J.F. DRAKE STATE
COMMUNITY & TECHNICAL COLLEGE

3421 Meridian Street N | Huntsville, AL 35811
256-539-8161| 888-413-7253

2014-2016 Catalog

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Authorized by the
Alabama Community College System Board of Trustees

Approved by the
Alabama Community College System

Accredited by the
Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane | Decatur, GA 30033
404-679-4500

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 Community College System Board of Trustees. These changes will govern all enrolled.

2014 – 2016 DRAKE STATE CATALOG VOLUME 42

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EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

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

J.F. Drake State Community and Technical College is an equal opportunity employer. It is the official policy of the Alabama Community College System (ACCS), including post-secondary institutions under the control of the ACCS Board of Trustees, that no person shall, on the grounds of race, color disability, gender, religion, belief, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Drake State will make reasonable accommodations for qualified disabled applicants or employees. Drake State reserves the right to withdraw a job announcement at any time prior to the awarding.

J.F. Drake State Technical College complies with non-discrimination regulations under Title IX of Education Amendments of 1972, which prohibits discrimination based on sex; Section 504 of the Rehabilitation Act of 1973, which prohibits violations of the rights of the disabled; Title IX, Section 106.8, which prohibits sexual harassment; Title VI, which prohibits discrimination based on race, color or national origin on the Americans with Disabilities Act of 1990.

Any person who believes himself or herself to be subjected to discrimination prohibited by the Titles or Acts or Regulations as identified above, may contact:

Title IX Coordinator (Students)
Dean of Student Support Services
3421 Meridian Street N
Huntsville, AL 35811
Phone: (256) 551-3114
Fax: (256) 713-9580

Title IX Coordinator (Faculty and Staff)
Human Resources
3421 Meridian Street N
Huntsville, AL 35811
Phone: (256) 551-5214
Fax: (256) 551-3133

Section 504 and ADA Coordinator
College Counselor
3421 Meridian Street N
Huntsville, AL 35811
Phone: (256) 551-1710
Fax: (256) 551-1714

THE PRESIDENT'S MESSAGE

Dear Drake State Student:

Selecting J.F. Drake State Community and Technical College for advancing your educational pursuit is a great choice, and the Drake State family welcomes you to the college. It is our commitment to provide a quality education to a diverse student population that invigorates the educational experience and campus life for all students. Drake State has been in existence for well over fifty years and has enhanced the lives of students while adding value to our city, county, state and nation. Our college continues to provide highly skilled graduates ready for advancing to four year institutions and/or those ready for the exciting employment opportunities available to Drake State trained individuals.

The highly-skilled faculty and staff bring exceptional skills to share with students. They have earned certificates and degrees from prestigious colleges, universities and career technical institutions that prepared our faculty and staff for their specific disciplines. All employees demonstrate and stress to our students the value of the "soft skills" translated to mean their adherence to the importance of a work ethic that includes the ability to work well with others and the ability to solve problems; these are vital for success in our world. It is our belief that if you listen carefully to your instructors, be successful in your studies, then your experience at Drake State will be one of the best times in your life. I encourage you to get to know your instructors, seek their advising and support, ask appropriate questions and strive to become a good student.

We have a myriad of degree and certificate programs for your selection to include online courses for those with a preference to choose courses away from our campus sites. Tutoring is available for all students seeking assistance with course work. Faculty have office hours that provide them the opportunity to assist you beyond the classroom. Our student support services directorate is postured to assist you in the areas of Admission, Career Placement, Counseling, Financial Aid, First Generation Student, Tutoring, and Veteran Affaires. Please take advantage of these services that are to aid you in making the Drake State experience one of the best experiences in your life.

Finally, I feel so privileged to serve as your college president. Students will share with you that "I Love Students". The employees at Drake State are able to have our great work experiences because you attend the college, and I thank you for giving me the opportunity to serve as your president. I meet with students during each semester with the intent to hear from you of ways that I can make this experience at Drake State one of the best in your lives. I look forward to those opportunities.

Have a great year!

Helen T. McAlpine, Ed.D.

President

ADMINISTRATION AND CONTROL

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GENERAL INFORMATION

INSTRUCTIONAL CALENDAR 2014-2015

FALL SEMESTER 2014

August 11 Faculty/Staff Duty Day (NO CLASSES)
August 11 – 14 New Student Orientation
August 12 – 14 Regular Registration for Fall 2014
August 15 Local Professional Development (NO CLASSES)
August 18 Classes Begin – Day, Evening, and Mini-Term I
August 18 – 19 Late Registration – Drop/Add (Fees Assessed)
September 1 LABOR DAY - COLLEGE CLOSED
October 6 - 10 Assessment Week
October 10 Last Day of Mini-Term I
October 12 – 18 Midterm Exams
October 13 First Day of Mini-Term II
October 13 Early Registration for Spring 2015 Begins
October 23 60% Completion Date for Title IV Funds
October 23 Last Day to Receive a "W"
November 11 VETERANS DAY - COLLEGE CLOSED
November 24 – 25 State Professional Development (NO CLASSES)
November 26 Local Professional Development (NO CLASSES)
November 27 – 28 THANKSGIVING HOLIDAY - COLLEGE CLOSED
December 1 Classes Resume

December 8 – 12 Final Exams

December 15 Faculty/Staff Duty Day – Grades Due in Banner by 4:00PM (NO CLASSES)
December 16 Local Professional Development Day (NO CLASSES)
December 17 – 19 Faculty Off/Non-Instructional Duty Days (NO CLASSES)
December 22 – 31 CHRISTMAS HOLIDAY - COLLEGE CLOSED

SPRING SEMESTER 2015

January 1 NEW YEAR'S DAY - COLLEGE CLOSED
January 2 LOCAL HOLIDAY - COLLEGE CLOSED
January 5 – 7 New Student Orientation/Regular Registration for Spring 2015
January 8 Classes Begin – Day, Evening, and Mini-Term I
January 8 Late Registration – Drop/Add

(Fees Assessed)
January 9 Local Professional Development (NO CLASSES)
January 12 Late Registration – Drop/Add (Fees Assessed)

January 19	Dr. M.L. KING, JR. BIRTHDAY - COLLEGE CLOSED
February 16	Local Professional Development (NO CLASSES)
February 26 – March 4	Midterm Exams
March 2 – 6	Assessment Week
March 6	Last Day of Mini-Term I
March 9	First Day of Mini-Term II
March 9	Early Registration for Summer 2015 Begins
March 19	60% Completion Date for Title IV Funds
March 19	Last Day to Receive a "W"
March 23 – 27	SPRING BREAK (FACULTY AND STUDENTS)
April 17	LOCAL HOLIDAY - COLLEGE CLOSED
May 4 - 8	Final Exams
May 8	Senior Grades Due in Banner by 11:00AM
May 11 – 13	Faculty/Staff Duty Day (NO CLASSES)
May 13	Grades Due in Banner by 4:00PM
May 14	Commencement Exercises
May 14	Local Professional Development (NO CLASSES)
May 15 – 21	Faculty Off/Non-Instructional Duty Days (NO CLASSES)
May 22	Faculty/Staff Duty Day (NO CLASSES)

SUMMER SEMESTER 2015

May 25	MEMORIAL DAY OBSERVANCE - COLLEGE CLOSED
May 26-27	New Student Orientation/Regular Registration for Summer 2015
May 28	Classes Begin – Day, Evening, and Mini-Term I
May 28-29	Late Registration – Drop/Add (Fees Assessed)
June 27- July 2	Midterm Exams
July 2	Last Day of Mini-Term I
July 3	INDEPENDENCE DAY OBSERVANCE - COLLEGE CLOSED
July 6	First Day of Mini-Term II
July 6	Early Registration for Fall 2015 Begins
July 9	60% Completion Date for Title IV Funds
July 9	Last Day to Receive a "W"
July 31-August 6	Final Exams
August 7	Faculty/Staff Duty Day – Grades Due in Banner by 11:00AM (NO CLASSES)
August 10-14	Faculty Off/Non-Instructional Duty Days (NO CLASSES)

INSTRUCTIONAL CALENDAR 2015-2016

FALL SEMESTER 2015

August 17	Local Professional Development Day (No Classes)
August 18-19	New Student Orientation/ Regular Registration for Fall 2015
August 20	Classes Begin – Day, Evening, and Mini-Term I
August 20-21	Late Registration – Drop/Add
September 7	LABOR DAY (COLLEGE CLOSED)
September 21	Last Day to receive a "W" Mini-Term I
October 11-17	Midterm Exams/Assessment Week
October 12	Last Day of Mini-Term I
October 13	Grades due in Banner by 11AM – Mini-Term I
October 14	First Day of Mini-Term II Early Spring 2016 Registration
October 26	60% Completion Date for Title IV
November 11	VETERAN'S DAY (COLLEGE CLOSED)
November 17	Last Day to Receive a "W" Full Term and Mini-Term II
November 23-25	State and Local Professional Development (NO CLASSES)
November 26-27	THANKSGIVING (COLLEGE CLOSED)
November 30	Classes Resume
December 14-16	Final Exams
December 16	Last Day of Mini-Term II
December 17	Faculty/Staff Duty Day – Grades due in Banner by 5:00PM
December 18	Professional Development Day (NO CLASSES)
December 21	Faculty/Staff Duty Day (NO CLASSES)
December 22	Faculty Off/Non-Instr. Duty Days
December 23-31	CHRISTMAS HOLIDAY (COLLEGE CLOSED)

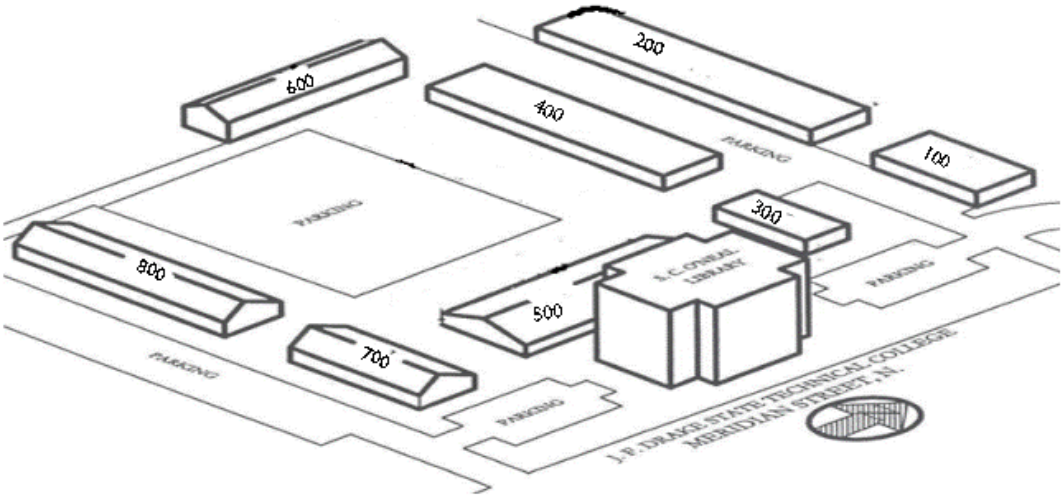
SPRING SEMESTER 2016

January 1	NEW YEARS DAY Observed (COLLEGE CLOSED)
January 4	Local Professional Development (NO CLASSES)
January 5-6	New Student Orientation/Regular Registration for Spring 2016
January 7	Classes Begin – Day, Evening, and Mini-Term I
January 7-8	Late Registration – Drop/Add
January 18	Dr. M.L. KING, JR. BIRTHDAY (COLLEGE CLOSED)
February 10	Last Day to receive a "W" Mini-Term I
Feb. 29 – Mar. 4	Midterm Exams/Assessment Week
March 3	Last Day of Mini-Term I
March 4	Grades due in Banner by 5PM Mini-Term I
March 7	First Day of Mini-Term II Early Summer 2016 Registration begins
March 17	60% Completion Date for Title IV
March 21-25	SPRING BREAK (FACULTY AND STUDENTS)
March 25	Local Holiday (College Closed)
April 18	Last Day to Receive a "W" Full Term and Mini-Term II
May 5-9	Final Exams
May 9	Senior Grades Due by 11AM Last Day of Mini-Term II
May 11	Grades Due in Banner by 5PM Full Term & Mini-Term II
May 12	Graduation
May 13-24	Faculty Off/Non-Instructional Duty Days (NO CLASSES)

SUMMER SEMESTER 2016

May 25-26	New Student Orientation/Regular Registration for Summer 2016
May 27	Classes Begin – Day, Evening, and Mini-Term I; Late Registration – Drop/Add
May 30	MEMORIAL DAY OBSERVANCE (COLLEGE CLOSED)
May 31	Late Registration – Drop/Add
June 16	Last Day to receive a "W" Mini-Term I
June 30	Last Day of Mini-Term I
July 1	Grades due in Banner by 11AM – Mini-Term I
July 4	INDEPENDENCE DAY (COLLEGE CLOSED)
July 5	First Day of Mini-Term II Early Fall 2016 Registration begins
July 10	60% Completion Date for Title IV
July 11	Last Day to Receive a "W" Full Term
July 25	Last Day to Receive a "W" Mini-Term II
August 4-8	Final Exams
August 8	Last Day of Mini-Term II
August 9	Grades Due by 5:00PM Full Term and Mini-Term II
August 9-10	Faculty/Staff Duty Days
August 11-19	Non-Instructional Duty Days (NO CLASSES)

CAMPUS MAP



S.C. O'NEAL SR. LIBRARY & TECHNOLOGY CENTER
Dean of Instruction
Human Resources
Dean of Student Support Services
Director of Planning and Resource Development
Director of Institutional Effectiveness /Title III Administrator
Library / Media Center
President's Office
Public Relations

BUILDING 100
Nursing Assistant
Practical Nursing

BUILDING 200
Electrical Technology
Electrical Engineering Technology
Industrial Systems Technology
Machine Tool Technology
Robotics

BUILDING 300
Culinary Arts / Hospitality Management
General Assembly / Cafetorium

BUILDING 400
Automotive Technology
Director of Operations
Maintenance
Robotic Welding and Plasma Cutter
Welding Technology

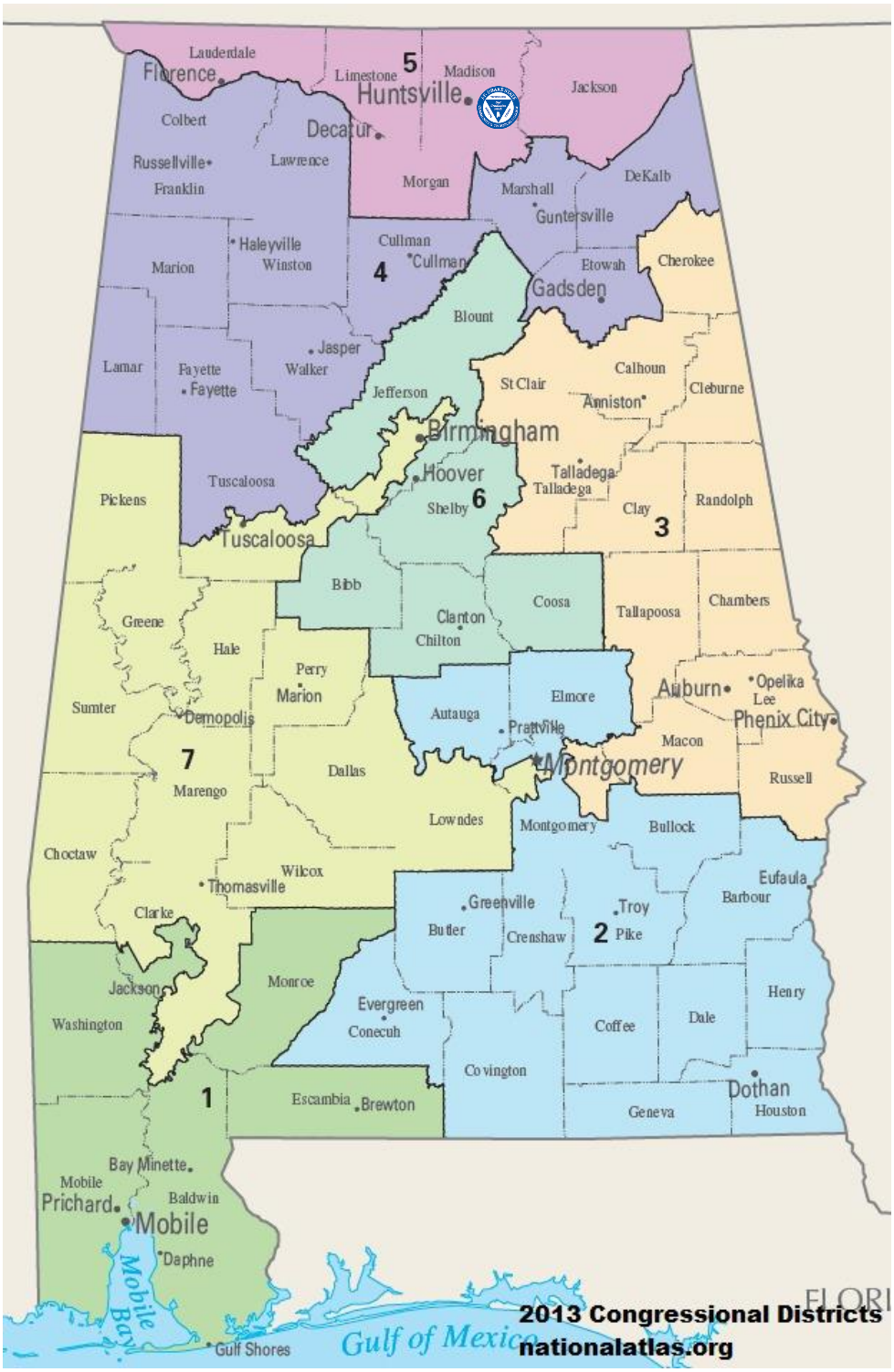
BUILDING 500
Accounting Technology
Business Office
Computer Information Systems Technology
CISCO Academy/ Microsoft Certification
Information Technology (IT) Office
Medical Assisting
Nursing Assistant
Office Systems Technology

BUILDING 600
Barbering Technology
Cosmetology / Salon Management Technologies
Storage
Student Activities Center

BUILDING 700
Admissions
Career Placement
Counseling Services
Financial Aid
General Education: English/Humanities / Social Sciences / Mathematics / Natural Sciences
Outreach
Testing Center
Transitional Studies / Math Lab
TRiO Services
Tutoring Services

BUILDING 800
Adult Education
Biology
Engineering Graphics Technology
Heating & Air Conditioning Technology
Office Systems Technology

ALABAMA COMMUNITY COLLEGE SYSTEM DISTRICTS



DRAKE STATE IS LOCATED IN DISTRICT 5

INSTITUTIONAL HISTORY

J.F. Drake State Community and 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 leader.

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 the name of J. F. Drake State Technical College, thus becoming authorized by the Board to offer the Associate in Applied Technology (AAT) degree. In June of 2012, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) awarded regional accreditation to the College, effective retroactively to January 1, 2012. This approval enabled the college to replace its Associate in Applied Technology degrees with the Associates in Applied Science degrees and facilitated transferability of the College's general education courses to colleges and universities throughout the nation. In April 2013, the Alabama State Legislature approved renaming the college to J.F. Drake State Community and Technical College. In September 2013, the Alabama Commission on Higher Education approved a role change for the College that enabled it to offer the Associate in Arts (AA) and Associate in Science (AS) degrees. These degrees, along with the SACSCOC accreditation, enabled the college to offer university-transfer degrees in addition to its Associate in Applied Science degrees.

From its inception, J.F. Drake State Community and Technical College has been committed to training individuals for career advancement in vocational, technical and industrial pursuits. With the upgrading of its programs in 2012, the College became able to add continued advancement in higher education to students seeking eventual baccalaureate and graduate degrees in their chosen fields of study. Because of its unique location in Huntsville, Alabama (Madison County), with the region's proclivity for "high tech" careers and global economic impact, J.F. Drake State Community and Technical College is dedicated to the teaching and advancement of the highest caliber of technical skills in a wide range of career pursuits. The College offers its programs with a "hands on" teaching and learning philosophy supported by modern laboratories containing state-of-the-art equipment. The College aims to produce an effective participatory citizenship, with not only effective economic potential but also with civic and social commitment as well.

J.F. Drake State Community and Technical College offers career education in 18 different technical and professional career programs including Accounting, Automotive, Barbering, Certified Nursing Assistant, Cosmetology, Cosmetology Instructor Training, Culinary Arts/Hospitality Services Management, Electrical, Engineering Graphics, Heating and Air Conditioning, Industrial Electronics, Industrial Systems, Computer Information Systems Technology, Medical Assisting, Machine Tool, Office Systems, Practical Nursing, and Welding. 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 classes via the Internet. Subsequently, the number of offerings has 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 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.

ADMINISTRATIVE OFFICERS AND RESPONSIBILITIES

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

The Dean of Instruction is responsible to the President for the effective operation of all instructional programs and related studies. All instructional and instructional support personnel are supervised by the Dean of Instruction.

The Dean of Student Support Services oversees the offices of admissions, counseling, financial aid, testing, cooperative education, placement, recruiting, student records and other related student service activities.

The Dean of Fiscal Affairs is responsible for the College's overall financial plan and policies, audit, tax, accounting, purchasing, and insurance activities.

The Dean of Research and Planning is responsible for 1) initiating, monitoring, and guiding strategic planning activities; 2) developing federal, state and foundation grant proposals; 3) administering federal-, state- and foundation-funded grant projects as designated by the President; 4) developing partnership agreements between the College and its industry, K-12 and university partners, including university and high school articulation agreements; and 5) conducting community, programmatic and institutional research to support institutional planning and reporting needs of the College.

The Dean of Institutional Effectiveness/Title III Administrator provides leadership, assistance, and oversight of the college's Title III program. The Dean provides leadership for the continuous planning, assessment, and evaluation efforts for the purpose of enhancing the quality of the college's programs, services, operations, and processes. The Dean is responsible for providing internal and external constituencies with an accurate and complete understanding of how the institution is advancing its mission.

The Dean 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 Dean 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 Dean 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.

The Dean of Operations

The Director of Operations supervises construction, renovation and maintenance of facilities, custodial services, and campus safety and security. The Dean assists the Business Office in maintaining a complete and accurate inventory of all capital items and fixed assets belonging to the College.

ACCREDITATION

J.F. Drake State Community and Technical College is member of the Alabama Community College System. J.F. Drake State Community and Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-

4500 for questions about the accreditation of J.F. Drake State Community and Technical College.

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 program is certified by the National Automotive Technicians Education Foundation (NATEF). The Welding program is certified by the American Welding Society and The National Institute for Metalworking Skills. Drake State's Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) program is nationally accredited through HVAC Excellence. The College is currently pursuing national accreditation for its machine tool, welding, culinary arts, and nursing programs

APPROVING AGENCIES

J.F. Drake State Community and Technical College is approved by the Veterans Administration, Job Training Partnership Act, Vocational Rehabilitation Service, National Guard, U. S. Department of Education, and the Alabama State Department of Education. The practical nursing program is approved by the Alabama Board of Nursing, and the cosmetology program is approved by the Alabama State Board of Cosmetology. 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. 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.

TRAINING FOR EXISTING BUSINESS AND INDUSTRY

J.F. Drake State Community and 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 pursue 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.

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 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 offer 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 Community and 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 Basic Education Classes**: Reading, writing, and computing mathematically for learners functioning at or below the 8.9 grade equivalency.
- **GED Preparation Classes**: Reading writing, computing mathematically, social studies, science, literature, and the arts for learners functioning at the 9.0-12.9 grade equivalency to prepare them to earn the State of Alabama High School Equivalency Diploma.
- **Transition Programs**: Instruction specifically designed to prepare adult learners to enter postsecondary education, higher education, training programs and/or to improve their employability.
- **College Preparatory Classes**: Remedial instruction in the areas of reading, writing and computing mathematically that is designed to prepare learners who are high school graduates, but performing below the 12.9 grade equivalency.
- **English Literacy Classes**: Classes providing non-English speaking people with the language skills needed to succeed in other educational/training programs and to cope more effectively with the challenges of their daily lives.

These classes are offered at no cost to the students, and are designed to be open-entry, open-exit. Any individual who is at least 16 years of age and not enrolled in another educational program is eligible to participate in the Adult Education Program. Students can start taking classes at any time during the year. Classes are offered on-campus and at satellite locations around the city, with meeting times in the mornings, afternoons, and evenings in order to accommodate students' various schedules.

For more information about J.F. Drake State Community and Technical College's Adult Education program, please contact the Adult Education Director at 256-551-5211, or visit our website.

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, meaning 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 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.

GENERAL POLICIES

ADMISSIONS

Admissions Policy Statement

It shall be the policy of J.F. Drake State Community and 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 State's Career Center has a large assortment of media on different careers. For more information call Drake State'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 accredited postsecondary institution will be designated a first-time college student or a native student.
To be eligible for admission, a first-time college student must meet one of the following criteria: The student must hold an Alabama High School Diploma, the high school diploma of another state equivalent to an Alabama High School Diploma, an equivalent diploma issued by a non-public high school, or 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 higher or additional admission requirements for specific programs or services when student enrollment must be limited or to assure ability-to-benefit.

Unconditional Admission of First-Time College Students

For unconditional admission, applicants must complete an application for admission and provide the following:

A. An official high school or GED transcript.

B. One primary form of photo identification.

C. In-state residency certification.

D. COMPASS assessment or proof of minimum required scores on the ACT or SAT.

E. 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

For conditional admission, applicants must complete an application for admission and provide the following:

A. An unofficial high school or GED transcript.

B. One primary form of photo identification.

C. In-state residency certification.

D. COMPASS assessment or proof of minimum required scores on the ACT or SAT.

E. Applicants with less than a high school diploma or GED must also have on file documented ability-to-benefit.

Failure to provide documentation by the end of the first semester will prevent a student from future registration.

Admission of Transient Students

A 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, one primary form of photo identification, in-state residency certification, 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.

ADMISSION OF TRANSFER STUDENTS

Unconditional Admission of Transfer Students

An applicant who has previously attended another regionally accredited postsecondary institution will be required to complete an application for admission and provide the following:

A. Official transcripts of all work attempted at all said institutions. Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution.
*** EXCEPTION: Veteran Students– ALL official transcripts including military transcripts must be submitted prior to admission to the institution. Students receiving Veteran's education benefits must have all prior military and civilian training sent to and evaluated by the Office of Admissions prior to any enrollment certifications being submitted to the Department of Veterans Affairs.**

B. An official high school or GED transcript.

C. One primary form of photo identification.

D. In-state residency certification.

E. COMPASS assessment or proof of minimum required scores on the ACT or SAT, or certain exemptions as stated in the Assessment and Placement policy.

F. Applicants with less than a high school diploma or GED must also have on file documented ability-to-benefit.

Conditional Admission of Transfer Students

An applicant who has previously attended another regionally accredited postsecondary institution will be required to complete an application for admission and provide the following:

A. Unofficial transcripts of all work attempted at all said institutions. Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution.

B. An unofficial high school or GED transcript.

C. One primary form of photo identification.

D. In-state residency certification.

E. COMPASS assessment or proof of minimum required scores on the ACT or SAT, or certain exemptions as stated in the Assessment and Placement policy.

F. Applicants with less than a high school diploma or GED must also have on file documented ability-to-benefit.

Failure to provide documentation by the end of the first semester will prevent a student from future registration.

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 equivalent courses at all appropriate levels. Courses not having fair equivalents at

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 on **Academic Probation**.

Admission with Academic Probation

An applicant who has been academically suspended from another regionally 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 are required to complete an application for admission and provide the following:

International First-Time Students

A. A certified original translated and evaluated copy of the student's high school transcript.
B. A current and valid passport or other official documentation to verify lawful presence.
C. A current photo (passport-size, preferred).
D. A minimum score of 5.5 on the International English Language Testing System (IELTS), a total score of 61 on the Internet-based Test of English as a Foreign Language (TOEFL), a total score of 173 on the computer-based TOEFL, or a total score of 500 on the paper-based TOEFL.
E. A signed notarized statement verifying adequate financial support.
F. Payment of I-901 Student and Exchange Visitor Information System (SEVIS) Fee.
G. A medical health history with proof of vaccinations.
H. Documentation demonstrating adequate health and life insurance, including repatriation, which must be maintained during all periods of enrollment.1

International Transfer Students

A. A certified original translated and evaluated copy of the student's high school transcript verifying completion status and a translated and evaluated transcript from each college attended. Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the degree granting institution.
B. A signed notarized statement verifying financial support.
C. Copy of student's current Form I-20.
D. Copy of student's Visa and Passport.
E. A medical health history with proof of vaccinations.
F. Documentation demonstrating adequate health and life insurance, including repatriation, which must be maintained during all periods of enrollment.

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 that aid in

the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, as well as the National Association of Foreign Student Affairs. A course completed at other regionally 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 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. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

Credit for Life Experience and Noncredit 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 by 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 OF NURSING STUDENTS

Minimum admission standards for the Practical Nursing Program include:

A. Unconditional admission to the college:

   1. Complete the admissions application for Drake State.

   2. A copy of your unofficial transcripts (from all colleges attended).

   3. Original transcripts from your high school (or GED certificate), and every college attended.

   4. COMPASS placement examination.

B. Receipt of completed application for the nursing program.

C. A minimum of 2.50 cumulative GPA for students with previous college work. GPA is calculated from the last 24 credit hours taken.

D. A minimum of 2.50 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript).

E. Eligibility for English 101 and Math 116, as determined by J.F. Drake State Community and Technical College policy:

1. Take the TEAS Test (Nursing Entrance Exam).

2. Eligibility for English 101 and Math 116 are determined by the COMPASS placement examination.

3. If the student does not meet the COMPASS requirement, appropriate transitional courses need to be completed before admission to the nursing program.

4. NOTE: students must repeat the COMPASS reading exam after remediation to get a score of 76 or higher.

5. Be in good standing with the college.

6. Meet essential functions or technical standards required for nursing.

7. Obtain a score of 76 or higher on the COMPASS reading examination (or related ACT reading score of 17 or higher).

8. 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 for which you are applying. Deadlines are posted on Drake State'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. If a student has questions regarding admission to the Nursing program, he or she should contact a Pre-Nursing Advisor at (256) 551-3158 or (256) 551-3156.

Application Deadlines: February 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:

A. Achieve a grade of C or better in all required general education and nursing courses.

B. Be accepted by clinical agencies for clinical experiences.

C. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.

D. 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:

A. Space unavailability;

B. Refusal by clinical agencies to accept the student for clinical experiences;

C. Twelve months have elapsed since the student enrolled in a nursing course;

Criteria for Reinstatement

A. Demonstrate a 2.0 GPA in required nursing program courses.

B. Have no more than one non-progression since program admission.

C. Demonstrate acceptable skills proficiency.

D. Meet acceptability criteria for placement at clinical agencies for clinical experiences.

E. Demonstrate ability to meet essential functions for nursing with or without reasonable accommodations.

F. 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

A. Must meet minimum admission standards for the nursing program.

B. 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.

C. Dean/Director of previous nursing program must provide a letter of eligibility for progression.

D. Must comply with all program policy requirements at accepting institution.

E. Complete at least 25 percent of the nursing program required courses for degree /certificate at the accepting institution.

F. Must meet acceptability criteria for placement at clinical agencies for clinical experience.

G. 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.

H. Student selection for transfer is based on GPA in nursing program required courses.

Transient Policy for Nursing Students

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:

A. Must meet minimum admission standards for the nursing program.

B. Must possess a grade of C or better in all required nursing program courses taken at another institution and possess a minimum of a 2.0 cumulative GPA.

C. Dean/Director of previous nursing program must provide a letter of eligibility for progression.

D. 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.

E. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.

F. Student must comply with all program policy requirements at accepting institution.

G. Student must meet acceptability criteria for placement at clinical agencies for clinical experience.

H. 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.

I. Student selection for transient status is based on GPA in nursing program required courses.

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, the following conditions apply:

A. Student must complete a transfer/readmission form.

B. Student must have a minimum of a 2.0 cumulative GPA at current institution.

C. Student must meet clinical record/health record requirements.

D. The last successfully completed clinical nursing course cannot be more than twelve months old.

E. Student will be ranked on cumulative GPA for the purposes of transfer/readmission to the PN program.

F. Students who have two attempts in the RN program are only allowed one attempt in the PN program.

G. Students who have successfully completed required courses may apply for the LPN to RN Mobility Option.

H. If the student is unsuccessful in the PN transfer option, the student must meet current admission/ progression requirements.

DUAL ENROLLMENT

Institutions within The Alabama Community 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. 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 minimum cumulative 3.0 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 290-8-9-12 regarding gifted and talented students;

E. Students may enroll in academic, career and technical or health courses 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 is eligible for early admission if he or she meets all the admission and entrance requirements established by the

postsecondary institution along with the following criteria:

A. The student has successfully completed the 10th grade;

B. The student provides written approval from the local principal and/or his designee certifying that the student has a minimum cumulative 3.0 average and recommends the student be admitted under this policy;

C. 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). High School students must take the Compass exam and place in eligible courses.

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.

SERVICE MEMBERS OPPORTUNITY COLLEGE (SOC)

J.F. Drake State Community and 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's Degree.

Education opportunities are shared in two components:

A. A degree plan is encouraged and becomes the ongoing requirement of the Associate Degree. J.F. Drake State Community and Technical College would become the home college for new students who have entered into a student agreement with a previous college.

B. 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.

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 State.

12. For JTPA, Rehabilitation, and other students sponsored by an outside agency ONLY: have sponsoring agency send Training Authorization Form to the 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 not been enrolled for three or more consecutive semesters, or has graduated from the college) and wishes to re-enroll must apply for re-entry in the Admission's Office. 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 of instruction.

CLEP – COLLEGE LEVEL EXAMINATION PROGRAM

J.F. Drake State Community and 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 Drake State equivalents are as follows:

CLEP Exam	Drake State Equivalent	Hours Awarded
History/ Social Sciences	PSY200	3
Freshman College English	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:

A. Comply with the college admission standards as noted earlier in this catalog under Admission of First-time College Students, Admission of Transfer Students or Former Students applying for Readmission.

B. Be an Alabama resident.

C. Be sixty (60) years of age or older.

D. 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 Admission's Office for specific dates, which vary from year to year. New students must submit all applications and credentials for admissions to the Office of Admissions to be eligible for registration of courses.

New Student Orientation

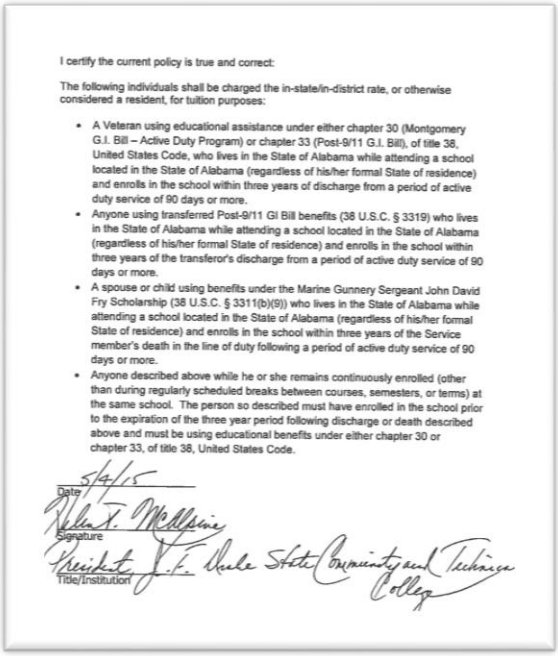
The Orientation program is designed to provide information that will aid a new student in his/her transition to college and to stimulate an excitement for learning. A student is introduced to college policies, procedures, requirements, and services. Each new student must attend an Orientation session and register for Orientation 101. A schedule of sessions is published each semester.

Orientation 101 (ORI 101)

Orientation 101 is a course requirement of all Drake State students. A student can waive the course requirement if he/she attended another institution and completed at least 12 semester credit hours.

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.



I certify the current policy is true and correct:

The following individuals shall be charged the in-state/in-district rate, or otherwise considered a resident, for tuition purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

Date 5/4/15

Signature

Title/Institution President, Wallace State Community and Technical College

TUITION POLICIES

Residency status must be determined upon admission. Applicants must first satisfy the admission requirements to the college. In determining resident student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The institution may request proof that the applicant meets the stipulations for admission.

In-State Tuition

In order to be eligible for in-state tuition, an applicant must meet one of the following criteria:

A. Applicants must have resided in the state of Alabama for at least 12 continuous months immediately preceding application for admission; or

B. Applicants who are minors must have a parent or legal guardian who has resided in the state of Alabama for at least 12 continuous months immediately preceding application for admission. If the parents are legally separated or divorced, residence will be determined by the residency of the parent to whom the court has granted custody;

C. Determination of eligibility for in-state tuition shall be made by the Office of Admissions by evaluating the presence or absence of connections with the state of Alabama.

D. 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, or 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.

An out-of-state student cannot attain Resident Status simply by attending school for twelve months in the State of Alabama.

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.

38 U.S.C. 3679 (c). Choice Act – Section 702 Compliance. Full-page version at the end of this section.

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 given the COMPASS computerized assessment to determine readiness to enter college-level academic course work. The assessment scores enable Drake State to place students into academic course work for which they are sufficiently prepared.

To assure the likelihood of success in college-level work, when assessment scores indicate the need for transitional reading, writing, and math skills, the student is placed into the appropriate course as indicated by the assessment results. Drake State provides appropriate transitional courses and other support, such as tutoring and computer-aided instruction.

Interpretation of Placement Scores

Subject	Score	Course Recommended
Pre-Algebra	1-53	MTH090
	54-100	Degree: MTH098
		Certificate or Diploma: MTH 116
Algebra	1-45	Degree: MTH098
		Certificate or Diploma: MTH 116
	46-71	Degree: MTH100
		Certificate or Diploma: College Math as required by program
	72-100	Degree: MTH112
		Algebra Certificate or Diploma: College Math as required by program
College Algebra	1-42	Degree: MTH100
		Certificate or Diploma: College Math as required by program
	43-63	Degree: MTH112 or MTH110 (Non-Science majors)
		Certificate or Diploma: College Math as required by program
	64-100	Degree: MTH113 Certificate or Diploma: College Math as required by program
Geometry	1-100	College Math as required by program
Trigonometry	1-100	Degree: MTH113 Certificate or Diploma: College Math as required by program
Reading	1-74	RDG085
	75-80	RDG114 strongly recommended but not required
	81-100	Comprehension on a College level
Writing	1-79	Degree: ENG093
	1-79	Degree: ENG093 Certificate or Diploma take COM100
	80-100	Degree: ENG101

	1-79	Certificate or Diploma: ENG093
	80-100	ENG101 or COM100 (*exception: Nursing Program)

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

A. 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;

B. Has an associate degree or higher;

C. Transfers degree-creditable college-level English or mathematics courses with a grade of "C" or better;

D. Is a senior citizen, undeclared, or other non- degree seeking major who is taking classes for vocational reasons only;

E. Enrolls in a certain short certificate program having no English or mathematics requirements;

F. Has completed required developmental coursework at another Alabama College System institution within the last three years;

G. Enrolls in audit classes only;

H. Can provide documentation of assessment (COMPASS) within the last three years;

I. Is a transient student;

J. 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 Support 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 Community and 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 Community and 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, 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 Community and 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 that 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, provided such studies do not permit the personal identification of students to be released to persons other than representatives of said organizations and providing that such information will be destroyed when no longer needed;

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 information with respect to each student has 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 not be released:

A. Student's name, address, telephone number

B. Dates of attendance

C. Educational agencies or institutions most recently attended by the student

D. Program of study, degree desired, and classification

E. Participation in officially recognized activities, clubs, and organizations; and

F. 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, in writing, the Director of Admissions/Registrar during the first three weeks of the respective semester or academic year.

EXIT TESTING POLICY (WORKKEYS)

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 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 during the registration period. All changes must be made prior to the deadlines published in the College calendar.

CHANGE OF MAJOR

Students who wish to change their major must complete a Change of Major form and submit to the Admission's Office in order to facilitate the change. Changes requested after the start of the current term will be effective at the start of the following term.

WITHDRAWAL FROM SCHOOL

Students who are contemplating withdrawal from school should use the following procedure:

1. Obtain a Withdrawal Form from Admissions.

2. Obtain withdrawal clearance from the financial aid office if applicable.

3. Submit the completed class withdrawal form to the Office of Admissions for processing. 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 prior to the deadline published in the college calendar. 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". "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.

ACADEMIC TRANSCRIPTS POLICY

The transcript policy of the College includes:

1. In compliance with the Family Educational Rights and Privacy Act (FERPA), the college does not release transcripts of a student's work except upon the student's written and signed request.

2. Official transcripts are sent to institutions, companies, agencies, etc. after the student's written and signed request is received by the Admission's Office. J.F. Drake State Community and 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.

3. Official transcripts will be accepted when delivered "by hand" in a sealed envelope. The college reserves the right to deny hand delivered transcripts if the seal is broken.

4. Official transcripts that are not released specifically to institutions, companies, agencies, etc. but are issued directly to the student will be stamped ISSUED TO STUDENT. A student should be aware that the receiving party has the right to decline the transcript stamped ISSUED TO STUDENT.

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. Processing times will be longer at the start and end of the term.**

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 Community and 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 Community and 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 Community and Technical College. The College subscribes to the philosophy that students will achieve academic success in direct proportion to 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 Community and 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 incorporate other methods they deem necessary. Any such policies will be clearly explained as part of the course syllabus provided to each student at the beginning of the instructional term.

Further, some students are receiving educational benefits from various federal and state agencies while attending classes at J.F. Drake State Community and 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 Community and Technical College acknowledges the right of the agencies to do so and is committed to providing 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.

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 Community and 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

A. 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.

B. 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.

C. Cell phones must be turned off or muted. ALL cell phone conversations must be held outside the library.

D. ABSOLUTELY NO FOOD OR DRINK IS PERMITTED IN THE LIBRARY.

E. ABSOLUTELY NO TOBACCO USE IS ALLOWED INSIDE OR OUTSIDE THE LIBRARY.

F. Library users are expected to follow the instructions of the library staff.

G. 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 are 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.

H. Library materials must not be damaged in any way.

I. 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, and then disposed of if they are not claimed.

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

- Loss of access
- Expulsion from the building
- Disciplinary action by J.F. Drake State Community and Technical College
- Legal action, where applicable

J.F. Drake State Community and 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 reciprocal lending agreements with Alabama A & M University, Calhoun Community College, Oakwood University and the University of Alabama in Huntsville. Students enrolled at these institutions are allowed to check out five items by providing a valid student ID and 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 Community and Technical College offers Internet access to all students. This is a privilege provided for the student 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, Internet resources will have been evaluated prior to use. While students will be able to move beyond those resources, they will be provided with guidelines and lists of resources particularly suited to specific learning objectives.

Students utilizing college-provided Internet access must first have the permission of J.F. Drake Community and 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 areas 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 Drake State Community and Technical College. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will be private. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.
The following uses of school-provided Internet access are not permitted:

A. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;

B. To transmit obscene, abusive, or sexually explicit language;

C. To access, upload, download, or distribute any music files;

D. To violate any local, state, or federal statute;

E. To vandalize, damage, or disable the property of another individual or organization;

F. To access another individual's materials, information, or files without permission; and,

G. To violate copyright or otherwise plagiarize 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 the 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 Community and Technical College makes no warranties of any kind, either expressed or 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 E-mail 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 such as the use of the telephone systems. As with any excessive use of the telephone, excess personal use of systems including E-mail and Internet access is not allowed, and will be appropriately addressed by the college. E-mail transmissions to J.F. Drake State Community and 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 Information Technology Services Department and the 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 PC's overnight, and perform other measures as defined by the Computer Information Systems Department to ensure 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 website
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. Students taking online or hybrid classes will need to check their e-mail more frequently.

Many students will already have an e-mail account (through Hotmail, Yahoo or Google 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 Information Technology Services (ITS) department.

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

If a member of the Drake State community will be away from campus for an extended period of time it is expected that s/he will leave an automatic response on their e-mail 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 Community and Technical College.

To uphold the quality and reputation of DrakeMail, your use of DrakeMail is subject to these program policies. Individuals found to be in violation of these policies at any time, as determined by the College, may face disciplinary action to consist of a warning, suspension or termination of the student's account.

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.

A. To generate or facilitate unsolicited commercial e-mail ("spam"). Such activity includes, but is not limited to:

   1. Sending e-mail in violation of the CAN-SPAM Act or any other applicable anti-spam law.

   2. Imitating or impersonating another person or his/her e-mail address.

   3. Sending e-mails to users who have requested to be removed from a mailing list.

   4. Selling, exchanging or distributing to a third party the e-mail addresses of any person without such person's knowledge and continued consent to such disclosure.

5. Distributing unsolicited e-mails to significant numbers of e-mail addresses belonging to individuals and/or entities with whom you have no pre-existing relationship.

B. 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.

C. To intentionally distribute viruses, worms, defects, Trojan horses, corrupted files, hoaxes, or any other items of destructive or deceptive nature.

D. To conduct or forward pyramid schemes and the like.

E. To transmit content that may be harmful to minors.

F. To impersonate another person (via the use of an e-mail address or otherwise) or otherwise misrepresent yourself or the source of any e-mail.

G. To illegally transmit another's intellectual property or other proprietary information without such owner's or licensor's permission.

H. To use DrakeMail to violate the legal rights (such as rights of privacy and publicity) of others.

I. To promote or encourage illegal activity.

J. To interfere with other DrakeMail users' enjoyment of the service.

K. To conduct commercial activities and other activities conducted for personal gain.

L. To promote religious or political causes or to promote fundraising or lobbying.

M. Solicitations not approved by the College.

N. Vandalism and mischief that incapacitates, compromises, or destroys college resources and/or violates federal and/or state laws.

O. Violating software copyrights and usage licensing agreements.

P. 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 Community and Technical College's commitment to equal opportunities in education and employment:

> **No person shall be denied employment, excluded from participation, 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 Community and 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 II. Coordinator, Ms. Denise Gaymon can be reached at 256.551.1710.

HARASSMENT POLICY

It is the policy of J.F. Drake State Community and Technical College that students be provided an academic atmosphere free of harassment,

including sexual harassment. Sexual harassment is the inappropriate introduction of sexual activities or comments into the workplace or learning situation. Sexual harassment may involve a form of sex discrimination; 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.

The Americans with Disabilities Act (ADA) of 1990, covers 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 at 256.551.3114 or the Section 504 (ADA) and Title II Coordinator at 256.551.1710.

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 Community and Technical College, and civil or criminal liability for the harassing employee.

38 U.S.C. 3679 (c). Choice Act – Section 702 Compliance.

I certify the current policy is true and correct:

The following individuals shall be charged the in-state/in-district rate, or otherwise considered a resident, for tuition purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

5/4/15
Date

Helen T. McAlpine
Signature

President, J.F. Drake State Community and Technical College
Title/Institution

FINANCIAL INFORMATION

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 Schedule

In-State Tuition and Fees

Semester Hours	In-State Tuition	Facility	Technology Fee	Building Fee*	Reserve Fee	TOTAL
1	$115.00	$9.00	$9.00	$9.00	$1.00	$143.00
2	$230.00	$18.00	$18.00	$18.00	$2.00	$286.00
3	$345.00	$27.00	$27.00	$27.00	$3.00	$429.00
4	$460.00	$36.00	$36.00	$36.00	$4.00	$572.00
5	$575.00	$45.00	$45.00	$45.00	$5.00	$715.00
6	$690.00	$54.00	$54.00	$54.00	$6.00	$858.00
7	$805.00	$63.00	$63.00	$63.00	$7.00	$1001.00
8	$920.00	$72.00	$72.00	$72.00	$8.00	$1,144.00
9	$1,035.00	$81.00	$81.00	$81.00	$9.00	$1,287.00
10	$1,150.00	$90.00	$90.00	$90.00	$10.00	$1,430.00
11	$1,265.00	$99.00	$99.00	$99.00	$11.00	$1,573.00
12	$1,380.00	$108.00	$108.00	$108.00	$12.00	$1,716.00
13	$1,495.00	$117.00	$117.00	$117.00	$13.00	$1,859.00
14	$1,610.00	$126.00	$126.00	$126.00	$14.00	$2002.00
15	$1,725.00	$135.00	$135.00	$135.00	$15.00	$2,145.00
16	$1,840.00	$144.00	$144.00	$144.00	$16.00	$2,288.00
17	$1,955.00	$153.00	$153.00	$153.00	$17.00	$2,431.00
18	$2,070.00	$162.00	$162.00	$162.00	$18.00	$2,574.00
19	$2,185.00	$171.00	$171.00	$171.00	$19.00	$2,717.00
20	$2,300.00	$180.00	$180.00	$180.00	$20.00	$2,860.00
21	$2,415.00	$189.00	$189.00	$189.00	$21.00	$3003.00
22	$2,530.00	$198.00	$198.00	$198.00	$22.00	$3,146.00
23	$2,645.00	$207.00	$207.00	$207.00	$23.00	$3,28900
24	$2,760.00	$216.00	$216.00	$216.00	$24.00	$3,432.00

Out of State Tuition and Fees

Out-of-state tuition is equal to two times the in-state amount for tuition. All other fees remain the same. Students who apply for admission and reside in the Tennessee Counties which border Madison County, Alabama are extended in-state tuition. The state of Alabama requires proof of residency for twelve consecutive months in order to qualify for in-state tuition.

Mandatory Fees

Facility renewal:	$9.00 Per Credit Hour
Instructional Technology:	$9.00 Per Credit Hour
Reserve:	$1.00 Per Credit Hour
Building:	$9.00 Per Credit Hour
Graduation:	$143.00
Complete Withdrawal:	Lesser of 5% of tuition & fees, or $100.00

Distance Learning

$143.00 per credit hour. No facility renewal, instructional technology, reserve or building fees apply to Distance Learning classes.

Fees are not charged for the following services:

- Application
- ID Card
- Transcript
- Parking
- Drop-Add

Punitive Fees

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

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 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. 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.

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 which will require a recalculation of the financial aid benefit. Students are required to pay any resulting outstanding balance from a partial withdrawal which will require a recalculation of their financial aid benefit.

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.

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.

Withdrawal during the First Week (Day 1-5):
70% of tuition and fees.

Withdrawal during the Second Week (Day 6-10):
45% of tuition and fees.

Withdrawal during the Third Week (Day 11-15):
20% of tuition and fees.

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

VETERANS BENEFIT REFUND POLICY

The U.S. Department of Veterans Affairs requires all changes of enrollment to be certified within 30 days of action. For VA purposes, the effective date is the date the student withdrew or dropped the class. The U.S. Department of Veterans Affairs will process the information regarding change of enrollment and may establish a debt on the student, based on the effective date of the change. It is the responsibility of the student to satisfy any debt established on the student by the VA.

Students withdrawing from all classes in a semester will have the current, and any future certifications terminated. If the student completely withdraws on or before the first day of the term, J.F. Drake State Community and Technical College will return the tuition and fees payment received, directly to the VA, upon receipt of school debt letter. If the date of complete withdrawal is after the first day of the term, any credit balances that result from a refund of institutional charges will be issued to the student within 40 days from the date a credit balance is created on the Veteran student's account.

FINANCIAL AID REFUNDS

All Student refunds will be available 14 days after the published disbursement date. The disbursement date is the date that financial aid is applied to student accounts to be used to pay fees, tuition and other authorized charges. This date is published on student's self-service banner account.

STUDENT FINANCIAL SERVICES

J.F. Drake State Community and 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 State'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 choose 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-2s. 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 for federal aid and attempt to use the data retrieval tool for importing tax information.

Within one to two weeks after the FAFSA has been filed, the student will receive a Student Aid Report (SAR). Drake State will also receive an electronic copy if s/he has listed Drake State. The Financial Aid Office at Drake State 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, transcripts, 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:

A. Have financial need;

B. Have a high school diploma or GED;

C. Be enrolled as a regular student in an eligible program;

D. Be a U. S. Citizen or eligible noncitizen;

E. Have a social security number;

F. Be making satisfactory academic progress;

G. Be registered with Selective Service, if required;

H. 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 Community and Technical College, the student's enrollment status, whether the student is enrolled in a 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. 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. If the student fails to attend classes and the award drops off his/her account, the grant will be redistributed to other eligible students.

Federal Work-Study (FWS) is a program that allows students to earn funds for their education. The pay rate is minimum wage and is limited to a maximum of 19 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. **PRIORITY DEADLINES ARE ESTABLISHED EACH SEMESTER AND ARE POSTED ON THE DRAKE STATE WEBSITE AS WELL AS THE FINANCIAL AID OFFICE.** 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 and maintain a full-time enrollment status. These scholarships cover the cost of tuition and mandatory fees and are renewed each enrollment status, whether the student is enrolled in a certificate or associate degree program.

Leadership scholarship recipients must have and maintain a 2.75 or better GPA on a 4.0 scale and maintain a full-time enrollment status. These scholarships cover 50% of tuition and mandatory fees and re renewed each enrollment status, whether the student is enrolled in a certificate or associate degree program.

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 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, email 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, these funds are awarded on a need basis until funds are exhausted. 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 2014-2016, a student is considered an independent financial aid applicant if s/he meets one of the following criteria:

A. Must be 24 years of age prior to January 1 of the application year;

B. Is a veteran of the U.S. Armed Forces;

C. Is on active duty in the U.S. Armed forces;

D. Is an orphan or ward of the court;

E. Is/was emancipated minor;

F. Is/was in legal guardianship;

G. Has a legal dependent other than a spouse;

H. Is a married student;

I. Is a homeless child/youth;

J. Is determined homeless by HUD;

K. At risk for homelessness;

L. Is working on a masters/doctoral program;

M. 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: Pell Grant awards are based on the federal methodology from the information listed on your FAFSA application. Awards are subject to change if a student is selected for verification, enrolled in a program that does not lead to an Associates' Degree, enrolled less than full-time or fails to maintain satisfactory academic progress according to institutional policies. 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 14 days after the published disbursement date. 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 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 14 days after the

published disbursement date. 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 (FSEOG): The FSEOG checks will be processed and mailed to students approximately four (4) weeks after the official Drop/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 mandatory fees to their scholarship account. Scholarships do not pay for repeated courses or books.

Satisfactory Academic Progress

The academic records of all students receiving federal financial aid are reviewed each term. 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

Note: Letter grades of W, I, and F are counted as hours attempted but not earned. All transferred in courses from other institutions, course forgiveness and academic bankruptcy are counted as attempted hours.

Qualitative Measure – Grade Point Average (GPA) Requirements: All students receiving Title IV aid will be expected to meet or exceed a 2.0 cumulative GPA based on the total number of hours attempted in his/her degree or certificate program.

Quantitative Measure – Maximum Time Frame: Students receiving financial aid are expected to complete their course of study within a time period not to exceed 1.5 times the normal length of their program.

Financial Aid Probation and Termination of Aid

Satisfactory Academic Progress is measured at the end of each term after grades have been posted to determine student's current status. 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 warning. 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 warning 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.

Warning Period: If a student is not maintaining satisfactory academic progress, then the student will be placed on a warning status. No action is required from the student. An email will be sent to the student's Drake email account to notify the student of their current status and time frame for maintaining satisfactory academic progress. Students can view their Satisfactory Academic Progress status by logging on to their Self Service Account in Banner.

Probationary Period: At the end of a warning period if a student is not maintaining satisfactory academic progress, the student will have the option to file an appeal to request a reinstatement of financial aid funds or become a cash-paying student.

- If the appeal is approved, the student will be placed on a probationary period and must abide by the guidelines listed in their academic plan.
- If the appeal is rejected, the student must become a cash-paying student until he/she achieves good satisfactory academic standing.

Loss of Eligibility: If at the end of a probation period a student is not meeting satisfactory academic progress, the student must become a cash-paying student. Once the student is meeting satisfactory academic progress, the student's financial aid can be reinstated.

Pell Grant Duration of Eligibility: The duration of a student's eligibility to receive Pell Grant is 12 semesters. Calculation includes all earlier years of the student's receipt of Pell.

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 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.

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 reinstated.

All transfer and re-admitted 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

A student is not entitled to 100 percent of his/her federal grant(s) until s/he has completed 60% of the semester. In most cases, the student would have received 100 percent of his/her grant before that time. Therefore, if a student receives a federal grant and withdraws before 60 percent of the term has passed, s/he will likely owe a portion of the grant back to the Pell grant program.

Complete Withdrawal

A student who withdraws completely before completing 60% percent 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 percent. The remaining 75 percent 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 a student owes a prior balance for the previous year, s/he may use up to $200 of the new year's award to pay the past balance.

If s/he 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 percent of the term, no repayment is required as s/he is considered to have earned 100 percent 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 State Community and 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 may 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/her classes before 60% of the term is completed without completing a withdrawal form or notifying his instructors of his intent to return to classes, will automatically be classified as a failure to pass due to attendance and will be reported to the Department of Education. S/He may then be required to repay a portion of the aid s/he has received based on a midpoint date used as the date of determination. This will also cause him/her to be placed on financial aid probation because s/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 Community and Technical College.

Services available include:

A. Referral services;
B. General and specific information regarding available benefits;
C. Assistance in filing claims for such benefits;
D. Reporting of enrollment information.

Benefits for veterans include:

A. Montgomery GI Bill (Chapter 30);
B. Post 911 GI Bill (Chapter 33);
C. Montgomery GI Bill – SR (Chapter 1606);
D. Reserve Education Assistance Program (REAP/Chapter 1607);

E. Dependent Educational Assistance (DEA/Chapter 35);
F. Alabama National Guard Education Assistance Program (ANGEAP);
G. Alabama GI Dependent Scholarship;
H. 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. S/he 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 for Courses 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.

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.

Cumulative GPA =	**Total Quality Points Earned / Total Hours Attempted**
Semester GPA =	Semester Quality Points Earned / 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 Community

and Technical College must maintain a 1.5 cumulative GPA.

2. Students who have attempted 22-32 credit hours at J.F. Drake State Community and Technical College must maintain a 1.75 cumulative GPA.

3. Students who have attempted 33 or more credit hours at J.F. Drake State Community and 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/prescribing other specific courses.

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 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 Community and Technical College, 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; the student has attempted a total of 12 or more credit hours at J.F. Drake State Community and 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, Training for Business and Industry (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) may not take the course a second semester until s/he 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" 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 elapsed 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. Respective transfer institutions will make this determination.

5. A student who is using Veterans Administration educational benefits must consult the Veteran's Education Representative before applying for academic bankruptcy. Veteran students who apply for and are granted institutional academic bankruptcy are ineligible to recoup any Veteran educational benefits previously used for the periods relevant to the academic bankruptcy.

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 workdays 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 Dean of Student Support Services 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

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 of Applied Science Degree

A student shall be awarded the Associate of Applied Science 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 25percent 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 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.

INSTRUCTIONAL PROGRAMS

Directory of Programs

Program	Program Abbreviation	Degree	Division	Page
Associate of Art		AA	English/Humanities/ Social Sciences	
Associate Of Science		AS	Mathematics/Natural Sciences	
Automotive Service Technology	ASE	AAS, STC	Manufacturing and Applied Technologies	
Business Administration – Accounting	BU1	AAS, STC	Business and Information Technologies	
Business Administration – General Business	BUS	AAS, STC	Business and Information Technologies	
Business Administration – Management	BU3	AAS, STC	Business and Information Technologies	
Business Administration – Office Administration	BU2	AAS, STC	Business and Information Technologies	
Computer Information Systems – Cyber Security	CI1	STC	Business and Information Technologies	
Computer Information Systems – Enterprise Programmer	CI3	STC	Business and Information Technologies	
Computer Information Systems – Network Administrator	CI2	STC	Business and Information Technologies	
Computer Information Systems – Systems Administrator	CI4	STC	Business and Information Technologies	
Computer Information Systems – Web Page Developer	CI5	STC	Business and Information Technologies	
Computer Information Systems	CIS	AAS	Business and Information Technologies	
Cosmetology Instructor Training	CIT	STC	Salon Management/ Hospitality Services Technologies	
Cosmetology	CIT	CER	Salon Management/ Hospitality Services Technologies	
Culinary Arts	CUA	AAS, STC	Salon Management/ Hospitality Services Technologies	
Electrical and Wiring-Residential	EL2	STC	Electrical Engineering	
Electrical Controls	ELT	STC	Electrical Engineering Technologies	
Electrical Engineering Technology Computer Maintenance	EE1	AAS	Electrical Engineering Technologies	
Computer Programming For Electronic Technician	EE1	STC		

Electrical Engineering Technology	EET	AAS, STC	Electrical Engineering Technologies
Electrical Technology	ELT	CER	Electrical Engineering Technologies
Electronics - Advanced Certificate in Computer Programming	EET	STC	Electrical Engineering Technologies
Engineering Graphics	DDT	AAS, STC	Electrical Engineering Technologies
Heating and Air Conditioning	ACR	AAS, STC	Manufacturing and Applied Technologies
Industrial Robotics	IN1	STC	Electrical Engineering Technologies
Industrial Systems – Basic Maintenance	INT	STC	Electrical Engineering Technologies
Industrial Systems	INT	AAS	Electrical Engineering Technologies
Machine Tool Technology – Manual Machining	MTT	STC	Manufacturing and Applied Technologies
Machine Tool Technology	MTT	AAS	Manufacturing and Applied Technologies
Machine Tool Technology – CNC Machining	MT2	STC	Manufacturing and Applied Technologies
Medical Assistant Technology	MAT	AAS, STC	Health Sciences Technologies
Practical Nursing	NUR	CER	Health Sciences Technologies
Salon Management – Barbering	SA3	CER, STC	Salon Management/ Hospitality Services
Salon Management – Cosmetology	SAL	AAS	Salon Management/ Hospitality Services
Salon Management – Esthetics	SA2	CER	Salon Management/ Hospitality Services
Salon Management – Nail Care	SA4	STC	Salon Management/ Hospitality Services
Salon Management – Therapeutic Massage	SA1	AAS	Salon Management/ Hospitality Services Technologies
Welding Technology	WDT	CER*	Manufacturing and Applied Technologies

*This program is subject to federal funding approval.

ALABAMA CAREER READINESS CERTIFICATE

J.F. Drake State Community and 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 three 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 students to show prospective employers that they possess the basic skills employers are looking for. Even if students have a high school diploma (or GED) or a post-secondary degree, the CRC further verifies that an individual can handle the kinds of tasks – finding information, reading instructions and directions, and working with figures – that are common in today's workplace.

Drake State utilizes the WorkKeys™ assessment system to establish career readiness scores. Upon entry to our college program, students will be provided with a WorkKeys™ assessment as part of the Orientation to College course to identify current career readiness scores.

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

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 students 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

Programs of study offered at Drake State include university parallel programs, career programs and certificate programs.

University parallel programs include the Associate of Arts and the Associate of Science degrees. These two-year degrees are intended to provide the general education core requirements of the first two years of a baccalaureate program and thus prepare baccalaureate-seeking students for transfer to a four-year college or university.

Career programs lead to the Associate of Applied Science degree. These programs are intended to prepare students for specific careers or occupational enhancement and they also include some general education courses. Although these programs are not designed primarily for transfer, many of the courses are transferable to four-year institutions.

Certificate programs are especially designed for students who wish to prepare for careers or career advancement through short-term, intensive programs.

University Parallel Programs

A university parallel program allows a student to complete the first two years of a baccalaureate degree. These programs are designed to transfer to a four-year college or university. Drake State offers two transfer degrees:

Associate of Arts (A.A.)
Associate of Science (A.S.)

The Associate of Arts and Associate of Science degrees are awarded to students completing a planned university-parallel program to meet the requirements of the first two years of a Bachelor of Arts or Bachelor of Science degree. Since Area V requirements vary with individual four-year institutions, students must obtain approved university parallel degree plans from the appropriate academic divisions or Counseling, Advising and Testing Services. Associate of Arts and Associate of Science degrees contain general education core requirements. Since not all courses will satisfy these requirements in all programs, courses should be chosen from an approved degree plan to ensure they meet the requirements. The degree plan will also indicate the courses needed in addition to the general education core to complete the degree.

Students in the Associate of Arts degree program usually transfer to a four-year institution in such fields as Art, Elementary or Secondary Education, Health, Physical Education and Recreation, Music or Theater.

Students in the Associate of Science degree program usually transfer to a four-year institution in Natural Sciences, Professional Sciences, Mathematics, Computer Science, Business Administration or Nursing.
As part of a transfer degree, students will take freshman-level and sophomore-level general education courses in a wide range of disciplines. All students are required to complete a specific number of semester hours in English Composition (Area I), Humanities, Speech and Fine Arts (Area II), Natural Sciences and Mathematics (Area III) and History, Social and Behavioral Sciences (Area IV). These courses are

referred to as CORE courses. In addition to CORE courses, students will choose Electives (Area V), which will more specifically prepare them for transfer in their particular field of interest.

While the College does not offer specific majors such as those offered at the bachelor's (four-year) degree level, the College is acutely aware that students should plan their course selection to meet requirements at the transfer institution. Even though all general education course work in Areas I through V will transfer, the specific Area V courses required for a major at different four-year institutions may vary. It is, therefore, most important that students consult their advisors as well as the catalog of the institution to which they wish to transfer to ensure proper transfer credit. It is also advisable that students contact an academic advisor at the four-year institution who can provide definitive advice on major course requirements.

PLANNING FOR TRANSFERRING

The Associate of Arts and Associate of Science degrees, requiring sixty-four semester hours, are planned sets of courses leading to baccalaureate degrees. Associate of Arts and Associate of Science degree students do not officially major in an academic discipline at Drake State. Majors are defined by the institution to which these students transfer. Associate of Arts and Associate of Science degree students are assigned to advisors on the basis of intended majors or fields of interest indicated. Students planning to transfer to a four-year institution should decide as early as possible the college and program to which they will transfer. Transfer guides have been developed for Alabama's colleges and universities. J.F. Drake State Community and Technical College provides transfer guides and agreements for state colleges and universities through the Statewide Transfer and Articulation Reporting System (STARS) program. Templates approved by the Articulation and General Studies Committee (AGSC) are available in Drake State advisors' offices and in the Office of Counseling, Advising and Testing. (Also see Internet http://stars.troy.edu.)

STARS is a computerized articulation and transfer planning system used to inform Alabama community college students about degree requirements, course equivalencies and other transfer information pertaining to specific majors at each state-funded four-year institution. STARS is an efficient and effective way of providing students, counselors and educators with accurate information upon which transfer decisions can be based. The STARS database, if used properly, can prevent loss of course credit hours, provide direction for scheduling course work and ease the transition from one institution to another. Students should request their guides or agreements when they meet with their academic advisors during New Student Orientation.

To ensure proper interpretation of the AGSC guides/agreements, students who have completed postsecondary coursework at other institutions should request an evaluation of their courses by their intended transfer institutions before registering for classes at Drake State. While Drake State makes every effort through advising and printed materials to provide accurate information to meet transfer and degree requirements, it is the student's responsibility to select and register for courses needed to meet those requirements.

In addition to following the transfer guide, students are advised to personally contact their transfer schools to verify specific admissions and course requirements for their majors.

Drake State's academic advisors assist students in planning transfer programs. Students should consult with their academic advisor before registering each term.

AGSC templates and/or articulation guides are available in the following areas (Designations in parentheses refer to specific colleges.):

- Accounting (use Business template/guide)
- Adult Education (AU only)
- Advertising
- Agricultural Economics (AU only)
- Agribusiness Economics (AA and MU only)
- Agricultural Science (AA and MU only)
- Agronomy and Soils (AU only)
- Allied Health (UAB only)
- Animal Science/Animal and Dairy Sciences
- Anthropology
- Apparel and Textiles (UA only)
- Apparel Merchandising, Design, and Production Management (AU only)
- Apparel, Merchandising and Design (AA and MU only)
- Applied Mathematics (AU only)
- Art Education
- Art History (BA)
- Art Studio (BA)
- Art Studio (BFA)
- Athletic Training
- Behavioral Science (Athens only)
- Biochemistry (AU only, covered under Chemistry template)
- Biology
- Biology Education (UAB only)
- Biomedical Science (USA only)
- Biosystems Engineering (AU only)
- Building Science
- Business
- Business Education: Middle/High School
- Career Technical Education (Athens only)
- Chemistry
- Chemistry Education
- Clinical Laboratory Sciences/Medical Technology
- Communication Studies
- Computer Science
- Criminal Justice
- Criminology (AU only)
- Cytotechnology (UAB only)
- Dance (UA only)
- Economics (BA Degree)
- Economics (BS Degree) (use Business template/guide)
- Elementary or Early Childhood Education
- Engineering - Aerospace
- Engineering - Chemical
- Engineering - Civil
- Engineering - Computer
- Engineering - Computer Science
- Engineering - Electrical
- Engineering - Industrial
- Engineering - Materials
- Engineering - Mechanical
- English (BA/BS)
- English/Language Arts Education: Middle/High School
- Environmental Science (AU only)
- Environmental Science and Soil (AA and MU only)
- Exercise Science and Wellness (JSU only)
- Family and Consumer Sciences (JSU only)
- Family and Consumer Sciences (UM only)
- Family and Consumer Sciences Education (AA and MU only)
- Finance (use Business template/guide)
- Fisheries Science (AU only)
- Food and Nutrition (UA only)
- Food Science and Technology (AA and MU only)
- Foreign Language
- Forest Management/Forest Science (AA and MU only)
- Forestry (AU only)
- French Education: Middle/High School
- General Science Education: Middle/High School
- General Studies in Human Environmental Sciences (UA only)
- Geography
- Geography Education: Middle/High School
- Geology
- Geomatics (Troy only)
- German Education: Middle/High School
- Health Education: Middle/High School
- Health Information Management (UAB only)
- Health Promotion (AU only)
- Health, P.E. and Recreation (UNA only)
- Health Science (Athens only)

- Health Sciences (UAB only)
- Health Services Administration (AU only)
- History
- History Education: Middle/High School
- Horticulture (AU only)
- Hotel and Restaurant Management (AU only)
- Human Development and Family Studies (AU only)
- Human Development and Family Studies (AA and MU only)
- Human Development and Family Studies (UA only)
- Human Environmental Sciences (UNA only)
- Human Resource Management (use Business template/guide)
- Human Services (Troy only)
- Industrial Design (AU only)
- Industrial Hygiene (UNA only)
- Instrumentation (Athens only)
- Interior Architecture (AU only)
- Interior Design (AU and UA only)
- International Business (use Business template/guide)
- International Studies (UAB only)
- Journalism
- Laboratory Technology (AU only)
- Management (use Business template/guide)
- Management Information Systems (use Business template/guide)
- Marketing (use Business template/guide)
- Mathematics
- Math Education: Middle/High School
- Meteorology (USA only)
- Music
- Music Education
- Nuclear Medicine Technology (UAB only)
- Nursing
- Nutrition and Food Science (AU only)
- Nutrition and Hospitality Management (AA and MU only)
- Occupational Therapy
- Operations Management (use Business template/guide)
- Philosophy
- Physical Education
- Physics
- Physics Education
- Plant Science (AA and MU only)
- Political Science
- Poultry Science (AU only)
- Psychology (BA or BS)
- Public Administration (AU only)
- Public Relations
- Public Safety Administration (Athens only)
- Radiologic Sciences
- Recreation Leadership (JSU only)
- Rehabilitation [non-certification program] (Troy only)
- Rehabilitation Services Education (AU only)
- Religious Studies
- Respiratory Therapy/Cardiopulmonary Sciences
- Restaurant and Hospitality Management (UA only)
- Sociology
- Social Science
- Social Studies Education: Middle/High School
- Social Work
- Spanish Education: Middle/High School
- Special Education
- Speech (Use Communications Studies or Speech template/guide)
- Speech Pathology
- Sports and Fitness Management (Troy only)
- Surgical Physician Assistant (UAB only)
- Technology, Industrial Technology or Engineering Technology
- Telecommunication and Film or Broadcasting
- Textile Engineering, Textile Chemistry, and Textile Management and Technology (AU only)
- Theatre
- Transportation or Physical Distribution (use Business template/guide)
- Wildlife Science (AU only)

General Education

The mission of General Education at Drake State Community and 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.

J.F. Drake State Community and 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.

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 Community and 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 Community 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 Commission on Colleges (SACSCOC).

General Education Competencies

Drake State has a goal of improving the general educational development of all students. Six educational competencies have been established. Students should be able to:

1. Analyze, and to evaluate readings from a variety of texts.
2. Speak and write clearly, cohesively, and persuasively using standard American English.
3. Think critically and creatively, assess others' arguments, and formulate and apply their own arguments to new contexts.
4. Understand and apply quantitative concepts and methods to interpret and evaluate data and to solve problems.
5. 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. 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, and
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. 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. The courses offered in transitional include: ENG093, MTH090, MTH098, and 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.

General Education Courses

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.

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 (4 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.

Chemistry (CHM)

CHM111 – College Chemistry I (4 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: MTH112 (Precalculus Algebra) or equivalent math placement score.

CHM112 – College Chemistry II (4 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: CHM111

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.

English (ENG)

ENG 093 Basic English II (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 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)

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.

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.

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.

Mathematics (MTH)

MTH090 – Basic Mathematics (3 cr. hrs.) This course is a review of the fundamental arithmetic operations. PREREQUISITE: Appropriate mathematics placement score.

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.

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.

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.

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)

PHY120 – Introduction to Physics (4 cr. hrs.) This course provides an introduction to general physics for non-science majors. Topics in fundamentals of mechanics, properties of matter, heat and temperature, simple harmonic motion, SHM, waves and sound, electricity and magnetism, optics and modern physics. Laboratory is required. PREREQUISITE: MTH098 or higher.

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)

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: As required by college.

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)

REL100 – History of World Religions (3 cr. Hrs.) This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions of the world. PREREQUISITE: Successful completion of ENG093; or a score of 62 or better on the English section on COMPASS; or a score of 20 or better on the ACT.

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.

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.

ASSOCIATE OF SCIENCE AND ASSOCIATE OF ARTS

A student enrolled at Drake State in an Associate of Science degree program in General Studies or an Associate of Arts degree program in Liberal Arts must complete 41 semester hours of general education requirements distributed among four core discipline areas (Areas I - IV).

The student will complete Area V requirements by selecting 19 to 23 semester hours appropriate to his/her future major. For the Associate of Science degree, the student should choose 14-18 semester hours from Area III; for the Associate of Arts degree, the student should choose 14-18 semester hours from Areas II and/or IV. The same courses cannot be used to satisfy requirements in multiple areas. Students should consult their transfer institution before enrolling into electives.

The student must complete 60-64 semester hours of appropriate course work to satisfy the requirements for graduation and to receive the Associate of Science or the Associate of Arts degree.

Area I: Written Composition 6 Cr. Hrs.

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

Area II: Humanities and Fine Arts 12 Cr. Hrs.

Notes: Must complete 3 semester hours in literature and 3 semester hours in the arts. The remaining semester hours are to be selected from humanities and/or fine arts.*

Humanities and fine arts disciplines include but are not limited to: area/ethnic studies, art and art history, foreign languages, music and music history, philosophy, ethics, religious studies, speech, theater and dance. (Prerequisites and/or developmental courses may be required prior to enrolling in these courses).

**Must complete a 6 semester hour sequence either in literature or history.*

Course	*Title*	*Cr. Hrs.*
ART100	Art Appreciation	3
ART203	Art History I	3
ART204	Art History II	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
RDG114	Critical Reading	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	Fundamentals / Public Speaking	3
THR120	Theater Appreciation	3
THR126	Introduction to Theater	3

Area III: Natural Sciences and Mathematics 11 Cr. Hrs.

Notes: Must complete 3 semester hours in mathematics at the pre-calculus, algebra (MTH 112) or finite math (MTH 110) level or above. Students must complete 8 semester hours in the natural sciences, which must include laboratory experiences. (Prerequisites and/or developmental courses may be required prior to enrolling in these courses).

In addition to mathematics, disciplines in the natural sciences include: astronomy, biological sciences, chemistry, geology, physical geography, earth science, physics, and physical science.

Course Title		*Cr. Hrs.*
BIO103	Principles of Biology I	4
BIO104	Principles of Biology II	4
BIO 120	Medical Terminology	3
BIO201	Human Anatomy & Physiology I	4
BIO202	Human Anything &Physiology II	4
BIO 220	General Microbiology	4
CHM111	College Chemistry I	4
CHM112	College Chemistry II	4
MTH100	Intermediate Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry	3
MTH116	Mathematical Applications	3
MTH116N	Dosage Calculations *(nursing students only)*	3
MTH120	Calculus And Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4
PHS111	Physical Science I	4
PHS112	Physical Science II	4
PHY201	General Physics I	4
PHY202	General Physics II	4
PHY213	General Physics with Calculus I	4
PHY214	General Physics with Calculus II	4

Area IV: History, Social and Behavioral Sciences — 12 Cr. Hrs.

Notes: Must complete 3 semester hours in history and at least 6 semester hours in other disciplines in the social and behavioral sciences. Social and behavioral sciences include, but are not limited to: anthropology, economics, geography, political science, psychology, and sociology.*

**Must complete a 6 semester hour sequence either in literature or history.*

Course Title		*Cr. Hrs.*
ECO231	Principles of Macroeconomics	3
ECO232	Principles of Microeconomics	3
HIS121	World History I	3
HIS122	World History II	3
HIS201	US History I	3
HIS202	US History II	3
POL200	Introduction to Political Science	3
PSY200	General Psychology	3
PSY210	Human Growth & Development	3
SOC200	Introduction to Sociology	3

Area V: Pre-professional, Major and Elective Courses — 19-23 Cr. Hrs.

Must complete courses appropriate to the degree requirements and major of the individual student and electives.

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

Included in the 19-23 credit hours are ORI 101, CIS 146, and WKO 107; these are institutional requirements. ORI 101 is required of all students except transfer students who have transferred 12 or more semester hours prior to transferring to Drake State.

AUTOMOTIVE TECHNOLOGY

The Automotive technology program is an Associate 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 service.
The mission of the Automotive Technology program is to prepare individuals to enter and progress in the automotive repair industry.

The Automotive Technology 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 of Applied Science Degree

Area I: Written Composition 6 Cr Hrs

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

Area II: Humanities and Fine Arts 6 Cr. Hrs.

Note: 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. An additional 3 hours in humanities and fine arts must be taken along with SPH 106, SPH107, SPA101 or SPA102 to satisfy requirements in Area II.

Course	*Title*	*Cr. Hrs.*
ART100	Art Appreciation	3
ART203	Art History I	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG261	English Literature I	3
ENG262	English Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	Fundamentals of Public Speaking	3
THR120	Theater Appreciation	3
THR126	Intro to Theater	3

Area III: Natural Sciences and Mathematics 10 Cr. Hrs.

Note: CIS146 is required. MTH100 or higher is required. PHS111 or PHS112 are recommended for the lab science.

Course	*Title*	*Cr. Hrs.*
BIO103	Principles of Biology I	4
BIO104	Principles of Biology II	4
CHM111	College Chemistry I	4
CHM112	College Chemistry II	4
CIS146	Microcomputer Applications	3
GEO101	Principles of Physical Geography I	4
GEO102	Principles of Physical Geography II	4
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	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
PHY214	Gen. Physics with Calculus II	4

Area IV: History, Social and Behavioral Sciences — 3 Cr. Hrs.

ECO231 and ECO232 are required courses.

Course	*Title*	*Cr. Hrs.*
ECO231	Principles of Macroeconomics	3
ECO232	Principles of Microeconomics	3
GEO100	World Regional Geography	3
HIS101	Western Civilization I	3
HIS102	Western Civilization II	3
HIS121	World History I	3
HIS122	World History II	3
HIS201	US History I	3
HIS202	US History II	3
POL200	Intro to Political Science	3
PSY200	General Psychology	3
PSY210	Human Growth and Development	3
SOC200	Intro to Sociology	3

Area V: Pre-professional, Major and Elective Courses — 47 Cr. Hrs. (45 required, 2 institutional)

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 and Electronic Systems	3
ASE212	Advanced Electrical and Electronic Systems	3
ASE220	Advanced Auto Engines	3
ASE224	Manual Transmission	3
ASE230	Automatic Transmission	3
ASE239	Engine Performance	3
ASE244	Engine Performance and Diagnostics	3
ASE246	Automotive Emissions	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Electives: No requirements.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurialism	3
CIS130	Intro to Information Systems	3
OAD101	Beginning Keyboard	3
RDG114	Critical Reading	3

Total Degree Credit Hours — 72

Short Certificate - Automotive

Area I: Written Composition — 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics — 3 Cr. Hrs.

Note: At least one math class is required.

Course	*Title*	*Cr. Hrs.*
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	3Mathematical Applications	3
MTH120	2Calculus and Its Application	3
MTH125	2Calculus I	4
MTH126	2Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social and Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 23 Cr. Hrs. (21 required, 2 institutional)

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

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final

CIS130	Intro to Information Systems	3
OAD101	Beginning Keyboard	3
RDG114	Critical Reading	3

Total Certificate Credit Hours 29

Automotive Service Technology (ASE) Course Descriptions

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 mechanical components.

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 – 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.

BUSINESS ADMINISTRATION - ACCOUNTING

The mission of the Business Administration - Accounting 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, and the use of microcomputers. The Accounting program awards the short certificate and Associate in Applied Science 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.

Area I: Written Composition 6 Cr. Hrs.

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

Area II: Humanities and Fine Arts 6 Cr. Hrs.

Note: 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. One literature class is required.

Course	*Title*	*Cr. Hrs.*
ART100	Art Appreciation	3
ART203	Art History I	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG261	English Literature I	3
ENG262	English Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	Fundamentals of Public Speaking	3
THR120	Theater Appreciation	3
THR126	Intro to Theater	3

Area III: Natural Sciences and Mathematics 10 Cr. Hrs.

Note: CIS146 is required. MTH100 or higher is required. One science class is required. CIS146 is required.

Course	*Title*	*Cr. Hrs.*
BIO103	Principles of Biology I	4
BIO104	Principles of Biology II	4
CHM111	College Chemistry I	4
CHM112	College Chemistry II	4
CIS146	Microcomputer Applications	3
GEO101	Principles of Physical Geography I	4
GEO102	Prin. of Physical Geo II	4
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	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
PHY214	Gen. Physics with Calculus II	4

Area IV: History, Social and Behavioral Sciences 6 Cr. Hrs.

Note: ECO231 and ECO232 are required.

Course	*Title*	*Cr. Hrs.*
ECO231	Principles of Macroeconomics	3
ECO232	Principles of Microeconomics	3

Area V: Pre-professional, Major and Elective Courses 47 Cr. Hrs. (27 required, 2 institutional, 18 elective)

Note: ACT246, ACT249, ACT253, BUS100, BUS241, BUS242, BUS248, BUS 263, BUS271 are required courses.

Course	*Title*	*Cr. Hrs.*
ACT114	Intro Accounting Database	3
ACT115	Intro Accounting Resource	3
ACT195	Accounting Co-op	3
ACT201	Entrepreneurism	3
ACT246	Microcomputer Accounting	3
ACT247	Advanced Accounting Application Microcomputers	3
ACT249	Payroll Accounting	3
ACT253	Individual Income Tax	3
ACT254	Business Income Tax	3
BUS100	Intro to Business	3
BUS146	Personal Finance	3
BUS147	Introduction to Finance	3
BUS186	Elements of Supervision	3
BUS241	Principles of Accounting I	3
BUS242	Principles of Accounting II	3
BUS248	Managerial Accounting	3
BUS263	Legal and Social Environments	3
BUS271	Business Statistics I	3
BUS272	Business Statistics II	3
BUS275	Principals of Management	3
BUS276	Human Resource Management	3
BUS279	Small Business Management	3
BUS285	Principals of Marketing	3
CIS130	Intro to Information Systems	3
CIS147	Advanced Microcomputer Application	3
CIS185	Computer Ethics	3
CIS196	Commercial Software Applications	3
OAD101	Beginning Keyboarding	3
OAD133	Business Communications	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Degree Credit Hours 75

Short Certificate - Accounting

Area I: Written Composition 3 Cr. Hrs.

Note: ENG101 is required.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: CIS146 is required. MTH100 or higher is required.

Course	*Title*	*Cr. Hrs.*
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 20 Cr. Hrs. (18 required, 2 institutional)

Note: ACT246, ACT253, BUS100, BUS241, BUS242 are required courses.

Course	*Title*	*Cr. Hrs.*

ACT201	Entrepreneurism	3
ACT246	Microcomputer Accounting	3
ACT253	Individual Income Tax	3
BUS100	Intro to Business	3
BUS241	Principles of Accounting I	3
BUS242	Principles of Accounting II	3
BUS248	Managerial Accounting	3
CIS130	Intro to Information Systems	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 29

BUSINESS ADMINISTRATION – GENERAL BUSINESS

The mission of the Business Administration-General Business program is to prepare students for entry-level employment or advancement in the business field through a series of experiences provided in fundamental accounting principles, business procedures and the use of microcomputers. The General Business program awards the short certificate and Associate in Applied Science degree.

The General Business program is designed to teach, through a sequence of experiences, the skills necessary for a student to develop a broad perspective and knowledge regarding business operations and to be able to apply this knowledge in a practical manner.

Associate of Applied Science Degree

Area I: Written Composition 6 Cr. Hrs.

Note: ENG101 and ENG101 are required.

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

Area II: Humanities and Fine Arts 6 Cr. Hrs.

Note: 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. One literature class is required.

Course	*Title*	*Cr. Hrs.*
ART100	Art Appreciation	3
ART203	Art History I	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG261	English Literature I	3
ENG262	English Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	Fundamentals of Public Speaking	3
THR120	Theater Appreciation	3
THR126	Intro to Theater	3

Area III: Natural Sciences and Mathematics 10 Cr. Hrs.

Note: CIS146 is required. MTH100 or higher is required. One science class is required.

Course	*Title*	*Cr. Hrs.*
BIO103	Principles of Biology I	4
BIO104	Principles of Biology II	4
CHM111	College Chemistry I	4
CHM112	College Chemistry II	4
CIS146	Microcomputer Applications	3
GEO101	Principles of Physical Geography I	4
GEO102	Principles of Physical Geography II	4
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	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
PHY214	Gen. Physics with Calculus II	4

Area IV: History, Social and Behavioral Sciences 6 Cr. Hrs.

ECO231 and ECO232 are required courses.

Course	*Title*	*Cr. Hrs.*
ECO231	Principles of Macroeconomics	3
ECO232	Principles of Microeconomics	3

Area V: Pre-professional, Major and Elective Courses 47 Cr. Hrs. (24 required, 2 institutional, 21 elective)

Note: ACT246, ACT249, ACT253, BUS100, BUS241, BUS242, BUS248, BUS263, BUS271, BUS275, BUS276, OAD133 are required courses.

Course	*Title*	*Cr. Hrs.*
ACT114	Intro Accounting Database	3
ACT115	Intro Accounting Resource	3
ACT195	Accounting Co-op	3
ACT201	Entrepreneurism	3
ACT246	Microcomputer Accounting	3
ACT247	Advanced Accounting Application Microcomputers	3
ACT249	Payroll Accounting	3
ACT253	Individual Income Tax	3
ACT254	Business Income Tax	3
BUS100	Intro to Business	3
BUS146	Personal Finance	3
BUS147	Introduction to Finance	3
BUS186	Elements of Supervision	3
BUS241	Principles of Accounting I	3
BUS242	Principles of Accounting II	3
BUS248	Managerial Accounting	3
BUS263	Legal and Social Environments	3
BUS271	Business Statistics I	3
BUS272	Business Statistics II	3
BUS275	Principals of Management	3
BUS276	Human Resource Management	3
BUS279	Small Business Management	3
BUS285	Principals of Marketing	3
CIS130	Intro to Information Systems	3
CIS147	Advanced Microcomputer Applications	3
CIS185	Computer Ethics	3
CIS196	Commercial Software Applications	3
OAD101	Beginning Keyboarding	3
OAD133	Business Communications	3
RDG114	Critical Reading	0

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Degree Credit Hours 75

Short Certificate – General Business

Area I: Written Composition 3 Cr. Hrs.

Note: ENG101 is a required course.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: CIS146 is required. MTH100 or higher is required.

Course	*Title*	*Cr. Hrs.*
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 20 Cr. Hrs. (18 required, 2 institutional)

Note: BUS100, BUS241, BUS242, BUS263, BUS275, BUS276 are required courses.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
CIS130	Intro to Information Systems	
BUS100	Intro to Business	3
BUS241	Principles of Accounting I	3
BUS242	Principles of Accounting II	3
BUS263	Legal and Social Environments	3
BUS275	Principals of Management	3
BUS276	Human Resource Management	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	0

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 29

BUSINESS ADMINISTRATION – MANAGEMENT

The Business Administration-Management Associate in Applied Sciences Degree is designed to accommodate the skills needed in specific areas of practical management, accounting, and marketing. The benefits of the program increase student's opportunities to be visible and marketable in the challenging world of work. The goal is to prepare efficient-successful employees in their current jobs as well as their future career endeavors.

Associate of Applied Science Degree

Area I: Written Composition 6 Cr. Hrs.

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

Area II: Humanities and Fine Arts 6 Cr. Hrs.

Note: 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. One literature class is required.

Course	*Title*	*Cr. Hrs.*
ART100	Art Appreciation	3
ART203	Art History I	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG261	English Literature I	3
ENG262	English Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	Fundamentals of Public Speaking	3
THR120	Theater Appreciation	3
THR126	Intro to Theater	3

Area III: Natural Sciences and Mathematics 10 Cr. Hrs.

Note: CIS146 is required. MTH100 or higher is required. One science class is required.

Course	*Title*	*Cr. Hrs.*
BIO103	Principles of Biology I	4
BIO104	Principles of Biology II	4
CHM111	College Chemistry I	4
CHM112	College Chemistry II	4
CIS146	Microcomputer Applications	3
GEO101	Principles of Physical Geography I	4
GEO102	Principles of Physical Geography II	4
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	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
PHY214	Gen. Physics with Calculus II	4

Area IV: History, Social and Behavioral Sciences 6 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ECO231	Principles of Macroeconomics	3
ECO232	Principles of Microeconomics	3

Area V: Pre-professional, Major and Elective Courses 47 Cr. Hrs. (33 required, 2 institutional, 12 elective)

Note: BUS100, BUS186, BUS241, BUS242, BUS248, BUS263, BUS271, BUS275, BUS276, BUS279, and OAD133 are required courses.

Course	*Title*	*Cr. Hrs.*
ACT114	Intro Accounting Database	3
ACT115	Intro Accounting Resource	3
ACT195	Accounting Co-op	3
ACT201	Entrepreneurism	3
ACT246	Microcomputer Accounting	3
ACT247	Advanced Accounting Application Microcomputers	3

ACT249	Payroll Accounting	3
ACT253	Individual Income Tax	3
BUS100	Intro to Business	3
BUS146	Personal Finance	3
BUS147	Introduction to Finance	3
BUS186	Elements of Supervision	3
BUS241	Principles of Accounting I	3
BUS242	Principles of Accounting II	3
BUS248	Managerial Accounting	3
BUS263	Legal and Social Environments	3
BUS271	Business Statistics I	3
BUS275	Principals of Management	3
BUS276	Human Resource Management	3
BUS279	Small Business Management	3
CIS130	Intro to Information Systems	3
CIS147	Advanced Microcomputer Applications	3
CIS185	Computer Ethics	3
CIS196	Commercial Software Applications	3
OAD101	Beginning Keyboarding	3
OAD133	Business Communications	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Degree Credit Hours 75

Short Certificate - Management

Area I: Written Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: CIS146 is required. MTH100 or higher is required.

Course	*Title*	*Cr. Hrs.*
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 20 Cr. Hrs. (18 required, 2 institutional)

Note: BUS100, BUS241, BUS242, BUS275, BUS276, BUS279 are required courses.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
BUS100	Intro to Business	3
BUS241	Principles of Accounting I	3
BUS242	Principles of Accounting II	3
BUS275	Principals of Management	3
BUS276	Human Resource Management	3
BUS279	Small Business Management	3
CIS130	Intro to Information Systems	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 29

BUSINESS ADMINISTRATION – OFFICE ADMINISTRATION

The mission of the Office Administration Program is to prepare students for employment or advancement in office support positions by providing learning experiences in Microsoft Office applications: word processing, spreadsheet management, written and oral communications, administrative office procedures and internet usage along with critical thinking and problem solving experiences.

Associate of Applied Science Degree

Area I: Written Composition 6 Cr. Hrs.

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

Area II: Humanities and Fine Arts 6 Cr. Hrs.

Note: 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.

Course	*Title*	*Cr. Hrs.*
ART100	Art Appreciation	3
ART203	Art History I	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG261	English Literature I	3
ENG262	English Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH1072	Fundamentals of Public Speaking	3
THR120	Theater Appreciation	3
THR126	Intro to Theater	3

Area III: Natural Sciences and Mathematics 10 Cr. Hrs.

Note: CIS146 is required. MTH100 or higher is required. One science class is required.

Course	*Title*	*Cr. Hrs.*
BIO103	Principles of Biology I	4
BIO104	Principles of Biology II	4
CHM111	College Chemistry I	4
CHM112	College Chemistry II	4
CIS146	Microcomputer Applications	3
GEO101	Principles of Physical Geography I	4
GEO102	Principles of Physical Geography II	4
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3

MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	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
PHY214	Gen. Physics with Calculus II	4

Area IV: History, Social and Behavioral Sciences 6 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ECO231	Principles of Macroeconomics	3
ECO232	Principles of Microeconomics	3
GEO100	World Regional Geography	3
HIS101	Western Civilization I	3
HIS102	Western Civilization II	3
HIS121	World History I	3
HIS122	World History II	3
HIS201	US History I	3
HIS202	US History II	3
POL200	Intro to Political Science	3
PSY200	General Psychology	3
PSY210	Human Growth and Development	3
SOC200	Intro to Sociology	3

Area V: Pre-professional, Major and Elective Courses 50 Cr. Hrs. (42 required, 2 institutional, 6 elective)

Note: BUS241, BUS242, BUS263, BUS275, OAD103, OAD104, OAD125, OAD126, OAD133, OAD138, OAD202, OAD218, OAD243, OAD244 are required courses.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
ACT253	Individual Income Tax	3
ACT254	Business Income Tax	3
ACT262	Directed Studies	3
BIO120	Medical Terminology	3
BUS100	Intro to Business	3
BUS186	Elements of Supervision	3
BUS276	Human Resource Management	3
BUS279	Small Business Management	3
BUS285	Principals of Marketing	3
CIS185	Computer Ethics	3
CIS196	Commercial Software Applications	3
OAD101	Beginning Keyboarding	3
OAD103	Intermediate Keyboarding	3
OAD104	Advanced Keyboarding	3
OAD125	Basic Word Processing	3
OAD126	Advanced Word Processing	3
OAD133	Business Communications	3
OAD138	Records and Information Management	3
OAD202	Legal Transcriptions	3
OAD218	Office Procedures	3
OAD232	The Computerized Office	3
OAD241	Office Co-op	3
OAD243	Spreadsheet Application	3
OAD244	Database Application	3
OAD246	Office Graphic Presentation	3
OAD247	Special Topics/Projects	3
OAD293	Office Internship Co-op	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Degree Credit Hours 75

Short Certificate – Business Administration

Area I: Written Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No requirements.

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: CIS146 is required. One math class is required.

Course	*Title*	*Cr. Hrs.*
CIS130	Intro to Information Systems	3
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Application	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 20 Cr. Hrs. (18 required, 2 institutional)

Note: OAD103, OAD125, OAD133, OAD138, OAD218, OAD246 are required courses.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
CIS130	Intro to Information Systems	3
OAD101	Beginning Keyboarding	3
OAD103	Intermediate Keyboarding	3
OAD125	Basic Word Processing	3
OAD133	Business Communications	3
OAD138	Records and Information Management	3
OAD218	Office Procedures	3
OAD246	Office Graphic Presentation	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 29

Business Administration Course Descriptions

Accounting (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: BUS241.

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: None.

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: BUS241.

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: BUS241.

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: BUS242.

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: BUS242.

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.

BUS146 – Personal Finance (3 cr. hrs.) This course is a survey of topics to the consumer. Topics include budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchase, retirement planning, estate planning, investing and consumer purchases. PREREQUISITE: None.

BUS147 – Introduction to Finance (3 cr. hrs.) This course is a survey of monetary and credit systems. Topics include the role of the Federal Reserve System, source of capital, including forms of long-term corporate financing, and consumer credit in the financial structure of our economy. PREREQUISITE: BUS241.

BUS186 – Elements of Supervision (3 cr. hrs.) This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating. PREREQUISITE: None.

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. PREQUISITE: BUS241.

BUS248 – 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: BUS241.

BUS263 – Legal and Social Environment of Business (3 cr. hrs.) This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property. PREQUISITE: None.

BUS271 – Business Statistics I (3 cr. hrs.) This course is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the

collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling estimation and introduction to hypothesis testing. PREREQUISITE: Two years of high school Algebra, Intermediate Algebra or appropriate score on math Placement Test.

BUS272 – Business Statistics II (3 cr. hrs.) This course is a continuation of BUS272. Topics include sampling theory, statistical interference, regression and correlation, chi square, analysis of variance, time series index numbers and decision theory. PREREQUISITE: BUS271.

BUS275 – Principles of Management (3 cr. hrs.) This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing and controlling with emphasis on practical business applications. PREQUISITE: None.

BUS276 – Human Resources Management (3 cr. hrs.) This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees. PREREQUISITE: None.

BUS279 – Small Business Management (3 cr. hrs.) This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel. PREREQUISITE: None.

BUS285 – Principles of Marketing (3 cr. hrs.) This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior. PREREQUISITE: None.

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: OAD103 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: OAD101 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: OAD125.

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.

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.

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: As required by college.

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: As required by college.

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.

OAD241 – Office Co-Op (3 cr. hrs.) This course is designed to provide the student with an opportunity to work in an office environment. Emphasis is on the integration of classroom learning with on-the-job experiences that relate meaningfully to office careers. Upon completion, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to an actual work situation. 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: As required by college.

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.

COMPUTER INFORMATION SYSTEMS

The mission of the Computer Information Systems Technology program is to provide a welcoming, student centered training program designed to enrich all areas of the student's computer information systems technology lives.

The Computer Information Systems Technology program will prepare students for entry level employment, advancement, and industry certifications in information technology by teaching programming, networking, operating systems, web development, and cyber security using up-to-date methods and techniques that are prevalent in today's marketplace. The Information Technology program awards short certificates and the ASSOCIATE OF APPLIED SCIENCE 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 and Communication 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 of Applied Science Degree

Area I: Written Composition 6 Cr. Hrs.

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

Area II: Humanities and Fine Arts 6 Cr. Hrs.

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. An additional 3 hours in humanities and fine arts must be taken along with SPH 106, SPH107, SPA101 or SPA102 to satisfy requirements in Area II.

Course	*Title*	*Cr. Hrs.*
ART100	Art Appreciation	3
ART203	Art History I	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG261	English Literature I	3
ENG262	English Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	Fundamentals of Public Speaking	3
THR120	Theater Appreciation	3
THR126	Intro to Theater	3

Area III: Natural Sciences and Mathematics 10 Cr. Hrs.

Note: CIS146 is required. MTH112 or higher is required. A natural science class is required.

Course	*Title*	*Cr. Hrs.*
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4
BIO103	Principles of Biology I	4
BIO104	Principles of Biology II	4
CHM111	College Chemistry I	4
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
PHY214	Gen. Physics with Calculus II	4

Area IV: History, Social and Behavioral Sciences 3 Cr. Hrs.

Note: If transferring to a 4 year institution, students are highly recommended to take a sequence of 6 hours in either Literature or History.

Course	*Title*	*Cr. Hrs.*
ECO231	Principles of Macroeconomics	3
ECO232	Principles of Microeconomics	3
GEO100	World Regional Geography	3
HIS101	Western Civilization I	3
HIS102	Western Civilization II	3
HIS121	World History I	3
HIS122	World History Ii	3
HIS201	US History I	3
HIS202	US History II	3
POL200	Intro to Political Science	3
PSY200	General Psychology	3
PSY210	Human Growth and Development	3
SOC200	Intro to Sociology	3

Area V: Pre-professional, Major and Elective Courses 50 Cr. Hrs. (27 required, 2 institutional, 21 elective)

Note: Courses CIS149, CIS150, CIS 207, CIS212, CIS251, CIS268, CIS269, CIS270, and CIS281 are required.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
CIS130	Intro to Information Systems	3
CIS147	Advanced Microcomputer Applications	3
CIS149	Introduction to Computers	3
CIS150	Intro to Computer Logic and Programming	3
CIS151	Graphics for the WWW	3
CIS160	Multimedia World Wide Web	3
CIS171	Fundamentals of UNIX/LINUX I	3
CIS172	Fundamentals of UNIX/LINUX II	3
CIS185	Computer Ethics	3
CIS196	Commercial Software Applications	3
CIS197	Adv. Commercial Software Applications	3
CIS203	Intro to Info Highway	3
CIS207	Introduction to Web Development	3
CIS208	Intermediate Web Development	3
CIS209	Advanced Web Development	3
CIS212	Visual Basic Programming	3
CIS213	Advanced Visual Basic	3
CIS215	C+ Programming	3
CIS222	Database management – SQL	3

CIS246	Ethical Hacking	3
CIS249	Microcomputer Operating Systems	3
CIS251	C++ Programming	3
CIS252	Advanced C++ Programming	3
CIS255	JAVA Programming	3
CIS256	Advance Java	3
CIS268	Software Support	3
CIS269	Hardware Support	3
CIS270	CISCO I	3
CIS271	CISCO II	3
CIS272	CISCO III	3
CIS273	CISCO IV	3
CIS276	Server Administration	3
CIS277	Network Services Administration	3
CIS280	Network Security	3
CIS281	Systems Analysis and Design	3
CIS282	Computer Forensics	3
CIS284	Internship	3
CIS287	SQL Server	3
CIS294	Special Topics Data Structures	3
CIS296	Special Topics Intro Dig DS	3
ILT112	Concepts of Digital Electronics	5
ILT127	Microcomputer Fundamentals	3
ILT128	Microcomputer Fundamentals Lab	2
ILT205	Microprocessors	3
ILT206	Microprocessor Lab	2
ILT229	PC Repair	3
ILT230	Computer Repair Lab	2
ILT281	Digital Processing	3
MTH100	Intermediate College Algebra	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Degree Credit Hours 75

Short Certificate – Cyber Security

The Cyber Security Certificate introduces students to the interdisciplinary field of cyber security by discussing the evolution of information security into cyber security, cyber security theory, and the relationship of cyber security to nations, businesses, society, and people. Students will be exposed to multiple cyber security technologies, processes, and procedures, learn how to analyze the threats, vulnerabilities and risks present in these environments, and develop appropriate strategies to mitigate potential cyber security problems.

Area I: Written Composition 0 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*

No Requirements

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: CIS146 is required. MTH100 or higher is required.

Course	*Title*	*Cr. Hrs.*
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 23 Cr. Hrs. (21 required, 2 institutional)

Note: CIS171, CIS246, CIS249, CIS270, CIS271, CIS280, CIS282 are required courses.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
CIS130	Intro to Information Systems	3
CIS171	Fundamentals of UNIX/LINUX I	3
CIS246	Ethical Hacking	3
CIS249	Microcomputer Operating Systems	3
CIS270	CISCO I	3
CIS271	CISCO II	3
CIS280	Network Security	3
CIS282	Computer Forensics	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 29

Short Certificate – Enterprise Programmer

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 Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Notes: CIS146 is required. MTH100 or higher is required.

Course	*Title*	*Cr. Hrs.*
CIS130	Intro to Information Systems	3
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Application	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 20 Cr. Hrs. (18 required, 2 institutional)

Note: CIS150, CIS212, CIS213, CIS251, CIS252, CIS255 are required courses.

Course	Title	Cr. Hrs.
ACT201	Entrepreneurism	3
CIS130	Intro to Information Systems	3
CIS150	Intro to Computer Logic and Programming	3
CIS212	Visual Basic Programming	3
CIS213	Advanced Visual Basic	3
CIS251	C++ Programming	3
CIS252	Advanced C++ Programming	3
CIS255	JAVA Programming	3
MTH100	Intermediate College Algebra	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 29

Short Certificate - Network Administrator

The Network Administrative Certificate is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The certificate focuses on developing in-depth knowledge and technical skills related to creating and maintaining computer network systems. In addition, students will receive hands-on experience building a mock network in the classroom.

Area I: Written Composition 3 Cr. Hrs.

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

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Course	Title	Cr. Hrs.
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 20 Cr. Hrs. (18 required, 2 institutional)

Note: CIS249, CIS270, CIS271, CIS272, CIS273 are required courses.

Course	Title	Cr. Hrs.
ACT201	Entrepreneurism	3
CIS249	Microcomputer Operating Systems	3
CIS130	Intro to Information Systems	3
CIS149	Introduction to Computers	3
CIS270	CISCO I	3
CIS271	CISCO II	3
CIS272	CISCO III	3

CIS273	CISCO IV	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 29

Short Certificate - Systems Administrator

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 Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs

Course	*Title*	*Cr. Hrs.*
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 20 Cr. Hrs. (18 required, 2 institutional)

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
CIS130	Intro to Information Systems	3
CIS149	Intro to Computers	3
CIS249	Microcomputer Operating Systems	3
CIS276	Server Administration	3
CIS277	Network Services Administration	3
CIS278	Directory Services Administration	3
CIS280	Network Security	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 29

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 Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs

Course	*Title*	*Cr. Hrs.*
CIS146	1Microcomputer Applications	3
MTH100	2Intermediate College Algebra	3
MTH110	2Finite Mathematics	3
MTH112	2Pre-Calculus Algebra	3
MTH113	2Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 20 Cr. Hrs. (18 required, 2 institutional)

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
CIS130	Intro to Information Systems	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
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 29

Computer Information Systems (CIS) Course Descriptions

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.) NOTE: There is an approved standardized plan-of-instruction for this course. This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC3 certification. This course or an equivalent is CORE for the AAT and AAS CIS programs.

CIS147 – Advanced Micro 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 and IC3 certification. This course or an equivalent is CORE for the AAT and AAS CIS programs. PREREQUISITE: As required by program.

CIS149 – Introduction to Computers (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 pseudo code will be covered and students will be expected to apply the techniques to designated situations and problems. PREREQUISITE: As required by college. **CORE**

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.

CIS171 – Fundamentals of UNIX/LINUX I (3 cr. hrs.) This course presents fundamental applications in Unix/Linux. Included in this course are skills development for OS installation and setup, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting. Additionally, the course presents security features from an administrative and user consideration. PREREQUISITE: As required by college.

CIS172 – Fundamentals of UNIX/LINUX II (3 cr. hrs.) This course is a continuation of DPT171 and includes advanced features of Unix/Linux. Included in the course are web applications, integrated network configurations, file transfer, server administration, system controls, IP tables/firewall to secure Unix/Linux systems, and strategic user-group applications specific to administrative network control. PREREQUISITE: CIS171.

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.

CIS199 – Network Communications (3 cr. hrs.) NOTE: There is an approved standardized plan-of-instruction for this course. This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCPIP network models, communications protocols, transmission media, networking hardware and software, LANs (local area networks) and WANs (wide area networks), client/server technology, the internet, intranets and network troubleshooting. Upon completion of the course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. They will receive hands-on experience building a mock network in the classroom. This course will help prepare students for the CCNA and Network + certifications. CIS161 OR CIS273 may be used as a suitable substitute for this course. If used as a substitute, this is a CORE course. PREREQUISITE: As required by college.

CIS203 – Introduction to the Information Highway (3 cr. hrs.) This course introduces the student to the basic principles of the information highway. Students will be exposed to different network information tools such as electronic mail, network news, gophers, the World Wide Web, browsers, commercial information services and the use of appropriate editors or software to introduce construction of Web environments. 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 been 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.

CIS215 – C+ Programming (3 cr. hrs.) This course is an introduction to the C# programming language. The goal of this course is to provide students with the knowledge and skills they need to develop C# applications for the Microsoft .NET Platform. Topics include program structure, language syntax, and implementation details. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. At the end of the course, students will be able to: Analyze the basic structure of a C# application and be able to document, debug, compile, and run a simple application; create, name, and assign values to variables; use common statements to implement flow control, looping, and exception handling; create methods (functions and subroutines) that can return values and take parameters; create, initialize, and use arrays; explain the basic concepts and terminology of object-oriented programming; use common objects and reference types; build new C# classes from existing classes. PREREQUISITE: As required by program.

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.

CIS246 – Ethical Hacking (3 cr. hrs.) This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner. 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.

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.

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.

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 program. **CORE**

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 program. **CORE**

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. Describe the function of the MAC address; explain the five conversion steps of IP addresses and sub netting; identify the functions of the TCP/IP network-layer protocols. PREREQUISITE: As required by program.

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 program.

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 program.

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 LMIs, maps, and sub interfaces; 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 program.

CIS275 – Workstation Administration (3 cr. hrs.) This course provides a study of client system administration in a network environment. Topics include installing monitoring maintaining, and troubleshooting client operating system software and managing hardware devices and shared resources. Students gain hands-on experience in client operating system installation and basic administration of network workstations. PREREQUISTE: As required by program.

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 program.

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 program.

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 program.

CIS279 – Network Infrastructure Design (3 cr. hrs.) This course provides a study of network infrastructure design. Topics included in this course are strategies for planning, implementing, and maintaining server availability and security, client addressing schemes, name resolution, routing, remote access, and network security. Students gain experience by designing plans for implementing common network infrastructure and protocols. PREREQUISITE: As required by program.

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 program.

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 been able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. PREREQUISITE: As required by program.

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 program.

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 program.

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.

CIS287 – SQL Server (3 cr. hrs.) This course will provide students with the technical skill required to install, configure, administer and troubleshoot SQL Server client/server database management system. At the completion of this series students will be able to: identify the features of SQL Server and the responsibilities and challenges in system administration; identify the benefits of integrating SQL Server and setup clients for SQL Server; install and configure SQL Server; manage data storage using database devices and partition data using segments; manage the user accounts; manage user permissions; identify the various task scheduling and alerting abilities of SQL Executive; identify the concepts used in replication and implement replication of data between two SQL Services; identify the types of backup and create backup devices; identify the factors effecting SQL Server performance and the need for monitoring and tuning; locate and troubleshoot problems that occur on the SQL Server. PREREQUISITE: As required by program.

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.

CIS299 – Directed Studies in Computer Science (3 cr. hrs.) This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will been able to demonstrate knowledge of the topics as specified by the instructor. PREREQUISITE: MTH112.

Short Certificate – Cosmetology Instructor Training

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.

Area I: Written Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: One math class and one computer technology course are required.

Course	*Title*	*Cr. Hrs.*
CIS130	Intro to Information Systems	3
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Application	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 20 Cr. Hrs. (18 required, 2 institutional)

Note: CIT211, CIT212, CIT213 CIT214, CIT222, CIT223 are required courses.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurialism	3
CIT211	Teaching and Curriculum Development	3
CIT212	Teaching Mentorship	3
CIT213	Cosmetology Instructor Co-op	3
CIT214	Lesson Plan Methods and Development	3
CIT222	Aud/Vis Materials & Methods	3
CIT223	Aud/Vis Materials & Methods Applications	3
OAD101	Beginning Keyboard	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 29

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.

CIT214 – Lesson Plan Methods and Development (3 cr. hrs.) During this course students have the opportunity to further apply knowledge of lesson planning and lesson delivery by using lesson plans they have developed from previous courses or this course. Emphasis is placed on the use of lesson plans in various classroom and laboratory settings. Upon completion, students will be able to teach a variety of cosmetology classes using various techniques. This course serves as a suitable substitute for CIT 221. If used as a suitable substitute, this course becomes a core course. PREREQUISITE: As required by program.

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 years' 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.

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 2016. 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 of Applied Science Degree

Area I: Written Composition 6 Cr. Hrs.

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

Area II: Humanities and Fine Arts 6 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ART100	Art Appreciation	3
ART203	Art History I	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG261	English Literature I	3
ENG262	English Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	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: An additional 3 hours in humanities and fine arts must be taken along with SPH 106, SPH107, SPA101 or SPA102 to satisfy requirements in Area II.

Area III: Natural Sciences and Mathematics 10 Cr. Hrs.

Note: CIS146 is required. MTH100 or higher is required. One science class is required.

Course	*Title*	*Cr. Hrs.*
CIS130	Intro to Information Systems	3
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3

MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4
BIO103	Principles of Biology I	4
BIO104	Principles of Biology II	4
CHM111	College Chemistry I	4
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
PHY214	Gen. Physics with Calculus II	4

Area IV: History, Social and Behavioral Sciences 3 Cr. Hrs.

Note: If transferring to a 4 year institution, students are highly recommended to take a sequence of 6 hours in either Literature or History

Course	*Title*	*Cr. Hrs.*
ECO231	Principles of Macroeconomics	3
ECO232	Principles of Microeconomics	3
GEO100	World Regional Geography	3
HIS101	Western Civilization I	3
HIS102	Western Civilization II	3
HIS121	World History I	3
HIS122	World History Ii	3
HIS201	US History I	3
HIS202	US History II	3
POL200	Intro to Political Science	3
PSY200	General Psychology	3
PSY210	Human Growth and Development	3
SOC200	Intro to Sociology	3

Area V: Pre-professional, Major and Elective Courses 51 Cr. Hrs. (25 required, 2 institutional, 24 elective)

Note: CUA101, CUA111, CUA112, CUA125, CUA204, CUA213, CUA251, and CUA262 are required courses.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
CUA101	Orientation to the Hospitality Profession	3
CUA102	Catering	3
CUA111	Foundations in Nutrition	3
CUA112	Sanitation, Safety, and Food Service	**2**
CUA113	Table Service	2
CUA115	Advanced Food Preparation	3
CUA122	Fundamentals of Quantity Cooking	3
CUA125	Food Preparation	5
CUA134	Culinary French	2
CUA173	Culinary Arts Apprenticeship I	3
CUA181	Special Topics in Culinary Arts	2
CUA182	Special Topics in Culinary Arts	3
CUA201	Meat Preparation and Processing	3
CUA202	Aromatic/Flavoring Combinations	3
CUA203	Stocks and Sauces	3
CUA204	Foundations of Baking	3
CUA205	Intro to Garden Manager	3
CUA210	Beverage Management	2
CUA213	Food Purchasing and Cost Control	3
CUA214	International Cuisine	3
CUA215	Regional Cuisines of the Americas	3
CUA241	Basic Culinary Lab II	2
CUA251	Menu Design	3
CUA262	Restaurant Management and Supervision	3
CUA281	Apprenticeship Qualifying Dinner	3
HSM111	Intro to the Hospitality Industry	3
HSM112	Hospitality Law	3

HSM122	Human Resource Management Hospitality	3
HSM123	Hospitality Field Experience	3
HSM131	Finance for Hospitality Industry	3
HSM133	Hospitality Field Experience II	3
HSM225	Introduction to Condo Management	3
HSM240	Housekeeping Admin	3
HSM250	Hospitality Marketing	3
HSM265	Plan/Development of Tourism	3
HSM266	Resort Management	3
HSM281	Special Topics in Hospitality Management	3
OAD101	Beginning Keyboard	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Degree Credit Hours 76

SHORT CERTIFICATE

Area I: Written Composition

No Requirements

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics

No Requirements

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 28 Cr. Hrs. (13 required, 2 institutional, 13 elective)

Note: CUA111, CUA112, CUA125, CUA173 are required courses.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
CUA101	Orientation to the Hospitality Profession	3
CUA102	Catering	2
CUA111	Foundation of Nutrition	3
CUA112	Sanitation, Safety and Food Service	2
CUA113	Table Service	2
CUA115	Advanced Food Preparation	3
CUA125	Food Preparation	5
CUA173	Culinary Arts Apprenticeship	3
CUA134	Culinary French	2
CUA181	Special Topics in Culinary Arts	2
CUA182	Special Topics in Culinary Arts	3
CUA204	Foundations of Baking	3
CUA122	Fund. Of Quantity Cooking	3
CUA132	Fundaments of Rest. Operations	3
CUA201	Meat Prep and Processing	2
CUA202	Aromatic/Flavoring Combinations	3
CUA203	Stocks and Sauces	3
CUA205	Intro to Garde Manger	3
CUA208	Advanced Baking	3
CUA210	Beverage Management	2
CUA213	Food Purchasing and Cost Control	3
CUA214	International Cuisine	3
CUA215	Regional Cuisines	3
CUA241	Basic Culinary Lab II	2
CUA251	Menu Design	3
CUA262	Restaurant Management	3
CUA281	Apprenticeship Qualifying Dinner	3
HSM111	Orientation to the Hospitality	3

	Profession	
HSM112	Law and the Hospitality Industry	3
HSM122	Hospital Technology and Computer Applications	3
HSM123	Hospitality Field Experience I	3
HSM131	Finance for the Hospitality Industry	3
HSM133	Hospitality Field Experience II	3
HSM225	Introduction to Condominium Management	3
HSM240	Housekeeping Administration	3
HSM250	Hospitality Marketing	3
HSM265	Planning and Development of Tourism	3
HSM266	Resort Management	3
HSM281	Special Topics in Hospitality	3
OAD101	Beginning Keyboard	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours	28

Culinary Arts Course Descriptions

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. PREREQUISITE: As required by college.

CUA102 – Catering (3 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. PREREQUISITE: As required by college.

CUA110 – Basic Food Preparation (3 cr. hrs.) NOTE: The combination of this course and CUA 120 – Basic Food Preparation Lab are suitable substitutes CUA 125. There is a state approved plan-of-instruction for this course. 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. This course is CORE for AAS/AAT or Diploma in Culinary Arts or Commercial Food Services. PREREQUISITE: As required by college. CO-REQUISITE: CUA 120 – Basic Food Preparation Lab.

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. PREREQUISITE: As required by college.

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. PREREQUISITE: As required by college.

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. PREREQUISITE: As required by college.

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: As required by college

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: As required by college

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: As required by college

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. PREREQUISITE: As required by college

CUA150 – Basic Culinary Lab I (2 cr. hrs.) In this course, students apply food preparation techniques through hands-on experiences. Emphasis is placed on manipulative skills under direct supervision. Students will develop competencies in food production. PREREQUISITE: As required by college.

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. PREREQUISITE: As required by college.

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. PREREQUISITE: As required by college.

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. PREREQUISITE: As required by college.

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. PREREQUISITE: As required by college.

CUA202 – Aromatic and Flavoring Combinations (3 cr. hrs.) Students will learn the difference between spices and herbs. Students will further learn the categories of herbs and spices which enable them to create their finest dishes. Students will learn the world renowned spice blends, and dry seasonings rubs. A strong emphasis will be placed on the huge variety of chili peppers. PREREQUISITE: As required by college.

CUA203 – Stocks and Sauces (3 cr. hrs.) This course challenges the student to the greatest tests of a chef's skills. Whether they are classic or contemporary good sauces demand the highest technical expertise. Students learn why particular sauces will or will not go with particular dishes. The student will focus on brown and white stocks; consommé's, fumets and essences; glazes and roux's. The student

will further develop mother sauces and compound sauces. PREREQUISITE: As required by college.

CUA204 – Foundations of Banking (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. PREREQUISITE: As required by college.

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.

CUA208 – Advanced Baking (3 cr. hrs.) This course is a continuation of CUA 204. Topics include specialty breads, pastillage, marzipan, chocolate, pulled-sugar, confections, classic desserts, pastries, and cake decorating. Upon completion, students should be able to demonstrate pastry preparation and plating, cake decorating, and show-piece production skills. PREREQUISITE: As required by college.

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. PREREQUISITE: As required by college.

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. PREREQUISITE: As required by college.

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: As required by college

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. PREREQUISITE: As required by college.

CUA251 – Menu Design (3 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. PREREQUISITE: As required by college.

CUA262 – Restaurant Management and Supervision (3 cr. hrs.) This course introduces restaurant and food service information systems. Topics include planning, cost controls, forecasting, inventory control, recipe control, production control, and nutritional analysis. Upon completion, students should be able to demonstrate competence in utilizing contemporary information application systems in a restaurant setting. PREREQUISITE: As required by college.

CUA271 – Management of Food and Beverage Service (2 cr. hrs.) This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, styles of service, handling complaints and sales and merchandising. Upon completion, students should be able to demonstrate competence in human relations and technical skills required in the service of foods and beverages. PRERQUISITE: As required by college

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. PREREQUISITE: As required by college.

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. PREREQUISITE: As required by college

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. PREREQUISITE: As required by college

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. PREREQUISITE: As required by college

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, stack and bond valuation, cost of capital and capital

budgeting. PREREQUISITE: As required by college

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. PREREQUISITE: As required by college.

HSM225 – Introduction to Condominium Management (3 cr. hrs.) This course is a complete approach to the operation of condominium/resort properties including areas that deal with the unique nature of business such as planning, development, financial investment, and marketing. The course also examines the future and the impact of the condominium hotel concept, time sharing, technological change, and the increased cost of energy and transportation. Upon completion, the student will understand the basics of condominium management. PREREQUISITE: As required by college.

HSM240 – Housekeeping Administration (3 cr. hrs.) This course introduces students to housekeeping functions in the hospitality industry and analyzes the management of the housekeeping department, including staffing, work scheduling, and duties of the executive housekeeper. Emphasis is on the training of housekeepers and assistants including the operations of in-house laundries as well as commercial operation. Upon completion, students will understand the management of housekeeping functions in the hospitality industry. COREQUISITE: As required by college. PREREQUISITE: As required by college.

HSM250 – Hospitality Marketing (3 cr. hrs.) This course is designed to study the principles of marketing and promotion as they related to the hospitality industry. Topics include promotional techniques, advertising, the organization of a lodging operation's sales department and promotion of special events. PREREQUISITE: As required by college.

HSM265 – Planning and Development of Tourism (3 cr. hrs.) This course explores major concepts in tourism, what makes tourism possible, and how tourism can become an important factor in the development of the economy. Topics covered include introductory principles, study approaches, the importance of tourism, tourism history and careers, elements of tourism supply and demand, planning and development principles, marketing, research, regulation and deregulation, and government agencies affecting development. Upon completion, students will be able to analyze the impact of various facets of the tourism industry. PREREQUISITE: As required by college.

HSM266 – Resort Management (3 cr. hrs.) The purpose of this course is to help students understand the unique characteristics of resort planning, development, and management and to demonstrate how resort management principles and techniques can best be applied. PREREQUISITE: As required by college.

HSM281 – 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: As required by college.

ELECTRICAL ENGINEERING TECHNOLOGY

This program prepares individuals to apply basic engineering principles and technical skills in support of electrical, electronics and communication engineers. Includes instruction in electrical circuitry, prototype development and testing, systems analysis and testing, systems maintenance, instrument calibration, and report preparation.

Associate of Applied Science Degree

Area I: Written Composition 6 Cr. Hrs.

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

Area II: Humanities and Fine Arts 6 Cr. Hrs.

Note: If transferring to a 4 year institution, students are highly recommended to take a sequence of 6 hours in either Literature or History. An additional 3 hours in humanities and fine arts must be taken along with SPH106, SPH107, SPA101, or SPA102 to satisfy requirements in Area II.

Course	*Title*	*Cr. Hrs.*
ART100	Art Appreciation	3
ART203	Art History I	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG261	English Literature I	3
ENG262	English Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	Fundamentals of Public Speaking	3
THR120	Theater Appreciation	3
THR126	Intro to Theater	3
RDG114	Critical Reading	3

Area III: Natural Sciences and Mathematics 10 Cr. Hrs.

Note: CIS146 is required. MTH112 or higher is required. PHY201 is recommended.

Course	*Title*	*Cr. Hrs.*
CIS146	Microcomputer Applications	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4
PHY201	General Physics I	4

Area IV: History, Social and Behavioral Sciences 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ECO231	Principles of Macroeconomics	3
ECO232	Principles of Microeconomics	3
GEO100	World Regional Geography	3
HIS101	Western Civilization I	3
HIS102	Western Civilization II	3
HIS121	World History I	3
HIS122	World History Ii	3
HIS201	US History I	3
HIS202	US History II	3
POL200	Intro to Political Science	3
PSY200	General Psychology	3
PSY210	Human Growth and Development	3
SOC200	Intro to Sociology	3

Area V: Pre-professional, Major and Elective Courses 42 Cr. Hrs. (40 required, 2 institutional)

Note: CIS251, EET112, EET113, EET114, EET115, EET116, EET186, EET230, EET231, EET232, and EET290 are required courses.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
CIS130	Intro to Information Systems	3
CIS251	C++ Programming	3
EET112	Concepts of Direct Current	5
EET113	Concepts of Alternating Current	5
EET114	Concepts of Solid State	5
EET115	Concepts of Digital Electronics	5
EET116	Concepts of Electrical Circuits	5
EET186	Microprocessor Basics	3
EET230	Communications Basics	3
EET232	Microprocessor Assembly	3
EET290	Electronics Project	3
MTH100	Intermediate College Algebra	3
OAD101	Beginning Keyboard	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Degree Credit Hours 67

Short Certificate - Electrical Engineering Technology

Area I: Written Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: CIS146 is required. MTH112 or higher is required.

Course	*Title*	*Cr. Hrs.*
CIS130	Intro to Information Systems	3
CIS146	Microcomputer Applications	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Application	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 17 Cr. Hrs. (15 required, 2 institutional)

Note: EET112, EET113, and EET114 are required courses.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
CIS130	Intro to Information Systems	3
EET112	Concepts of Direct Current	5
EET113	Concepts of Alternating Current	5
EET114	Concepts of Solid State	5
MTH100	Intermediate College Algebra	3
OAD101	Beginning Keyboarding	3

RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 26

ELECTRICAL ENGINEERING TECHNOLOGY – COMPUTER MAINTENANCE

A program that prepares individuals to apply basic engineering principles and technical skills in support of electrical, electronics and communication engineers. Includes instruction in electrical circuitry, prototype development and testing, systems analysis and testing, systems maintenance, instrument calibration, and report preparation.

Associate of Applied Science Degree

Area I: Written Composition 6 Cr. Hrs.

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

Area II: Humanities and Fine Arts 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ART100	Art Appreciation	3
ART203	Art History I	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG261	English Literature I	3
ENG262	English Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	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: An additional 3 hours in humanities and fine arts must be taken along with SPH 106, SPH107, SPA101 or SPA102 to satisfy requirements in Area II.

Area III: Natural Sciences and Mathematics 10 Cr. Hrs.

Note: CIS146 is required. MTH112 or higher is required. PHY201 is recommended.

Course	*Title*	*Cr. Hrs.*
CIS146	1Microcomputer Applications	3
MTH100	2Intermediate College Algebra	3
MTH110	2Finite Mathematics	3
MTH112	2Pre-Calculus Algebra	3
MTH113	2Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

PHY201	General Physics I	4

Area IV: History, Social and Behavioral Sciences 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ECO231	Principles of Macroeconomics	3
ECO232	Principles of Microeconomics	3
GEO100	World Regional Geography	3
HIS101	Western Civilization I	3
HIS102	Western Civilization II	3
HIS121	World History I	3
HIS122	World History Ii	3
HIS201	US History I	3
HIS202	US History II	3
POL200	Intro to Political Science	3
PSY200	General Psychology	3
PSY210	Human Growth and Development	3
SOC200	Intro to Sociology	3

Area V: Pre-professional, Major and Elective Courses 47 Cr. Hrs. (45 required, 2 institutional)

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
CIS130	Intro to Information Systems	3
CIS185	Computer Ethics	3
CIS251	C++ Programming	3
CPT276	Server Administration	3
CPT280	Network Security	3
EET112	Concepts of Direct Current	5
EET113	Concepts of Alternating Current	5
EET115	Concepts of Digital Electronics	5
EET186	Microprocessor Basics	3
EET232	Microprocessor Assembly	3
EET254	Microcomputer Systems Basic I	3
EET255	Microcomputer Systems Basic I Lab	2
EET256	Microcomputer Systems Advanced I	3
EET257	Microcomputer Systems Advanced II	2
EET290	Electronics Project	3
MTH100	Intermediate College Algebra	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Degree Credit Hours 69

Short Certificate - Electrical Engineering – Computer Maintenance

Area I: Written Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: CIS146 is required. MTH100 or higher is required.

Course	*Title*	*Cr. Hrs.*
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4

MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 17 Cr. Hrs. (15 required, 2 institutional)

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
EET112	Concepts of Direct Current	5
EET113	Concepts of Alternating Current	5
EET254	Microcomputer Systems Basic I	3
EET255	Microcomputer Systems Basic I Lab	2
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 26

Electrical Engineering Technology (EET) Course Descriptions

EET112 – Concepts of Direct Current (5 cr. hrs.) This course provides an advanced study of direct current (DC) concepts and application principles. Specific topics include safety, terms and symbols, electrical theory, Ohm's law, power law, electrical measurement, DC electrical components, series, parallel, and series-parallel circuit construction. Students gain hands-on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators, reading schematics, 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.

EET113 – Concepts of Alternating Current (5 cr. hrs.) This course provides an advanced study of alternating current (AC) concepts and application principles. Specific topics include safety, terms and symbols, AC electrical theory, components, circuits, electrical measurement instruments, laws of AC, and methods for constructing and measuring various types of AC circuits. Students gain hands-on experience through laboratory exercises designed to analyze complex circuits, power requirements, faults, phase relationships, and power factors. Emphasis is placed on the use of scientific calculators and the operation of various types of test equipment used to analyze and troubleshoot AC circuits. This course may serve as a substitute **core** for AC Fundamentals.

EET114 – 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.

EET115 – 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.

EET116 – 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.

EET186 – Microprocessor Basics (3 cr. hrs.) An introduction to the organization and interconnection of microprocessor system components. Topics include machine architecture, arithmetic logic, data handling operations, bus concepts, interrupt concepts, subroutines, stack operations, and elementary programming. Upon completion of this course, a student will be able to program a simple microprocessor system. PREREQUISITE: As required by program.

EET230 – Communications Basics (3 cr. hrs.) An introduction to electronic communication. Topics include AM and FM modulation and demodulation, RF amplifiers, mixers, heterodyning and frequency shifting, and oscillators. Upon completion of this course and EET 231 students should be able to describe operate, and troubleshoot basic communication circuits. PREREQUISITE: EET 201 and EET 202

EET231 – Communications Basics Laboratory (1 cr. hrs.) Companion to EET 230. Topics include RF amplifiers, oscillators, mixers, AM and FM modulation and demodulation. Upon completion of this course and EET 230 a student will be able to describe operate, and troubleshoot basic communication circuits. PREREQUISITE: EET 201 and EET 202.

EET232 – Microprocessor Assembler (2 cr. hrs.) This course introduces the student to the use of assembly language to troubleshoot and analyze microprocessor systems. Students will set up hardware, write basic assembly language programs, and test systems. Upon completion of this course a student will be able to analyze and troubleshoot microprocessor systems by way of assembly language. PREREQUISITE: ETC 131 and ETC 136.

EET254 – Microcomputer Systems Basic I (3 cr. hrs.) This course is a fundamental study of the systems and subsystems in a microcomputer and covers the Core Hardware requirements for A+ certification. PREREQUISITE: As determined by college.

EET255 – Microcomputer Systems Basic I Lab (2 cr. hrs.) This course is a practical application of the techniques learned in EET 254. Upon completion, students should have the core computer hardware skills necessary for acquiring A+ certification. PREREQUISITE: As determined by college.

EET256 – Microcomputer Systems Advanced I (3 cr. hrs.) This course is a continuation of EET 254 and 255. Topics covered in this course include operating systems and networking. Students are prepared to acquire A+ certification after completion of this course. . PREREQUISITE: As determined by college.

EET257 – Microcomputer Systems Advanced I Lab (2 cr. hrs.) This course is a continuation of EET 256 and provides opportunities for practical application of the techniques learned in EET 256. Upon completion, students should be prepared to acquire A+ certification. PREREQUISITE: As determined by college.

EET290 – Electronics Projects (3 cr. hrs.) This course integrates skills and knowledge from other courses. Upon course completion, a student will be able to design, fabricate, analyze, program, and/or operate an electronic system under faculty supervision. Emphasis will be placed on skills identified by the instructor. PREREQUISITE: EET 288 or EET 289

ELECTRICAL TECHNOLOGY

A program that prepares individuals to apply technical knowledge and skills to install, operate, maintain, and repair electric apparatus and systems such as residential, commercial, and industrial electric-power wiring; and DC and AC motors, controls, and electrical distribution panels. Includes instruction in the principles of electronics and electrical systems, wiring, power transmission, safety, industrial and household appliances, job estimation, electrical testing and inspection, and applicable codes and standards.

Certificate

Area I: Written Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts 3 Cr. Hrs.

Note 1: If transferring to a 4 year institution, students are highly recommended to take a sequence of 6 hours in either Literature or History. An additional 3 hours in humanities and fine arts must be taken along with SPH106, SPH107, SPA101, or SPA102 to satisfy requirements in Area II.

Note 2: An additional 3 hours in humanities and fine arts must be taken along with SPH106, SPH107, SPA101 or SPA102 to satisfy requirements in Area II.

Course	*Title*	*Cr. Hrs.*
ART100	Art Appreciation	3
ART203	Art History I	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG261	English Literature I	3
ENG262	English Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	Fundamentals of Public Speaking	3
THR120	Theater Appreciation	3
THR126	Intro to Theater	3

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: At least one computer class is required. At least one math class is required.

Course	*Title*	*Cr. Hrs.*
CIS146	Microcomputer Applications	3
CIS130	Intro to Information Systems	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Application	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 47 Cr. Hrs. (45 required, 2 institutional)

Note: All courses are required except ACT201, CIS130, OAD101 and RDG114.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
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
ELT253	Industrial Robotics	3
ELT254	Robot Maintenance and Troubleshooting	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 59

RESIDENTIAL ELECTRICAL AND WIRING

This program prepares individuals to apply technical knowledge and skills to install, operate, maintain, and repair electric apparatus and systems such as residential, commercial, and industrial electric-power wiring, and DC and AC motors, controls, and electrical distribution panels. Includes instruction in the principles of electronics and electrical systems, wiring, power transmission, safety, industrial and household appliances, job estimation, electrical testing and inspection, and applicable codes and standards.

Short Certificate

Area I: Written Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: At least one computer class is required. At least one math class is required.

Course	*Title*	*Cr. Hrs.*
CIS130	Intro to Information Systems	3
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Application	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 20 Cr. Hrs. (18 required, 2 institutional)

Note: All of the following courses listed in this section are required except ACT201, OAD101 and RDG114.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
ELT108	DC Fundamentals	3
ELT109	AC Fundamentals	3
ELT114	Residential Wiring Methods I	3
ELT115	Residential Wiring Methods II	3
ELT118	Commercial/Indust. Wiring I	3
ELT241	National Electric Code	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 29

ELECTRICAL CONTROLS

This electrical training program was created to bring students up to speed in their knowledge of basic electricity as quickly and safely as possible. Students learn and apply basic knowledge of electrical circuits and electronic terminology, schematics and application of Programmable Logic Controllers (PLC's) and various types of single phase and three phase motors and motor controls. The goal of this course is to teach students how reduce equipment downtime, improve overall efficiency and safety, and fix problems they've never been able to fix before.

Short Certificate

Area I: Written Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: At least one computer class is required. At least one math class is required.

Course	*Title*	*Cr. Hrs.*
CIS130	Intro to Information Systems	3
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Application	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 20 Cr. Hrs. (18 required, 2 institutional)

Note: All of the following courses listed in this section are required except ACT201, OAD101 and RDG114.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3

ELT108	DC Fundamentals	3
ELT109	AC Fundamentals	3
ELT209	Motor Controls I	3
ELT230	Residential Wiring Methods II	3
ELT241	Programmable Controls	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours	29

Electrical (ELT) Course Descriptions

ELT108 – DC Fundamentals (3 cr. hrs.) This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principles. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohm's law to solve for voltage, current, and resistance, electrical sources, power, inductors, and capacitors. Students will perform lockout/tagout procedures, troubleshoot circuits and analyze series, parallel, and combination DC circuits using the electrical laws and basic testing equipment to determine unknown electrical quantities. This course is also taught as ILT 160. PREREQUISITE: As required by program.

ELT109 – AC Fundamentals (3 cr. hrs.) This course is designed to provide students with a working knowledge of basic alternating current (AC) electrical principles. Topics include basic concepts of electricity, electrical components, basic circuits, measurement instruments, the laws of alternating current, and electrical safety with lockout procedures. Hands on laboratory exercises are provided to analyze various series, parallel, and combination alternating current circuit configurations containing resistors, inductors, and capacitors. Upon course completion, students will be able to describe and explain alternating current circuit fundamentals such as RLC circuits, impedance, phase relationships, and power factors. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems. This course is also taught as 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.

ELT253 – 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.

ELT254 – Robot Maintenance and Troubleshooting (3 cr. hrs.) This course introduces the principle concepts of the troubleshooting and maintenance of robots. Topics include the recognition and description of major robot components. Students will learn to diagnose robot mechanical problems to the component level, replace 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.

Short Certificate – Computer Programming for Electrical Technician

Area I: Written Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 3 Cr. Hrs.

Note: CIS146 is required. MTH112 or higher is required.

Course	*Title*	*Cr. Hrs.*
CIS130	Intro to Information Systems	3
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 22 Cr. Hrs. (20 required, 2 institutional)

Note: EET112, EET113, and EET114 are required courses.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
CIS130	Intro to Information Systems	3
CIS150	Intro to Computer Logic and Programming	3
CIS212	Visual Basic Programming	3
CIS251	C++ Programming	3
CIS255	JAVA Programming	3
CIS285	Object Oriented Programming	3
ILT112	Concept of Digital Electronics	5
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 28

ELECTRONICS - COMPUTER PROGRAMMING

Advanced Certificate

Short Certificate

Programmers apply the principles of computer science and their knowledge of programming languages to design, implement and improve various applications that are used in virtually every device from satellites down to pocket calculators. Programmers can specialize in a large number of fields and go on to write business applications, operating systems and computer games.

Area I: Written Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 3 Cr. Hrs.

Note: At least one math class is required.

Course	*Title*	*Cr. Hrs.*
CIS130	Intro to Information Systems	3
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Application	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 22 Cr. Hrs. (20 required, 2 institutional)

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
CIS130	Intro to Information Systems	3
CIS150	Intro to Computer Logic and Programming	3
CIS212	Visual Basic Programming	3
CIS251	C++ Programming	3
CIS255	JAVA Programming	3
CIS285	Object Oriented Programming	3
EEF115	Concepts of Digital Electronics	5
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 28

ENGINEERING GRAPHICS

The Engineering Graphics 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 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 of Applied Science Degree

Area I: Written Composition 6 Cr. Hrs.

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

Area II: Humanities and Fine Arts 6 Cr. Hrs.

Note: If transferring to a 4 year institution, students are highly recommended to take a sequence of 6 hours in either Literature or History. An additional 3 hours in humanities and fine arts must be taken along with SPH106, SPH107, SPA101, or SPA102 to satisfy requirements in Area II.

Course	*Title*	*Cr. Hrs.*
ART100	Art Appreciation	3
ART203	Art History I	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG261	English Literature I	3
ENG262	English Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	Fundamentals of Public Speaking	3
THR120	Theater Appreciation	3
THR126	Intro to Theater	3
RDG114	Critical Reading	3

Area III: Natural Sciences and Mathematics 10 Cr. Hrs.

Note: CIS146 is required. Math 100 is required, preferably MTH112 or higher. One science class is required.

Course	*Title*	*Cr. Hrs.*
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4
BIO103	Principles of Biology I	4
BIO104	Principles of Biology II	4
CHM111	College Chemistry I	4
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
PHY214	Gen. Physics with Calculus II	4

Area IV: History, Social and Behavioral Sciences 3 Cr. Hrs.

***Note:** Must complete 3 semester hours in Area IV.*

Course	*Title*	*Cr. Hrs.*
ECO231	Principles of Macroeconomics	3
ECO232	Principles of Microeconomics	3
GEO100	World Regional Geography	3
HIS101	Western Civilization I	3
HIS102	Western Civilization II	3
HIS121	World History I	3
HIS122	World History Ii	3
HIS201	US History I	3
HIS202	US History II	3
POL200	Intro to Political Science	3
PSY200	General Psychology	3
PSY210	Human Growth and Development	3
SOC200	Intro to Sociology	3

Area V: Pre-professional, Major and Elective Courses 50 Cr. Hrs. (24 required, 2 institutional, 24 elective)

***Note:** Courses DDT104, DDT111, DDT117, DDT122, DDT124, DDT127, DDT128 and DDDT130 are required.*

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
CIS130	Intro to Information Systems	3
DDT104	Basic Computer Aided Drafting and Design	3
DDT111	Fundamentals of Drafting and Design	3
DDT115	Blue Print Reading Machines	3
DDT116	Blue Print Read Construction	3
DDT117	Manufacturing Process	3
DDT118	Basic Electronic Drafting	3
DDT122	Advanced Technical Drawing	3
DDT124	Basic Technical Drawing	3
DDT127	Intermediate Computer Aided Drafting	**3**
DDT128	Intermediate Technical Drawing	3
DDT130	Fundamentals of Drafting	3
DDT132	Architectural Drafting	3
DDT133	Basic Survey	3
DDT181	Special Topics DDT I	3
DDT182	Special Topics DDT II	3
DDT191	Drafting Internship	1
DDT193	Drafting Internship II	3
DDT212	Intermediate Architectural Drafting	3
DDT215	Geometric D&T	3
DDT217	Building Codes, Ordinances	3
DDT222	Advanced Architectural Drafting	3
DDT226	Technical Illustration	3
DDT227	Strength of Materials	4
DDT231	Advanced CAD	3
DDT233	Solids Modeling	3
DDT234	3-D Graphics Animation	4
DDT235	Specialized CAD	3
DDT236	Design Project	3
DDT237	Current Topics in CAD	3
DDT238	Special Topics in CAD	3
DDT239	Independent Studies	3
DDT260	Portfolio	3
DDT267	Co-Op Elective I	1
DDT268	Co-Op Elective II	2
DDT290	Survey of Aerospace Technology	3
DDT295	Industry Trends	3
DDT296	Industry Trends	3
DDT297	Industry Trends	3
DDT298	Industry Trends	3
EGR101	Engineering Foundations	3
ELT108	DC Fundamentals	3
ELT109	AC Fundamentals	3
MTT147	Intro to Machine Shop I	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3
WDT158	Consumer WLD Procs Lab	3

Institutional Requirements (2 credits):

***Note:** Institutional requirement course ORI101 must be taken in the 1st semester. Institutional requirement course WKO107 must be taken in the final semester. Students must register for GRA123, a non-credit institutional requirement course, in order to participate in the graduation program.*

Course	Title	Cr. Hrs.
ORI101	Orientation to College	1
WKO107	Workplace Skills Preparation	1
GRA123	Graduation	0

Total Degree Credit Hours 75

Short Certificate – Engineering Graphics

Area I: Written Composition 3 Cr. Hrs.

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

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: CIS146 is required. One math class is required.

Course	Title	Cr. Hrs.
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Application	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 18 Cr. Hrs. (16 required, 2 institutional)

Course	Title	Cr. Hrs.
ACT201	Entrepreneurism	3
CIS130	Intro to Information Systems	3
DDT104	Basic Computer Aided Drafting and Design	3
DDT111	Fundamentals of Drafting and Design	3
DDT124	Basic Technical Drawing	3
DDT127	Intermediate Computer Aided Drafting	3
DDT128	Intermediate Technical Drawing	3
DDT130	Fundamentals of Drafting for	3
EGR101	Engineering Foundations	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 29

Engineering Graphics (DDT) Course Descriptions

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 place 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.

DDT144 - Basic 3D Modeling – (3 cr. Hrs.) This course is an introduction to 3D solid modeling techniques utilizing feature-based, constraint-based parametric design. This course encourages the student to visualize parts in which they will design. Upon completion of the course students should be able to create basic 3D models and 2D working drawings. Prerequisite: DDT124 and DDT127.

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.

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.

HEATING AND AIR CONDITIONING

The purpose of the Heating and Air Conditioning 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 A.A.T. 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 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 Community and Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the Heating and Air Conditioning program.

Associate of Applied Science Degree

Area I: Written Composition 6 Cr. Hrs.

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

Area II: Humanities and Fine Arts 3 Cr. Hrs.

Note 1: An additional 3 hours in humanities and fine arts must be taken along with SPH 106, SPH107, SPA101 or SPA102 to satisfy requirements in Area II.

Note 2: If transferring to a 4 year institution, students are highly recommended to take a sequence of 6 hours I either Literature (Area II) or History (Area IV). An additional 3 hours in humanities and fine arts must be taken along with SPH106, SPH107, SPA101, or SPA102 to satisfy requirements in Area II.

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
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	Fundamentals of Public Speaking	3
THR120	Theater Appreciation	3
THR126	Intro to Theater	3

Area III: Natural Sciences and Mathematics 10 Cr. Hrs.

Note: CIS146 is required. MTH100 or higher is required. PHS111 orPHS112 recommended for the lab science.

Course	*Title*	*Cr. Hrs.*
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3

MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4
BIO103	Principles of Biology I	4
BIO104	Principles of Biology II	4
CHM111	College Chemistry I	4
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
PHY214	Gen. Physics with Calculus II	4

Area IV: History, Social and Behavioral Sciences 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ECO231	Principles of Macroeconomics	3
ECO232	Principles of Microeconomics	3
GEO100	World Regional Geography	3
HIS101	Western Civilization I	3
HIS102	Western Civilization II	3
HIS121	World History I	3
HIS122	World History Ii	3
HIS201	US History I	3
HIS202	US History II	3
POL200	Intro to Political Science	3
PSY200	General Psychology	3
PSY210	Human Growth and Development	3
SOC200	Intro to Sociology	3

Area V: Pre-professional, Major and Elective Courses 53 Cr. Hrs. (51 required, 2 institutional)

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
ACR120	Fundamentals of Electric Heating Systems	3
ACR121	Principles of Electrical HVAC	3
ACR122	HVAC Electrical Circuits	3
ACR123	HVAC Electrical Components	3
ACR128	Heat Load Calculations	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
ACT201	Entrepreneurism	3
CIS130	Intro to Information Systems	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Degree Credit Hours 75

Short Certificate

Area I: Written Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
CIS130	Intro to Information Systems	3
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Application	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Note: At least one math class is required. At least one computer class is required.

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 20 Cr. Hrs. (18 required, 2 institutional)

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
ACR192	HVAC Apprenticeship/ Internship	3
ACT201	Entrepreneurism	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 29

Heating and Air Conditioning (ACR) Course Descriptions

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 of the operations on motors, relays, contactors, starters, and other HVAC electrical components. Upon completion, students should be able to install electrical components and determine their proper operation. 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.

ACR128 – Heat Load Calculations (3 cr. hrs.) NOTE: There is an approved standardized plan-of-instruction for this course. This course focuses on heat flow into and out of building structures. Emphasis is placed on determining heat gain/heat loss of a given structure. Upon completion, students should be able to calculate heat load and determine HVAC equipment size requirements. PREREQUISITE: As required by college.

ACR132 – Residential Air Conditioning (3 cr. hrs.) NOTE: There is an approved standardized plan-of-instruction for this course. 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.

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.

INDUSTRIAL ROBOTICS

This program teaches the principles and practice of programming industrial manipulators, using an actual robot and a high-fidelity simulation environment for demonstrations as well as hands-on assignments. Topics covered include system hardware components, coordinate systems, positional representation and control, teach pendant programming, and I/O interfacing. Students will gain knowledge in various robot structures and their workspace, they will develop skills in performing spatial transformations, kinematics analysis of robot systems and learn about the issues associated with the operation of robotic systems.

Short Certificate

Area I: Written Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: At least one math class is required. At least one computer class is required.

Course	*Title*	*Cr. Hrs.*
CIS130	Intro to Information Systems	3
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Application	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 20 Cr. Hrs. (18 required, 2 institutional)

Course	*Title*	*Cr. Hrs.*
INT118	Foundation Industrial Hydraulics and Pneumatics	3
INT212	Industrial Motor CTL I	3
INT253	Industrial Robotics	3
INT254	Robot Maintenance and Troubleshooting	3
INT284	Applied Principals of Prog Controls	3
INT288	Advanced Principals Prog Controls	3
ACT201	Entrepreneurism	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 29

INDUSTRIAL SYSTEMS

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

Associate of Applied Science Degree

Area I: Written Composition 6 Cr. Hrs.

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

Area II: Humanities and Fine Arts 3 Cr. Hrs.

Note: An additional 3 hours in humanities and fine arts must be taken along with SPH 106, SPH107, SPA101 or SPA102 to satisfy requirements in Area II.

Course	*Title*	*Cr. Hrs.*
ART100	Art Appreciation	3
ART203	Art History I	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG261	English Literature I	3
ENG262	English Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	Fundamentals of Public Speaking	3
THR120	Theater Appreciation	3
THR126	Intro to Theater	3

Area III: Natural Sciences and Mathematics 10 Cr. Hrs.

Note: CIS146 is required. At least one math class is required. MTH112 or higher is strongly recommended. One science class is required.

Course	*Title*	*Cr. Hrs.*
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4
BIO103	Principles of Biology I	4
BIO104	Principles of Biology II	4
CHM111	College Chemistry I	4
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
PHY214	Gen. Physics with Calculus II	4

Area IV: History, Social and Behavioral Sciences 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ECO231	Principles of Macroeconomics	3
ECO232	Principles of Microeconomics	3
HIS101	Western Civilization I	3
HIS102	Western Civilization II	3
HIS121	World History I	3
HIS122	World History Ii	3
HIS201	US History I	3

HIS202	US History II	3
POL200	Intro to Political Science	3
PSY200	General Psychology	3
PSY210	Human Growth and Development	3
SOC200	Intro to Sociology	3

Area V: Pre-professional, Major and Elective Courses 53 Cr. Hrs. (51 required, 2 institutional)

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
CIS130	Intro to Information Systems	3
INT101	DC Fundamentals	3
INT103	AC Fundamentals	3
INT117	Principals in Industrial Mechanics	3
INT118	Foundation Industrial Hydraulics and Pneumatics	3
INT119	Principals Mechanical Measurement/Technical DRW	3
INT126	Preventive Maintenances	3
INT127	Principals of Industrial Pump/ Piping	3
INT134	Industrial Mechanical WDT Metal Cut	3
INT153	Precision Machine Fundamentals I	3
INT158	Industrial Wiring I	3
INT206	Industrial Motors I	3
INT212	Industrial Motor CTL I	3
INT253	Industrial Robotics	3
INT254	Robot Maintenance and Troubleshooting	3
INT284	Applied Principals of Prog Controls	3
INT288	Advanced Principals Prog Controls	3
MTT139	Introduction to CNC	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Degree Credit Hours 75

Short Certificate

Area I: Written Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
CIS130	Intro to Information Systems	3
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Application	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 20 Cr. Hrs. (18 required, 2 institutional)

Note: Courses Int101, INT103, INT117, INT118, INT134, and INT153 are required.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
INT101	DC Fundamentals	3
INT103	AC Fundamentals	3
INT117	Principles of Industrial Maintenance	3
INT118	Fundamentals of Industrial Pneumatics & Hydraulics	3
INT134	Principles of Industrial Maintenance Welding & Metal Cutting	3
INT153	Precision Machining Fundamentals I	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 29

Industrial Systems

Industrial Electronics (ILT)

ILT106 – Concepts of Direct Current (5 cr. hrs.) This course provides an advanced study of direct current (DC) concepts and application principles. Specific topics include safety, terms and symbols, electrical theory, Ohm's law, power law, electrical measurement, DC electrical components, series, parallel, and series-parallel circuit construction. Students gain hands-on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators, reading schematics, 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. This course may serve as a substitute core for DC Fundamentals. This course is also taught as ELT111 and INT120. PREREQUISITE: As required by program.

ILT107 – Concepts of Alternating Current (5 cr. hrs.) This course provides an advanced study of alternating current (AC) concepts and application principles. Specific topics include safety, terms and symbols, AC electrical theory, components, circuits, electrical measurement instruments, laws of AC, and methods for constructing and measuring various types of AC circuits. Students gain hands-on experience through laboratory exercises designed to analyze complex circuits, power requirements, faults, phase relationships, and power factors. Emphasis is placed on the use of scientific calculators and the operation of various types of test equipment used to analyze and troubleshoot AC circuits. This course may serve as a substitute core for AC Fundamentals. This course is also taught as ELT112 and INT 122. 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 program.

ILT143 – Principles of Industrial Electricity (3 cr. hrs.) This course provides an in depth study of alternating current (AC) electronic theory. Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Topics include electrical safety and lockout procedures, specific AC theory functions such as RLC, impedance, phase relationships, and power factor. Students will be able to define terms, identify waveforms, solve complex mathematical problems, construct circuits, explain circuit characteristics, identify components, and make accurate circuit measurements using appropriate measurement instruments. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems. This course is also taught as INT103. 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.

Industrial Systems (INT)

INT101 – DC Fundamentals (3 cr. hrs.) This course provides an in depth study of direct current (DC) electronic theory. Topics include atomic theory, magnetism, properties of conductors and insulators, and characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuit variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot DC circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction. PREREQUISITE: As required by program.

INT103 – AC Fundamentals (3 cr. hrs.) This course provides an in depth study of alternating current (AC) electronic theory. Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Topics include electrical safety and lockout procedures, specific AC theory functions such as RLC, impedance, phase relationships, and power factor. Students will be able to define terms, identify waveforms, solve complex mathematical problems, construct circuits, explain circuit characteristics, identify components, and make accurate circuit measurements using appropriate measurement instruments. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems. This course is also taught as ILT143. 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 the principle concepts of the troubleshooting and maintenance of robots. Topics include the recognition and description of major robot components. Students will learn to diagnose robot mechanical problems to the component level, replace 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.

MACHINE TOOL TECHNOLOGY

The J. F. Drake State Community and Technical Machine Tool 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 of Applied Science Degree

Area I: Written Composition 6 Cr. Hrs.

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

Area II: Humanities and Fine Arts 3 Cr. Hrs.

Note: If transferring to a 4 year institution, students are highly recommended to take a sequence of 6 hours in either Literature (AreaII) or History (AreaIV). An additional 3 hours in humanities and fine arts must be taken along with SPH 106, SPH107, SPA101 or SPA102 to satisfy requirements in Area II.

Course	*Title*	*Cr. Hrs.*
ART100	Art Appreciation	3
ART203	Art History I	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG261	English Literature I	3
ENG262	English Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	Fundamentals of Public Speaking	3
THR120	Theater Appreciation	3
THR126	Intro to Theater	3

Area III: Natural Sciences and Mathematics 10 Cr. Hrs.

Note: CIS146 is required. At least one math class is required. MTH112 or MTH113 is highly recommended. One Natural Science class, preferably Physics is highly recommended.

Course	*Title*	*Cr. Hrs.*
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
BIO103	Principles of Biology I	4
BIO104	Principles of Biology II	4
CHM111	College Chemistry I	4
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
PHY214	Gen. Physics with Calculus II	4

Area IV: History, Social and Behavioral Sciences 6 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ECO231	Principles of Macroeconomics	3
ECO232	Principles of Microeconomics	3
GEO100	World Regional Geography	3
HIS101	Western Civilization I	3
HIS102	Western Civilization II	3
HIS121	World History I	3
HIS122	World History Ii	3
HIS201	US History I	3
HIS202	US History II	3
POL200	Intro to Political Science	3
PSY200	General Psychology	3
PSY210	Human Growth and Development	3
SOC200	Intro to Sociology	3

Area V: Pre-professional, Major and Elective Courses 53 Cr. Hrs. (51 required, 2 institutional)

Note: All courses listed are required except ACT201, CIS130, MTT147, MTT148, OAD101 and RDG114.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
CIS130	Intro to Information Systems	3
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	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
MTT147	Intro to Machine Shop I	3
MTT148	Intro to Machine Shop I Lab	3
MTT219	CNC Graphic Program Turning	3
MTT220	CNC Graphic Program Milling	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Degree Credit Hours 75

Short Certificate - Manual Machining

Area I: Written Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: At least one computer class is required. At least one math class is required. MTH112 or MTH113 is recommended.

Course	*Title*	*Cr. Hrs.*
CIS130	Intro to Information Systems	3
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3

MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Application	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 20 Cr. Hrs. (18 required, 2 institutional)

Note: All courses listed in this section are required except ACT201, OAD101, and RDG114

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
MTT100	Machining Technology I	6
MTT103	Machining Technology II	6
MTT121	Basic Print Reading for Machinists	3
MTT127	Metrology	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 29

Short Certificate - CNC Machining

Area I: Written Composition 3 Cr. Hrs.

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

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: At least one computer class is required. At least one math class is required. MTH112 or MTH113 is recommended.

Course	*Title*	*Cr. Hrs.*
CIS130	Intro to Information Systems	3
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry 4	
MTH116	Mathematical Application	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 20 Cr. Hrs. (18 required, 2 institutional)

Note: All courses listed in this section are required except ACT201, OAD101 and RDG114.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
MTT127	Metrology	3
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
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 29

Machine Tool (MTT) Course Descriptions

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.

MTT147 – Introduction to Machine Shop I (3 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, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. PREREQUISITE: As required by college.

MTT148 – Introduction to Machine Shop I Lab (3 cr. hrs.) This course provides practical application of the concepts and principles of machining operations learned in MTT 147. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This course is aligned with NIMS certification standards. PREREQUISITE: As required by college.

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.

Associate of Applied Science Degree

MEDICAL ASSISTING

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 of Applied Science degree—and will be eligible to sit for the Certified Clinical Medical Assistant (CCMA) examination.

Area I: Written Composition 6 Cr. Hrs.

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

Area II: Humanities and Fine Arts 3 Cr. Hrs.

Note: If transferring to a 4 year institution, students are highly recommended to take a sequence of 6 hours in either Literature (AreaII) or History (AreaIV). An additional 3 hours in humanities and fine arts must be taken along with SPH 106, SPH107, SPA101 or SPA102 to satisfy requirements in Area II.

Course	*Title*	*Cr. Hrs.*
ART100	Art Appreciation	3
ART203	Art History I	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG261	English Literature I	3
ENG262	English Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	Fundamentals of Public Speaking	3
THR120	Theater Appreciation	3
THR126	Intro to Theater	3

Area III: Natural Sciences and Mathematics 10 Cr. Hrs.

Note: CIS146 is required. MTH100 or higher is required. One science class is required.

Course	*Title*	*Cr. Hrs.*
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4
BIO103	Principles of Biology I	4
BIO104	Principles of Biology II	4

CHM111	College Chemistry I	4
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
PHY214	Gen. Physics with Calculus II	4

Area IV: History, Social and Behavioral Sciences 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ECO231	Principles of Macroeconomics	3
ECO232	Principles of Microeconomics	3
GEO100	World Regional Geography	3
HIS101	Western Civilization I	3
HIS102	Western Civilization II	3
HIS121	World History I	3
HIS122	World History Ii	3
HIS201	US History I	3
HIS202	US History II	3
POL200	Intro to Political Science	3
PSY200	General Psychology	3
PSY210	Human Growth and Development	3
SOC200	Intro to Sociology	3

Area V: Pre-professional, Major and Elective Courses 54 Cr. Hrs. (50 required, 2 institutional, 2 elective)

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
BIO120	Medical Terminology	3
BIO201	Human Anatomy & Physiology I	4
BIO202	Human Anatomy & Physiology II	4
CIS130	Intro to Information Systems	3
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 Relations	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	2
MAT228	Medical Assisting Review Course	1
MAT229	Medical Assisting Preceptorship	3
MAT239	Phlebotomy Preceptorship	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Degree Credit Hours 76

Short Certificate

Area I: Written Composition

No requirements

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 3 Cr. Hrs.

Note: At least one math class is required.

Course	*Title*	*Cr. Hrs.*
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Application	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 23 Cr. Hrs. (21 required, 2 institutional)

Note: All of the courses listed for this section are required except BIO103, BIO201, CIS130, CIS146, MAT101, MAT222, MAT239, OAD101 and RDG114.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
BIO103	Principles of Biology I	4
BIO120	Medical Terminology	3
BIO201	Human Anatomy and Physiology	3
CIS130	Intro to Information Systems	3
CIS146	Intro to Information Systems	3
MAT101	Medical Terminology	3
MAT102	Medical Assisting Theory I	3
MAT122	Basic Concepts Interpersonal Relations	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
MAT222	Medical Transcription I	3
MAT239	Phlebotomy Preceptorship	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 26

Medical Assisting (MAT) Course Descriptions

BIO 120 – 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.

MAT101 – Medical Terminology (3cr. hrs.) Students receive a thorough introduction to the basic medical terminology through the understanding of root words, prefixes and suffixes. The course focuses on correct pronunciation, spelling, and use of medical terms.

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: CIS146, OAD101 or type 30 wpm or enroll in ENG 101

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: BIO103, BIO201, ENG101, 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

MAT128 – 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. **CORE**

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. **CORE**

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. **CORE**

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. **CORE**

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. **CORE**

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. **CORE**.

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.

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 Practicum – (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. Content of this

course is aligned with standards and guidelines from the American Association of Medical Assisting. **CORE**

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.

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 is 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

Area I: Written Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts

No requirements.

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: At least one math class is required. At least one computer class is required.

Course	*Title*	*Cr. Hrs.*
CIS130	Intro to Information Systems	3
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Application	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 45 Cr. Hrs. (43 required, 2 institutional)

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
BIO103	Introduction to Biology	4
BIO201	Human Anatomy & Physiology I	4
BIO202	Human Anatomy & Physiology II	4
BIO220	Microbiology	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
OAD101	Beginning Keyboarding	3
PSY200	General Psychology	3
PSY210	Human Growth and Development	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

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 that 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 as stated below:

The Board may reprimand, fine, probate, suspend, revoke or otherwise discipline any registered nurse or licensed practical nurse upon proof that the person:

- *Is guilty of fraud or deceit in procuring or attempting to procure a license, has been convicted of a felony offense, has been convicted of, or has entered a plea of guilty, regardless of court disposition, to a charged criminal act involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession. Such criminal acts include, but are not limited to, offenses involving drugs, theft, lewdness, sexual misconduct, abuse, violence, fraud, and/or any other conduct detrimental to the public's health, safety or welfare.*
- *Is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render the registered nurse or licensed practical nurse unsafe or unreliable.*
- *Has been convicted of any violation of a federal or state law relating to controlled substances, including misdemeanor and felony offenses.*
- *Is guilty of unprofessional conduct of a character likely to deceive, defraud, or*

injure the public in matters pertaining to health.

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 ask, "Have you ever been arrested or convicted of a criminal offense?" Application to write the examination may be denied based on this review. Although these policies refer specifically to Alabama, other states have similar stipulations regarding Licensure.

PROGRAM ADMISSION POLICIES RELATED TO CLINICALS

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 will 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. Violation of nursing program or health care agency policies will result in dismissal from the program.

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. This includes:

- Proof that the student has undergone drug and alcohol testing with the approved vendor as a precondition to beginning clinical experiences and that results indicate that the student is drug free. (This requirement must be repeated if you are in the program for over one year).
- Proof that the student has undergone a criminal background screening prior to beginning clinical experiences, and that results indicate no significant findings in the background screening.
- Proof that the student has undergone physical examination and is free from any contagious disease that may be transmitted to patients, families, and employees. This process includes having the LPN Program's Health Form properly completed and signed by a MD or Nurse Practitioner and proof of:
    - A two-step TB skin testing (one week between each test). This requirement must be repeated if you are in the program for over one year.
    - MMR vaccination or titer
    - Tetanus vaccination or titer
    - Chickenpox (varicella) vaccination or titer
    - Hepatitis B vaccination series or follow-up titer (must have the first vaccination prior to starting the program; students may not turn in a physician's note indicating that they had the illness in the past; they must have documentation of the vaccine or titer results.)
- Proof of malpractice insurance coverage in amounts required by the agencies and evidence that all students purchased 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. The

Health Sciences Program Assistant manages this information. Malpractice insurance must be kept current for the designated amount of coverage during the time a student is enrolled in the program. By registering for NURLIN (Liability Insurance), you are fulfilling this requirement. Liability insurance is charged annually to students, and it is the student's responsibility to maintain current malpractice insurance coverage.

- All students enrolled in clinical courses are required to be CPR certified as a Health Care Provider through the American Heart Association or American Red Cross prior to program entry and during all courses in order to attend clinical and lab experiences. Failure to comply means the student will not be allowed to attend the clinical or lab experience until the card is current. Any missed clinical or lab days in completing CPR requirements can result in the student failing the nursing course. Failure to obtain CPR certification and/or complete the assigned clinical days will result in the student failing the course.
- If a single health care facility refuses to permit a student to perform clinicals at their facility for issues related to the background or drug screen, essential functions (e.g., specific health issues including contagious or communicable diseases), or other situations as they arise, then the student will be withdrawn from the program.

ACCIDENT POLICY

All accidents or incidents should be reported immediately to the Course Manager or Nursing Department Chair, whether or not an 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 also 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.

PN PROFESSIONAL AND ETHICAL CONDUCT POLICY

The LPN Student's behavior, appearance, and attitude shall reflect respect for and accountability to the nursing profession at all times. Inappropriate conduct in the classroom or clinical setting may result in termination from the nursing program.
Students must not represent themselves as nurses 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 demonstrates evidence of unethical or inappropriate conduct or unsafe clinical practices will be terminated from the program and will not be eligible for readmission. This includes a student who receives a complaint from or 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. Some examples of unprofessional unethical conduct include, but are not limited to, the following:

- Use of profanity
- Dishonesty—either by telling a falsehood or taking something that does not belong to you
- Unprofessional verbal and/or physical confrontations
- Display of inappropriate physical contact
- Failure to follow college, LPN program, and/or clinical agency dress codes and other policies
- Not following appropriate channels of command
- Unlawful and/or unethical behavior
- Breach of confidentiality
- Falsifying documents
- Unsafe clinical practices

COMPREHENSIVE ASSESSMENT (CA)

Comprehensive Assessment examinations will be administered prior to the final examination for each nursing course. The CA will be created by an outside agency. The examinations will be administered online on campus and proctored by the Course Manager or designee. The percentage of the CA for a course may vary as the student progresses through the program. This examination will be administered in the same format as your National Council Licensing Examination (NCLEX-PN). This examination will provide you with an accurate assessment of your knowledge, skills and ability in this course, as well as provide you with valuable remediation activities that will enhance your learning and critical thinking.
It is based on the modules in the syllabus.

SAFETY POLICY

At School:

- In case of an accident, the student is transported to the hospital by:
    - ambulance or
    - private car by family members or means as indicated (e.g., taxi, fellow student).
- The student's own primary healthcare provider is called.
- An accident report is made.
- A report is made for Insurance claims, if necessary.
- Smoking is not permitted in the classroom or within any area in buildings on campus.
- The College 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 emergencies. Also, make sure you are signed up with the Drake Alert system.

At the Health Care Facility:

- In case of an accident, the clinical instructor is to determine the extent of injury and if the student should be transported to the emergency room.
- With the student's permission, his/her physician or the physician on duty is called.
- An accident report is made.
    - One set (triplicate) is completed for the hospital.
    - One set (duplicate) is filled out for the College's insurance purposes.

- The Accident Report form, signed by the clinical instructor, is given to the involved student to take either to the hospital emergency room or to physician.

BACKGROUND CHECK POLICY

As stipulated within clinical contracts, students must conform to the rules, policies, and procedures of the clinical affiliates, which include background checks. Background checks will be conducted according to the following guidelines:

- J.F. Drake State Community and Technical College is contractually obligated to comply with all guidelines set forth by our health care agencies where program clinicals take place. One of these requirements is a background check.

- The background checks will be scheduled and conducted by a private vendor approved by the Health Sciences Division Chair and Dean of Instruction. Results of the background check will be sent to the Health Sciences Technology Division Chair. Students contract directly with the approved vendor; results are confidential

- Background checks, which could render a student ineligible to participate in clinical learning experiences, include, but are not limited to: felony convictions or criminal charges that jeopardize the health and safety of patients (especially abuse, violence or drug related) and sanctions or debarment. Each significant finding in the background check will be reviewed individually.

- All students new to the Nursing program, whether full- or part-time, regardless of the nursing courses in which they will be enrolled, must complete a background check prior to the first day of class (if they attended the New Nursing Student Orientation) or within one week of classes beginning with their first semester enrolled.

- During New Nursing Student Orientation (or as designated by the Division Chair), new program students will be enrolled for background screening at the vendor site upon proof of payment for NUR BGR 7 to the Business Office. This is a non-refundable fee. No student will be registered for the background check without proof of payment for NUR BGR 7 (no exceptions).

- Students will be required to complete an initial background check upon admission to the program. If a student fails to submit to the initial background check by the designated time, the Course Manager will discuss with the student whether they will be able to continue in the nursing program.

- The clinical agency (ies) that receives a positive result makes the final decision to approve or deny the student for clinical privileges. Some clinical agencies may require a separate background check, and, if this is the case, the student will be responsible for any payments. If a student is prohibited from participation in the clinical agencies, then the student will be terminated from the program.
- 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 policy for conducting background checks for students is stated within the Student Handbook.

- The background check may include, but is not limited to:

- **Criminal and Civil History/ Records,** which reveal felony and misdemeanor arrests and convictions and pending cases, usually including the date, nature of the offense, sentencing date, disposition, and current status.
- **Sex Offender,** which includes a search of the state or county repository for known sexual offenders.
- **Social Security Number Trace,** which is 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.
- **Office of the Inspector General,** which identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare benefits.
- **Employment and Education Verification**
- **Personal References/Interviews**
- **Any Other Public Record**

- The student will be informed of the results of <u>significant</u> findings in the background check. *A significant finding is defined as background information that may prohibit a student from participating in clinical supervision in a health care facility contracted by the College used to provide clinical experience for nursing students in accordance to that facility's policy.*

- 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.

- If any clinical agency refuses to allow a student to attend clinicals based on their background check results, that student will be terminated from the nursing program. The student will not be eligible to re-enter the nursing program. The student is responsible for clearing any/all denials reported to the clinical agency.

- Students who are unable to resolve denials will be withdrawn from the nursing program.

CONFIDENTIALITY

Results of the background screening will be sent to, and reviewed by, the Health Sciences Division Chair. These will be maintained in a secured file online at the vendor website and may be accessed by the Program Assistant and the NUR102 Fundamentals of Nursing Course Manager. These two individuals will have access to the online approved or denied list but not specific results of the background check results. The student has a lifetime access to their online personal information. A copy will also be placed in the student's permanent records, which are located in a locked file cabinet. Confidentiality of the results will be maintained by the Health Sciences Division Chair or designee of the Chair **with the exception of legal actions that require access to the results**.

DRUG & ALCOHOL SCREENING POLICY

As stipulated by health care agencies with which the J.F. Drake State Community and Technical College Nursing program contracts for clinical experience, students must abide by the policies established by these agencies relative to drug screening and any subsequent revisions to these policies in order to participate in clinical experiences at the agency.

I. Pre-Clinical Screening

J.F. Drake State Community and Technical College is contractually obligated to comply with all guidelines set forth by our health care agencies where program clinicals take place. One of these requirements is a drug screening.

All students new to the Nursing program, whether full- or part-time, regardless of the nursing courses in which they will be enrolled, must complete a drug and alcohol screening prior to the first day of class (if they attended the New Nursing Student Orientation) or within one week of classes starting for that semester enrolled.

Students will be required to complete an initial drug screen upon admission to the program, an annual screening if in the program over one year, and a random screening if, at any time, the student is perceived to be under the influence of drugs or alcohol during a clinical experience. Students who have been out of the nursing program for more than one semester must update their drug screen at the student's expense through the current vendor.

The drug screening is arranged through a private vendor approved by the Health Sciences Division Chair and Dean of Instruction. The student will then be directed to a local lab that performs the actual test. Results of the background check will be sent to the Health Sciences Technology Division Chair. Students contract directly with the approved vendor and results are confidential.

During New Nursing Student Orientation (or as designated by the Division Chair), new program students will be enrolled in at the vendor site upon proof of payment at the Business Office. This is a non-refundable fee for this service. No student will be registered for the drug screen at the vendor site if they have not paid for NUR DRG 7 (no exceptions).

The student will be notified of the agency that will conduct the drug screening at a designated site. The student will receive a confirmation email from the vendor, which must be taken to the agency performing the drug screen. Students should not take prescriptions drugs with them unless directed by the agency in the email.

Procedure

1. Drink plenty of water prior to going for the screening.
2. Once the test is begun, if the student is unable to give a specimen for any reason, they will not be allowed to leave until they drink further fluids and complete the screening.
3. Students must list all medications currently being taken.
4. The Collector will explain the collection procedure and the Chain of Custody form. The student will be provided with a sealed collection container.
5. Students must remove unnecessary outer garments (coats, sweaters, etc.) and remove items from pockets when entering the collection site.
6. The Collector will collect a monitored urine specimen.
7. 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 a code number.
8. The student will verify the information on the identification label, initial the security seal, and read and sign the Chain of Custody form. They will also be given a copy of the form.
9. The Collector will sign the Chain of Custody form and give the student the appropriate copy.
10. If a student fails to submit to the initial drug screen at the designated time, the Course Manager will direct the student in how to proceed. If the student fails to submit to the drug screen as delineated at that point, then the student may be terminated from the program.
11. Failure to complete a drug screening as required by clinical facilities will prohibit the student from the completing the clinical component of required nursing courses and result in failure of the course.
12. Nursing students must sign the appropriate consent(s) prior to the drug screen. 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 drug and alcohol check.

13. The policy for conducting drug screenings for students is stated within the Student Handbook.

II. Positive Drug Screen

In the event of a positive result, the Health Sciences Division Chair will be notified of the results, and the student will then be provided a copy of the results of the drug screening. Any dispute of the accuracy of the drug must be submitted to the President's Office within seven (7) working days of the notification of receipt of the results.

A student who is unable to successfully complete a nursing course due to a positive drug and/or alcohol screen may reapply for readmission to the program at the next admission time. The student will be considered for readmission according to the ACCS Readmission policy.

A positive drug and/or alcohol screening result will prohibit the student from completing the clinical component of required nursing courses. All students must have a negative drug and/or alcohol-screening result on file.

III. Reasonable Suspicion Screening

Students may also be required to submit a Reasonable Suspicion test within 24 hours or less as stipulated in the drug and/or alcohol screening policy of the health care agency while participating in clinical experiences. The definition of reasonable suspicion may include:

- Observable phenomena, such as direct observation of drug or alcohol use with the physical symptoms or manifestations of being under the influence of a drug or alcohol;
- Presence of an odor of alcohol;
- Abnormal conduct or erratic behavior while on the clinical unit, excessive absenteeism, as defined by the clinical agencies, tardiness or deterioration in performance;
- A workplace accident;
- Evidence of tampering with a drug screening;
- Suspected theft of medications including controlled substances while on the unit;
- Information that the individual has caused or contributed to an incident in the clinical agency that created an unnecessarily greater likelihood of a resulting injury to any person or property, than should occur in a properly conducted situation or endeavor.

Evidence of involvement in the use, possession, sale, solicitation, or transfer of illegal or illicit drugs or alcohol while enrolled in the nursing program.

IV. Urine samples may be screened for the following:

- Alcohol
- D-Methamphetamine
- Barbiturates
- Benzodiazepines
- Cocaine
- Marijuana
- Methaqualone
- Opiates
- Methadone
- Oxycontin
- Ecstasy
- Codiene
- Morphine
- Hydrocodone
- Hydromorphone
- Oxycodone

V. Confidentiality

Results of the drug screening will be sent to, and reviewed by, the Health Sciences Division Chair. These will be maintained in a secured file online at the vendor website and which may

also be accessed by the Program Assistant and the NUR102 Fundamentals of Nursing Course Manager, who will have access to the online approved/denied list but not to specific detailed results of the background check results. A copy will also be placed in the student's permanent records, which are located in a locked file cabinet. Confidentiality of the results will be maintained by the Health Sciences Division Chair or designee of the Chair and the student having access to the results, with the exception of legal actions that require access to the results.

VI. Readmission

To be considered for readmission, students who withdraw or are withdrawn from the nursing program due to (1) a positive drug and/or alcohol screen or (2) the inability of a student to successfully participate or complete the required drug and alcohol screening must:

- Submit a letter from an Alabama Board of Nursing recognized treatment provider verifying completion of an appropriate substance abuse treatment program, and;
- 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.

VII. Prescription Drugs

Drug screening programs suggested or required by the Alabama Board of Nursing, J.F. Drake State Community and 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 providers Prescription drugs prescribed to a student by an appropriate health care provider may nevertheless be subject to abuse and may give rise to reasonable suspicion testing or incident testing. The fact that the student has a prescription for one or more of the classes of drugs which are legally prescribed by a health care provider does not necessarily, in and of itself, excuse the student from the effect of this policy.

Practical Nursing (NUR) Course Descriptions

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.

SALON MANAGEMENT - BARBERING

This Barbering Certificate Program combines classroom theory with hands-on practice in the laboratory. Course requirements include general education 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 in Barbering.

Long - Certificate

Area I: Written Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts 3 Cr. Hrs.

Note: An additional 3 hours in humanities and fine arts must be taken along with SPH106, SPH107, SPA101 or SPA102 to satisfy requirements in Area II.

Course	*Title*	*Cr. Hrs.*
ART100	Art Appreciation	3
ART203	Art History I	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG261	English Literature I	3
ENG262	English Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	Fundamentals of Public Speaking	3
THR120	Theater Appreciation	3
THR126	Intro to Theater	3

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: At least one Math class is required. At least one Computer class is required.

Course	*Title*	*Cr. Hrs.*
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Application	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 40 Cr. Hrs. (38 required, 2 institutional)

Note: All of the following courses listed in this section are required.

Course	*Title*	*Cr. Hrs.*
BAR108	Introduction to Barbering	3
BAR111	Introduction to Barbering Lab	3
BAR112	Science of Barbering	3
BAR113	Fundamentals of Barbering Applications	3
BAR114	Barber-Styling Lab	3
COS144	Hair Shaping Design	3
COS113	Theory of Chemical Service	3
COS114	Chemical Service Lab	3
COS115	Hair Coloring Theory	3
COS116	Hair Coloring Lab	3

SAL133	Salon Management Technology	3
BAR140	Practicum I	2
BAR141	Practicum II	2
COS167	State Board Review	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 54

Short Certificate – Barbering

This Barbering Certificate Program combines classroom theory with hands-on practice in the laboratory. Course requirements include general education 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 in Barbering.

Area I: Written Composition 0 Cr. Hrs.

No Requirements

Area II: Humanities & Fine Arts 0 Cr. Hrs.

No Requirements

Area III: Natural Sciences and Mathematics 0 Cr. Hrs.

No Requirements

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 17 Cr. Hrs.

Note: All courses listed in this section are required.

Course	*Title*	*Cr. Hrs.*
BAR108	Introduction to Barbering	3
BAR111	Introduction to Barbering Lab	3
BAR112	Science of Barbering	3
BAR113	Fundamentals of Barbering Application	3
SAL133	Salon Management Technology	3
BAR140	Practicum I	2

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 19

Short Certificate – Cosmetology Instructor Training

Cosmetology Instructor training is a teacher-training program for licensed managing nails or estheticians. The student is introduced to curriculum development principles and methods of teaching through independent study. The courses include application of learning principles, methods, and techniques in a classroom and laboratory environment. Required record keeping, classroom management, and methods of evaluation are included in this short-term certificate. After completion of the prescribed curriculum, the

student is eligible to take the Alabama state exam for an instructor's license. Completed courses and hours are transferable to other states for licensing.

Area I: Written Composition 3 Cr. Hrs.

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

Area II: Humanities and Fine Arts

No Requirements

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: One math class and on computer technology course is required.

Course	Title	Cr. Hrs.
CIS130	Intro to Information Systems	3
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Applications	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 20 Cr. Hrs. (18 required, 2 institutional)

Note: All courses listed in this section are required except OAD101 and RDG114.

Course	Title	Cr. Hrs.
ACT201	Entrepreneurialism	3
CIT211	Teaching and Curriculum Development	3
CIT212	Teaching Mentorship	3
CIT213	Cosmetology Instructor Co-op	3
CIT214	Lesson Plan Methods and Development	3
CIT222	Aud/Vis Materials & Methods	3
CIT223	Aud/Vis materials & Methods Applications	3
OAD101	Beginning Keyboard	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 29

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:

Alabama Board of Cosmetology license (One year or more)

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: Alabama Board of Cosmetology license (One year or more) 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: Alabama Board of Cosmetology license (One year or more) COREQUISITE: CIT 214 or as required by program.

CIT214 – Lesson Plan Methods and Development (3 cr. hrs.) During this course, students have the opportunity to further apply knowledge of lesson planning and lesson delivery by using lesson plans they have developed from previous courses or this course. Emphasis is placed on the use of lesson plans in various classroom and laboratory settings. Upon completion, students will be able to teach a variety of cosmetology classes using various techniques. This course serves as a suitable substitute for CIT 221. If used as a suitable substitute, this course becomes a core course. PREREQUISITE: Alabama Board of Cosmetology license (One year or more) COREQUISITE: CIT213 or as required by college

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: Alabama Board of Cosmetology license (One year or more) 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: Alabama Board of Cosmetology license (One year or more) COREQUISITE: CIT222, and/or as required by program.

SALON MANAGEMENT - COSMETOLOGY

The Cosmetology 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 Cosmetology program are eligible to take the Alabama State Board Examination for licensure as a cosmetologist.

Associate of Applied Science Degree

Area I: Written Composition	6 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*

ENG101	English Comp. I	3
ENG102	English Comp. II	3

Area II: Humanities and Fine Arts 3 Cr. Hrs.

Note: An additional 3 hours in humanities and fine arts must be taken along with SPH106, SPH107, SPA101 or SPA102 to satisfy requirements in Area II. One Literature class is required. If transferring to a 4 year institution, students are highly recommended to take a sequence of 6 hours in either Literature (AreaII) or History (AreaIV).

Course	*Title*	*Cr. Hrs.*
ART100	Art Appreciation	3
ART203	Art History I	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG261	English Literature I	3
ENG262	English Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	Fundamentals of Public Speaking	3
THR120	Theater Appreciation	3
THR126	Intro to Theater	3

Area III: Natural Sciences and Mathematics 10 Cr. Hrs.

Note: CIS146 is required. MTH100 or higher is required. A Natural Science is required.

Course	*Title*	*Cr. Hrs.*
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4
BIO103	Principles of Biology I	4
BIO104	Principles of Biology II	4
CHM111	College Chemistry I	4
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
PHY214	Gen. Physics with Calculus II	4

Area IV: History, Social and Behavioral Sciences 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ECO231	Principles of Macroeconomics	3
ECO232	Principles of Microeconomics	3
GEO100	World Regional Geography	3
HIS101	Western Civilization I	3
HIS102	Western Civilization II	3
HIS121	World History I	3
HIS122	World History II	3
HIS201	US History I	3
HIS202	US History II	3
POL200	Intro to Political Science	3
PSY200	General Psychology	3
PSY210	Human Growth and Development	3
SOC200	Intro to Sociology	3

Area V: Pre-professional, Major and Elective Courses 53 Cr. Hrs. (42 required, 2 institutional, 9 elective)

Note: Courses ACT201, COS111, COS112, COS113, COS114, COS115, COS116, COS117, COS118, COS123, COS143, COS144, COS167, SAL133 are required.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
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
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
COS123	Cosmetology Salon Practices	3
COS143	Specialty Hair Prep Tec	3
COS144	Hair Shaping and Design	3
COS167	State Board Review	3
SAL133	Salon Management Tech	3
CIS130	Intro to Information Systems	3
COS119	Business of Cosmetology	3
COS127	Esthetics Theory	3
COS133	Salon Management Tech	3
COS135	Advanced Esthetics Applications	3
COS137	Hair Shape & Design Theory	3
COS141	Applied Chem for COS	3
COS145	Hair Shaping Lab	3
COS146	Hair Additions	3
COS148	Nail Care Theory	3
COS149	Nail Art Theory	3
COS151	Nail Care	3
COS152	Nail Care Applications	3
COS154	Nail Art Applications	3
COS163	Facial Treatments	3
COS164	Facial Machine	3
COS165	Related Subjects – Estheticians	3
COS167	State Board Review	3
COS168	Bacteriology and Sanitation	3
COS169	Skin Functions	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Degree Credit Hours 75

Certificate - Salon Management – Esthetics

Area I: Written Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts 3 Cr. Hrs.

Note: An additional 3 hours in humanities and fine arts must be taken along with SPH106, SPH107, SPA101 or SPA102 to satisfy requirements in Area II. One literature class is required. If transferring to a 4 year institution, students are highly recommended to take a sequence of 6 hours in either Literature (Area II) or History (Area IV).

Course	*Title*	*Cr. Hrs.*
ART100	Art Appreciation	3
ART203	Art History I	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG261	English Literature I	3
ENG262	English Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3

MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	Fundamentals of Public Speaking	3
THR120	Theater Appreciation	3
THR126	Intro to Theater	3

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: At least one Math class is required. At least one Computer class is required.

Course	Title	Cr. Hrs.
CIS146	Microcomputer Applications	3
CIS130	Intro to Information Systems	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Application	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 29 Cr. Hrs. (27 required, 2 institutional)

Note: All courses listed in this section are required except ACT201, OAD101 and RDG114.

Course	Title	Cr. Hrs.
ACT201	Entrepreneurism	3
COS127	Esthetics Theory	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
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3
SAL133	Salon Management Tech	**3**

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours 41

Short Certificate - Salon Management – Nail Care

Area I: Written Composition 3 Cr. Hrs.

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

Area II: Humanities and Fine Arts

No Requirements.

Area III: Natural Sciences and Mathematics 3 Cr. Hrs.

Course	Title	Cr. Hrs.
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Applications	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 23 Cr. Hrs. (21 required, 2 institutional)

Note: All courses listed in this section are required except ACT201, OAD101, and RDG114.

Course	Title	Cr. Hrs.
ACT201	Entrepreneurism	3
COS148	Nail Care Theory	3
COS149	Nail Art Theory	3
COS152	Nail Care Applications	3
COS154	Nail Art Applications	3
COS167	State Board Review	3
COS168	Bacteriology and Sanitation	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3
SAL133	Salon Management Tech	3

Institutional Requirements (2 credits):

Note: Institutional requirement course ORI101 must be taken in the 1st semester. Institutional requirement course WKO107 must be taken in the final semester.
Students must register for GRA123, a non-credit institutional requirement course, in order to participate in the graduation program.

Course	Title	Cr. Hrs.
ORI101	Orientation to College	1
WKO107	Workplace Skills Preparation	1
GRA123	Graduation	0

Total Certificate Credit Hours 29

SALON MANAGEMENT - THEREPUTIC MASSAGE

Associate of Applied Science Degree

Area I: Written Composition 6 Cr. Hrs.

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

Area II: Humanities and Fine Arts 6 Cr. Hrs.

Course	Title	Cr. Hrs.
ART100	Art Appreciation	3
ART203	Art History I	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG261	English Literature I	3
ENG262	English Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	Fundamentals of Public Speaking	3
THR120	Theater Appreciation	3
THR126	Intro to Theater	3

Area III: Natural Sciences and Mathematics — 10 Cr. Hrs.

Note: CIS146 is required. MTH100 or higher is required. A Natural Science is required.

Course	*Title*	*Cr. Hrs.*
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4
BIO103	Principles of Biology I	4
BIO104	Principles of Biology II	4
CHM111	College Chemistry I	4
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
PHY214	Gen. Physics with Calculus II	4

Area IV: History, Social and Behavioral Sciences — 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ECO231	Principles of Macroeconomics	3
ECO232	Principles of Microeconomics	3
GEO100	World Regional Geography	3
HIS101	Western Civilization I	3
HIS102	Western Civilization II	3
HIS121	World History I	3
HIS122	World History II	3
HIS201	US History I	3
HIS202	US History II	3
POL200	Intro to Political Science	3
PSY200	General Psychology	3
PSY210	Human Growth and Development	3
SOC200	Intro to Sociology	3

Area V: Pre-professional, Major and Elective Courses — 36 Cr. Hrs. (34 required, 2 institutional)

Note: All courses listed in this area is required except CIS130, OAD101, and RDG114.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
EMS103	First Aid/CPR	1
MSG101	Intro to Therapeutic Message	2
MSG102	Therapeutic Massage Lab I	3
MSG103	Anatomy and Physiology	3
MSG104	Muscular-Skeletal & Kin I	3
MSG105	Therapeutic Massage Sup Clin I	2
MSG201	Therapeutic Massage for Spec Pop	2
MSG202	Therapeutic Massage Lab II	3
MSG203	Pathology	3
MSG204	Muscular-Skeletal & Kin II	3
MSG205	Therapeutic Massage Sup Clin II	2
MSG206	National Cert Exam Review	1
SAL133	Salon Management Tech	3
CIS130	Intro to Information Systems	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Degree Credit Hours — 61

Salon Management Course Descriptions

Barbering (BAR)

BAR108– Introduction to Barbering (3 cr. hrs.) This course provides an orientation to professional barber styling. Topics include learning skills, history of barbering, professional image, microbiology, safety, infection control, implements and tools, razor shaving properties and disorders of hair and scalp, and the treatment of hair. PREREQUISITE: As required by program.

BAR111 – Introduction to Barbering Lab (3 cr. hrs.) This course provides practical application of barber-styling fundamentals. Emphasis is placed on safety, infection control, the use and care of implements, treatment of hair, and razor shaving. Upon completion, the student will demonstrate proper infection control, hair care, and use of implements. PREREQUISITE: As required by program.

BAR112 – 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.

BAR113 – Fundamentals of Barbering Applications (3 cr. hrs.) This course provides practical application of barber fundamentals learned in earlier courses. Emphasis is placed on safety, facial massage, treatment of hair and scalp proper use and care of implements, shampooing and haircutting, and razor shaving. Upon completion, the student should be able to perform fundamental barbering techniques with limited supervision.
PREREQUISITE: As required by program.

BAR114 –Barber-Styling Lab II (3 cr. hrs.) This course provides students with the opportunity to demonstrate skills in hair care, hair cutting, and facial massage. Emphasis is placed on safety and infection control. PREREQUISITE: As required by program.

BAR140 – Practicum I (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.

BAR141 – Practicum II (2 cr. hrs.) This course provides the student an additional 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 function in a professional setting as a productive employee or manager.
PREREQUISITE: As required by program.

BAR143 – State Board Review (3 cr. hrs.) Students are provided a complete review of all written and practical procedures in barbering and state board requirements. Upon completion students should be able to demonstrate the practical skills necessary to meet the requirements of state board certification and employment. PREREQUISITE: As required by program.

Cosmetology (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.) During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting. 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 hair coloring 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. PREREQUISITES: COS111, COS112, COS113, COS114.

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.

COS127 – Esthetics Theory (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 program.

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.

COS144 – Hair Shaping and Design (3 cr. hrs.) In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs. 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 (3 cr. hrs.) This course focuses on the practice of adding artificial hair. Topics include hair extensions, weaving, and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for attaching human and synthetic hair. PREREQUISITE: As required by college.

COS148 – Nail Care Theory (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.

COS149 – Nail Art Theory (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.

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

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 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 apparants, use of the magnifying lamp, and light therapy. Upon completion, the student will be able to demonstrate an understanding of electrical safety and skills in the use of facial machines. 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.

WELDING TECHNOLOGY

The Welding 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.

Certificate

Area I: Written Composition 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ENG101	English Comp. I	3

Area II: Humanities and Fine Arts 3 Cr. Hrs.

Course	*Title*	*Cr. Hrs.*
ART100	Art Appreciation	3
ART203	Art History I	3
ENG251	American Literature I	3
ENG252	American Literature II	3
ENG261	English Literature I	3
ENG262	English Literature II	3
ENG271	World Literature I	3
ENG272	World Literature II	3
MUS101	Music Appreciation	3
PHL206	Ethics & Society	3
REL100	History of World Religions	3
REL151	Survey of Old Testament	3
REL152	Survey of New Testament	3
SPA101	Introductory Spanish I	3
SPA102	Introductory Spanish II	3
SPH106	Fundamentals of Oral Communication	3
SPH107	Fundamentals of Public Speaking	3
THR120	Theater Appreciation	3
THR126	Intro to Theater	3

Note: An additional 3 hours in humanities and fine arts must be taken along with SPH106, SPH107, SPA101 or SPA102 to satisfy requirements in Area II.

Area III: Natural Sciences and Mathematics 6 Cr. Hrs.

Note: At least one Math class is required. At least one Computer class is required.

Course	*Title*	*Cr. Hrs.*
CIS130	Intro to Information Systems	3
CIS146	Microcomputer Applications	3
MTH100	Intermediate College Algebra	3
MTH110	Finite Mathematics	3
MTH112	Pre-Calculus Algebra	3
MTH113	Pre-Calculus Trigonometry I	3
MTH115	Pre-Calculus Algebra & Trigonometry	4
MTH116	Mathematical Application	3
MTH120	Calculus and Its Application	3
MTH125	Calculus I	4
MTH126	Calculus II	4
MTH227	Calculus III	4

Area IV: History, Social & Behavioral Sciences

No Requirements

Area V: Pre-professional, Major and Elective Courses 47 Cr. Hrs. (45 required, 2 institutional)

Note: WDT108, WdT109, WDT110, WDT119, WDT120, WDT122, WDT123, WDT124, WDT125, WDT219, WT228 and WDT268 are required Courses.

Course	*Title*	*Cr. Hrs.*
ACT201	Entrepreneurism	3
OAD101	Beginning Keyboarding	3
RDG114	Critical Reading	3
WDT108	SMAW Fillet Shield ARC	3
WDT109	SMAW Fillet/PAC/CAC	3
WDT110	Industrial Blueprint Reading	3

WDT115	GTAW Carbon Pipe	3
WDT119	Gas Metal ARC/FLUX Cored	3
WDT120	Shld. Metl ARC Groove Theory	3
WDT122	SMAS Fillet/OFC Lab	3
WDT123	SMAW Fillet/PAC/CAC Lab	3
WDT124	Gas/Metal Arc/Flux Lab	3
WDT125	Shld. Metl ARC Groove Lab	3
WDT155	GTAW Carbon Pipe Lab	3
WDT217	SMAW Carbon Pipe	3
WDT219	Inspection Testing Theory	3
WDT223	Blueprint Reading Fabric	3
WDT228	Gas Tungsten Arc	3
WDT257	SMAW Carbon Pipe Lab	3
WDT268	Gas Tungsten ARC Lab	3

Institutional Requirements (2 credits):

Note: ORI101 must be taken in the first semester. WKO107 must be taken in the final semester.

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

Total Certificate Credit Hours	59

Welding (WDT) Course Descriptions

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 Instructor.

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.

WDT119 – Gas Metal Arc Flux Cored Arc Welding (3 cr. hrs.) This course introduces the student to the gas metal arc and flux-cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification. 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.

WDT 122 – 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.

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.

WDT217 – SMAW Carbon Pipe (3 cr. hrs.) This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable codes. PREREQUISITE: As required by program.

WDT219 – Welding Inspection and Testing (3 cr. hrs.) This course provides the student with inspection skills and knowledge necessary to evaluate welded joints and apply quality control measures as needed. Emphasis is placed on interpreting welding codes, welding procedures, and visual inspection methods. Upon completion, students should be able to visually identify visual acceptable weldments as prescribed by the code or welding specification report. PREREQUISITE: As required by program.

WDT221 – Pipe Fitting and Fabrication (3 cr. hrs.) This course provides the student with skills and practices necessary for fabricating pipe plans using pipe and fittings. Emphasis is placed on various pipefittings to include various degree angles. Upon completion, students should be able to fit various pipefittings, and cut and fabricate tees, and assorted angles. 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.

WDT228 – Gas Tungsten Arc Welding (3 cr. hrs.) This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes. PREREQUISITE: As required by program.

WDT257 – SMAW Carbon Pipe Lab (3 cr. hrs.) This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various

positions in accordance with the applicable codes. 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.

WDT280 – Special Topics (3 cr. hrs.) This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs. PREREQUISITE: As required by program.

WDT281 – Special Topics in Welding Technology (3 cr. hrs.) This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs. PREREQUISITE: As required by program.

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J.F. DRAKE STATE
COMMUNITY & TECHNICAL COLLEGE

Student Handbook 2014-2016

MISSION STATEMENT:

J.F. Drake State Community and Technical College, a student-centered two-year public institution, offers flexible and affordable university-transfer and technical degrees, certificates, adult and continuing education, and customized workforce training to fulfill the diverse needs of the community.

PUBLISHED BY THE OFFICE OF THE DEAN OF STUDENT SUPPORT SERVICES

3421 Meridian Street N | Huntsville, AL 35811 | 256.551.3114 | www.drakestate.edu

J.F. DRAKE STATE
COMMUNITY & TECHNICAL COLLEGE

2014-2016 Student Handbook

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Authorized by the
Alabama Community College System Board of Trustees

Approved by the
Alabama Community College System

Accredited by the
Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane, Decatur, GA 30033
(404) 679-4500

The College reserves the right to make changes as required in policies and other rules and regulations affecting students, as determined by the College and approved by the Alabama Community College System. These changes will govern all enrolled. Therefore, the documents and information in this handbook are subject to change at any time. Because of the likelihood of these changes, the official version of this handbook can be requested from the Office of the Dean of Student Support Services.

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PURPOSE OF STUDENT HANDBOOK

J.F. Drake State Community and Technical College Student Handbook, published by the Dean of Student Support Services Office, is intended to provide important information about college life.
These materials represent a long tradition and will assist you in participating as an active member of our campus community.

ACCREDITATION

J.F. Drake State Community and Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of J.F. Drake State Community and Technical College.

STUDENT HANDBOOK

STUDENT SUPPORT SERVICES

- Admissions
- Assessment/Testing Center
- Career Placement
- Counseling
- Financial Aid
- Outreach
- TRiO Services

MISSION STATEMENT AND GOALS

The mission of the Student Support Services is to provide a nurturing environment, support services, and extracurricular activities which serve to enrich the students' learning experience and assist them in achieving their goals.

The Student Support 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 goals of the Student Support Services Directorate are 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.

THE DRAKE STATE EXPERIENCE: NEW STUDENT ORIENTATION

A New Student Orientation Program is offered each semester during 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 traditional setting and online.

ADMISSIONS

ADMISSIONS POLICY STATEMENT

It is the official policy of J.F. Drake State Community and Technical College to admit all students who meet the established admission criteria. No person shall 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. The Office of Admissions is the first stop for students who desire to enter the college.

ACADEMIC TRANSCRIPTS POLICY

The transcript policy of the College includes the following:

1. In compliance with the Family Educational Rights Privacy Act (FERPA), the College does not release transcripts of a student's work except upon the student's written and signed request.
2. Official transcripts are sent to institutions, companies, agencies, etc. after the student's written and signed request is received by the Admissions Office. The College honors FAX requests for sending official transcripts to third parties; however, transcripts will not be faxed to an individual or a receiving institution.
3. Official transcripts will be accepted when delivered "by hand". The transcript must be official and in a sealed envelope with the seal unbroken. The College reserves the right to deny hand delivered transcripts if the seal is broken.
4. Official transcripts not released specifically to intuitions, companies, agencies, etc. will be stamped "ISSUED TO STUDENT." Students should be aware that the receiving party has the right to decline the transcript stamped "ISSUED TO STUDENT."
5. Transcript requests will be processed in the order in which they are received. Requests should be made at least one week before the transcripts are needed. Processing times will be longer at the start and end of each term.
6. All transcripts issued are free. Transcripts will not be issued for persons who have financial obligations to the College.
7. Send transcript requests to the following:

The Office of Admissions
J.F. Drake State Community and 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.

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 since 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 for 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.

ASSESSMENT/TESTING CENTER

Assessment Testing

Each student who enrolls for more than seven semester credit hours or fourteen weekly contact hours per semester/term is required to take the COMPASS computerized assessment instrument and placed at the appropriate

developmental level as indicated by the assessment results. However, the College encourages all students to complete the assessment test for appropriate placement. The College provides appropriate developmental courses and other support to assist students who have deficiencies.

COMPASS RETEST POLICY

Students will be allowed to retake the placement test one (1) time. Scores will be valid for a period of three (3) years before expiring. Retakes will cost $8 per section, payable in the Business Office. In order to take the test, the receipt must be brought to the Testing Center on the date of test.

Interpretation of placement scores

Subject	Score	Course Recommendation
Pre-Algebra	1-53	MTH 090
	54-100	Degree
	54-100	Certificate or Diploma: MTH 116
Algebra	1-45	Degree: MTH 098
	46-71 72-100	Degree: MTH 100 MTH 112 or MTH 110 (non-science majors)
	1-45	MTH116
	46-100	Certificate/Diploma
College Algebra	1-42	MTH 100
	43-63	Degree: MTH112 Certificate or Diploma: College Math as required by program
	64-100 1-100	Degree: MTH113 Certificate or Diploma: College Math as required by program
Trigonometry	1-100 1-100	MTH 113 Certificate or Diploma: College Math as required by program
Reading	1-74	RDG 085
	75-80	RDG114 strongly recommended but not required.
	81-100	Comprehension on a College level
Writing	1-79 80-100	ENG 093 Certificate or Diploma: ENG 093
	1-79	ENG 101
	80-100	Certificate or Diploma : ENG 101

ABILITY TO BENEFIT

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 Pre-algebra/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.

Ability to Benefit COMPASS Retest Policy

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 Pre-Algebra/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 areas in that new session.

COMPASS/ESL retesting must fall within the following guidelines:

1. Students will be allowed to retake the placement test one (1) time. Retakes will

cost $8 per section, payable to the Business Office. To take the test, the receipt must be brought to the Testing Center on the date of the test;

2. Under no circumstances should a retest be given on the same day as the original test;

3. 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; and

4. Scores will be valid for a period of three (3) years before expiring.

CAREER PLACEMENT ASSISTANCE

Career Placement involves aiding the student in transitioning from the community college to the next educational or career objective. Attention is focused 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.

Local, state and national job announcements are posted on the Job Announcement Bulletin Board located in Building 700. 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 update application after the one-year period. For more information about Placement Assistance contact the Career Placement Coordinator.

COUNSELING AND TUTORIAL SERVICES

The counseling program at the College is 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 students identify and progress through a set of educational opportunities relevant to individual aptitudes, knowledge, skills and interests and offer incentives commensurate with each student's motivation and achievement.

The objectives of counseling and tutoring services are as follows:

- 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 reaching 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; and
- To counsel students concerning personal problems.

Counseling and Advising Centers

J.F. Drake State Community and Technical College provides academic counseling to assist students in the following areas:

- Program planning
- Transfer information
- Course scheduling
- Placement testing

While the instructor serves as the students' primary advisor, supplemental services are available.

It is the policy and practice of J.F. Drake State Community and 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.

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 various careers. Once a student decides on a program of study, the leader of the chosen program becomes the student's academic advisor.

TRiO SERVICES

The College is a recipient of the U.S. Department of Education to provide Student Support Services (SSS) Program for first-generation, low-income students, and students with disabilities. Enrollment in this program is limited. Entry into the program is competitively determined.

Interested students should contact the Office of TRiO to determine eligibility for the program.

FINANCIAL AID GUIDELINES

Students are required to pay tuition and fees in full before the first day of class. 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 registration. Students may enroll with written authorization from sponsoring agencies. If the third-party sponsor rejects submitted charges, 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. Please refer to the Catalog for a comprehensive Financial Aid section.

Tuition Refund

The Business Office will begin processing student refunds for all students who do not receive any type of student financial aid seven days after students with financial aid refunds are issued. Remaining balance checks for students who have met the attendance requirements and are eligible for student financial aid will be disbursed 14 days after the published disbursement date. The disbursement date is listed on student self-

service account. Students who register late will receive their balance checks subsequently. Please refer to the Catalog for a more complete statement related to refunds.

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 Community and Technical College. The collection consists of books, industrial manuals, periodicals, newspapers, software programs, electronic collections 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 much 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 (AVL)

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 all computer labs on campus having 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 Newstand Database

ProQuest Newstand 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 audio-visual 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.

Reciprocal Usage Agreements

J.F. Drake State Community and 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 in Huntsville (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:

Monday – Thursday: 7:30 a.m. to 7:00 p.m.
Friday: 7:30 a.m. to 11:30 a.m.
Weekends: Closed

The hours 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 Community and 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 room to engage in discussion without disturbing others in the library;

2. All 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;

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 Dual Enrollment program. Children should NEVER be left unattended and are expected to comply with all library policies. Students may not leave their children in the library unattended while are they are in class. The library staff is not responsible for the care of children or for 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; and

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 Community and Technical College's Code of Conduct may result in the following consequences:

- Disciplinary action by J.F. Drake State Community and Technical College
- Expulsion from the building
- Legal action, where applicable
- Loss of access

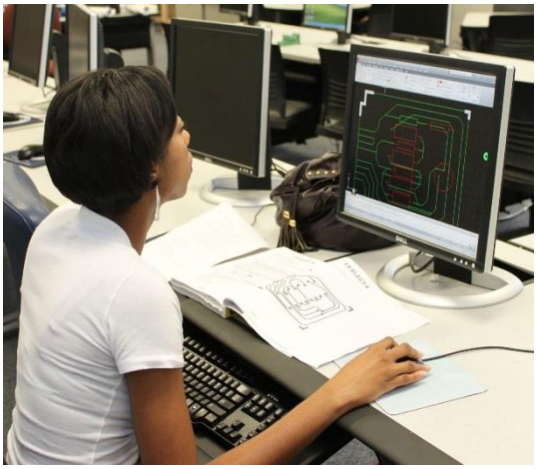
J.F. Drake State Community and Technical College and the S.C. O'Neal, Sr. Library and Technology Center staff reserve the right to change and/or update this policy at any time.

Borrowing Privileges

The S.C. O'Neal, Sr. Library and Technology Center has reciprocal lending agreements with Alabama A & M University, Calhoun Community College, Oakwood University and the University of Alabama in Huntsville. Students enrolled at these institutions are allowed to check out five items by providing a valid student ID and 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.



Student Policies, Procedures, and General Campus Information

ACADEMIC FREEDOM

The Alabama Community College System supports 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.

ANNUAL NOTIFICATION OF FERPA RIGHTS

J.F. Drake State Community and 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.

Family Educational Rights and Privacy Act Notice

NOTICE: Under the Federal Family Educational Privacy Rights Act, 20 U.S.C. 123g, J.F. Drake State Community and 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 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.

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;
6. Degrees and awards received;
7. Enrollment status; and
8. Photographs.

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.

CHANGE OF MAJOR

A student who wishes 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.

EXITING STUDENT FOLLOW-UP

Once a student exits J.F. Drake State Community and Technical College, the institution may 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.

DRAKE STATE ONLINE BOOKSTORE

Students may purchase required books and supplies from the Online College Bookstore located on Drake State website. Books and supplies may be purchased with available student financial aid and other sponsored funds during the initial part of each term. The Drake State Online Bookstore also stocks merchandise with College name and seal, and a variety of basic supplies.

Students who purchased books from the Drake State Online Bookstore will have an opportunity to sell back books to our Online Bookstore when buybacks are applicable. For more information please visit drakestate.tbconcourse.com.

STUDENT IDENTIFICATION CARDS

All students are issued ID cards 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.

STARFISH EARLY ALERT

Drake State has adopted Starfish Early Alert as its new early warning system tool. Starfish, part of the college's retention initiative, aims to identify at-risk students as quickly as possible and promptly direct them to the support services that can help them succeed. The process is supported by Starfish Retention Solutions and is accessible through the Blackboard module. Starfish provides faculty, academic advisors, tutors, and program directors with a convenient way to follow and support students.

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 sponsored and must be approved by the College President.

Any group wishing to organize on campus must receive permission from the Dean of Student Support Services 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; and
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 Dean of Student Support Services 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 Dean of Student Support Services.

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 the following goals:

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; and

4. Providing a constructive forum for deriving orderly, logical, practical and mutually agreeable solutions to problems which may arise involving both the student body and the school staff.

SkillsUSA

SkillsUSA is a coeducational 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 aims to develop students' social and leadership abilities, as well as their professional, technical and academic skills.

SkillsUSA offers prestige and recognition through a national program of awards and contests. As a member of the J.F. Drake State Community and 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 providing he/she meets the local membership standards and the general merit qualifications set forth in the NTHS Constitution.

Future Business Leaders of America-Phi Beta Lambda

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 unite 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 interviewing, networking design, networking concepts, and parliamentary procedures.

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 Community and Technical College Amateur Radio Club (DSCTC-ARC) has as its purpose promotion of experimentation in electronics communication through the Amateur Radio Art. Members benefit since 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 civic organizations.

COMPUTER CRIME ACT

The provisions of the Alabama Computer Crime Act are applicable at J.F. Drake State Community and 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 Community and 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 State Community and Technical College's professional staff. Students utilizing school-provided Internet access are responsible for good behavior online 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 supporting research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of J.F. Drake State Community and 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 Community and 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 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 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 Community and 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 Information Technology Department 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 Technology Department to insure adequate security of Systems and data.

DRAKE E-MAIL ACCEPTABLE USE POLICY

J.F. Drake State Community and Technical College has implemented Drake State Student E-Mail Accounts as its official way of communicating important updates to students around the campus.

To uphold the quality and reputation of your Drake State E-Mail Account, your use of Drake State E-Mail 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 Community and 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 Drake State E-Mail is a privilege, not a right, and the College maintains the right to limit access. Drake State Student E-Mail is NOT guaranteed to be private. The College has the right to monitor and track Drake State E-Mail 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 Drake State E-Mail for purposes relating directly to education, research, professional development, personal communications, and growth.

Unacceptable Use

It is not acceptable to use Drake State E-Mail in such a way as to interfere with or disrupt network users, services, or equipment. Drake State E-Mail 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 antispam law;
    - Imitating or impersonating another person;
    - 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 Drake State E-Mail to violate the legal rights (such as rights of privacy and publicity) of others;
- To promote or encourage illegal activity;
- To interfere with other Drake State E-Mail 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; and

- Violating any federal, state, or local law/regulation, or College policy/procedure.

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 CODE OF CONDUCT

General Policies

The J.F. Drake State Community and 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 explicit purpose for 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; and
- 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 is considered to be in violation of the rules and regulations of the College.

J.F. Drake State Community and 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, gender, 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.

NONDISCRIMINATION POLICY STATEMENT

The following policy reflects J.F. Drake State Community and 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 Community and 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, the Dean of Student Support Services, at 256.551.3114 or the Section 504 (ADA) and Title II Coordinator, the College Counselor, at 256.551.1710.

HARASSMENT POLICY

It is the policy of J.F. Drake State Community and Technical College to provide students an academic atmosphere free of harassment, including sexual harassment. Sexual harassment is a form of sex discrimination. A common form of sexual harassment is the inappropriate introduction of sexual activities or comments into the workplace or learning environment. 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 IX 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 Community and 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 at 256.551.3114 (students) or the Section 504 (ADA) and Title II Coordinator at 256.551.1710 (students). Faculty and staff should contact Human Resources.

STANDARDS OF CONDUCT AND ENFORCEMENT THEREOF

J.F. Drake State Community and 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 Community and 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 engages 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 Community and 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 Dean of Student Support Services.
2. The complainant must file with the Dean of Student Support Services 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 Dean of Student Support Services.
3. If disciplinary proceedings appear warranted, the Dean of Student Support Services will set a date, time and place for the hearing, and the accused will be 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 Dean of Student Support Services. 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 Student Support Services, faculty, staff and a student representative will be selected to hear each disciplinary case.
7. The Dean of Student Support Services will notify the student(s) in writing of the results and findings of the Student Disciplinary Committee and the course of appeal to the President.

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 AND APPEAL POLICY

J.F. Drake State Community and 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 Community and Technical College.

Initial Steps to Resolve a Complaint

Any student enrolled at J.F. Drake State Community and Technical College who wishes to make a complaint about an academic matter shall report that matter in writing to the Dean of Instruction. Other types of complaints shall be reported to the Dean of Student Support Services. If the complaint involves a specific occurrence, the complaint shall be made within 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 resolution.

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 having received 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 statue, 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.

Alabama's TWO-YEAR INSTITUTIONS of Higher Education - Student Complaint Process

In 2015, the Alabama Legislature vested oversight of the state's public two-year institutions of higher education (known as the Alabama Community College System (ACCS)) with the Alabama Community College System Board of Trustees. The Alabama Legislature further directed the Board of Trustees to delegate to the System's Chancellor the authority to act and make decisions concerning the management and operation of the community and technical colleges. The Chancellor is assisted in these duties by the staff of the System Office, formerly known as the Alabama Department of Postsecondary Education. Consumer and student complaints that are not resolved at the institutional level are thus arbitrated at the state level by the ACCS System Office.

The ACCS is committed to respecting and supporting the work of its member institutions and to providing a quality educational experience for all students. The objective of the student complaint process is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly. The Alabama Community College System requires each institution to establish its own procedures to address student grievances and complaints. A student must exhaust his/her rights under the institution's official complaint/grievance policy before advancing any complaint to the System Office of Alabama Community College System. Students may file consumer/student complaints with the Alabama Community College System by following these procedures:

a) If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form, which is contained in this document and also available online at the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to:

Alabama Community College System
Attention: Division of Academic and Student Affairs
P.O. Box 302130
Montgomery, AL 36130-2130

b) The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.

c) The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.

d) The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.

e) If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.

f) The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

Following is a sample of that form:

ALABAMA COMMUNITY COLLEGE SYSTEM
STUDENT COMPLAINT FORM

Complainant_____
Address _____
_____
City State Zip Code
Phone _____ Alternate Phone _____
E-mail _____
Institution Name_____
Address _____
City State Zip
Phone Number _____
Program of Study _____
Last Date of Attendance _____

Did you follow the Institution's grievance procedure to resolve your complaint?

☐ **No**

If no, stop here and refer back to the institution's complaint/grievance process. Please exhaust all steps in the institution's complaint/grievance process before filing a complaint with the System Office of the Alabama Community College System.

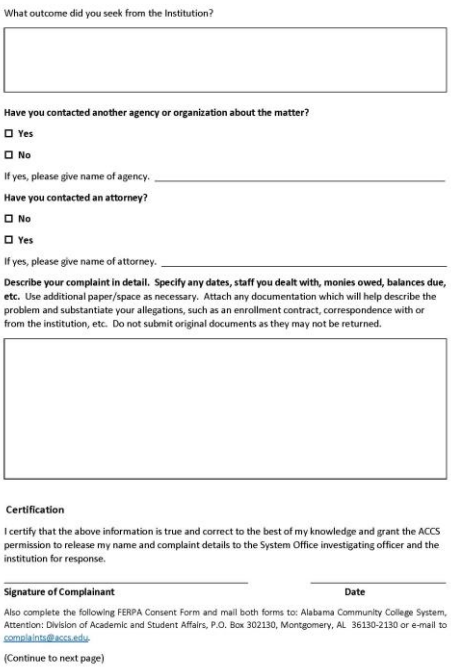
☐ **Yes**

Please continue with this form.

How did you contact the Institution? Please specify who was contacted and on what date(s), if possible.

☐ Phone Call _____ Date_____
☐ In Person _____ Date_____
☐ Letter _____ Date_____
☐ E-mail _____ Date_____
☐ Other _____

(Continue to next page)



What outcome did you seek from the Institution?

Have you contacted another agency or organization about the matter?

☐ **Yes**
☐ **No**

If yes, please give name of agency. _____

Have you contacted an attorney?

☐ **No**
☐ **Yes**

If yes, please give name of attorney. _____

Describe your complaint in detail. Specify any dates, staff you dealt with, monies owed, balances due, etc. Use additional paper/space as necessary. Attach any documentation which will help describe the problem and substantiate your allegations, such as an enrollment contract, correspondence with or from the institution, etc. Do not submit original documents as they may not be returned.

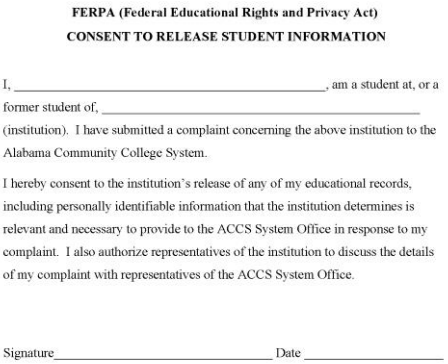
Certification

I certify that the above information is true and correct to the best of my knowledge and grant the ACCS permission to release my name and complaint details to the System Office investigating officer and the institution for response.

_____ _____
Signature of Complainant **Date**

Also complete the following FERPA Consent Form and mail both forms to: Alabama Community College System, Attention: Division of Academic and Student Affairs, P.O. Box 302130, Montgomery, AL 36130-2130 or e-mail to complaints@accs.edu.

(Continue to next page)



FERPA (Federal Educational Rights and Privacy Act)
CONSENT TO RELEASE STUDENT INFORMATION

I, _____, am a student at, or a former student of, _____ (institution). I have submitted a complaint concerning the above institution to the Alabama Community College System.

I hereby consent to the institution's release of any of my educational records, including personally identifiable information that the institution determines is relevant and necessary to provide to the ACCS System Office in response to my complaint. I also authorize representatives of the institution to discuss the details of my complaint with representatives of the ACCS System Office.

Signature_____ Date _____

GENERAL POLICIES

ELECTRONIC DEVICE USE

Students are not to disrupt the class or other students with electronic devices. Students may have electronic devices in the classroom or instructional laboratory as permitted by the instructor. Class disruptions from the use of electronic devices in classes or labs may result in students being removed from class or lab.

TOBACCO-FREE POLICY

Drake State is now a 100% Tobacco Free Campus. Smoking is not permitted on campus grounds! Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine and tickets will be issued by a campus police officer for violations of Drake State's tobacco-free policy.

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 E-mail account frequently for important campus announcements.

All postings, leaflets, pamphlets and any other forms of announcements/notices must be approved by the Dean of Student Support Services 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 Community and 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 abuse of alcohol by employees or students on J.F. Drake State Community and Technical College property or at any activity conducted, sponsored, or authorized by or on behalf of J.F. Drake State Community and 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 abuse of 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 ;

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; and

7. A copy of the Drug and Alcohol Abuse Prevention Policy/Program referred to in this statement is available from the Office of the Dean of Student Support Services Office.

CAMPUS SAFETY

SAFETY PROCEDURES

1. Smoking or the use of tobacco products is not permitted anywhere on campus or the downtown instructional site;

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 extreme weather lockdown. Each of these procedures requires certain behavior on the part of each student. All students should be familiar with the procedures for these emergency situations;

4. All accidents, injuries and serious illness occurring on campus should be immediately reported to the instructor and the Dean of Operations. Written documentation is required for all accidents/injuries. Forms may be obtained from the instructor or the Dean of Operations;

5. Evacuation routes are posted in each classroom, office and other specified areas; and

6. Intercom instructions will advise students of what to do in emergency situations.

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.

Inclement Weather

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: WAFF48, 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 announcements will provide instructions for 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.

VIOLENCE AGAINST WOMEN ACT (VAWA)

Drake State has a commitment to safety and security and complies with the Violence Against Women Act and the Federal Clery Act, both helping to bolster response to and prevention of violence.

VAWA requires colleges and universities, both public and private, participating in federal student aid programs to increase transparency about the scope of sexual violence on campus; guarantee victims enhanced rights; provide for Standards in institutional conduct proceedings; and provide campus community-wide prevention educational programming. In compliance with VAWA and Clery, Drake State has processes in place to actively collect and share data on violent incidents, and we regularly offer sexual assault, domestic violence, dating violence and stalking prevention workshops. For more information contact the Dean of Student Support Services, Dean of Operations or the Counseling Office for details.

ANNUAL SAFETY REPORT

J.F. Drake State Community and Technical College is required to publish and distribute an Annual Safety Report (ASR) by October 1 of each year. The ASR must include crime statistics for three calendar years as well as all of the required campus safety and security policies and procedures.

RULES OF THE ROAD–CAMPUS PARKING & DRIVING SAFETY

This information has been developed to provide details regarding rules and requirements for operating vehicles on the campus of J.F. Drake State Community and 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 Business Office. 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 Community and Technical College parking decal (hangtag) will be issued. The parking decal must be displayed in the vehicle while it is in use (operating or parking) on the campus. Visitors are not required to have a parking decal.
- **Parking Enforcement** – All vehicles are required to be parked 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 towed at owner's expense.
- **Speed Limit** – The posted speed limit on the campus of J.F. Drake State Community and Technical College is 15 MPH.
- **Loud Music** – Music played from your vehicle should not be heard over 25 feet away from the vehicle.
- **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 Business Office at 256-551-3100. Information regarding Enforcement-related issues should be directed to campus security at 256-551-5223. Questions or concerns pertaining to enforcement issues can also be directed to the Dean of Operations.

ALABAMA GUN LAW

The Gun Free Schools Act of 1994 and the Alabama Community College Board of Trustees Policy Number 511.01 issued December 1994 prohibits firearms on campus or any other facility operated by the College or Alabama Community College System institutions. Any violation of this policy can result in the referral to law enforcement officials for arrest or prosecution. J.F. Drake State Community and 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.)

Catalog Addendums

Catalog Addenda 0001

EFFECTIVE May 10, 2016 – J.F. Drake State Community & Technical College has updated the Academic Calendar to include the following:

Updates to the Academic/Instructional Calendar on Page 11.

Previous

May 27, 2016 – Classes Begin – Day, Evening, and Mini-Term I

New

May 27, 2016 – Classes Begin – Day, Evening, and Mini-Term I; Late Registration – Drop/Add

Catalog Addenda 0002

J.F. Drake State Community & Technical College has updated the Academic Calendar to include the following change:

Previous

August 11-19 - Non-Instructional Duty Days (NO CLASSES)

New

August 15–19 -	Workweek hours are 7:30AM to 4:30PM
August 17 -	Local Professional Development Day (NO CLASSES)
August 18–19 -	New Student Orientation/Regular Registration for Fall 2016
	Tuition and Fees Due Date by 11:30am

Catalog Addenda 0003

J.F. Drake State Community & Technical College has updated the College Catalog (Page 15 -16) and Student Handbook (Page 2) to include the SACSCOC Accreditation statement per CS: 3.14.1 as follows:

Previous

Was not included.

New

ACCREDITATION
J.F. Drake State Community and Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of J.F. Drake State Community and Technical College.