 62 or better on the English section of COMPASS; or a score of 20 or better on the ACT.

REL152 – Survey of the New Testament (3 cr. hrs.) 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. **PREREQUISITE:** Successful completion of ENG093; or a score of 62 or better on the English section of COMPASS; or a score of 20 or better on the ACT.

Sociology (SOC)

SOC200 – Introduction to Sociology (3 cr. hrs.) This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior. **PREREQUISITE:** Successful completion of ENG093 or a score of 62 or better on the English portion of COMPASS; or a score of 20 or better on the ACT.

Spanish (SPA)

SPA101 – Introductory Spanish I (3 cr. hrs.) This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. **PREREQUISITE:** Successful completion of ENG093; or a score of 62 or better on the English section of COMPASS; or a score of 20 or better on the ACT.

SPA102 – Introductory Spanish I (3 cr. hrs.) This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. **PREREQUISITE:** Spanish 101 or equivalent.

Speech (SPH)

SPH106 – Fundamentals of Oral Communication (3 cr. hrs.) Fundamentals of Oral Communication is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application. **PREREQUISITE:** As required by program.

SPH107 – Fundamentals of Public Speaking (3 cr. hrs.) 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. **PREREQUISITE:** Successful completion of ENG093; or a score of 62 or better on the English section of COMPASS; or a score of 20 or better on the ACT.

Welding Technology (WDT)

WDT108 – SMAW Fillet/OFC (3 cr. hrs.) 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. **PREREQUISITE:** Approval of instructor.

WDT109 – SMAW Fillet/PAC/CAC (3 cr. hrs.) 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. **PREREQUISITE:** Approval of Insutuctor.

WDT110 – Industrial Blueprint Reading (3 cr. hrs.) 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. **PREREQUISITE:** As required by program.

WDT115 – GTAW Carbon Pipe (3 cr. hrs.) This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry joint preparation and fit-up. Upon completion, students should be able to identify pipe

positions, filler metals, purging gas, proper joint geometry, joint preparation and fit-up to the applicable code. PREREQUISITE: As required by program.

WDT 120 – SMAW (Shielded Metal Arc Welding) Groove (3 cr. hrs.) 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. PREREQUISITE: As required by program.

WDT122 – SMAW Fillet/OFC Lab (3 cr. hrs.) 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. PREREQUISITE: As required by program.

WDT123 – SMAW Fillet/PAC/CAC Lab (3 cr. hrs.) This course is designed introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed o striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code. PREREQUISITE: As required by program.

WDT124 – Gas Metal ARC/FLUX Cored Arc Welding Lab (3 cr. hrs.) 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. PREREQUISITE: As required by program.

WDT125 – Shielded Metal ARC Welding Groove Lab (3 cr. hrs.) This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. 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. PREREQUISITE: As required by program.

WDT155 – GTAW Carbon Pipe Lab (3 cr. hrs.) This course is designed to provide the student with the skills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code. PREREQUISITE: WDT115 and/or as required by program.

WDT156 – GTAW Stainless Pipe Lab (3 cr. hrs.) This course is designed to provide the student with the skills in welding stainless steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the prescribed filler metals in various positions in accordance with the applicable code. PREREQUISITE: WDT116.

WDT157 – Consumable Welding Processes (3 cr. hrs.) This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas and base metals. PREQUISITE: As required by program.

WDT158 – Consumable Welding Processes Lab (3 cr. hrs.) This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using consumable welding processes according to AWS Codes and standards. PREREQUISITE: WDT157

WDT160 – Robotics Lab I (3 cr. hrs.) This course is the practical application of robotics theory. Students will complete machine origins, robotic programming, robotic welding parameters, link programs to create jobs, and allocate a weave start. **PREREQUISITE:** INT253 Industrial Robotics.

WDT166 – Flux Core Arc Welding (3 cr. hrs.) This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards. **PREREQUISITE:** As required by program.

WDT167 – Flux Core Arc Welding Lab (3 cr. hrs.) This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards. **PREREQUISITE:** As required by program.

WDT223 – Blueprint Reading for Fabrication (3 cr. hrs.) This course provides a student with advanced skills in identifying and interpreting lines, views, dimensions, notes, bill of materials, and the use of tools of the trade. Emphasis is placed on figuring dimensional tolerances, layout and fitting of different component parts. Upon course completion, a student should be able to interpret, layout, and fabricate from blueprints to given tolerances. **PREREQUISITE:** As required by program.

WDT258 – Certification Lab (3 cr. hrs.) This course is designed to provide the student with the skills needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass and industry standard welding test in accordance with various welding code requirements. **PREREQUISITE:** Approval of Instructor.

WDT268 – Gas Tungsten ARC Lab (3 cr. hrs.) 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. **PREREQUISITE:** Approval of Instructor.

Workplace Preparation (WKO)

WKO107 – Workplace Skills Preparation (1 cr. hrs.) This course utilizes computer based instructional modules which are designed to access and develop skills necessary for workplace success. The instructional modules in the course include applied mathematics, applied technology, reading for information, and locating information. Upon completion of this course, students will be assessed to determine if their knowledge of the subject areas has improved.

FACULTY AND STAFF

FACULTY AND STAFF

PRESIDENT'S CABINET

Helen T. McAlpine, President, B.A. - Talladega College; M.S. - Jacksonville State University; Ed.D. - University of Alabama

Patricia G. Sims, Dean of Instructional and Student Services, B.S. - University of West Alabama; M.Ed. - Alabama A & M University; Ed.D. - Vanderbilt University/Peabody College

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Khalilah Burton, Biology, B.S., M.S. - Alabama A & M University

Adam Clark, Machine Tool Technology, A.A.S. – Calhoun Community College; B.B.A. – Athens State University

Christine Davis, Industrial Electronics Technology, A.A.T. – J. F. Drake State Technical College

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Carla Clift, Director of Library Services – B.S. – A & M University; M.L.I.S. – University of Alabama

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Amanda Simpson, Maintenance

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Theo Walston, Network Technician, A.A.T. – J. F. Drake State Technical College

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J. F. Drake State Technical College

STUDENT HANDBOOK



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STUDENT SERVICES

PURPOSE STATEMENT AND GOALS

The Division of Student Services provides a nurturing environment, support services and extracurricular activities which serves to enrich the student's learning experience and assist students in achieving their goals.

The Student Services staff is committed to providing comprehensive services for prospective, current, and graduating students making the transition from the education to the work environment.

To achieve this purpose, the goal of the Student Services Department is as follows:

- Provide pre-enrollment counseling and assessment that assists students in identifying their interests and abilities;
- Provide an orientation program that assists students in transitioning to the College and that enhances their opportunities for personal, educational, and career success;
- Provide convenient admission and registration services that facilitate access to the College;
- Provide accurate, current, and expedient financial assistance counseling and services in a manner that protects the dignity of the student;
- Provide counseling suitable to the needs of students and a referral service for students whose needs require attention outside of the College;
- Provide tutorial services, career information, and job placement assistance;
- Provide opportunities for students to participate in leadership and cultural experiences as a supplement to their educational experience.

ORIENTATION

A New Student Orientation Program is offered each semester prior to registration to formally introduce students to members of the faculty, staff, and administration. Drake State also offers mandatory orientation classes to assist students in their transition into college life. Through orientation classes students are introduced to the policies and procedures of the College as well as other valuable information. Students also participate in the WorkKeys Assessment program as a part of their orientation

experience. Orientation classes are offered in the tradition setting and on line.

ADMISSIONS

ADMISSIONS POLICY STATEMENT

It shall be the policy of J. F. Drake State Technical College to admit on a first come first served basis all students who meet the established admission criteria. Admission decisions will be made without regard to the applicant's race, color, disability, sex, religion, creed, national origin, or age.

ACADEMIC FREEDOM

The Alabama Community College System supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing discipline related subjects. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence. At no time shall the principle of academic freedom prevent the institution from taking proper efforts to assure the best possible instruction for all students in accordance with the admission and objectives of the institution.

ACADEMIC ADVISEMENT

Potential students are encouraged to meet with the college counselor and various program leaders prior to deciding on a particular program of study. For students who are undecided about an area of interest, Drake's Career Center has a large assortment of media on different careers. For more information call Drake's Career Center, 256-551-3125. Once a student decides on a program of study, the program leader of the chosen program becomes the student's academic advisor.

PRIVACY ACT NOTICE

NOTICE: Under the Federal Family Educational Privacy Rights Act, 20 U.S.C. 123g, J. F. Drake State Technical College may disclose certain student information as "directory information." Director information includes the names, addresses, telephone numbers, dates of birth, and major fields of study of students, as well as information about the student's participation in officially recognized activities and sports, the weight and height of members of athletic

teams, the dates of attendance by students, degrees and awards and the most recent previous educational agency or institution attended by a respective student. If any student has an objection to any of the aforementioned information being released during any given semester or academic year, the student should notify the Registrar, in person or in writing, during the first three weeks of the respective semester or academic year.

STUDENT RECORDS POLICY

NOTICE: Under the Federal Family Educational Privacy Rights Act, 20 U.S.C. 123g, J. F. Drake State Technical College may disclose certain student information as “directory information.” Directory information includes the names, addresses, telephone numbers, dates of birth, and major fields of study of students, as well as information about the student’s participation in officially recognized activities and sports, the weight and height of members of athletic teams, the date of attendance by students, degrees and awards and the most recent previous educational agency or institution attended by a respective student. If any student has an objection to any of the aforementioned information being released during any given semester or academic year, the student should notify the Registrar, in person or in writing, during the first three weeks of the respective semester or academic year.

Disclaimer

This policy statement is subject to change by any additional federal regulations or court decision that may modify and/or negate any portion of these regulations. This statement of policy will be published in the future in appropriate College publications.

ACADEMIC TRANSCRIPTS POLICY

The transcript policy of the College includes the following:

1. In compliance with the Family Educational Rights Act (FERPA), the College does not release transcripts of a student’s work except upon the student’s written request.
2. Official transcripts are sent to institutions, companies, agencies, etc. after the student’s written release is received by the Admissions Office. J. F. Drake State Technical College honors fax requests to send official transcripts to third parties; however transcripts will not be

faxed to an individual or a receiving institution. **Fax requests for transcripts must be accompanied by a picture ID before the request will be processed.**

3. Official transcripts will be accepted when delivered “by hand”. Upon receipt, the transcript must be official and in a sealed envelope. The seal must be unbroken. The College reserves the right to deny hand delivered transcripts if foul play is suspected.
4. Transcripts are available to former and currently enrolled students; these transcripts do not show the College seal, are marked ISSUED TO STUDENT, and are unofficial transcripts.
5. Transcript requests will be processed in the order they are received. **Requests should be made at least one week before the transcripts are needed.**
6. All transcripts issued are free. Transcripts will not be issued for persons who have financial obligations to the College.
7. Requests for transcripts should be sent to:

The Office of Admissions
J. F. Drake State Technical College
3421 Meridian Street, North
Huntsville, Alabama 35811

Names, dates of attendance, social security number, and address to which the transcript is to be sent are to be included in the request.

NOTE: Students with name changes should include ALL former names.

8. The Admissions Office does not issue or reproduce transcripts from other institutions. Request for transcripts or work taken at other institutions must be directed to the institution concerned.

ANNUAL NOTIFICATION OF FERPA RIGHTS

J. F. Drake State Technical College is required by the provisions of the Family Educational Rights and Privacy Act (FERPA) to provide students annual notification of their FERPA rights. Students will be notified by publication of the regulations in the college catalog/student handbook.

Directory information

The following categories of information with respect to each student have been designated by the College as directory information which may be made available to the public, absent a student's request that any such information should not be released without the student's prior consent:

1. Student's name, address, telephone number;
2. Dates of attendance;
3. Educational agencies or institutions most recently attended by the student;
4. Program of study, degree desired and classification;
5. Participation in officially recognized activities, clubs, and organizations; and
6. Degrees and awards received.

If any student has an objection to any of the aforementioned information being released during any given semester or academic year, the student should notify the Registrar, in person or in writing, during the first three weeks of the respective semester or academic year.

ADMISSION SCHEDULE

Students are admitted at the beginning of each of the three academic semesters in all programs. The Fall Semester begins in August, the Spring Semester in January and the Summer Semester in May. All new students should check the Admissions Office for specific dates in that they vary from year to year. New students must submit all applications and credentials for admissions to the Office of Admissions, at least three (3) weeks prior to the registration date.

REGISTRATION SCHEDULE

Registration is scheduled at the beginning of each semester. Late registration is scheduled immediately following the registration period. Students registering during late registration must pay a late fee of \$25.00, in addition to all other fees.

CHANGE OF PROGRAMS

Students who wish to change to another program of study must obtain permission from the College

Counselor. A change of major form must be completed and submitted to the Admissions Office in order to facilitate the change. Students may change programs during the drop-add period or at the beginning of the next semester.

WITHDRAWAL FROM SCHOOL

Students who are contemplating withdrawal from school should first consult with the College Counselor. If after meeting with the Counselor the student still wants to withdraw from school, then he/she should use the following procedure.

1. Obtain a Withdrawal Form from Admissions.
2. Complete the class withdrawal form, listing all courses as "withdrawal" and obtain the appropriate signatures.
3. Obtain withdrawal clearance from the Financial Aid Office if applicable.
4. Submit the completed class withdrawal form to the Office of Admissions.

If the withdrawal from school is prior to the 15th school day, the student may be due a tuition refund (See Refund Policy under the Policies and Procedures section of the catalog).

It is the responsibility of the student to ensure notification of withdrawal is received by the Office of Admissions. Failure to subject the completed withdrawal form to Admissions may result in a grade of "F" for each course in which the student is registered.

Students who withdraw after the registration period will have each of their courses recorded as "W". W's are not used in grade point calculations.

Any veteran who withdraws from school may be required to repay in full to the Veteran Administration benefits received that semester up to the time of withdrawal. Any student who receives Financial Assistance should notify the Financial Aid Office before withdrawing from school.

S. C. O'NEAL, SR. LIBRARY AND
TECHNOLOGY CENTER

GENERAL INFORMATION

The S. C. O'Neal, Sr. Library and Technology Center is a multifaceted complex located at the heart of the campus. The goal of the Center is to create a wholesome learning environment through the use of a variety of print, electronic, and audiovisual resources and equipment.

Resources and Services

The Library houses a variety of resource materials which support the instructional programs at J. F. Drake State Technical College. The collection consists of books, industrial manuals, periodicals, newspapers, software programs, electronic collection and a variety of audiovisual materials and equipment for use on an individual or group basis. Other resources include the vertical file, Black collections, plus much more. The Library's services consist of access to the Internet, the Alabama Virtual library, ProQuest, photocopying/fax, laminating and many more.

Personal Computers

Two open labs are provided in the library for individual use. Students are asked to adhere to the Computer Usage Policy of the College. All students are required to sign the Computer Log before using all personal computers. As a reminder, priority is given to academic/instructional assignments versus recreational activities.

The Alabama Virtual library

The Alabama Virtual Library (www.avl.lib.al.us) provides all citizens of the State of Alabama with on-line access to essential library and information resources. The Alabama Virtual Library can be accessed from any computer labs on the campus with Internet connections and also from the campus website (www.drakestate.edu) using the Library link. The Library is the point of contact for students to register for home access to the Alabama Virtual Library. All students who own personal computers are encouraged to request an AVL card from the Reference Desk, located on the first floor of the Library.

ProQuest Electronic Database

ProQuest Electronic Database Searching is a combination of periodical retrieval software and quality information available via the Internet. ProQuest is available on the campus in any lab with internet connectivity. ProQuest (proquest.com/login) can be accessed through the library's web page at www.drakestate.edu.

Circulation of Materials

Students with current identification cards may borrow up to ten (10) resources (books and audiovisual materials) from the Library for a period of thirty (30) days. Resources are renewable provided holds have not been placed on any circulating items. Delinquent materials incur fines at a rate of 10 cents per day with a maximum fine of \$5.00. Delinquency notices are mailed on the first Monday following the due date for later materials. After three (3) delinquency notice attempts have been made to retrieve overdue materials, the student will be flagged in the college's computer system until materials have been returned and/or paid for.

Reciprocal Usage Agreements

J. F. Drake State Technical College faculty, staff, and students with proper identification may borrow resources and use the services available through the J. F. Drake Memorial Learning Resources Center, Alabama A & M University. Through this reciprocal agreement, two (2) books may be borrowed at any one time.

Practical Nursing students may also use the University of Alabama (UAH) Primary medical Library facility near Huntsville Hospital.

Hours of Operation

The library staff, upon request, provides instruction, orientation and personal assistance during regular operational hours as follows:

Fall and Spring Semesters

Monday – Thursday: 8:00 a.m. to 7:00 p.m.
Friday: 8:00 a.m. to 4:30 p.m.
Closed Weekends

Summer Semester

Monday – Thursday: 8:00 a.m. to 6:00 p.m.
Friday: 8:00 a.m. to 4:30 p.m.
Closed Weekends

The house may vary when classes are not in session and on holidays.

If you have questions email directly to library@drakestate.edu or call 256-551-5207.

LIBRARY USER BEHAVIOR POLICY

All visitors of the S. C. O’Neal, Sr. Library and Technology Center are expected to follow J. F. Drake State Technical College’s Student Code of Conduct. All visitors should familiarize themselves with the Code of Conduct. A copy of the Code of Conduct can be provided upon request.

Behavioral Expectations

1. Library users are expected to keep noise levels low. Groups working on projects are encouraged to utilize the group study rooms so that they may engage in discussion without disturbing other people in the library.
2. Any behavior that disturbs or endangers other library users or staff is prohibited. This includes loud noises, misuse of library materials or facilities, or verbal or physical harassment.
3. Cell phones MUST be turned off or muted. ALL cell phone conversations must be held outside the library.
4. ABSOLUTELY NO FOOD OR DRINK IS PERMITTED IN THE LIBRARY.
5. ABSOLUTELY NO TOBACCO USE IS ALLOWED INSIDE OR OUTSIDE THE LIBRARY. Tobacco products must be used in the designated areas on campus.
6. Library users are expected to follow the instructions of the library staff.
7. Children 18 years of age and under must be accompanied by an adult AT ALL TIMES, unless they are high school students participating in the College’s early enrollment program. Children should NEVER be left unattended. Children are expected to comply with all library policies. Students may not leave their children in the library unattended while they are in class. The library staff is not responsible for the care of children or supervising their use of library materials or facilities. That is the responsibility of the accompanying adult.

8. Library materials must not be damaged in any way.
9. Personal belongings should not be left unattended. The library is not responsible for lost or stolen items. Items that are found will be held at the circulation desk until the first day of each month then disposed of if they are not claimed.

Failure to comply with ANY of the rules listed above or J. F. Drake State Technical College’s Code of Conduct may result in:

- Loss of access
- Expulsion from the building
- Disciplinary action by J. F. Drake State Technical College
- Legal action, where applicable

J. F. Drake State Technical College and the S. C. O’Neal, Sr. Library and Technology Center staff reserve the right to change and/or update this policy at any time.

Borrowing Privileges

The S. C. O’Neal, Sr. Library and technology Center has a reciprocal lending agreement with Alabama A & M University. Students of Alabama A & M are allowed to check out two items. They may must present a valid student ID and provide a current address and phone number.

Other community members who wish to check out library materials may request a community user account. To open an account, community members must pay a \$20 fee and provide a picture ID, proof of address and two phone numbers. The account is valid for two years and membership is renewable. Community users may have two items on loan at one time.

Children wishing to borrow material must have a parent or guardian check out the material for them. The material will be checked out in the parent or guardian’s name. The parent or guardian assumes all responsibility for the material including fines and replacements costs if the material is lost. Fines are 10 cents per day for each overdue item.

FINANCIAL AID GUIDELINES

Students are required to pay tuition and fees in full upon registration. Students eligible for Title IV Student Financial Aid, grants and scholarships must

pay their remaining amount due after aid has been applied, in order to complete their financial registration. Students may enroll with written authorization from sponsoring agencies. If the third-part sponsors have not paid the College within 30 days from the first day of the term, the student will be required to pay any outstanding balance or be subject to removal from classes. Students who add courses during the drop/add period must pay any additional balance due at the time the courses are added or be subject to removal from classes.

Tuition Refund

The Business Office will begin processing student refunds for all students that do not receive any type of student financial aid 30 days after the last day of the drop/add period. Remaining balance checks for students eligible for student financial aid will be disbursed after the third week of the semester to students who have met the attendance requirements. Students who register late will receive their balance checks subsequently.

Partial Withdrawal

Students who drop a class during the regular drop/add period but do not completely withdraw from the College will be refunded the difference in the 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.

Student financial aid may be reduced based on a partial withdrawal. Students are required to pay any resulting outstanding balance from a partial withdrawal or be subject to removal from classes.

Student Rights and Responsibilities

A student attending J. F. Drake State Technical College on financial aid has certain rights and responsibilities pertaining to his/her award.

The student has the right to ask the College:

- What financial assistance is available, including information on all federal, state and institutional financial aid programs.
- What the deadlines are for submitting applications for each of the financial aid programs available.

- What the cost of attending the college is and what the refund policy is.
- What criteria it uses to select financial aid recipients.
- How financial need is determined. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in the budget.
- What resources (such as family contribution, other financial aid, assets, etc.) are considered in the calculation of need.
- How much of the financial need, as determined by the institution, has been met.
- To explain the various programs in the student aid package. If a student believes he/she has been treated unfairly, he/she may request reconsideration of the award which was made.
- What portion of the financial aid received must be repaid, and what portion is grant aid.
- How the school determines whether a student is making satisfactory academic progress and what happens if he/she is not.

The student has the responsibility to:

- Review and consider all information about a school's program before enrolling.
- Pay special attention to the application for student financial aid. Complete it accurately and submit it on time to the appropriate place. Errors can result in delays in a student's receipt of financial aid. Intentional reporting of false information on application forms for federal financial aid is a violation of law and is considered a criminal offense, subject to penalties under the Criminal code of the United States. The Inspector General's office will be notified in such cases.
- Return all additional documentation, corrections, and/or new information requested by either the Financial Aid office

or the agency to which the application is submitted.

- Read, understand, and keep copies of all forms that he/she is asked to sign.
- Accept responsibility for all agreements he/she signs.
- Perform the work that is agreed upon in a satisfactory manner when accepting a Federal Work Study Assignment.
- Know and comply with the deadlines for application and reapplication for aid.
- Know and comply with the school's refund procedure.
- Notify the Registrar's Office, in writing, whenever there is a change of name, address, or telephone number.

Submit documents verifying the information submitted on the Free Application for Federal Student Aid if requested.

GENERAL INFORMATION AND POLICIES

BOOKSTORE

Students may purchase required books and supplies from the College Bookstore located near the Business Office during the hours posted. Hours of operation are posted on the Business Office and Bookstore doors and printed in the schedules for each term. Books and supplies may be purchased with available student financial aid and other sponsored funds during the initial part of each term, if an appropriate authorization form is on file in the Business Office. The Bookstore also stocks merchandise with College name and seal, and a variety of basic supplies.

Items purchased from the Bookstore may be returned, with receipt and in their original condition. Refunds will be made based on the original method of payment.

SPECIAL STUDENT SERVICES

POLICY STATEMENT

It is the policy and practice of J. F. Drake State Technical College to ensure public accommodations

and services, equal enjoyment of goods, facilities, privileges, and advantages to all disabled individuals. The College will work with the Division of Rehabilitation Services and the Alabama Department of Education to provide special equipment necessary to ensure a satisfactory learning and working environment.

It is the responsibility of the student or employee to inform the College of any special needs and/or if a disability exists which may require special materials, services or assistance. Please make this known so that arrangements can be made for adequate accommodation.

COMPUTER CRIME ACT

The provisions of the Alabama Computer Crime Act are applicable at J. F. Drake State Technical College. This act provides for criminal prosecution of any person(s) who knowingly, willingly, and without authorization destroys or manipulates intellectual property.

INTERNET ACCEPTABLE USE POLICY

Acceptable Use of Provided Access to Electronic Information, Services, and Networks

In making decisions regarding student access to the Internet, J.F. Drake State Technical College is proud to offer Internet access to all students. This is a privilege provided for the student, a privilege which must not be abused. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The College expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those, which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Students utilizing College-provided Internet access must first have the permission of J.F. Drake Technical College's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are

in a classroom or other area of the college. The same general rules for behavior and communications apply.

The purpose of College-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of J.F Technical College.

Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers would always be private. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

1. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
2. To transmit obscene, abusive, or sexually explicit language;
3. To access, upload, download, or distribute any music files;
4. To violate any local, state, or federal statute;
5. To vandalize, damage, or disable the property of another individual or organization;
6. To access another individual's materials, information, or files without permission; and,
7. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of college policy and rules may result in loss of College-provided access to Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

J.F. Drake State Technical College makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The College

will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays, interruptions in service or loss of service. The College will not be responsible for the accuracy, nature, or quality of information gathered through College-provided Internet access. The College will not be responsible for personal property used to access College computers or networks.

The College will not be responsible for unauthorized financial obligations resulting from College provided access to the Internet.

COMPUTER ACCEPTABLE USE POLICY

This policy defines acceptable uses of computer hardware, software, networks, communication lines, Internet access, and Email transmissions, herein referred to as Systems. Violations of this policy may result in restricted use of Systems and/or disciplinary action.

Systems are provided for business and educational purposes only, and users are encouraged to utilize this technology as a tool to efficiently perform their job tasks. Systems are owned by the College and subject to access by staff for maintenance, repair, updating, or monitoring. Documents, spreadsheets, databases, and Email transmissions on any System may be subject to examination at any time. Users must comply with all federal, state, or local laws and regulations, and applicable policies of accessed networks, such as the Alabama Research and Education Network.

In determining the appropriate use of Systems, one should compare its use to the proper use of other state equipment, for example the use of the telephone systems. As with any excess use of the telephone, excess personal use of Systems including Email and Internet access is not allowed, and will be appropriately addressed by management. Email transmission to J.F. Drake State Technical College personnel and students should follow the same etiquette and rules as telephone traffic.

Users must respect the privacy and usage privileges of other users and must not access, modify, or delete any files or data without the permission of the owner or creator of such files. Users should not install any software, make modifications to the configurations of, install new components, or in any way modify the Systems without the approval of the Management of Information Systems Director and President of the College. Installation of software without adhering to established copyright laws for that product is strictly

prohibited. At NO time should the Systems be used to sell items for personal gain, solicit income, win contests, view pornography, gamble, play computer games, transfer copyrighted materials, engage in any illegal activity, or engage in threatening or mischievous activity.

Users will utilize passwords, log off and shutdown PCs overnight, and perform other measures as defined by the College Information Systems Department to insure adequate security of Systems and data.

DRAKEMAIL ACCEPTABLE USE POLICY

Drakemail is the official student e-mail system of J. F. Drake State Technical College.

To uphold the quality and reputation of DrakeMail, your use of DrakeMail is subject to these program policies. If you are found to be in violation of these policies at any time, as determined by J. F. Drake State Technical College in its sole discretion, the College may warn you or suspend or terminate your account and take any appropriate legal action.

The use of DrakeMail is a privilege, not a right, and the College maintains the right to limit access. DrakeMail is NOT guaranteed to be private. The College has the right to monitor and track DrakeMail usage and access information stored in any user directory. The College may deny, revoke, or suspend specific user accounts.

Acceptable Use

It is acceptable to use DrakeMail for purposes relating directly to education, research, professional development, personal communications, and growth.

Unacceptable Use

It is not acceptable to use DrakeMail in such a way as to interfere with or disrupt network users, services, or equipment. DrakeMail resources may not be used in the following manner.

- To generate or facilitate unsolicited commercial email (“spam”). Such activity includes, but is not limited to:
 - Sending email in violation of the CAN-SPAM Act or any other applicable anti-spam law.

- Imitating or impersonating another person or his, her or its email address.

- Sending emails to users who have requested to be removed from a mailing list.

- Selling, exchanging or distributing to a third party the email addresses of any person without such person’s knowledge and continued consent to such disclosure.

- Distributing unsolicited emails to significant numbers of email addresses belonging to individuals and/or entities with whom you have no preexisting relationship.

- To send, upload, distribute or disseminate or offer to do the same with respect to any unlawful, defamatory, harassing, abusive, fraudulent, infringing, obscene, or otherwise objectionable content.
- To intentionally distribute viruses, worms, defects, Trojan horses, corrupted files, hoaxes, or any other items of destructive or deceptive nature.
- To conduct or forward pyramid schemes and the like.
- To transmit content that may be harmful to minors.
- To impersonate another person (via the use of an email address or otherwise) or otherwise misrepresent yourself or the source of any email.
- To illegally transmit another’s intellectual property or other proprietary information without such owner’s or licensor’s permission.
- To use DrakeMail to violate the legal rights (such as rights of privacy and publicity) or others.
- To promote or encourage illegal activity.
- To interfere with other DrakeMail users’ enjoyment of the service.

- To conduct commercial activities and other activities conducted for personal gain.
- To promote religious or political causes or to promote fundraising or lobbying.
- Solicitations not approved by the College.
- Vandalism and mischief that incapacitates compromises or destroys College resources and/or violates federal and/or state laws.
- Violating software copyrights and usage licensing agreements.
- Violating any federal, state, or local law/regulation, or College policy/procedure.

NONDISCRIMINATION POLICY STATEMENT

The following policy reflects J. F. Drake State Technical College's commitment to equal opportunities in education and employment:

No person shall be denied employment, excluded from partaking in, denied the benefits of, or subjected to discrimination in any program, activity, or employment on the basis of gender, race, color, disability, religion, national origin, age or ethnic group.

J. F. Drake State Technical College complies with nondiscriminatory regulations under Title VII of the Civil Rights Act of 1964, Title IX Educational Amendment of 1972, which prohibits discrimination based on sex; Title IX, Section 106.8, which prohibits sexual harassment; Section 504 of the Rehabilitation Act of 1973, which prohibits violations of the rights of the disabled; and Title VI, which prohibits discrimination based on race, color, or national origin, and the Americans with Disabilities Act (ADA) of 1990, covering policies for public accommodations for disabled individuals.

Individuals or any class of individuals who believe that they have been subjected to discrimination prohibited by Titles VI, VII, IX, Section 504, may contact the college's Title IX and Age Discrimination Act Coordinator, Mrs. Ina Wilson Smith at 256.551.3115 or the Section 504 (ADA) and Title II Coordinator, Mrs. April Clement at 256.551.1710.

HARASSMENT POLICY

It is the policy of J. F. Drake State Technical College that students be provided an academic atmosphere free of harassment, including sexual harassment. Sexual harassment is a form of sex discrimination. The common element variety of forms of sexual harassment is the inappropriate introduction of sexual activities or comments into the workplace or learning situation. While sexual harassment may involve relationships among equals, it often involves relationships of unequal power, giving rise to elements of coercion centered on sexual activity for opportunities of benefit such as improved job or academic status.

Each employee of the College is responsible for the enforcement of this policy and for setting an example with respect to conduct. The exploitation of institutional, academic, or supervisory authority to sexually harass students, faculty, or staff is a form of illegal sex-based discrimination. Violation of this policy is a violation of Title XI of the Education Rights Act of 1972 and of Title VII of the Civil Rights Act of 1964. Further, violation of this policy can lead to suspension or termination of employment or student status, liability for J. F. Drake State technical College and civil or criminal liability for the harassing employee. Individuals or any class of individuals who believe that they have been subjected to discrimination prohibited by Titles VI, VII, IX, Section 504, may contact the college's Title IX and Age Discrimination Act Coordinator, Mrs. Ina Wilson Smith at 256.551.3115 or the Section 504 (ADA) and Title II Coordinator, Mrs. April Clement at 256.551.1710.

COUNSELING AND TUTORIAL SERVICES

GENERAL INFORMATION

The counseling and testing programs at the College are conducted through a series of optional counseling sessions available on an "as needed" basis. The sessions are designed to ensure that all students have sufficient contact with a counselor to make their progress through the instructional program successful.

The goal of the counseling program is to help each student identify and progress through a set of educational opportunities relevant to individual aptitudes, knowledge, skills and interests and offer

incentives commensurate with the student's motivation and achievement.

The objectives of counseling and tutoring services are:

- To challenge students to become introspective
- To encourage students to make rewarding decisions
- To help students develop positive self-images
- To inspire in students a desire to maximize their potential, as rapidly as possible, in the process of reach their educational or lifelong goals
- To urge students to make decisions that will capitalize on their assets
- To help students cope with reality
- To guide students in their vocational choices and adjustments
- To assist students with academic problems
- To counsel students concerning personal problems

COUNSELING AND ADVISING CENTERS

J. F. Drake State Technical College provides academic counseling to assist students with:

- Program planning
- Transfer information
- Course scheduling
- Placement testing

While the instructor serves as the students' primary advisor, supplemental services are available.

CAREER PLACEMENT ASSISTANCE

Local, state and national job announcements are posted on the Job Announcement Bulletin Board located in Building E. Students registered in part-time or full-time work should register with the Placement Office. Registration forms may be obtained from the Placement Office. Completed

registration forms along with an updated resume remain on file for one year or until the student is employed. Students must reregister after the one-year period. For more information about Placement Assistance contact the Director of Placement in the Counseling Office.

Placement involves aiding the student in transitioning from the community college to the next educational or career objective. Attention is placed on assisting the student in choosing the senior college to which he/she plans to transfer and in meeting the requirements for that college.

Although the College does not consider its function to be that of a public employment service, it is prepared to render placement service within the limitations of its purpose and resources.

EXITING STUDENT FOLLOW-UP

Once a student exits J. F. Drake State Technical College, the institution is required to collect and retain information pertaining to student employment. Questionnaires are sent directly to the former student, and students are asked to cooperate in this endeavor by accurately completing the questionnaire and returning it in an expedient manner. The information collected on an individual basis is kept confidential.

COLLEGE PUBLICATION

The electronic newsletter, *Technically Speaking*, is the main publication of the College and focuses on general campus news; student and alumni accomplishments; faculty and staff achievements; community relations programs; and upcoming important dates and events. The newsletter is published on a regular basis and distributed to administrators, faculty, staff and students on campus, area community leaders, business representatives, the media, local educational administrators, and government officials.

PLACEMENT AND ASSESSMENT

Placement Testing

Each student who enrolls for more than four semester credit hours or eight weekly contact hours per semester/term will be administered the COMPASS computerized assessment instrument and placed at the appropriate developmental level as indicated by

the assessment results. The College provides appropriate developmental courses and other support to assist students who have deficiencies.

Certificate or Diploma take COM100

62-100 ENG101 or COM100

Interpretation of placement scores:

Subject	Score	Course Recommendation
Pre-Algebra	1-43	MTH090
	44-100	Degree take MTH098 Certificate or Diploma take MTH 116
Algebra	1-45	Degree take MTH098 Certificate or Diploma MTH116
	46-100	Degree take MTH100 Certificate or Diploma take College Math as required by program
College Algebra	1-45	Degree take MTH112 Certificate or Diploma take College Math as required by program
	46-100	Degree take MTH113 Certificate or Diploma take College Math as required By program
Geometry	1-100	College Math as required by program
Trigonometry	1-100	Degree take MTH113 Certificate or Diploma take College Math as required by program
Reading	1-70	RDG085
	71-80	RDG114 strongly recommended but not required.
	81-100	Comprehension on a College level
Writing	1-37	Take ENG093
	38-61	Degree take ENG093

ABILITY TO BENEFIT

Any student who seeks financial assistance under Title IV, HEA Programs must have a high school diploma or its equivalent or must qualify as an **Ability-to-Benefit (ATB Student)**. Title IV, HEA programs include:

1. Federal Pell Grant
2. Federal Work-Study
3. Federal Supplemental Education Opportunity Grant
4. Alabama Student Assistance Grant

A student who does not have a high school diploma or its recognized equivalent (GED) can be classified as an ATB student. As specified by the U.S. Department of Education, the minimum passing scores for COMPASS Writing Skills, Reading, and Prealgebra/Numerical Skills and ESL Reading, ESL Grammar/Usage, and ESL Listening are listed in the *Federal Register*, Vol. 71, No. 97, Friday, May 19, 2006, which is available at www.federalregister.gov. The minimum passing scores are also available on the COMPASS website at www.act.org/compass.

NOTE: To be eligible for ATB status, an examinee must achieve or exceed all three required COMPASS passing scores (i.e., Writing Skills, Reading, and Prealgebra/Numerical Skills) in a single administration. Passing scores from one administration cannot be combined with passing scores from another administration. If the examinee does not meet the required passing scores, the examinee must retake all three tests in a new testing session and pass all three subareas in that new session.

COMPASS/ESL retesting must fall within the following guidelines:

1. Under no circumstances should a retest be given on the same day as the original test.
2. An examinee may take no more than three COMPASS/ESL placement test experiences in a 30-day period. Example:

An examinee testing on August 1st may not be retested for a fourth time until August 31st or later.

Procedures for Qualifying as an Ability-to-Benefit Student

1. Make application for admission to attend J. F. Drake State Technical College and indicate last grade level completed in high school.
2. Have transcript from school last attended sent to the Registrar.
3. Applicants who score at or above the approved score will be declared as an ability-to-benefit student eligible for federal financial aid.

EXIT TESTING

Upon completion of all courses in his or her academic program, whether for a diploma, a certificate or any associate degree, a student must take an exit examination. This is a mandate from the Department of Post Secondary Education. Students not adhering to this requirement will not receive the award for which they may have completed course work. They are urged to take the test during their last semester of matriculation at the College.

OFFICIAL RECOGNITION OF CAMPUS ORGANIZATIONS

Procedures for Obtaining Official Recognition Chartering

The College encourages extracurricular activities that develop individual initiative, group leadership, and cooperation. Student organizations and activities must be faculty and/or staff supervised and must be approved by the College President.

Any group wishing to organize on campus must receive permission from the Student Services Management Director and the president by submitting a written request for approval.

The following information should be included in the written request:

1. The name of organization.

2. A statement of purpose of the organization.
3. The membership eligibility requirements.
4. A list of officers by title and the specific function of each office.
5. A statement of terms of the officers and the time and method of election.
6. Proposed meeting schedule.
7. A statement of membership dues, including the amount and frequency of payment and provision for the disposition of any funds in the event of dissolution of the organization.
8. Names and titles of club advisor(s).

Temporary Recognition

Temporary recognition may be given to organizations upon the completion, submission, and approval of the above stated information. The organization must submit an official charter within one semester.

Review and Approval

A copy of the proposed constitution must be submitted to the Student Services Management Director for suggestions, recommendations, and approval. A written appeal may be made in the event that official recognition is withheld. The President of the College will make the final decision. A group may not sponsor activities during the time that its application for recognition is being considered or an appeal is being made.

After receiving approval, any changes in advisors, or any amendment affecting the nature or purpose of the organization as originally stated must be approved by the Student Services Management Director.

INTELLECTUAL PROPERTY RIGHTS

A student has the right to trademark or copyright any literary material and to patent any inventions unless duties of the courses enrolled in, or the College, charges the student with, or includes, the duty of producing material for the College to copyright or trademark, or to develop an invention for the College to patent.

A student is entitled to all profits earned from copyrighted or trademarked materials or patented inventions developed exclusively on the student's time and without the use of College funds, materials, or facilities.

Copyrighted or trademarked material or patented inventions developed totally or partially on College time with the use of College materials or facilities or with College funding shall be owned by the College.

STUDENT ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is composed of officers or representatives from each instructional department. The President appoints advisors from the instructional and administrative support staff. The SGA addresses itself to:

1. Contributing to the advancement and improvement of the school.
2. Fostering faculty/student relationships and understanding.
3. Assisting in the promotion of closer ties between the school and the community.
4. Providing a constructive forum for deriving orderly, logical, practical and mutually agreeable solutions to problems which may arise involving the student body along, or both the student body and the school staff.

SkillsUSA

The SkillsUSA (formerly known as VICA) is a co-educational organization designed to serve the needs of the students who are pursuing studies in trade, industrial and technical education. Club activities planned, initiated, and conducted by members of SkillsUSA develop the "whole" student, his social and leadership abilities, as well as his skills.

SkillsUSA offers prestige and recognition through a national program of awards and contests. As a new member of the J. F. Drake State Technical College family, you have a personal invitation to join. Ask your instructor how you may become an active member.

NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society (NTHS) is a non-profit, honor organization for outstanding students enrolled in occupational, vocational or technical programs.

The NTHS purpose is to promote service, leadership, honesty, career development and skilled workmanship; to reward student achievement; to encourage and assist student education and career goal setting; to promote stronger linkage between local vocational-technical institutions and business and industry; and to promote the image of vocational-technical education in America.

Every student is a potential candidate so long as he/she meets the local membership standards and the general merit qualifications set forth in the NTHS Constitution.

PHI BETA LAMBDA BUSINESS FRATERNITY, INC.

Phi Beta Lambda is a nonprofit educational association made up of students pursuing careers in business and/or business-related careers. The purpose of the association is to bring business and education together in a positive working relationship. There are two competitions annually: state and national. Members compete in accounting, word processing, business principles, computer applications, impromptu speaking, job interview, networking design, networking concepts, and parliamentary procedures. Members are tested for future business executives and future business teachers.

INTERNATIONAL STUDENT ASSOCIATION

The International Student Association is dedicated to providing support and advisement for international students who attend J. F. Drake State technical College. Specifically, the club provides information and assistance in matters related to employment, housing health insurance, legal matters, banking services, automobiles, social security, immigration status, and personal concerns. Programs and activities sponsored by the International Student Association encourage international and American students to interact in order to provide cultural diversity and an enriched campus community for all.

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS

The International Association of Administrative Professionals (IAAP) is a professional organization

that works in partnership with employers to promote professional excellence. IAAP's objective is to elevate the standards of all administrative professionals and to promote their working relationships with management through continuing education, authorized programs, and publications.

ELECTRONICS TECHNICIANS ASSOCIATION, INTERNATIONAL, INC.

Electronics Technicians Association, International, Inc. (ETA) is a not-for-profit, worldwide professional association founded by electronics technicians servicing dealers in 1978. The organization is made up of certified professionals in all electronics-related fields including fiber optics, customer service, biomedical computer and computer networking, telecommunications, wireless communications, consumer electronics, audio/video distribution, avionics, industrial electronics, radar and satellite. ETA's goal is to promote excellence in electronics through certification.

DRAKE STATE TECHNICAL COLLEGE AMATEUR RADIO CLUB

The Drake State Technical College Amateur Radio Club (DSTC-ARC0 has as its purpose to promote experimentation in electronics communication through the Amateur Radio Art. Members benefit in that the organization encourages the development of advanced technical skills, provides community service through the volunteering of communication assistance to disaster relief agencies and to other worth civic organizations.

STUDENT POLICIES AND PROCEDURES

STUDENT CODE OF CONDUCT

General Policies

The J. F. Drake State Technical College Student Code of Conduct provides the standards of conduct by which students and organizations are expected to abide. Enrollment and affiliation with the College in no way relinquishes the right nor provides an escape of responsibilities of local, state, or federal laws and regulations.

The conduct of each student and organization is to conform with the standards of common decency, with respect being given to the rights and property of others. The Student Code of Conduct is applicable to

conduct which occurs on the College premises or which occurs while participating in official College sanctioned activities. A student may be disciplined and may be found in violation of the Student Code of Conduct for the following:

- Dishonesty, cheating, forgery, plagiarism, misrepresentation, or alteration of College documents, records, or identification;
- Disruptive or disorderly conduct including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid;
- Disorderly conduct which interferes with the rights and opportunities of those who attend the College for the purpose which the College exists;
- Profanity and/or obscene language or conduct;
- Threats (verbal or written); physical abuse, intimidation, and physical or mental harassment;
- Harassment, intimidation, physical assault or sexual assault;
- Possession while on College-owned or controlled property of firearms, explosives or other dangerous instruments/devices;
- Possession, sale, or consumption of alcoholic beverages or controlled substances on College property or at a College or student sponsored event; being under the influence of alcoholic beverages or controlled substances on College property or at a student or College sponsored event;
- Theft, accessory of theft, or being in possession of stolen property;
- Trespassing or unauthorized entry;
- Lewd, obscene, licentious, indecent or inappropriate dress;
- Improper use of the internet or other computer technology made available for student use;

- Violation of written College rules, policies, and regulations;
- Violation of the College Computer Usage and Internet Acceptable Use Policies;
- Conviction of any misdemeanor or felony which adversely affects the educational environment of the College;
- Failure to comply with the authority of College officials acting within the capacity of their positions or any other activity or conduct not specifically stated herein which impairs or endangers any person or property of the College and is considered to be in violation of the rules and regulations of the College.

J. F. Drake State Technical College is committed to assuring that its employees and students work and learn in an environment free from discrimination and/or sexual harassment.

Discrimination means making a difference in treatment in any service, program,, course or facility for Drake State on the basis of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status.

Harassment means the use of verbal or physical conduct which does the following:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive academic or employment environment;
2. Has the purpose or effect of unreasonable interference with an individual's academic or employment performance;
3. Otherwise adversely affects academic or employment progress.

The term "harassment" encompasses "**sexual harassment**," which means unwelcome sexual advances, unwelcome physical contact of a sexual nature, unwelcome requests for sexual favors, and other verbal or physical conduct of a sexual nature (including, but not limited to, the deliberate repeated making of unsolicited gestures or comments, or the deliberate or repeated display of sexually graphic materials, which are not necessary for educational purposes), when the following conditions exist:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status as a student or employee;
2. Submission to or rejection of such conduct by an individual is used as a basis for enrollment, rating, or grading of a student or employee;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or work progress, or creating an intimidating, hostile, or offensive academic or work environment.

Individuals or any class of individuals who believe that they have been subjected to discrimination prohibited by Titles VI, VII, IX, Section 504, may contact the college's Title IX and Age Discrimination Act Coordinator, Mrs. Ina Wilson Smith at 256.551.3115 or the Section 504 (ADA) and Title II Coordinator, Mrs. April Clement at 256.551.1710.

STANDARDS OF CONDUCT AND ENFORCEMENT THEREOF

J. F. Drake State Technical 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, J. F. Drake State Technical 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, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to reprimand, 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 refrain from such behavior and/or leave the premises. 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.

Due Process of Student Disciplinary Cases

J. F. Drake State Technical College is committed to ensuring an environment for all employees and students, which is fair, humane, and respectful. The College assures each student that no action will be taken on grounds that are not supported by academic policies and procedures. Emphasis will be placed upon achieving an equitable resolution to problems rather than seeking to emphasize guilt or punishment. Students are guaranteed procedural due process in situations involving severe disciplinary problems. The following procedures will be followed:

Procedure for Bringing Charges

1. Any student, faculty member or administrator may file a charge in writing against a student for misconduct. The charge is to be filed with the Student Services Management Director.
2. The complainant must file with the Student Services Management Director within thirty (30) calendar days following the date of the alleged violation(s). Upon receipt of the charge, the Director will provide the student with a written statement of the charges and determine the course of action regarding the accusations. During this stage, the accused may admit to the charge and waive the right to the Hearing Board and disciplinary action will be determined by the Student Services management Director.
3. If disciplinary proceedings appear warranted, the Student Services management Director will set a date, time and place for the hearing, and the accused will be so informed by written notice at least two (2) days before the hearing. Anytime up until the day of the hearing the accused may waive the right to a hearing, admit the charge and have the punishment be decided by the Student Services management Director. Under such circumstances, the accused will be informed of the disciplinary action within five (5) days.
4. Any student whose presence poses a possible danger to persons or property of

the College or an ongoing threat of disrupting the academic process may be removed from the campus immediately.

5. Written notification of the date, time, and place of the hearing shall be sent to the student within five days of a complaint being filed.
6. A Disciplinary Committee comprised of the Dean of Instruction, faculty, staff and a student representative will be selected to hear each disciplinary case.
7. The Student Services management Director will notify the student(s) in writing of the results and findings of the Student Disciplinary Committee and the course of appeal to the Dean of instruction and Student Services.

Disciplinary Sanctions

Upon the determination that a student(s) has violated any of the rules, regulations, or guidelines set forth in this Code, the following disciplinary sanctions may be imposed, either singly or in combination by the appropriate College officials:

Censure – A statement to the offender that he/she has violated College regulations and of the possibility of more stringent disciplinary actions in the event of future violations.

Restitution – Reimbursement for damage or misappropriation.

Disciplinary Probation – Students placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of the student. Any conduct in violation of this Code while on probationary status may result in the imposition of further action.

Suspension – Students who are suspended are deprived of student status and are separated from the College for a stated period of time. The suspension shall appear on the student's disciplinary record.

Expulsion – Termination of student status for a definite or indefinite period. The conditions of readmission, if any, shall be stated in writing to the student.

GRIEVANCE PROCEDURES

If any student's complaint is not or cannot be resolved at the first level of supervision as described in the paragraphs above, such an unresolved complaint shall be termed a "grievance". A student who submits a complaint to the appropriate College officials under the paragraphs above and who is not satisfied with the plan of resolution shall have the right file a grievance with the College official and shall include the following information:

- Date the original complaint was reported;
- Name of the person to whom the original complaint was reported;
- Detailed facts of the complaint;
- Proposed action to be taken by the receiving official to resolve the complaint;
- Specific objection(s) to the proposed plan of resolve.

The grievance statement may also contain other information relevant to the grievance that the complainant wants considered. If the complainant fails to file notice of appeal by 4:30 pm on the 15th calendar day following receiving of the plan of resolution, the right to further appeal is forfeited.

Investigation Procedures

The Grievance Officer, either personally or with the assistance of such other persons as the President may designate, shall conduct a factual investigation of the grievance and shall research the applicable statute, regulations or policy, if any. The factual findings from the investigation by the Grievance Officer shall be stated in a written report. The report will be submitted to the complainant and to the party against whom the complaint was made, the "Respondent", and shall be made a part of the hearing record, if a hearing is requested by the complainant.

Review by State Board of Education

The State Board of Education shall have thirty (30) calendar days following its receipt of complainant's notice of appeal (which shall be presented to the State Board at, or prior to, its next meeting following the receipt by the Chancellor of the notice of appeal), to

investigate and review the allegations contained in the grievance, to review the reports of the Chancellor and the College hearing officer/committee, to hold an appellate hearing, and to file a report of the State Board findings of fact and conclusions of law.

The State Board shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part, the findings and conclusions of the Chancellor. The report of the State Board shall be served on the complainant and respondent(s) by personal service or by certified mail return receipt requested, to the respective home address of the parties. The report of the State Board shall not be further appealable within the Alabama two-year college system. However, the complainant shall not be precluded from filing their grievance with an appropriate court of an administrative agency such as the Office of Civil Rights of the U.S. Department of Education or the Equal Employment Opportunity Commission.

General Rule on Filings

If the last date for filing a document under these procedures shall fall on a Saturday, Sunday or legal holiday, the date of the first working day following the respective Saturday, Sunday or legal holiday shall be considered the deadline date.

Appeal to Council on Occupation Education

Students who have exhausted the appeal process listed above may contact the Council on Occupational Education directly at:

41 Perimeter Center East, NE
Suite 640
Atlanta, GA 30346
1-800-917-2081

GRIEVANCE AND APPEAL POLICY

J. F. Drake State Technical College recognizes that in order to efficiently and effectively carry out its mission, its students must feel confident that any valid complaint or grievance a student may make concerning the college will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by J. F. Drake State Technical College.

Initial Steps to Resolve a Complaint

Any student enrolled at J. F. Drake State Technical College who wishes to make a complaint about an academic matter shall report that matter in writing to Dean of Instruction and Student Services. Other types of complaints shall be reported to the Student Services Management Director. If the complaint is about a specific occurrence, the complaint shall be made with ten (10) working days of the occurrence.

If, after discussion between the student and the respective college official, it is determined that the complaint can be resolved immediately, the college official will take action to resolve the complaint and will submit a report within ten working days of the filing of the complaint to the President and other appropriate college officials, detailing both the complaint and its resolve.

Plan of Resolve

If the student's complaint cannot be resolved immediately, then a plan of resolution must be prepared. The College official to whom the complaint was made shall submit a written report to the President and other appropriate College official(s) detailing the complaint and the plan to resolve the complaint. The plan of resolution must be submitted within ten (10) days of meeting with the complainant.

GENERAL POLICIES

CELL PHONE POLICY

Students are not to disrupt the class or other students. Students may not have audible phones, pagers, or other electronic devices in the classroom or instructional laboratory. Class disruptions from the use of audible cell phones or pages in class or lab may result in students being removed from class.

SMOKING POLICY

Students may smoke in designated smoking areas only. Smoking is not permitted in any campus facilities.

STUDENT IDENTIFICATION CARDS

Each student is issued an ID card during their first semester of enrollment. Students are encouraged to carry their ID card at all times. There is a \$5.00 fee for replacement cards.

CAMPUS POSTING/ANNOUNCEMENTS

Bulletin boards are placed throughout buildings on campus for the posting of notices and/or announcements. Signs, posters, or literature is

prohibited from being posted in restrooms, on glass panels, windows, walls, doors, ceilings, or any other surface that may suffer damage as a result of tape or tacks.

Students are encouraged to check their Drake State email account frequently for important campus announcements.

All postings, leaflets, pamphlets and any other forms of announcements/notices must be approved by the Student Services management Director prior to being displayed or distributed on campus.

DRUG-FREE SCHOOLS AND CAMPUSES

In compliance with Section 22, of Public Law 101-226, entitled "Drug Free Schools and Campuses", J. F. Drake State Technical College hereby gives notice of the institution's policy to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The basic elements of the policy are listed below:

1. A statement prohibiting the unlawful possession, use, or distribution of illicit drugs or alcohol by employees or students on J. F. Drake State Technical College property or at any activity conducted, sponsored, or authorized by or on behalf of J. F. Drake State Technical College;
2. A description of the applicable legal sanctions under local, state, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of the drug and alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees and students;
5. A clear statement of the sanctions which the institution will impose against employees and students who violate the policy; and
6. A biennial review by the institution of its program in an effort to; (a) determine its effectiveness and implement changes to the program if they are needed, and (b) ensure that the sanctions required by item No. 5 above are consistently enforced.

A copy of the entire policy referred to in this statement is available from the Student Services Management Director's Office.

CAMPUS SAFETY

SAFETY PROCEDURES

1. Smoking is not permitted in the buildings on campus.
2. The practice of safety is an integral part of the institution's educational program. Students are required to purchase and use safety protective coverings as required by their department.
3. The college has published procedures for fires, bomb threats and tornadoes. Each of these procedures requires certain behavior on the part of each student. All students should be familiar with the procedures for all three of these emergency situations.
4. All accidents, injuries and serious illness occurring on campus should be immediately reported to the instructor and the Director of Operations. Written documentation is required for all accidents/injuries and forms may be obtained from the instructor or the Director of Operations.
5. Evacuation routes are posted in each classroom, office and other specified areas.
6. Intercom instructions will advise you what to do in an emergency situation.

FIRST AID

Students requiring first aid should notify their instructor or the first available College official. In the event that a person needs emergency medical treatment, emergency services should be contacted and College officials notified. A person suspected of being seriously ill or injured (broken bones, unconscious, etc.) should not be moved until medical personnel arrive. Any costs, such as transporting student to the hospital, hospitalization, or treatments are the responsibility of the student. The College does not provide emergency medical service. All areas are equipped with first aid kits to treat minor injuries.

WEATHER CANCELLATIONS

All class cancellations or College closings due to inclement weather will be announced through the media. Notices will be carried on the following radio and television stations: WAFF-48, WAAY-31, WHNT-19, WEUP, STG Media, WAHR, WLOR, WRTT, WZYP, and WDRM.

Please note: Day classes include all classes held during the 8:00 AM-4:00 PM period. Evening classes are defined as all classes meeting any time after 4:00 PM until the College closes at the end of the evening session.

For students on campus during inclement weather, intercom instructions will advise you what to do in an emergency situation.

UNATTENDED MINORS

Children are not allowed to attend classes and must be accompanied by an adult at all times. Children visiting the campus are expected to comply with all College policies. The accompanying adult is responsible for ensuring compliance.

RULES OF THE ROAD – CAMPUS PARKING & DRIVING SAFETY

This information sheet has been developed to provide details regarding rules and requirements for operating vehicles on the campus of J. F. Drake State Technical College. The information provided is designed to assist faculty, staff, students, and visitors in providing a safe, secure, and orderly method of parking and operating vehicles on the campus.

- **Vehicle (Campus) Registration** - All vehicles owned or regularly used on campus by faculty, staff, and students are required to be registered with the Office of Student Services. Each person seeking to register his or her vehicle(s) is required to provide a valid driver's license, current vehicle registration (tag and tax receipt), and proof of insurance. All vehicles in the State of Alabama are required to have liability insurance.
- **Vehicle Decal** – Upon completion of the vehicle registration, a J. F. Drake State Technical College parking permit will be issued. The parking permit must be displayed in the vehicle while it is in use (operating or parking) on the campus.

Visitors are not required to have a campus decal.

- **Parking Enforcement** – All vehicles are required to park in the assigned parking zones. Parking areas for faculty, staff, and visitors are indicated by designated markers. All other areas are available throughout the campus for student parking. Vehicles in violation of parking in designated zones will be ticketed by campus security personnel and/or towed at owner's expense.
- **Speed Limit** – The posted speed limit on the campus of J. F. Drake State Technical College is 15 MPH. Violators will be ticketed by campus security personnel.
- **Loud Music** – Music played from your vehicle should not be heard over 25 feet away from the vehicle. (Consult City Noise Ordinance).
- **Security** – All regulations regarding loud music, parking, speeding, and other moving violations will be enforced by campus security. Violators (individuals who excessively violate the rules or who operate vehicles in a manner which compromises the safety of others) will

forfeit their driving privileges on campus.

- **Contact Information** – For information regarding vehicle (campus) registration and parking decals, contact the Public Relations Office at 551-3136. Information regarding enforcement-related issues should be directed to campus security at 551-5223. Questions or concerns pertaining to enforcement issues can also be directed to the Director of Operations by dialing 551-5210.

FIREARMS

The Gun Free Schools Act of 1994 and the Alabama State Board of Education Policy Number 511.01 issued December 1994 prohibits firearms on the campus of public schools or any other facility operated by the College. Any violation of this policy can result in the referral to law enforcement officials for arrest or prosecution. J. F. Drake State Technical College has "Zero Tolerance" for weapons of any kind on its campus, whether student, faculty, staff or visitors (other than law enforcement officers legally authorized to carry such weapons and acting in the performance of their duties or an instructional program in which firearms are required equipment.)