Dear Student:

No matter what your age, past education or current situation, you need security, respect and pride in your accomplishments. Everyone dreams of succeeding, being able to provide not just the necessities but the things they really want for themselves and those they love.

It isn't just a dream. Success can be within your grasp when you make the commitment to learn the skills business and industry want today. With millions of dollars in state-of-the-art equipment, modern facilities and industry-experienced faculty, there's simply no finer, more accessible source of these skills than Bessemer Tech. And, with its lively, contagious spirit and campus camaraderie, you'll form life-long friendships at Bessemer Tech, too, while you grow socially and intellectually.

We invite you to look carefully at our programs and activities and become a part of the great tradition of excellence at Bessemer Tech, where we'll help you succeed.

[Signature]

Governed by ALABAMA STATE BOARD OF EDUCATION
Accredited by COUNCIL ON OCCUPATIONAL EDUCATION
41 Perimeter Center East, NE Suite 640, Atlanta, GA 30346 (800) 917-2081 (770) 336-3808
American Dental Association, Alabama Board of Nursing, National League of Nursing, National Automotive Technicians Education Foundation, Inc.
COLLEGE CALENDAR

FALL SEMESTER 2000

Faculty Duty Days ........................................ August 21-22
Faculty Duty Day (Registration) ................... August 23
Classes Meet ........................................ August 24-31
September 1
Holiday, Labor Day ........................................ September 4
Classes Meet .......................................... September 5-29
October 2-31
Classes Meet ........................................ November 1-9
Holiday, Veterans Day ................................ November 10
Classes Meet ........................................ November 13-22
Holidays, Thanksgiving ........................... November 23-24
Classes Meet ........................................ November 27-30
December 1-12
Final Exams ........................................... December 13-15
Holidays, Christmas-New Year's ............... December 18-29

SPRING SEMESTER 2001

Holiday, New Year's Day .............................. January 1
Faculty Duty Day (Registration) ................ January 2
Classes Meet ........................................ January 3-12
Holiday, King/Lee ........................................ January 15
Classes Meet ........................................ January 16-31
February 1-28
Local Professional Development ................ March 1-16
Statewide Professional Development .......... March 19
Holidays, Spring ......................................... March 20-23
Classes Meet ........................................ March 26-30
April 2-30
May 1-2
Final Exams ........................................... May 3, 4, 7
Summer Semester 2001
Local Professional Development ................ May 8
Faculty Duty Day (Registration) ................ May 9
Classes Meet ........................................ May 10-31
June 1-29
Non-Duty Days for Instructors (No Classes) July 2-3
Independence Day ................................... July 4
Non-Duty Days for Instructors (No Classes) July 5-6
Classes Meet ........................................ July 9-31
August 1-6
Final Exams ........................................... August 7-8
Faculty Duty Days ................................ August 9-10

-2-
# TABLE OF CONTENTS

## GENERAL INFORMATION
- History 5
- Philosophy 5
- Mission Statement 5
- Vision Statement 5
- Organizational Goals 5
- Campus, The 6
- Campus Buildings and Facilities 6
- Corporate Services 6

## ADMISSIONS
- Admission, Applications 7
- Admission of First-Time College Students 7
- Admission of Transfer Students 7
- Admission of International Students 8
- Early Admission for Accelerated High School Students 8
- Dual Enrollment 9
- Procedure for Admission 9
- Allied Health Programs 9
- Assessment 10
- Advanced Placement Credit 10
- Course Auditing 10
- Drop/Add Period 11
- Graduation Application Deadline 11
- Incomplete Grades 11
- Registration 11
- Re-Enrollment of Students 11

## ACADEMIC AFFAIRS
- Attendance 11
- Change of Major 12
- Class Schedule Change 12
- Classification of Students 12
- Course Overload 12
- Evaluation 12
- Grading System 12
- Standards of Academic Progress 12
- Academic Bankruptcy 14
- Academic Honors 14
- Falsification of Records 14
- Graduation Requirements 14
- Graduation with Honors 15
- Repetition of Courses 16
- Course Forgiveness Policy 16
- Tuition and Fees 16

## Refund Policy 16

## FINANCIAL INFORMATION

## STUDENT FINANCIAL SERVICES
- Types of Financial Assistance 17

## STUDENT DEVELOPMENT SERVICES
- Academic Advisement 20
- Accommodations for the Disabled 20
- Activities and Organizations 20
- Guidelines for Activities & Club Events 21
- Career Services 21
- Counseling and Guidance of Students 21
- Retention/Intervention Services 21
- Orientation 21

## Student Ambassadors 21

## Student Support Services 22

## STUDENT INFORMATION
- Accident/Incident Procedure 22
- Bookstore 22
- Campus Security and Safety 22
- Change of Name or Address 23
- Dress Code 22
- Emergency Messages 23
- Emergency Procedures 23
- Food Services 24
- Inclement Weather 24
- Identification Cards 24
- Library/Learning Resource Center 24
- Student Success Center 24
- Lockers 25
- Lost and Found 25
- Minor Children on Campus 25
- Motor Vehicle Information 25
- Student Responsibilities 25
- Telephones 25
- Visitors 25

## POLICIES
- Catalog/Handbook Disclaimer 25
- Channels of Communication 25
- Computer Crime Act 25
- Drug- and Alcohol-Free Campus 26
- Equal Opportunity Statement 26
- Federal Statutes - Non-Discrimination 26
- Harassment 26
- Internet Use Policy 26
- Life Threatening Illnesses 26
- Release of Student Records 27

## Safety Policy 27

## Student Conduct 27

## Due Process Rights of Students 28

## Student Grievance Procedure 29

## Student Right-to-Know Act and Campus Security Act 30

## Tobacco-Free Campus 30

## AWARD REQUIREMENTS 31

## AWARDS 32

## PROGRAMS OF STUDY 33
- General Information 33
- Abbreviations/Awards 33
- Programs of Study/Course Descriptions 33
- Accounting 33
- Air Conditioning/Refrigeration 35
- Automotive Mechanics 37
- Automotive Service Technology 39
- Building Construction Technology 41
- Building Maintenance 44
- Commercial Art 45
- Computer Science 48
- Data Entry/Clerical 50
- Dental Assisting 51
- Diesel Mechanics 53
- Drafting and Design Technology 55
- Electronics 57
- Emergency Medical Technician 61
- English - General Education 63
- Graphics and Prepress 64
- Horticulture, Ornamental 67
- Industrial Maintenance Technician 69
- Licensed Practical Nursing 71
- Machine Tool Technology 73
- Mathematics - General Education 74
- Nursing Assistant 75
- Office Administration 76
- Orientation - General Education 79
- Philosophy-General Education 79
- Physics - General Education 79
- Psychology - General Education 79
- Retail Merchandising 79
- Speech - General Education 81
- Study Skills - General Education 81
- Welding 81
### CORRESPONDENCE DIRECTORY

| Administrative Affairs                      | 428-6391, ext. 375 |
| Admissions                                 | 428-6391, ext. 332 |
| Career Planning and Job Placement          | 428-6391, ext. 358 |
| Community Relations                        | 428-6391, ext. 378 |
| Counseling Services                        | 428-6391, ext. 353 |
| Directory Assistance                       | 428-6391, ext. 0   |
| Financial Management                       | 428-6391, ext. 373 |
| Corporate Services                         | 428-6391, ext. 367 |
| Registrar's Office                         | 428-6391, ext. 325 |
| Retention and Assessment                   | 428-6391, ext. 335 |
| Student Development Services               | 428-6391, ext. 351 |
| Instruction and Curricula                  | 428-6391, ext. 384 |
| Student Financial Aid and Veteran's Affairs| 428-6391, ext. 357 |

### ADMINISTRATION/STUDENT SERVICE OFFICES

<table>
<thead>
<tr>
<th>Administration/Student Service Offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
</tr>
<tr>
<td>Allied Health Department Chair</td>
</tr>
<tr>
<td>Bookstore / Cashier</td>
</tr>
<tr>
<td>Business Office</td>
</tr>
<tr>
<td>Career Planning and Job Placement</td>
</tr>
<tr>
<td>Career/Technical Programs Department Chair</td>
</tr>
<tr>
<td>Community Relations</td>
</tr>
<tr>
<td>Counseling</td>
</tr>
<tr>
<td>Comptroller</td>
</tr>
<tr>
<td>Short Term and Continuing Education</td>
</tr>
<tr>
<td>Business Office/Technology Department Chair</td>
</tr>
<tr>
<td>General Education Department Chair</td>
</tr>
<tr>
<td>High School Programs</td>
</tr>
<tr>
<td>Retention and Assessment Specialist</td>
</tr>
<tr>
<td>Library/Learning Resource Center</td>
</tr>
<tr>
<td>Personnel Office</td>
</tr>
<tr>
<td>President's Office</td>
</tr>
<tr>
<td>Registrar's Office</td>
</tr>
<tr>
<td>Student Development Services</td>
</tr>
<tr>
<td>Student Financial Services</td>
</tr>
<tr>
<td>Student Success Center</td>
</tr>
<tr>
<td>Student Support Services Program</td>
</tr>
</tbody>
</table>
History

During the 1963 session of the Alabama Legislature, a tax was approved that created a comprehensive system of technical colleges and institutes. Recognizing the urgent need to provide technical and skill training for persons in Jefferson County, Bessemer business and industrial leaders and city officials proposed a resolution to the State Department of Education requesting that Bessemer be selected as the site for one of the technical institutes. The resolution was approved in the fall of 1963.

After a 34-acre site on US Highway 11 South was selected, the city of Bessemer purchased the property and deeded the property to the Alabama Trade School and Junior College Authority.

On April 4, 1966, the college, known then as the State Vocational-Technical School, accepted its first 47 day and 30 night students, in six programs of study. Although its first official name was the John R. Pelham Technical-Trade School, on August 16, 1966, the name was changed by legislative action to Bessemer State Technical Institute. Bessemer Tech was accredited by the Southern Association of Colleges and Schools in 1972 and in August, 1973, achieved college status. Accreditation enabled Bessemer State Technical College to award an Associate in Applied Technology degree.

In order to meet the demands created by a rapidly increasing student body, the city of Bessemer acquired and donated an additional 23 acres of property in 1973 to allow for future expansion of the college. Construction on the new property began in 1975. Additions were added in 1975, 1977, 1978, 1993, and 1998.

Today, Bessemer State Technical College (BSTC) is Alabama's largest technical college.

Philosophy

Bessemer State Technical College was created by legislative act for the purpose of providing skill and technical training for the citizens of Alabama. The college has adopted a philosophy that meets this mandate.

Bessemer State Technical College provides education that will train an individual for meaningful employment, leadership, and citizenship. The college is committed to the development of the individual's ability to think clearly and critically, to communicate effectively, and to use various disciplines to solve the problems that face a productive worker. The college operates according to the principle that theory and knowledge gained in the classroom should be reinforced by practical experience in shops and laboratories and that safe work practices will be strongly emphasized. The college believes that the necessary skills and knowledge can be acquired best under the instruction and supervision of an instructor who is proficient in his/her field.

There are three primary groups served by the college.

1. Students who attend on a full-time basis;  
2. Students who attend on a part-time basis;  
3. Students who attend special industry courses offered through both the regular programs and short-term industrial programs.

In all cases, the emphasis includes quality instructional programs and support services. Therefore, the institution seeks to offer training that is designed to meet the needs of students with varied educational backgrounds and wide ranges of interests, aptitudes, and abilities; to furnish a disciplined environment conducive to learning; to provide proficient instructors who offer leadership, guidance, and inspiration; and to develop a curricula to meet the needs of business, industry, and the community.

Mission Statement

To provide technical and academic lifelong learning opportunities for our customers.

Vision Statement

Bessemer State Technical College will provide opportunities for lifelong learning with emphasis on technical education.

Organizational Goals

1. Instruction: To develop and maintain educational programs that prepare students for employment, job advancement, occupational change, further educational opportunities, and personal growth.

2. Finance: To utilize available financial resources effectively in order to provide educational opportunities to students.

3. Student Services: To provide Student Services including pre-enrollment, enrollment, and post-enrollment activities that enable students to achieve their career goals.

4. Public Information: To inform the general public of the educational opportunities provided through Bessemer State Technical College.

5. Organizational Management: To maintain a management system that achieves institutional goals and objectives.

6. Economic Development: To enhance the college's service to the community through advisory councils, networking, and the Business and Industry Training Division of Bessemer State Technical College.

7. Facilities/Environment: To provide buildings, grounds, and equipment to support the programs and services of the college.

Information
GENERAL INFORMATION

THE CAMPUS

Bessemer State Technical College occupies approximately 50 acres of rolling, wooded property in southwestern Jefferson County. The main campus is composed of 34 acres and is connected with the North campus by a drive paralleling the interstate system.

CAMPUS BUILDINGS AND FACILITIES

The campus of Bessemer State Technical College is comprised of eight buildings. The buildings and the functions they contain are as follows:

Building A is located at the main entrance to the campus and provides facilities for administrative offices, the college’s bookstore, student services and cafeteria. Instructional programs in this building are Licensed Practical Nursing, Nursing Assistant, Emergency Medical Technology, Dental Assisting, Computer Science, Data Entry, Retail Merchandising, Industrial Electronics, Office Administration, Horticulture, Accounting, and general education courses. The Library/Learning Resource Center, Student Success Center and Student Support Services Program are also located in this building.

Building B is adjacent to Building A. Programs occupying the building are Graphics and Pre-Press Communication, Air Conditioning Refrigeration, Welding, Drafting, Commercial Art, and Toyota training.

Building C is located south of Building B and provides facilities for automotive programs.

Building D is located on the southern most area of the main campus and houses the Diesel Mechanics program.

Ethel H. Hall Automotive Technology Center is a facility housing four General Motors classrooms/labs and an auditorium for satellite telecasts. The President’s Office and the Dean of Instruction’s Office are also located in this building.

Jess Lanier Building is located adjacent to the Ethel H. Hall Automotive Technology Center and provides facilities for specialized automotive programs.

Millsap Industrial Training Center is designed to provide classroom and laboratory instruction for apprenticeship, upgrade, and multi-craft training for industry. Director of Community Relations, Corporate Services Director’s Office, and the State Vocational Rehabilitation Office are located in this building.

North Campus is composed of a cluster of buildings housing Building Construction and Horticulture greenhouses/labs.

CORPORATE SERVICES

For over 21 years, Bessemer State Technical College has been actively involved in specialized/custom training courses, competency testing, and consulting for both business and industry. All three of these services have been offered with great success to companies in the Birmingham area, the State of Alabama, and the Southeastern United States.

The College has the capability through its Corporate Services Division to develop a unique training program or testing program for any company and to administer the program at the company’s facility or at the college. The services offered include the following:

- A Quality Product: Bessemer State Technical College provides educational programs that span the occupational spectrum. Training begins with entry-level skills, moves into specialized technologies, and includes retraining that provides for individual advancement.
- Start-Up Training—The college offers start-up training which is implemented before or immediately after the employee is hired. The program assures quality training standards that will provide for a productive employee without additional on-the-job training or a time consuming break-in period.
- Program Flexibility — On-site training is just one aspect that has earned Bessemer State Technical College a reputation of flexibility in meeting the needs of business and industry in Alabama. Scheduling, location, and instructor utilization are all tailored to specific needs. One-time sessions, on-going instruction, or around-the-clock training can be provided by the college.
- Enrichment Programs—Bessemer State Technical College offers programs to enrich employee skills in traditional or non-traditional areas. Training in CPR, first aid, management, technical areas, word processing, and the like, are just a few of the topics of interest and benefits available to both the employee and the employer.
- Saving Dollars—One of the best characteristics of Bessemer State Technical College’s program is its reasonable cost. The College is nationally recognized for its long-standing commitment to quality and low-cost business and industry training programs.

FOR MORE INFORMATION ...

The Corporate Services Division at Bessemer State Technical College welcomes the opportunity to assist any company with all its training, testing, and consulting needs.

Contact the Corporate Services office at (205) 428-6391, ext. 367.
ADMISSION OF FIRST-TIME COLLEGE STUDENTS

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

Admission to Course Creditable Toward an Associate Degree

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

1. Hold The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
2. Hold a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and have passed the Alabama High School Graduation Examination; or
3. Hold a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and have achieved a minimum ACT score of 16 or the equivalent score on the SAT; or
4. Hold the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and have achieved a minimum ACT score of 16 or the equivalent score on the SAT; or
5. Hold a GED Certificate issued by the appropriate education agency.

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

The college may establish additional admission requirements when student enrollment must be limited or to assure ability-to-benefit.

Admission to a Course Not Creditable Toward an Associate Degree

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

For additional information regarding ability-to-benefit, contact the Admissions Office.

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

The college may establish higher or additional admission requirements for specific programs or services when student enrollment must be limited or to assure ability-to-benefit.

Unconditional Admission of First-Time College Students

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

1. An official transcript showing graduation with The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
2. An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama High School Graduation Examination; or
3. An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or
4. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or
5. An official GED Certificate.

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

ADMISSION OF TRANSFER STUDENTS

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

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

**Unconditional Admission of Transfer Students**

1. For Unconditional Admission, a transfer student must have submitted to the college an application for admission and official transcripts from all regionally or Council on Occupational Education accredited postsecondary institutions attended. If the student has not earned an Associate Degree or higher and he or she will be required to submit an official high school transcript or proof of a GED Certificate.

2. A transfer student who attended another postsecondary institution and who seeks credit for transfer to that parent institution may be admitted to the college as a transient student. A student must submit an application for admission and an official letter from the institution he/she attended that certifies that the credits earned at the college will be accepted as a part of the student’s academic program. Such a student is not required to file transcripts of his/her previously earned credits at other postsecondary institutions.

3. An applicant who has completed a baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

**Conditional Admission of Transfer Students**

A transfer student who does not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the college, may be granted conditional admission. No transfer student shall be allowed to enroll in a second semester/term unless all required admissions records have been received by the college prior to registration for the second semester/term.

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

**Initial Academic Status of Transfer Students**

1. 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.

2. A transfer student whose Cumulative Grade Point Average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION.

3. An applicant who has been academically suspended from another regionally accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the college for 'native’ students who have been academically suspended. If a transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read ADMITTED UPON APPEAL -- ACADEMIC PROBATION.

**General Principles for Transfer of Credits**

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

2. A course completed at another regionally or Council on Occupational Education accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements. A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credit after completing 15 semester hours with a cumulative GPA of 2.0 or above.

3. 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.

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

**Admission of International Students**

Each international applicant should have a passport valid for at least six months and an F-1 student visa. F-1 visa holders are required to be enrolled full-time (12 credit hours per semester/term), and should progress satisfactorily toward a certificate, diploma, or degree.

Bessemer State Technical College admits only F-1 academic students who submit the following academic, linguistic and financial documents:

1. A completed BSTC application.
2. An original certified, and English translated copy of his/her high school or secondary school transcript(s).
3. An original copy of his/her Test of English as a Foreign Language (TOEFL) scores to the Admissions Office or designated advisor.
4. A current signed noted statement of financial support. The student will be responsible for all college related expenses while attending Bessemer State Technical College.
5. The policy/contract number and expiration date as well as the name, address, and telephone number of the student’s accident and health insurance company.

**Early Admission for Accelerated High School Students**

Bessemer State Technical College offered qualified high school junior and seniors the opportunity to enroll in a special academic program. During the juniors and senior years in high school, the student may take courses that fulfill college requirements. Upon graduating from high school, the student may continue at Bessemer State Tech or transfer courses to another postsecondary institution, if applicable. An important point to remember is that the content and teaching methodology of classes will be at the college level.

**Eligibility**

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

1. The student must have successfully completed the 10th grade.
2. Each term the student must provide a certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative “B” average and recommending that the student be admitted under this policy.
3. The student may enroll only in postsecondary 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.)

4. The student who attends a non-accredited high school must also have a minimum ACT score of 16.

All college credit completed at Bessemer State Technical College prior to earning the high school diploma or GED is conditionally awarded. The student’s transcript will read CONDITIONAL CREDIT until an official high school transcript showing the date of graduation has been received by the college.

Exceptions may be made to requirements 1 and 3 for a student documented as gifted or talented according to the standards included in the State Plan of Exceptional Children and Youth.

DUAL ENROLLMENT

On April 24, 1997, the Alabama State Board of Education authorized local boards of education to establish dual enrollment/dual credit programs allowing qualified high school students to enroll in postsecondary institutions in order to dual-credit for a high school diploma and/or a postsecondary degree. An important point to remember is that the content and teaching methodology of all classes will be at the college level. Enrolled students must pay normal tuition as required by Bessemer State Technical College.

A Student is eligible for the dual enrollment/dual credit program if he/she meets the following criteria:

1. The student must be in grade 10, 11, or 12.
2. The student must have a “B” average in completed high school courses.
3. The student must have written approval of the local principal and superintendent of education for each term.
4. The principal’s/superintendent’s written approval must indicate what course is to be taken at Bessemer State Technical College for that term.
5. 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.

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.

Students must receive approval from the college’s Admissions Office prior to registering for courses.

PROCEDURE FOR ADMISSION

1. An applicant must obtain an application from the Admissions Office located in the Student Services Center, Building A. The application must be completed, signed, and submitted to the college as early as possible prior to the planned term of enrollment.
2. A first-time college applicant must request an official transcript from the high school attended or have an official GED Certificate mailed to the Admissions Office.
3. A transfer student must request colleges or universities previously attended to mail official transcript(s) of academic records directly to the Admissions Office.
4. Upon receipt of the application, the Admissions Office schedules each applicant to take an assessment instrument. An applicant must be administered the ACT/ASSET placement instrument according to the State Board Policy. Upon receipt and review of the application, the Admissions Office schedules each applicant to take the ACT/ASSET unless he/she is exempt. An applicant who needs accommodations to take the ACT/ASSET should contact the Coordinator of Special Needs at least two weeks in advance of the testing date.
5. An applicant accepted for admission will be notified and provided directions for registration.

NOTE: Application and admission policies and procedures for individual programs may vary slightly. Consult program specific information for details.

Allied Health Programs

Because graduates of the Dental Assisting, Nursing Assistant/Home Health Care Aide, Emergency Medical Technician and Licensed Practical Nursing Programs must pass formal state and/or national licensure/certification examinations upon completion of their respective programs, separate policies and guidelines, higher than the institutional standards, have been established. Each student will be given a copy of the appropriate policies upon registration and admission to the program.

Admission Requirements for Allied Health Programs

Each applicant must:

1. Have a high school diploma or GED Certificate.
2. Complete an application to Bessemer State Technical College.
3. Submit official transcript from all high schools and colleges attended.

4. Take the ACT/ASSET exam and score appropriately for the specific program.

Additional Information Related to Application/Admission Procedures

Transfer credit may be approved for selected courses with an official transcript and a grade of "C" or better in each course. Anatomy and physiology, nursing, and allied health courses must be completed within two (2) years of application date. The Dean of Students or a designee and the Department Chair of Allied Health will evaluate applicants’ transcripts on an individual basis.

1. Present proof of CPR certification prior to entering the clinical area.
2. Each student must be able to provide his/her own transportation to clinical facilities.
3. Each student should have medical insurance prior to the clinical experience. The college assumes no liability in the event of injury/illness.
4. Admission to an Allied Health program is on a space-available basis and will be based on a comparative evaluation of all test scores, transcripts, and application information.
5. Applicants should review the list of the essential functions that identifies program specific job performance requirements.
6. Each applicant accepted into a program will be required to complete medical requirements as identified on the Allied Health Programs Physical Examination form.
7. An applicant who is not accepted into his or her preferred program of study is encouraged to see an advisor, who will assist him/her with other career options and/or taking additional courses to improve the chances of acceptance for the next term.
8. Prior convictions (excluding traffic violations) may affect licensure eligibility. (Please see program descriptions for specific information.)
9. Each student accepted into an Allied Health program must purchase liability insurance.
Retention/Progression Criteria:

1. A grade of "C" (75 percent) is required in all courses for progression.
2. A minimum GPA of 2.0 is required for progression in the health programs.
3. Clinical experiences must be satisfactory in order to receive a passing grade in health program courses. A student who is not satisfactory in clinical performance will not pass the course.
4. Competency in drug calculation must be maintained and will be tested in each clinical course.
5. A student who receives less than a "C" grade in a health program will not progress and must repeat the course. Each program states criteria for the number of repeats allowed in a given program and when repeats would be possible.
6. A student who demonstrates significant problems during the course of the program may be asked to undergo evaluation to determine his/her ability to continue in the program.

For more information on the School of Practical Nursing, the Emergency Medical Technician program, or other Allied Health programs, contact the Allied Health Programs Department Chair.

ASSESSMENT

Placement

Each student who enrolls for more than four semester credit hours or eight weekly contact hours per semester/term will be administered the ACT/ASSET written assessment instrument or the COMPASS computerized assessment instrument, and placed at the appropriate developmental level as indicated by the assessment results. The college provides appropriate developmental courses and other support to assist students who have deficiencies.

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

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

Skill Assessment

Beginning Fall 2000 entering students will be administered four ACT/Work Keys Skills Assessments in addition to the ACT/ASSET or COMPASS. The skill assessment areas; Applied Math, Applied Technology, Locating Information, and Reading for Information, have target levels determined statewide by advisory committees. The goal of the ACT/Work Keys program is to assist students in reaching industry set target levels prior to graduation. Based on the Assessment, students will be enrolled in BSS 118 Study Skills through the Student Success Center.

One term prior to graduation students will be administered the four ACT/Work Keys Skills Assessments and the scores will become part of their graduation portfolio.

ADVANCED PLACEMENT CREDIT

Bessemer State Technical College awards credit based on nationally recognized advanced placement examinations. A maximum of 20 semester hours of credit may be awarded and applied toward graduation. A student desiring to apply for advanced placement must have test scores sent directly to the college's Admissions Office from the appropriate testing agency.

Advanced Placement Test (AP)

The college awards credit for an Advanced Placement course taken in high school with a score of 3 or higher on the national examinations of the College Entrance Examination Board's Advanced Placement Program.

The college offers a student who enters an occupational program and can document previous education or experience in the occupation an opportunity to receive advanced placement credit based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

College-Level Examination Program (CLEP)

Bessemer State Technical College (BSTC) 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 Bessemer State Tech equivalents are as follows:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>CLEP Subject</th>
<th>BSTC</th>
<th>Hours Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>History and Social Sciences</td>
<td>Introductory Psychology</td>
<td>PSY 270</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Principles of Macroeconomics</td>
<td>ECO 231</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Composition and Literature</td>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Science and Mathematics</td>
<td>MAH 100</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAH 100,112</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MTH 104</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Information Systems</td>
<td>DPT 119</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Business</td>
<td>BUS 275</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Principles of Management</td>
<td>ACT 141, 142</td>
<td>6</td>
</tr>
</tbody>
</table>

COURSE AUDITING

A student wishing to take college courses without credit may do so by a process called auditing. A student auditing classes must fulfill admission requirements as stated in this catalog/student handbook. An "audit" student is required to register and pay the appropriate tuition and fees for the courses audited. The Declaration of Course Audit form must be signed by both a student and instructor and submitted to the Registrar's Office before the end of the drop/add period. Once a student declares a course is "not-for-credit," a student's enrollment in that course cannot be
changed back to "for-credit." An "audit" student will be listed on the official class roll, but is not required to take tests, final examinations, or make reports. The grade for audit will be shown on a student's transcript as "AU." An "audit" student is not eligible for veteran's benefits, JTPA, or federal financial assistance. A student who desires to change from credit to audit, or audit to credit, must officially request a status change before the end of the drop/add period.

DROP/ADD PERIOD
The third class day of the fall and spring semesters/terms is the last day of the drop/add period. The second class day of the summer term is the last day of the drop/add period. All schedule changes must be made on or before this day.

The last day of the third week of classes each semester/term is the last day to drop a course without loss of quality points.

GRADUATION APPLICATION DEADLINE
The sixth week of the semester/term in which a student plans to graduate is the last day to apply as a candidate for graduation (submit an application for graduation).

INCOMPLETE GRADES
The last day of the fourth week of the following semester/term is the last day to remove an incomplete grade. If the "I" is not removed during this period, it will automatically change to an "F."

REGISTRATION
Each student is encouraged to pre-register each semester/term. A new student who is accepted for admission will be notified of the pre-registration date(s). Due to the demand for many programs and/or courses, it is imperative that each student pre-register during the period designated. A student who is unable to pre-register during the period assigned or who decides not to enroll, should contact the Admissions Office or his/her faculty advisor.

Pre-registration dates for each semester/term are announced in the college's publications and written correspondences to faculty/staff and students. For additional information, which includes steps for completion of registration, each student should see his/her faculty advisor or contact the Registrar's Office.

To pre-register or register, a student must meet with his/her faculty advisor who will review and approve a student's course of study for the semester/term. Approval is indicated by entry of a class schedule in the CMDS computer system.

Next, each student will pick up his/her approved schedule and charges in the Registrar's Office. Registration is completed with the payment of tuition and fees. A student may be required to go to the Office of Student Financial Services for payment authorization before proceeding to the College Cashier in the Bookstore to complete the process.

A student will not be allowed to attend classes until his/her financial obligations have been met. A student cannot reserve space in classes without paying tuition and fees. A student who does not register prior to the first day of class will be charged a late fee.

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

ACADEMIC AFFAIRS

ATTENDANCE
Class attendance is an essential part of the educational process at Bessemer State Technical College. Each student is expected to attend each class in which he/she is enrolled. Absences will be recorded each day that the class meets, including the first day of class. If a student is unable to attend a class regularly, regardless of the reason or circumstance, he/she should formally withdraw from that class through the Registrar's Office.

ABSENCES AND TARDIES SHOULD BE RARE and should occur only under the most compelling circumstances. Though a student may register for classes late, he/she will be held responsible for all class work or assignments missed. No student will be penalized if administrative schedule changes are made. In the event an instructor is not present when the class is scheduled to convene, each student must remain in the classroom until the instructor arrives or until official word is received.

A student who accumulates excessive absences will be dropped from class by the instructor. The definition of "excessive absences" will be determined and published by each instructional division.

EACH STUDENT MUST ATTEND CLASS ON TIME.
Three (3) tardies count as an absence. A student is tardy when he/she is more than five (5) minutes late for a scheduled class or leaves a class before class is dismissed by the instructor.

IT IS THE RESPONSIBILITY OF EACH STUDENT TO KEEP UP WITH CLASS ATTENDANCE. The student should verify his/her attendance and tardies record with the instructor.

It is each student's responsibility to withdraw officially from a class by contacting the Registrar's Office. ANY STUDENT WHO DOES NOT ATTEND CLASS DURING THE DROP/ADD PERIOD WILL BE DROPPED FROM THE CLASS ROLL. Termination or withdrawal from class can affect eligibility for federal financial aid. For more information, a student may contact the Office of Student Financial Services.

The decision to reinstate a student dropped due to excessive absences will be based upon extenuating circumstances and an evaluation by the instructor to determine if the student has demonstrated the ability to complete the course requirements for the term. A student must be able to verify extenuating circumstances such as sickness, death in the immediate family, military duty, jury duty, or certain legal obligations. Work-related circumstances...
usually will not excuse an absence. A student is responsible for any lab, examinations, or class work missed. There are no free cuts.

Attendance requirements in programs that lead to board licensing, such as nursing, may differ from the policy set out above.

CHANGE OF MAJOR

A student who desires to change his/her major course of study must consult with his/her faculty advisor, complete a Change of Major form, and submit the form to the Admissions Office. Approval for a change of major will depend on the availability of training space within the program.

CLASS SCHEDULE CHANGE

Changes in class schedules may be necessary under certain circumstances. To make changes in a schedule, a student should follow the procedure that is listed below:

1. Obtain a Drop/Add form from his/her advisor or the Registrar’s Office.
2. Record the class(es) he/she wishes to add or drop on the form.
3. Check with the Office of Student Financial Services in order to determine how this change will affect his/her financial assistance if the class load is being dropped below 12 hours.
4. Contact the instructor whose class he/she is adding or dropping so that the instructor may sign and approve the change.
5. Contact his/her faculty advisor for final approval of the schedule change and the advisor's signature. The Drop/Add form must be submitted to the Registrar's Office for processing.

The last day to change a schedule without penalty is the last day of the drop/add period.

Course Withdrawal

To withdraw officially from a class, a student must contact the instructor for that class and complete a withdrawal form. The last day to drop a course without the possibility of negatively affecting a grade point average is the end of the third week after classes have begun. A student who discontinues a course without officially completing withdrawal procedures will receive a grade of “FA” for the course. A STUDENT SHOULD NOT SIMPLY STOP ATTENDING CLASSES.

CLASSIFICATION OF STUDENTS

In order to maintain full-time status, a student must be enrolled for a minimum of 12 credit hours per semester/term. A student who enrolls for less than 12 credit hours per semester/term is considered a part-time student.

COURSE OVERLOAD

The student course load for a full-time student will be 12 to 19 credit hours per semester. Credit hours above 19 credit hours will constitute a student overload. A student course overload must be approved by the Dean of Students.

EVALUATION

Instructors will give tests, quizzes (oral or written), projects, and work assignments. Scheduled final examinations will be administered during the last week of each semester/term. The examination schedule will be published by the Dean of Instruction.

A student who misses tests and examinations is responsible for making arrangements with his/her instructors regarding make-up exams.

GRADING SYSTEM

Courses for which a student has registered could be assigned one of the letter grades as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (90 - 100)</td>
<td>Excellent</td>
<td>4 points</td>
</tr>
<tr>
<td>B (80 - 89)</td>
<td>Good</td>
<td>3 points</td>
</tr>
<tr>
<td>C (70 - 79)</td>
<td>Average</td>
<td>2 points</td>
</tr>
<tr>
<td>D (60 - 69)</td>
<td>Poor</td>
<td>1 point</td>
</tr>
<tr>
<td>F (Below 60)</td>
<td>Failure</td>
<td>0 points</td>
</tr>
</tbody>
</table>

Note: Failure of a course results in no credit being earned.

The formula for computing a student's Grade Point Average (GPA) is as follows: Total number of grade points earned divided by total number of term hours attempted equals GPA. (Note: Student Support Services, college developmental, and Training for Business/Industry courses do not affect the Cumulative Grade Point Average. These courses are averaged only for the semester/term GPA.)

As an example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>3</td>
<td>B (3 points)</td>
<td>3x3 = 9</td>
</tr>
<tr>
<td>Intermediate Algebra</td>
<td>3</td>
<td>C (2 points)</td>
<td>3x2 = 6</td>
</tr>
<tr>
<td>Orientation</td>
<td>1</td>
<td>A (4 points)</td>
<td>1x4 = 4</td>
</tr>
<tr>
<td>Beginning Keyboarding</td>
<td>3</td>
<td>B (3 points)</td>
<td>3x3 = 9</td>
</tr>
<tr>
<td>Computer</td>
<td>3</td>
<td>B (3 points)</td>
<td>3x3 = 9</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td>13</td>
<td>Total Grade Points</td>
<td>37</td>
</tr>
</tbody>
</table>

The formula for computing a student's GPA is as follows: Total number of grade points earned divided by total number of term hours attempted equals GPA. (Note: Student Support Services, college developmental, and Training for Business/Industry courses do not affect the Cumulative Grade Point Average. These courses are averaged only for the semester/term GPA.)

STANDARDS OF ACADEMIC PROGRESS

The Standards of Progress Policy shall apply to all students unless otherwise noted.

A student must earn a total Grade Point Average (GPA) of 2.00 (C) on all courses to be eligible for graduation.

The following grades may be assigned to institutional credit courses such as developmental courses and Training for Business/Industry courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0 points</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0 points</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>0 points</td>
</tr>
</tbody>
</table>

The Standards of Progress Policy shall apply to all students unless otherwise noted.

The required GPA levels for each student according to number of hours attempted at the college are as follows:

1. A student who has attempted 12-21 semester
exceptions

programs within the institution which are subject to external licensure, certification, and/or accreditation or which are fewer than four semester in length may have higher standards of progress than the institutional standards of progress.

selected transfer students will be placed on Academic Probation upon admission and must transition to these standards of academic progress.

special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid.

when a student is placed on Academic Probation, one-Semester/Term Academic Suspension, or one Calendar Year Academic Suspension, college officials may provide intervention for a student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

intervention for student success

when a student is placed on Academic Probation, one-Semester/Term Academic Suspension, or one Calendar Year Academic Suspension, college officials may provide intervention for a student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

application of standards of progress

1. when the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, a 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, a student is placed on Academic Probation.

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 2.0 or above, a student remains on Academic Probation.

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 2.0, a student is suspended for one term. 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, a student's status is Clear.

3. a student who is suspended for one semester may appeal. If, after appeal, a student is readmitted without serving the one semester suspension, the transcript will read: Suspended—One Semester/Readmitted Upon Appeal.

a student who is readmitted upon appeal re-enters the institution on Academic Probation.

4. a student who is on Academic Probation after being suspended for one semester (whether a 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 2.0 or above will remain on Academic Probation until a student achieves the required GPA for the total number of hours attempted.

5. a student returning from a one-term or one-year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a semester/term GPA of 2.0, will be placed on a one-year suspension.

6. a student may appeal a one-semester/term or one-year suspension.

7. the permanent student record will reflect the student's status (except when the status is Clear). when appropriate, the record will reflect Academic Probation, Academic Suspension—one Term, Academic Probation—one Year, One Term Suspension—Readmitted on Appeal, or One Year Suspension—Readmitted on Appeal.

process for appeal for readmission

if a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, he/she may submit a request in writing for an "appeal for readmission" to the Admissions Committee within a designated, published number of 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, a student shall be given an opportunity to present a rationale and/or a statement of mitigating circumstances in support of immediate readmission.

the decision of the Admissions Committee, together with the materials presented by a student, shall be placed in the college's official records. Additionally, a copy of the written decision shall be provided to a student. equity, reasonableness, and consistency will be the standards by which such decisions are measured.

definition of terms

grade point average (GPA)

the grade point average based on all hours attempted during any one semester/term at the institution based on a 4-point scale.

cumulative grade point average (GPA)

the grade point average based on all hours attempted at the institution based on a 4-point scale.

clear academic status

the status of a student whose cumulative grade point average (GPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.

academic probation

1. the status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at the institution; or

2. the status of a student who was on Academic Probation the previous semester/term and whose cumulative GPA for that semester/term remained below the level required by this policy for the total number of credit hours attempted at the institution but whose semester GPA for that semester/term was 2.0 or above.

one-semester academic suspension

the status of a student who was on Academic Probation the previous semester/term and who has been previously suspended or without having since achieved Clear academic status and whose cumulative GPA that term 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/term was below 2.0.

one-year academic suspension

the status of a student who was on Academic Probation the previous semester/term and who has been previously suspended without having achieved Clear Academic Status and whose cumulative GPA that semester/term 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/term was below 2.0.

Appeal of Suspension

The process by which an institution shall allow a student suspended for one semester/term or one year (whether a “native” student or a transfer student) to request readmission without having to serve the suspension.

STANDARDS OF PROGRESS FOR STUDENTS ENROLLED IN INSTITUTIONAL CREDIT COURSES

Institutional credit courses are those courses that are not creditable toward a formal award and include Training for Business and Training for Industry courses and courses numbered below the 100 level.

The instructor may assign grades other than those generating quality points to institutional credit courses. The approved grades are Satisfactory (S), Unsatisfactory (U), and In Progress (IP). Special Standards of Progress for students enrolled in these courses are as follows:

1. A student who is enrolled in an institutional credit course and who receives a grade of U or IP one semester/term may not take the course a second semester/term until he/she receives special academic advising. This process may include, but is not limited to, imposing maximum course limits, requiring a study skills course, and/or prescribing other specific courses.

2. After the second semester/term in which a student receives a grade of U or IP in the same course, a student must appeal through the institution’s appeal process before a student will be allowed to re-enroll in the course.

Standards of Academic Progress: Transfer Students

The following standards of progress shall apply to each student who has previously attended another regionally accredited postsecondary institution:

1. A transfer student who is admitted on Clear Academic Status, that is satisfactory progress, is subject to the same standards of academic progress as a first-time college student. Grades accrued at another regionally accredited postsecondary institution are not included in GPA calculations.

2. A transfer student who is admitted on Academic Probation retains that status until he/she has attempted at least 12 credit hours at the institution. If, at the conclusion of the semester/term in which he/she has attempted a total of 12 or more semester credit hours at the institution, the Cumulative GPA at the institution is below 1.5, the student will be suspended for one semester/term. The transcript will read SUSPENDED–ONE SEMESTER.

3. If, at the conclusion of the semester/term in which a transfer student admitted on Academic Probation has attempted a total of 12 or more credit hours at the institution, the Cumulative GPA at the institution is 1.5 or above, the student’s status is Clear.

ACADEMIC BANKRUPTCY

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 a student wishes to declare bankruptcy, a student may declare academic bankruptcy on all coursework taken during the semester/term provided a student has taken a minimum of 30 semester credit hours of coursework at the institution since the bankruptcy term occurred. All coursework 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 a student wishes to declare bankruptcy, a student may declare academic bankruptcy on all coursework taken during 1-3 semester/terms provided a student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework 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.

When academic bankruptcy is declared, the transcript will reflect the semester/term of its implementation and the transcript will be stamped “ACADEMIC BANKRUPTCY IMPLEMENTED.”

3. A student may declare academic bankruptcy only once.

4. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

Academic Failure

The college wants every student to be successful in his or her studies. It is important for a student who is not meeting his or her academic goals to take advantage of advising and academic services offered by the college. Should a student begin failing a course, it is his/her responsibility to schedule a conference immediately with his/her instructor to discuss the matter.

ACADEMIC HONORS

Bessemer State Technical College provides selected academic honors to recognize and promote notable student achievements. These academic honors include:

Dean’s List

The Dean’s List is compiled at the end of each semester/term. Requirements for the Dean’s List are (1) a semester Grade Point Average of 3.5 or above but below 4.0 and (2) completion of a minimum course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in each semester's/term's GPA; however, developmental courses will not count toward the minimum course load requirement.

President’s List

The President’s List is compiled at the end of each semester/term. Requirements for the President’s List are (1) a semester Grade Point Average of 4.0 and (2) completion of a minimum course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in each semester's/term's GPA; however, developmental courses will not count toward the minimum course load requirement.

FALSIFICATION OF RECORDS

Any falsifying of records by a student will disqualify him or her from receiving academic credit or earning a graduation award from Bessemer State Technical College.

GRADUATION REQUIREMENTS

A student successfully completing his/her course requirements will be awarded either an Associate in Applied Technology degree, Associate in Occupational Technologies degree, diploma, or certificate depending on the courses completed. The last day a student can apply to be a candidate for graduation is the end of the tenth week of the student’s last semester/term at the college.
An academic advisor must recommend a student for either an Associate in Applied Technology degree, Associate in Occupational Technologies degree, diploma, or certificate by signing his/her Application for Graduation. A student must submit the signed application to the college’s Registrar for processing.

A graduation exercise is held once a year at the end of spring semester/term. Each student who graduates in the summer, fall or the spring semester/term is invited to participate in the graduation exercise. A student who desires to participate must order a cap and gown through the college bookstore prior to a published deadline.

All fees and bills for services rendered by the college must be paid to the Cusher’s Office before a student is granted an Associate in Applied Technology degree, Associate in Occupational Technologies degree, diploma, or certificate.

It is the responsibility of each student to consult with his/her major advisor in scheduling the classes required for completion of graduation requirements.

**Associate in Applied Technology Degree Requirements**

A student shall be awarded the Associate in Applied Technology Degree upon satisfactory completion of the requirements of the specific program as specified by the college and the State Board of Education. A student must:

1. Satisfactorily complete a minimum of 60 semester hours or more of college credit in an approved program of study, including prescribed general education courses.
2. Earn a 2.0 Cumulative Grade Point Average in all courses attempted at the college.
3. Complete at least 25 percent of the credit hours at the college granting the degree.
4. Meet all requirements for graduation within a calendar year from the last quarter/semester of attendance.
5. Complete an Application for Graduation form to the Registrar’s Office prior to the application deadline.
6. Fulfill all financial obligations to the college.

**Diploma and Certificate Requirements**

A student may be granted a diploma or certificate upon satisfactory completion of the requirements of the program as specified by the college in accordance with policies of the State Board of Education. A student must:

1. Satisfactorily complete an approved program of study.
2. Earn a 2.0 Cumulative Grade Point Average in all courses attempted at the college.
3. Complete at least one-half of the total semester credit hours or the equivalent quarter hours required in the program at the college granting the award.
4. Meet all requirements for graduation within a calendar year from the last quarter/semester of attendance.
5. Transfer credit hours from a regionally accredited institution or institutions comprising The Alabama College System with a minimum grade of “C” in courses creditable toward graduation.
6. Complete and submit an Application for Graduation form to the Registrar’s Office prior to graduation.
7. Fulfill all financial obligations to the college.

**GRADUATION WITH HONORS**

The college provides academic honors to recognize and promote notable student achievement. These academic honors include: (1) Graduation Honors for Degrees to include Graduation with Honors, Graduation with High Honors, and Graduation with Highest Honors; and (2) Graduation Honors for Other Formal Awards (diplomas and certificates) to include Graduation with Distinction.

**Graduation Honors for Degrees**

Superior academic achievement by a graduating student shall be recognized by the following designations on his or her transcript:

- Graduation with Honors (or Cum Laude) ..............3.50 to 3.69 GPA
- Graduation with High Honors (or Magna Cum Laude) ........3.70 to 3.89 GPA
FINANCIAL INFORMATION

TUITION AND FEES
The following tuition and fees are applicable to all in-state students. Tuition and fee rates are subject to change.

Tuition:
$48 per credit hour

Fees:
- Facility Renewal Fee: $4 per credit hour
- Technology Fee: $4 per credit hour
- Late Registration Fee: $25 (Assessed on the first day of term)
- Returned Check Fee: $25
- Diploma Fee: $10
- Transcript: $3 (three copies fee)
- Student Accident Insurance: $8 per semester/term
- Student Nursing Malpractice Insurance: $15 per year
- Student Dental Malpractice Insurance: $15 per year
- Student EMT Malpractice Insurance: $20 per term
- LPN Test Fee 1: $11 each test
- LPN Test Fee 2: $21 each test
- Placement Retest Fee: $8 each test

A student may pay his/her tuition, fees, and other instructional charges with cash, personal check, cashier's check, traveler's check, money order, or credit card, subject to institutional restrictions. Credit card payments may be made by phone.

NOTE: Tuition for an out-of-state and an international student is double ($96 per credit hour) that for an in-state student. Fees remain the same.

REFUND POLICY

Definition of Refund
Refunds are amounts paid for tuition, fees, and books that are returned or "refunded" when a student withdraws from classes. Refunds are applicable to tuition and the facility renewal fee. Late registration fees are not refundable. Student insurance premiums are refundable only if the student never attends classes. Refunds to students are paid by check and are available from the Business Office seven to ten days after the Drop/Add form is completed.

Refunds for students receiving federal financial aid are determined in accordance with the Return of Title IV Funds federal policy described in the next section.

Definition of Withdrawal Date
A student's withdrawal date is the last recorded day of attendance in a class. If all classes are dropped, the latest date of attendance is used in the calculation of the refund.

Partial Withdrawal
A student who does not completely withdraw from the college but drops a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

State Refund Policy
In accordance with State Board policy, a student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other institutional charges.

A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the withdrawal date, as follows:

Withdrawal during first week:
75 percent of tuition and other institutional charges

Withdrawal during second week:
50 percent of tuition and other institutional charges

Withdrawal during third week:
25 percent of tuition and other institutional charges

Withdrawal after end of third week:
No refund

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

Books and Supplies
A student who withdraws and who has purchased returnable books and/or supplies from the college and returns the items in new/unused condition by the end of the third week of the semester/term will be refunded the full purchase price. Books and/or supplies returned in used condition by the end of the third week of the semester/term will be refunded 50 percent of purchase price.
STUDENT FINANCIAL SERVICES

General Statement

The primary purpose of student financial aid programs at Bessemer State Technical College is to provide financial assistance to a student who, without such aid, would be unable to attend college. The Office of Student Financial Services, which administers financial aid programs, is located in the Student Services Center. Office hours are 8 a.m. to 4 p.m., weekdays, and 5 p.m. to 7 p.m., Monday and Tuesday nights.

Student financial need is defined simply as the difference between the cost of education and the amount of money a student and/or his or her family can reasonably expect to make available from personal income and assets to meet those costs.

Family Contribution

An Expected Family Contribution (EFC) is determined by completing a paper or web-based version of the Free Application for Federal Student Aid (FAFSA). (web address: http://www.fafsa.ed.gov) A national formula determines the EFC by taking into consideration the family's size, the number of family members in college, taxed and untaxed income, and assets.

The less a family can contribute, the more financial need a student will have. Financial need may be met with grants, work-study, scholarships, veterans benefits, Job Training Partnership Act (JTPA), or a combination of these types of aid. Other resources such as Vocational Rehabilitation and external scholarships may meet all or part of a student's need for assistance and are considered in the awarding of other types of federal aid.

Financial Aid Application Procedure

The paper version of the Free Application for Federal Student Aid (FAFSA) is available through the BSTC Office of Student Financial Services, a local high school guidance counselor, or the public library. It should be completed at least six weeks before the beginning of the semester/term in which a student will be entering college. Approximately four-five weeks after mailing the application to the federal processor, a Student Aid Report (SAR) will be sent to the student. Students filing the FAFSA via the internet can expect slightly faster turn-around time.

The SAR may be brought to the college's Office of Student Financial Services to determine what, if any, aid a student may receive. An applicant must also complete a Student Data form and may be asked to provide other information (copies of tax returns, verification work sheets, etc.) at that time. For the 2000-2001 school year, Pell Grant recipients will be those students whose SARs have EFCs of 3100 or below. Those with EFCs above 3100 may be eligible to participate in the Federal Work-Study program.

Return of Title IV Funds Federal Policy

With the Higher Education Amendments of 1998, Congress passed new provisions governing what happens to a student's federal financial assistance if that student withdraws from ALL classes before 60% of the semester has passed.

In essence, these provisions say that a student is not entitled to 100% of his or her federal grants (Pell Grant and/or Supplemental Grant) until he or she has completed 60% of the semester, which is about 9 1/2 weeks. In most cases, the student will have received 100% of his or her grant before that time. Therefore, if a student receives a federal grant and withdraws before 60% of the term has passed, HE OR SHE WILL OWE A PORTION OF THE GRANT BACK TO THE GRANT PROGRAM.

Any grant money a student has to pay back is considered a federal overpayment. The student must either repay that amount in full or make satisfactory arrangements with the Office of Student Financial Services 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 financial aid for attendance at ANY college until the debt is paid in full.

Refund for Alabama National Guard and Reservists Called to Active Duty

A student who is an active member of the Alabama National Guard or a reservist who is active duty military who is called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal if such student is unable to complete the semester/term due to active duty orders or assignment to another location.

Addition of Classes

A student who adds credit hours during the drop/add period will be charged additional tuition at the applicable rate.

Generation Statement

The criteria for receiving Federal Financial Aid is as follows:

1. A student must have financial need.
2. A student must have a high school diploma or a GED certificate or pass an independently administered test approved by the U.S. Department of Education.
3. A student must be enrolled as a regular student (i.e., pursuing a degree, diploma, or certificate) in an eligible program of study.
4. A student must be a U.S. Citizen or eligible non-citizen.
5. A student must have a valid Social Security Number.
6. A student must make satisfactory academic progress.
7. A student must sign a statement certifying that federal aid received will be used only for educational purposes.
8. A student must sign a statement certifying that he or she is not in default on a federal student loan and does not owe money back on a federal grant.
9. A student must register with the Selective Service (if required).

TYPES OF FINANCIAL ASSISTANCE

Federal Aid Programs

Pell Grant Program

This major federal grant program ranges in value from $145-$1,200 per semester/term for the fall and spring semesters/terms and from $109-$900 for the summer term. Payments are made by check directly to each student who qualifies approximately 14 days into each semester/term. Tuition and fees may be charged to the Pell Grant program during preregistration. After enrollment, books and supplies may also be charged up to the value of the Pell Grant. This is a voluntary procedure by which direct school expenses are deducted from a student's semester/term check.
Federal Supplemental Educational Opportunity Grant (FSEOG)

This federal grant program is available to Pell Grant recipients with exceptional financial need. Because funding in this program is very limited, not all students who apply and are otherwise eligible are awarded.

Leveraging Educational Assistance Partnership (LEAP)

This combination federal/state grant is also available only to exceptionally needy Pell Grant recipients. Because funding in this program is very limited, not all students who apply and are otherwise eligible are awarded.

Federal Work-Study Program (FWSP)

This federal job program provides part-time work opportunities for students who show financial need. Most job placements are on campus, and a student earns minimum wage while working 8-15 hours weekly. Job placement is based on job availability and skills required, as well as a student's financial need and desire to work.

Other Assistance Programs Provided Through the Office of Student Financial Services

Academic Scholarships

Tuition scholarships are available to outstanding currently enrolled students, high school seniors, and selected VICA tournament winners. Criteria for a currently enrolled student includes completing at least 12 semester credit hours at BSTC with a GPA of 3.5 or better. A letter of recommendation and scholarship application must also be received. Scholarships are renewable each semester/term contingent upon maintaining a 3.0 ("B") Grade Point Average.

Senior Adult Scholarships

Tuition scholarships are available to Alabama residents, aged 60 and above, who register for credit courses at BSTC. These tuition waivers are given on a space-available basis.

Veterans Benefits

Several types of Veterans benefits are available to eligible students. Please see the Veterans Affairs (VA) section for more information.

Emergency Loans

A limited amount of institutionally controlled funds are available to students needing help to pay tuition. Regular payments must be made monthly, and the loan must be fully repaid by the end of the term.

Student Rights and Responsibilities

A student attending Bessemer State Technical College on financial aid has certain rights and responsibilities pertaining to his/her award. These are listed below:

Student Rights

The student has the right to ask the college:
- What financial assistance is available, including information on all federal, state, and institutional financial aid programs.
- What the deadlines are for submitting applications for each of the financial aid programs available.
- What the cost of attending the college is, and what the refund policy is.
- What criteria it uses to select financial aid recipients.
- How financial need is determined. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in the budget.
- What resources (such as family contribution, other financial aid, assets, etc.) are considered in the calculation of need.
- How much of the financial need, as determined by the institution, has been met.
- To explain the various programs in the student aid package. If a student believes he/she has been treated unfairly, he/she may request reconsideration of the award which was made to him/her.
- What portion of the financial aid received must be repaid, and what portion is grant aid.
- How the school determines whether a student is making satisfactory progress, and what happens if he/she is not.

Student Responsibilities

It is a student’s responsibility to:
- Review and consider all information about a school's program before enrolling.
- Pay special attention to the application for student financial aid. Complete it accurately and submit it, on time to the right place. Errors can result in delays in a student’s receipt of financial aid. Intentional reporting of false information on application forms for federal financial aid is a violation of law and is considered a criminal offense, subject to penalties under the Criminal Code of the United States. The Inspector General’s office will be notified in such cases.
- Return all additional documentation, corrections, and/or new information requested by either the Office of Student Financial Services or the agency to which the application is submitted.
- Read and understand all forms that he/she is asked to sign and keep copies of them.
- Accept responsibility for all agreements he/she signs.
- Notify the lender of changes in his/her name, address, or school status for each loan.
- Perform the work that is agreed upon in a satisfactory manner when accepting a Federal Work Study assignment.
- Know and comply with the deadlines for application and reapplication for aid.
- Know and comply with the school’s refund procedure.
- Notify the Registrar’s Office, in writing, whenever there is a change of name or address.

A student applying for financial assistance may be required to submit copies of tax returns, proof of financial independence from parents, household size, number of family members in college, and any other item identified by the Office of Student Financial Services.

Return of Title IV Federal Policy

With the Higher Education Amendments of 1998, Congress passed new provisions governing what happens to a student's federal financial assistance if that student withdraws from ALL classes before 60% of the semester has passed.

In essence, these provisions say that a student is not entitled to 100% of his or her federal grants (Pell Grant and/or Supplemental Grant) until he or she has completed 60% of the semester, which is about 9 ½ weeks. In most cases, the student will have received 100% of his or her grant before that time. Therefore, if a student receives a federal grant and withdraws before 60% of the term has passed, HE OR SHE WILL OWE A PORTION OF THE GRANT BACK TO THE GRANT PROGRAM.

Any grant money a student has to pay back is considered a federal overpayment. The student must either repay that amount in full or make satisfactory arrangements with either Bessemer State 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.
Satisfactory Academic Progress Policy

A student receiving federal financial aid through the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Leveraging Educational Assistance Partnership (LEAP) Grant and/or the Federal Work-Study Program (FWSP), must make satisfactory progress toward a degree, diploma, or certificate according to federal regulations to receive and retain eligibility for funds.

There are three components to satisfactory academic progress as explained below:

1. A student must maintain a Grade Point Average (GPA) of at least 2.0 each semester/term.

2. A student must successfully complete with a grade of 'D' or better at least 67 percent of the hours attempted each semester/term.

A student in violation of either of these two components will be placed on probation for one semester/term. During this probationary semester/term, a student will continue to receive financial aid but must improve the GPA to 2.0, and successfully complete at least 67 percent of the hours attempted. Failure to do so will result in suspension of financial aid. A student wishing to be considered for financial aid after termination must bring his/her academic record into compliance with the above policy while attending school at his/her own expense. When a student is in compliance with the policy again, he/she must request in writing that his/her financial aid be reinstated.

3. A student must also complete program requirements within a certain timeframe. Bessemer State will allow a student to receive federal financial aid for up to 1.5 times the normal number of semesters/terms required for the degree, diploma, or certificate. This applies to both full-time and part-time students.

Examples:

<table>
<thead>
<tr>
<th>Normal Length of Program</th>
<th>Number of Terms Allowed on Financial Aid to Complete Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>5</td>
<td>7 1/2</td>
</tr>
<tr>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>4 1/2</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

Other Important Information

Excessive withdrawals, incompletes, and/or repeated classes may also result in a probationary semester/term or suspension of federal financial aid.

A student wishing to appeal the decision to terminate federal financial aid may do so by writing the Director of Student Financial Services explaining the reason(s) a student failed to meet the requirements. Documentation to support the reason(s) is required.

Veterans Affairs

The Office of Veterans Services is located within the Office of Student Financial Services in the Student Services Center. The Office of Veterans Services is responsible for providing services to veterans, active duty military personnel, and dependents of veterans enrolled at Bessemer State Technical College. In addition to regular hours, the VA officer is available to veterans on Monday evenings from 5:00 - 7:00.

Services available through this office include:

- Counseling, assistance in minimizing a student’s transition from a military to a civilian environment, referral services, general and specific information regarding available benefits, assistance in filing claims for such benefits, and reporting of enrollment information.

Benefits for veterans include:

- The Montgomery GI Bill (Ch 34, Ch 30, Ch 1606, Ch 35), VEAP (Ch 32), the Alabama National Guard Educational Assistance Program (ANGEAP), the Alabama GI Dependent Scholarship, Veterans Vocational Rehabilitation (Ch 31), VA Work Study, and Advance Pay.

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

As soon as the course of study and beginning date of enrollment have been determined, a veteran should contact the Office of Veterans Services with his/her discharge papers (Form DD-214), NDBE (for Ch 1606), marriage license, divorce decree, and birth certificates of any children, if applicable (for Ch.34. If the veteran/dependent is using Ch 35, Ch 31, or the Alabama GI Dependent Scholarship, he/she should also bring the VA file number and the proper forms and applications for benefits will be completed.

Any student in the Alabama National Guard or Reserve components is responsible for notifying instructors of orders for military leave. You will be terminated from all classes; and upon return, a Re-Enrollment form is processed. If the designated time frame for return is not adhered to, the Department of Veterans Affairs is notified of the termination and all educational payments will cease. If a veteran terminates educational training before the end of a term, he/she will be liable for repayment of any benefits received during that term.

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.

If the veteran/dependent submits an advance pay request for initial funds at least six weeks prior to enrollment, a check (in the student's name) will be sent to the college for the first two months of eligibility benefits. The veteran/dependent may use these funds for tuition, fees, books, supplies, and other expenses. All other benefit checks will be sent directly to the veteran/dependent's home beginning or generated through direct deposit in the third month.
The Student Development Services Division is committed to helping each student meet his/her goals. The division assists students with admissions, advisement, registration, orientation, academic support services, special needs, intervention services, student activities, and career planning. For information about services and student activities, contact the Dean of Students or the Assistant Dean for Student Development.

Regular office hours are 8 a.m. to 4 p.m., on Monday through Friday or by appointment. Extended office hours are 4 p.m. to 7 p.m., Monday and Tuesday.

ACADEMIC ADVISMENT

As the college liaison for each student, the academic advisor is eager to assist each student with his/her academic or career concerns. The advisor can assist with awareness of resources and opportunities that can enhance a student’s chance of academic success. Though each student is responsible for his/her academic and personal plans, the advisor shall show a special interest in student success.

Each student is expected to meet at least once each semester/term with his/her advisor to arrange a schedule of classes for the subsequent semester/term. Visits with the academic advisor not only facilitate matching a student’s interests, strengths, and goals with career needs, but also provides the advisor an opportunity to become familiar with each student enrolled in the major area.

Because each academic advisor has other college responsibilities, it is important that a student checks for specific office hours when the advisor is available for conferences. "Walk-in" time is appropriate for brief topics, questions, or concerns that are anticipated to take no more than five minutes. For topics that need more time, a student is expected to make an appointment in order to receive sufficient guidance and assistance.

One of the goals of the college is to teach each student to assume responsibility for his/her academic career. In order to accomplish this goal, the following guidelines have been adopted to help a student begin to take charge of his/her academic plan.

The responsible student should:

1. Be familiar with the contents of the Bessemer State Technical College Catalog/Student Handbook.
2. Be familiar with written college policy statements that must be followed in order to complete the degree, diploma, or certificate requirements.
3. Verify that his/her high school and/or college transcripts have arrived in the Registrar's Office and that appropriate written requests have been completed for transfer of credits and/or advanced placement.
4. Be familiar with the current academic calendar (days classes meet, approved holidays, deadlines for add/drop, and final exam dates).
5. Be familiar with the attendance policy.
6. Consult his/her advisor about his/her degree, diploma, or certificate plans.
7. Be familiar with the requirements of his/her major program and develop a long-range graduation plan. A student should also be aware of any prerequisites that may be required prior to registering for a course.
8. Pre-register for classes each term in order to insure a place in class. (Registration is not complete unless all tuition and fees are paid.)
9. Monitor the accuracy of his/her grade report each term and report errors to his/her advisor and/or instructor. (An incomplete grade that is not removed within the first four weeks of the following term automatically becomes an "F".)
10. Inform the Registrar if a change of name or address occurs. Each student is expected to maintain current and accurate information on file in the Registrar's Office and to respond promptly to all communications from the college. All changes should be submitted to the Registrar.
11. Notify the Counselor if he/she is unable to keep scheduled appointments or if he/she is unable to contact his/her advisor for assistance.

The responsible advisor will:

1. Post specific office hours.
2. Be familiar with the contents of the Bessemer State Technical College Catalog/Student Handbook.
3. Be available to listen to a student's concerns and to discuss options with a student.
4. Provide guidance and referrals as he/she assists a student with choices of a major and career options.
5. Provide information about the requirements for the major program, curriculum options, and graduation.
6. Verify that each student is eligible to enroll and provide guidance in course selections, as they relate to a student's ASSET placement scores and completion of prerequisites.
7. Approve and sign schedules for the upcoming semester/term.
8. Provide interpretation and clarification of college policies.
9. Act as a referral agent to other college support services.
10. Assist with job placement and follow-up.

ACCOMMODATIONS FOR THE DISABLED

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, special services and accommodations are given on an individual basis once supporting documentation is provided. It is the responsibility of a student to notify the college of a disability that requires assistance. Requests for accommodations should be made prior to enrollment. All students requesting assistance should contact the Retention and Assessment Coordinator in the Student Services Center, Building A, Room 194.

For TDD users in Alabama, the Alabama Relay Center is available by calling 1-800-548-2545 (TT only) or 1-800-548-2547 (voice only). A TDD is available to hearing impaired students in the Business Office, Building A.

ACTIVITIES AND ORGANIZATIONS

The faculty encourages extracurricular activities that develop individual initiative, group leadership, and cooperation. Student organizations are faculty supervised and must be approved by the President.

AWS (American Welding Society)

AWS is a multi-faced, nonprofit organization whose major goal is advancing the science, technology, and application of welding and related joining disciplines. AWS has led the way in supporting welding education and technology development to ensure a strong, competitive, and comfortable way of life for America and its people. Membership includes a subscription to the Welding Journal, the most current welding handbook, discounts on AWS technical publications and educational programs, membership in a local AWS Section, membership certificate, card and insignia, electronic forums, and computer-based research.

American Dental Assistants Association

The dental assistant class elects officers each September. The president serves as the class
representative to the Executive Board of the Birmingham Dental Assistants Society. Students attend the annual meeting of the Alabama Dental Assistants Association and participate in demonstration, essay, and poster contests sponsored by the Society.

CSI (Collegiate Secretaries International)

CSI is a worldwide association committed to the mission of being the acknowledged, recognized leader of office professionals. The primary goal is to enhance the individual and collective image, competence, and influence of secretaries throughout the world. Membership offers opportunities for professional development at the local and international levels, research, and scholarship.

PBL (Phi Beta Lambda)

Phi Beta Lambda is the business-related club for students in business majors. State and national competitive events are held each year. Members sponsor activities relating to career information, establishing occupational goals, meetings with business personnel, preparing for transition from school to work, practicing efficient money management, and assuming community responsibility.

SME (Society of Manufacturing Engineers)

SME is an international organization whose purpose is to serve the professional enrichment needs of varied practitioners that make up the manufacturing community. Membership includes access to SME's database of more than 15,000 papers, articles, and periodicals that relate to the varied manufacturing disciplines; an opportunity to network through conferences and seminars; recognition through certification; employment and resume database assistance; and the development of personal relationships through participation in the Birmingham Area Senior Chapter activities. The Senior Chapter is composed of all levels of the technical community from business owner to technical/trade personnel. A roster of club members is maintained by each club or organization advisor.

Student Activities Team

The Student Activities Team consists of students, faculty, and staff who facilitate campus activities programming and encourage student participation in these extracurricular activities. Student activities programming includes Technology Day, Graduating Student Receptions, Spring Fling, Summer Chill, and Health Awareness. These activities are organized to promote leadership development and encourage individual initiative and cooperation among students.

Students in all major programs are invited to get involved in campus activities programming by becoming a member of the Student Activities Team.

VICA (Vocational Industrial Clubs of America)

The VICA Club, Postsecondary Division, is open for membership to all students enrolled in vocational and technical courses at the college. The club motto is "Preparing for Leadership in the World of Work." The Skill Olympics Contests are held each spring with local winners competing in the state finals in April. National and international competitions are held in the summer.

Those club and organization members who attend regular or called meetings or other faculty/staff supervised activities should be granted excused absences by their instructors. These absences should not be counted as regular absences. Gradebooks are coded SA (student activities). Students involved should be given the opportunity of making up any assignments missed during their attendance at authorized student meetings and activities. It is a student's responsibility to contact the instructor(s) and to request to make up assignments missed.

GUIDELINES FOR ACTIVITIES AND CLUB EVENTS

The name of Bessemer State Technical College may be used by campus organizations for any event on or off campus only when:

1. The event has been approved by the President. Requests in writing explaining details must be submitted to the President ten college workdays prior to the event.
2. The event has approval of the faculty sponsors, who must have full knowledge of the event.

Sponsors must be present for the duration of all student-sponsored events.

CAREER SERVICES

It is the philosophy of Bessemer State Technical College to provide skill training that will lead to productive employment. Included in this process is the development of a student's personal traits and habits that are important for job success and awareness of the job market realities.

The Career Services Office endeavors to maintain an up-to-date file of part-time and full-time jobs for students. Job listings are compiled from businesses and organizations in the Metro Birmingham area.

An attempt is made to refer students to positions that will benefit them financially as well as educationally. Specific job referrals may be obtained upon request.

Other services available include: resume service, job search assistance, civil service announcements for federal, state and county listings, career resource library, including periodicals and other college guides, career and employment literature, job fairs, on-campus interviews and job search workshops. Students or former students in need of assistance should contact the Career Services Office in the Student Service Center, Building A, Room 194.

COUNSELING AND GUIDANCE OF STUDENTS

The guidance program is committed to the establishment of an environment where a student is provided the opportunity to become a responsible, self-directed learner, and to maximize his/her potential as he/she prepares for the world of work. A student is provided information and support in the achievement of realistic career and educational goals in agreement with his/her expressed interests and abilities.

Though the classroom instructor or advisor may be able to address immediate needs and concerns, a student may see a counselor in the Student Services Center for more in-depth counseling or advisement. The counselor may also serve as a resource for off-campus referral.

Counseling is available in the Student Services Center, Building A, Rooms 183 and 184.

RETENTION/INTERVENTION SERVICES

The college provides intervention services for prospective students and currently enrolled students. These services include individualized counseling for prospective students, monitoring of students' progress to ensure early identification of those having problems, individualized assistance with academic and personal adjustment issues, and group activities to address study/test-taking strategies and to provide appropriate intervention. For additional information, applicants to the college and students should contact the Student Services Center, Building A, Room 194.

ORIENTATION

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

STUDENT AMBASSADORS

Student Ambassadors are outstanding students selected to act as official Bessemer State Technical College hosts or hostesses at various functions throughout the year. Examples of these functions...
include new student orientation, graduation exercises, campus tours, job fairs, and other social functions.

Crimson blazers and nametags are provided to each Ambassador while serving at the request of faculty or administration in any public relations endeavor. In addition, a $100 stipend is awarded to each Student Ambassador. The stipend is renewable each semester/term contingent upon grades and continued service as an Ambassador.

Being selected as a Student Ambassador is one of the highest honors a student at Bessemer State Technical College can receive. Criteria for selection as a BSTC Student Ambassador follow:

**Student Ambassador Criteria**

1. Student must have a 2.5 Grade Point Average
2. Student must complete and submit an Ambassador application.
3. Student must be recommended by a faculty or staff member of the college.
4. Student must have an interview with the Selection Committee if requested.
5. Student must be able to communicate effectively.
6. Students must be able to commit 15-20 hours per semester to Ambassador activities.

For more information about Student Ambassadors, contact the Assistant Dean for Student Development in the Student Services Center, Building A, Room 194.

**STUDENT SUPPORT SERVICES PROGRAM**

The college’s Student Support Services (SSS) program is a federally funded TRIO project that offers supportive services to low-income, first-generation college, and disabled students. Services include basic instruction in communication skills (SSS 082), Basic Math (SSS 080), and Basic Algebra (SSS 081); assistance with study, test taking, and survival skills; tutoring in various subjects; and advisement/counseling.

The goal of the program is to increase the retention and graduation rates of eligible students by providing services that they need to remain in college and successfully complete their courses. The program depends on referrals from the Admissions Office and faculty/staff in identifying eligible students and complying with federal requirements regarding the number of participants and outcomes.

Faculty and staff are encouraged to refer academically advanced or transfer students who have maintained a high academic average to apply for peer tutor positions. Successful tutor applicants can earn an hourly wage while tutoring program participants.

Contact the SSS Program Director for additional information or assistance. The SSS Office is located in Building A, Room 212. Office hours are 8 a.m. to 4:30 p.m., Monday through Friday, or by appointment.

**STUDENT INFORMATION**

**ACCIDENT/INCIDENT PROCEDURE**

It is the policy of Bessemer State Technical College to provide immediate medical attention to students in the event of an accident/incident occurring on campus. All accidents/incidents should be immediately reported to the Safety Officer or other security personnel who will inform the Dean of Finance, Dean of Students, and Dean of Instruction.

**BOOKSTORE**

The college Bookstore, located in Building A, is open Monday through Thursday from 7:30 a.m. to 7:30 p.m. On Friday, the Bookstore is open from 7:30 a.m. to 2 p.m.

The bookstore provides the following services:

- Free Parking Registration Decals
- Combination Lockers
- Textbook Refunds (receipt required)
- Merchandise Refund (receipt required)

New books must be in the same condition as when purchased. Used books must be in resalable condition. Textbooks must be returned within fifteen (15) calendar days from the first day of classes or two (2) calendar days if purchased thereafter. Please note: Textbooks purchased the last week of classes or during examination periods are ineligible for refunds.

- Merchandise in new condition must be returned within ten (10) calendar days. The following are non-returnable: study guides, examination booklets, special orders, sale merchandise, and opened packages.

**CAMPUS SAFETY AND SECURITY**

The college shall provide a safe environment for students, faculty, staff and other campus visitors. A person who is not a student, officer, or employee of the college, who is not authorized by employment or by status as a student of the college to be on campus or at any other facility owned, operated, or controlled by the governing board of the college, or who does not have legitimate business on the campus or facility, may be directed by an official of the college to leave the campus or facility. If the person fails to do so, trespassing charges may be made by the college through the appropriate local law enforcement agency or court. A student must have a valid student ID in his/her possession when on campus.
The college maintains a staff of uniformed security officers 24 hours a day for everyone’s protection. Selected areas on campus are under video surveillance as well. A student should report any suspicious activity to the college telephone operator or a security officer. Security officers are radio dispatched.

A student is requested to promptly report any safety hazard or security concern to the Safety Officer or other security personnel.

**Protection of Values**

The college cannot be responsible for personal property. All valuable articles should be locked in a car trunk or a locker. Serial numbered items should have numbers recorded and kept in a separate location. A student is encouraged to keep a purse, handbag, and the like in his/her possession at all times.

**CHANGE OF NAME OR ADDRESS**

A student who changes his/her residence or mailing address is expected immediately to notify the Registrar’s Office and the Office of Student Financial Services, if he/she is receiving student aid, of this change. Any communication from the college that is mailed to the name and address on record or that is posted on the college bulletin boards is considered to have been delivered, and becomes the responsibility of a student.

**DRESS CODE**

The following dress code has been formulated by a committee with the objective of creating and maintaining an atmosphere conducive to learning.

The policies are consistent with efforts to improve the health, physical appearance, safety, and welfare of BSTC students.

1. A student should always be well groomed and dressed appropriately for classes. Being well groomed refers to cleanliness of the body, hair, and clothing.

2. A student should not wear any sign, symbol, or other mode of dress that would antagonize other students, disrupt the atmosphere of learning, or attract undue attention to the wearer.

3. A student must wear shoes at all times on campus.

4. A student may wear a hat in classrooms, laboratories, and shops only in accordance with sound safety practices.

5. A student wearing long hair in shop training is required to follow sound health and safety rules of controlling the hair from hanging down in the face and being exposed to moving equipment.

6. All shop instructors are charged with the responsibility of requiring their students to wear clothes in keeping with good sound safety rules of the Federal Occupational Safety and Health Act.

In many programs, a student may be encouraged to purchase clothing applicable to the trade or occupation related to his/her training. In some programs, protective eye glasses and protective footwear are required.

Clothing should be appropriate and should be neat, clean, inoffensive, and decent. For health reasons, footwear is necessary. Hair should be neat, clean, and well groomed at all times. Prohibited are the nude look, see-through blouses, and revealing fashions without appropriate concealing undergarments.

**EMERGENCY MESSAGES**

It is impossible to attempt to deliver telephone messages to a student except those of an emergency nature. College personnel will attempt to deliver only emergency messages such as illness in the family, death, an accident, and the like to a student.

**EMERGENCY PROCEDURES**

**Evacuation Plan**

The purpose of the evacuation plan is to provide a system of alerting and moving students as well as employees to a safe area during a fire, tornado, or any situation that may pose a threat of bodily harm.

**Fire Evacuation Procedures**

Should a fire occur in any department the following action must be taken immediately:

1. Attempt to extinguish the fire with a fire extinguisher if the volume of the fire warrants this action.

2. Report the fire to the college operator who will call (a) the Bessemer Fire Department, (b) the Business Officer, (c) campus Security Officers, and (d) the President’s Office or the Dean of Instruction.

3. Begin evacuation of the immediate area. Evacuation routes are posted in each department. The instructor(s) is/are responsible for evacuating the classroom, turning off all equipment and lights, and closing all doors and windows before leaving the classroom, labs, or shops, when feasible.

4. Each student involved in the evacuation is to assemble at least 50 yards away from the building with his/her classroom group. The instructor(s) will then call roll and report any missing students to the administrator on the scene. Each student must remain clear of the fire lanes.

It is the policy of the college to evacuate only the building(s) that contain the fire and adjacent building(s) if necessary. When the fire department arrives, the fireman in command will order the evacuation of additional buildings should it become necessary.

**Building A**

Building A is equipped with a bell system that is used to signal evacuation. A continuous burst of bells in short rings is the signal. The signal to return to the building is a continuous ring of the bells.

The Millsap Industrial Training Center and the Ethel Hall Building, Diesel Shop, Student Services Center and Library: These buildings are equipped with zoned fire alarm systems.

**Other BSTC Buildings:**

A verbal command will be used to signal the evacuation of all remaining buildings on campus.

**Tornado Evacuation Procedure**

The Emergency Management sirens will be the primary signal for a severe weather warning. The President’s Office, campus Security Office, and Business Office are equipped with radios that are activated by Civil Defense when dangerous weather conditions develop. Should it be necessary to evacuate some areas of the campus, a verbal command will be issued, and students should move to the following shelter areas:

1. North Campus to the basement of the Millsap Industrial Training Center.

2. Second and third floors of Building A to interior classrooms and/or hallway on the first floor of the building.


4. Upper floor of Building B to the bottom floor hallway of Building B.

Students should remain in these areas until notified by administration to return to classes.

**Student Incident Procedure**

Bessemer State Technical College faculty and staff will provide immediate attention to a student in the event of an incident, injury, or severe illness occurring on campus.

All student accidents, injuries, and severe illnesses
must be reported as soon as possible to the instructor and Safety Officer or other security personnel. Immediate notification provides the opportunity for an on-the-scene investigation, insures prompt preventive action, and also provides the individuals with assistance in matters of medical attention and insurance.

All incidents and injuries require the instructor/responsible person to complete the Bessemer State Technical College (BSTC) Accident/Incident Report Form. To proceed with the correction of any safety hazards or deficiencies, the instructor or responsible person must complete the form quickly and accurately.

The BSTC Accident/Incident Report Form must be completed when any student is injured. It will be used by the Dean of Finance and Dean of Students to investigate the injury. It is important that all questions be answered in as much detail as possible.

In the event an injured individual refuses medical attention or transport, the attending staff member will complete and have the injured individual sign the Refusal of Medical Services and/or Transport form.

Every student is expected to comply with all emergency procedures.

FOOD SERVICES

For each student's convenience, a food services area is located in Building A. These facilities are available to the faculty, staff, and students. Two meals a day are served, Monday through Friday (breakfast and lunch). Prices and hours of operation are subject to change without prior notice.

All students are expected to keep the food services area in a neat and presentable condition. Students should assume the responsibility of clearing the tables of all cups, papers, dishes, trays, and the like, and depositing them in the receptacles provided. Tables may not be moved or rearranged by students. Food or beverages are not allowed in academic classrooms or labs.

INCLEMENT WEATHER

Policy Statement

The safety and well-being of students and employees are primary considerations during inclement weather. The college has an established procedure to be followed during adverse weather conditions. However, weather, road conditions, and power outages tend to vary within the college service area. Accordingly, the final decision to travel during adverse weather conditions when the college remains open must be made by each individual.

Authorization to Close the College

The President of the college is the only person authorized to close the college under any circumstances. During his absence, this authority is transmitted to the Dean of Instruction or designee. The Director of Short-Term and Continuing Education has the responsibility for dismissing evening classes early after receiving approval from the President or Dean of Instruction. Should it be necessary to close classes during the day, night classes will also be canceled.

Instructional Days Missed Due to College Closing

The college attempts to design the Annual Calendar with professional development days at the end of the spring semester/term to be used to make-up instructional (class) days lost when the college is closed due to inclement weather. Because a specific number of instructional (class) days are required each semester/term, accounting for class days lost due to inclement weather must be documented. In the event that class days are lost due to inclement weather, it will be necessary for the college calendar to be revised to account for those days. Students will be notified of changes to the calendar and expected to attend classes as scheduled.

Notification Procedure

As travel advisories are issued, a decision to implement the inclement weather plan will be made. The plan includes notification of all major radio and television stations in the area. WBRC-TV, Channel 6, should be viewed because it has organized school-closing report system that the college utilizes. If a student is uncertain of the status of the college (open or closed), he/she should call the college for current information.

IDENTIFICATION CARDS

Each student is required to obtain and carry a Bessemer State Technical College Identification (ID) Card at all times. Valid ID cards are used for checking out books from the library and for other occasions requiring identification. The following regulations apply to ID cards:

1. Photo ID cards are issued at the beginning of each semester/term (days and times will be posted). When an ID card is requested by an administrator, a faculty member or security officer for proper identification, a student must present his/her card. Failure to present an ID card may result in disciplinary action or arrest for trespassing. Student ID cards are made for personal use only. A student violating the ID card privileges is subject to disciplinary action.

2. Loss or theft of the card should be reported to the counselor immediately.

3. The replacement card fee is $5 and is payable to the cashier in the college Bookstore. A duplicate ID card can be obtained from the counselor upon presentation of the replacement fee receipt.

4. A student may be required to show his/her ID card to instructors upon first attending a class.

5. A Photo ID card is valid only if a student is currently enrolled.

LIBRARY/LEARNING RESOURCE CENTER

The Learning Resource Center is located in Building A. A student can use the center to improve proficiency in any subject for which software is available. The center houses 15 multi-media workstations; Internet access is available.

In addition to computers, software, and reference materials, the center provides a quiet place for a student to study. A coin-operated copy machine is also available for student use.

STUDENT SUCCESS CENTER

The Student Success Center provides academic support designed to improve students' academic performance. Components of the Center include the following:

Learning Enhancement-Services are provided to help students succeed in college courses, improve study techniques, improve reading skills, and prepare for movement into the workforce.

Independent Study Lab-Students can use computer programs, videotapes, multimedia programs, and other self-paced learning materials. Faculty members are involved in the selection and/or development of all Independent Study Lab resources to ensure that the materials are useful and correspond with specific BSTC courses. Videotaped lectures from math courses are available.

Tutorial Assistance-Students may receive individualized help with specific classes. There is no charge for this service and it is available to all BSTC students. Appointments may be made by visiting Building A, Room 157 or calling (205) 426-7471.

Study Skills Course-This course covers skills and strategies designed to improve study behaviors.

Study Skills Workshops-These workshops are
offered each semester, covering such topics as time management, reading comprehension, vocabulary enhancement, note taking, memory methods, test preparation, test taking, test anxiety, and motivation.

LOCKERS
Each student may request a locker from personnel in the college Bookstore. A student is encouraged to keep books and personal possessions in his/her locker, the college cannot be responsible for personal property. At the end of the summer semester/term or upon leaving the college, each student is responsible for cleaning out his/her locker.

LOST AND FOUND
The college's central Lost and Found Service is located in the Bookstore. Articles found and left with Lost and Found will be inventoried, dated, and held for a period of 90 calendar days during which time they may be claimed upon identification. After 90 calendar days, the college is not responsible for articles turned into the Lost and Found Service.

MINOR CHILDREN ON CAMPUS
From time to time, activities that minor children may be invited to attend are scheduled at BSTC. However, on all other occasions, minor children are neither permitted to be on campus nor to attend classes with their parents.

MOTOR VEHICLE INFORMATION
A student who operates a motor vehicle on campus must register this vehicle in the college Bookstore and obey all rules and signs pertaining to motor vehicle operation. At the time the vehicle is registered, a free parking permit will be issued. The parking permit must be displayed appropriately on all vehicles. Only current permits should be displayed. Parking permits expire at the end of summer semester/term.

The campus roadways and parking lots are designed to facilitate traffic safety and convenient parking. Each student must adhere to speed limit, one way, employee/reserved parking, loading zone, and no parking signs.

A student who violates traffic and parking regulations will be issued a citation. The following will apply:

1. A student to whom the vehicle is registered will be responsible for all citations issued to his/her vehicle.

2. Payment of fines will be due within three days. Delinquent fines will be doubled and added to a student's financial account with the college. A student will not be permitted to re-enroll until fines are paid.

3. A citation will be issued for failure to display the registration permit. A $3 fine for each violation will be charged.

4. A student parking in loading zones or faculty/reserved parking spaces will be charged a fine of $3.

5. A student charged with speeding or reckless driving will be charged a fine of $15.

6. An individual may appeal his/her parking or traffic fee assessment and have the appeal heard by the Dean of Finance.

STUDENT RESPONSIBILITIES
Each student must assume complete responsibility for compliance with the instructions and regulations set forth in the catalog/handbook, for selecting the courses which will permit him/her to achieve his/her educational objectives, and for satisfying prerequisites for any course which he/she plans to take. Faculty advisors and counselors are available to assist a student in planning his/her program.

The college likewise assumes no responsibility for misinterpretation by a student of policies and procedures presented in the catalog/handbook or other official documents. Any questions or doubt concerning catalog/handbook information should be referred to the Dean of Instruction or Dean of Students.

TELEPHONES
Pay phones are provided for the use of students. The college phones are not to be used by a student except in case of an emergency.

VISITORS
All visitors to Bessemer State Technical College, regardless of the nature of their visit, must report to the Receptionist located in Building A and secure a visitor's pass. The visitor's pass must be in the possession of the individual at all times during the visit. Unauthorized visitors will not be permitted on campus.

POLICIES
CATALOG/HANDBOOK DISCLAIMER
Failure to read the College Catalog/Handbook does not excuse students from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. All policies contained in the Catalog/Handbook are subject to change without prior notice.

CHANNELS OF COMMUNICATION
Each student has the right to express an opinion, make suggestions, and submit grievances. Channels of communication are always open to a student with legitimate problems. For the simplest, most direct, and best action, a student should use the channels in the order presented in this catalog. Otherwise, a student may forfeit his/her right to seek resolution of his/her complaint.

If a student will first take his/her complaint to the person or group of persons who have the authority to deal with such complaints, much misunderstanding and ill feeling can be eliminated. The channels of communication are as follows:

1. Instructor
2. Division Chairperson
3. Counselor
4. Dean
5. President

For additional information, contact the Dean of Students.

Official Communications
A request that a student report to an administrative or faculty office may be made by letter or telephone. Failure to comply with such a request may result in disciplinary action.

Communications to the entire student body are considered properly delivered when they are placed on official campus bulletin boards, displayed on the video information centers, and/or published in the college's Presidents Bulletin. Each student is responsible for checking the bulletin boards and video information centers regularly and giving proper action to such communications.

COMPUTER CRIME ACT
The provisions of the Alabama Crime Act are applicable at Bessemer State Technical College. This act provides for criminal prosecution of any persons who knowingly, willingly and without authorization destroy or manipulate intellectual property. The act in its entirety is available in the Business Office.
As required by Section 22 of the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) and in recognition of this institution’s responsibility to serve as a beneficial influence on its students, its employees, and the community at large, Bessemer State Technical College is designated as a drug- and alcohol-free campus and will comply with all the provisions of Public Law 101-226:

• The college expects its students and employees to obey all federal, state and local laws concerning the possession, use, distribution and sale of alcohol and illegal drugs and will consider violation of such laws as grounds for appropriate sanctions up to and including expulsion of students and termination of employees when such violations occur on campus or during an activity officially approved by the college.

• The college also expects its students and employees to be aware that abuse of alcohol and illegal drugs has serious negative consequences to the health of the abuser including, but not limited to, cardiovascular disease, liver failure, and death.

• The college expects its students and employees to be aware that they may seek information about alcohol and drug abuse and may seek aid in the form of referrals to appropriate treatment programs and support groups by contacting the college’s counselor.

• The college reserves the right to require students and employees who violate the statutory laws or policies of the college concerning alcohol and drug abuse to take part at their own expense in an appropriate counseling or treatment program as a condition of continued enrollment or employment at the college.

• Nothing in this policy may be construed in such a way as to deny any other constitutional or civil protection, nor should anything in this policy be construed in such a way as to conflict with statutory law.

EQUQUAL OPPORTUNITY STATEMENT
It is the official policy of the State Board of Education, Alabama Department of Postsecondary Education, and Bessemer State Technical College that no person on the grounds of race, color, national origin, religion, age, disability, marital status or gender be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity, or employment practices and other educational services.


FEDERAL STATUTES RELATING TO NONDISCRIMINATION
2. Title IX of the Education Amendments of 1972, as amended (20 U.S.C., subsections 1681-1683, 1685-1686), prohibits discrimination on the basis of sex. Section 106.8 provides protection against acts of sexual harassment.
5. The Americans with Disabilities Act of 1990 (ADA) provides that no otherwise qualified person shall be discriminated against in the provision of an educational service or benefit on the basis of disability. Bessemer State Technical College endeavors to provide reasonable accommodations to qualified students with a disability.

For more information, contact the Dean of Students, Student Services Center, (205) 428-6391, ext. 396.

HARASSMENT
Bessemer State Technical College prohibits harassment of employees or students. Any form of harassment related to employees’ and students’ race, color, gender, religion, national origin, age, or disability is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term “harassment” includes, but is not necessarily limited to:

Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee of the college shall subject that employee to disciplinary action, up to and including discharge. Violation of this policy by a student of the college shall subject that student to disciplinary action under the institution’s disciplinary code, up to and including expulsion.

Harassment of employees in connection with their work by non-employees other than students may also be a violation of this policy. Any employee who becomes aware of harassment of an employee by a non-employee should report such harassment to his or her supervisor and to the Dean of Instruction. Any person who believes he or she has been subjected to harassment should report the occurrence of the alleged incident to the Dean of Instruction.

For additional information, inquire in the Dean of Student’s Office.

INTERNET POLICY
Use of computer resources at Bessemer State Technical College is a privilege extended by the college to students, employees, and other authorized users as a means of promoting the mission of the college. These resources include, but are not limited to computers, network equipment, printers, software, and Internet access. Users of these resources are responsible for adhering to local, state, federal, and international laws. All users of the college’s Internet services must abide by the terms and conditions of this policy. Violation of the policy may result in suspension of privileges, initiation of formal disciplinary procedures, or criminal prosecution under federal or state law.

Under normal circumstances, college officials will not examine personal information transmitted over the network or stored on college computers. However, the college reserves the right to monitor the system when it has cause to believe laws and/or policy are being violated.

LIFE THREATENING ILLNESSES
Bessemer State Technical College (BSTC) recognizes that students, faculty, and staff with life threatening illnesses (LTI), including but not limited to cancer, heart disease, diabetes, and HIV/AIDS, may wish to engage in as many of their normal pursuits as their condition allows, including work. As long as students, faculty, or staff are able to meet the same performance standards as those persons without LTI, and medical documentation indicates that their conditions are not a threat to others, administrators should be sensitive to their conditions and ensure that they are treated consistently with other students, faculty, and staff members. It is the policy of Bessemer State Technical College to provide safe environment for all students, faculty, and staff. Policy guidelines are as follows:

1. BSTC will not undertake programs of mandatory testing of either employees or students for the presence of indicators of LTI. For health status testing and/or counseling, students, faculty, and staff should be aware of appropriate community health agencies.
2. The existence of conditions related to LTI in an applicant for BSTC admission or employment will not be considered in the initial admission or employment decisions.

3. BSTC students with LTI conditions, whether or not symptomatic, will be allowed regular classroom attendance in an unrestricted manner, as long as they are able to attend classes.

4. BSTC faculty and staff who have LTI-related conditions, whether or not symptomatic, will be allowed to continue their work in an unrestricted manner, so long as they are able to perform the duties of their jobs, in compliance with BSTC employment policies and federal guidelines.

5. The access of BSTC students or employees with LTI or LTI-related conditions to BSTC public areas will not be restricted, in compliance with BSTC and federal guidelines.

6. There will be an ongoing program to educate students, faculty, and staff in regard to LTI.

7. Information regarding a patient diagnosed as having an LTI or LTI-related conditions will be maintained in the strictest confidence. Only people within the college with a legitimate need to know should be informed of the identity of students, faculty, or staff who have LTI or LTI-related conditions; this number should be kept to an absolute minimum. Individuals should be aware that medical information cannot be released to anyone outside the college without the specific written consent of the patient, except required by law.

8. Any breach of the above guidelines will be handled as follows:
   a. Breaches of these guidelines involving students, staff, or faculty should be reported to the office of the Dean of Instruction.
   b. Complaints regarding such breaches should be made in writing within seven (7) days of their occurrence.

RELEASE OF STUDENT RECORDS

Protection of Privacy
In compliance with the provisions of the federal law, including the Buckley-Pell Amendment, the college may release directory information on students. Such information includes student name, dates of attendance, participation in officially recognized activities, certificates, diplomas, degrees, any other awards received, hometown, and names of parents and/or spouse. Typically, the college releases such information when it distributes news releases that list honor rolls, names of graduates, etc. Any student who does not wish to be included in the release of this type directory information listed in this paragraph should make that desire known in writing to the Dean of Students.

While allowable under the law, the college DOES NOT release students' addresses and telephone numbers, since release of such information may result in solicitations. Grades and/or other details of a student's academic record are not released without the expressed/written consent of the student.

The only exceptions to the previously described policies are in the case of legal action involving a student. Any questions regarding college policies on the release of directory information should be referred to the Dean of Students.

Family Educational Rights and Privacy Act of 1974
Bessemer State Technical College complies with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Students have the right to review their educational record. Parent(s) or guardian(s) may have access to student records for income tax purposes if a student proves to the college Registrar that he/she is in a dependent status. A written request must be submitted to the college prior to the review. An appointment will be arranged at a mutually agreeable time.

A written request or signed release must be submitted for the college to release any information to other schools or prospective employers. Necessary information “in connection with a student's application form, or receipt of financial aid” may be legally released without obtaining prior permission from the student. A copy of the “Buckley-Pell Amendment” is available for review in the Dean of Student's Office and the Registrar's Office.

SAFETY POLICY

Safety Goggles
Alabama Law: SS16-1-7
Eye protective devices for pupils and teachers participating in certain courses.

(a) Every pupil and every teacher in the public schools shall wear industrial quality eye protective devices while participating in the following courses:

1. Vocational or industrial arts, shops, or laboratories involving experience with:
   a. Hot molten metals;
   b. Milling, sawing, turning, shaping, cutting or stamping of any solid materials;
   c. Heat treatment, tempering or kiln firing of any metal or other materials;
   d. Gas or electric arc welding;
   e. Repair or servicing of any vehicle;
   f. Caustic or explosive materials.

Bessemer State Technical College recognizes that enrolled students are both citizens and members of the academic community. Upon enrolling in the college, all students assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. It is expected that students are enrolled for serious educational pursuits and that they will conduct themselves so as to assume the responsibilities of citizenship in the academic community.

Student Code of Conduct

The following Student Code of Conduct is relative to conduct on college property and at all college-sponsored activities held off campus. Categories of misconduct that may subject a student to discipline are as follows:

College Documents and Policies

1. Furnishing false or misleading information and/or forging, altering, or misusing college documents, records, or identification cards.

2. Disclosing records, files, or data in violation of the Privacy Act of 1974 and/or using or attempting to use college computers, computer facilities, or data without proper authorization. Deliberate installation of “viruses” on college computers is included in this provision.

3. Disclosing or otherwise misusing college computer access codes.

4. Writing, issuing, or attempting to negotiate a check on an account that has insufficient funds. Violations of this provision will result in a student's being automatically withdrawn from the college unless the check, plus applicable service charges, is immediately paid.

College Sponsored Activities

1. Engaging in or sponsoring as an individual student or group of students any college activity on or off the campus that represents a clear and present danger to the normal educational process of the college.
2. Gambling in any form on campus or at any social function approved by the college.
3. Violating college policies, procedures or regulations concerning registration of student organizations, the use of college facilities, or the time, place, and manner of public expression.
4. Soliciting and/or selling on campus unless approved by the President.
5. Entering or occupying college buildings or property without proper authorization or bringing a guest or visitor to the college or to an approved college activity who fails to abide by the rules and regulations of the college. A student is responsible for obtaining a visitor’s pass from the business office for any guest or visitor he/she may bring on campus.

College and Personal Property

1. Defacing, damaging, or maliciously destroying any college, faculty, or student property or the attempt to do such destruction. Violators may be required to make appropriate financial restitution.
2. Stealing property of the college or other individuals for personal use.
3. Selling stolen property of the college or other individuals to a member of the college community or a visitor to the campus.
4. Eating or drinking in unauthorized areas, especially in classrooms, shops, and laboratories.

College Instruction

1. Conducting an activity on the part of any individual or group that causes disruption or interference with the teaching-learning environment or the regular operation of the college, including:
   a. occupying any building or campus areas for the purpose of disruption or interference.
   b. preventing or attempting to prevent the entrance or exit of students, faculty, administration, staff, or authorized visitors to and from the campus or buildings.
   c. failing to obey directions of faculty, administrators, or security officers in situations relating to the regular operation of the college.
2. Displaying any inflammatory or incendiary signs, posters or banners, or the distribution of literature, or the circulation of petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment.
3. Failing to comply with a request to report to a faculty or staff member for a conference.
4. Failing to follow department rules, directives of instructors, or failure to carry out assignments.
5. Leaving scheduled classes or training sessions without permission of the instructor.
6. Cheating on tests, individual projects, and/or individual assignments.

Firearms, Drugs, and Alcohol

1. Possessing, exhibiting, or using firearms of any kind, explosives (including all types of fireworks), live ammunition, obnoxious bombs, chemicals, or weapons already designated as illegal by city, county, state, or federal law. Duly authorized peace officers, who will be wearing or carrying guns, are required to display their official badges at all times while on campus.
2. Possessing, transporting, selling, and/or using of any illegal or hallucinatory substances and/or drug paraphernalia while on campus and/or involved in any college activities.
3. Possessing, transporting, distributing, or consuming or being under the influence of alcoholic beverages while on campus or involved in approved college activities.

Harassment

1. Harassing of a student or students, faculty, staff, administration, or the college as an institution by a student or students, or by a non-student or non-students, including threats in any way expressed or implied against persons or property.
2. Assaulting physically or abusing any person on campus or at an approved college activity to the extent that such abuse would endanger or threaten the general health or welfare of the person abused or assaulted.
3. Conducting or expressing oneself in a loud, indecent, or profane manner on campus, on college-controlled property, or at approved college activities.

Definitions Of Disciplinary Actions

A student or group of students deemed to be in violation of the Student Code of Conduct is subject to the imposition of the following restrictions and/or actions:

1. Warning:
   Used for minor infractions of college regulations and consists of a restatement of the regulation violated with an official warning concerning future behavior. The restriction notifies a student that:
   a. Any further violation of college regulations will subject him/her to further disciplinary action.
   b. He/she must maintain exemplary conduct during the period of restriction.
   c. The restriction is generally for an indefinite period of time, but not less than one academic semester/term.
   d. Termination of the restriction is generally based upon a student's cooperative attitude, academic progress, and positive contributions of service to the college.
2. Probation:
   A strong restriction designed to encourage and require a student to cease and desist from violating college regulations. A student under this restriction is notified in writing. A student on Disciplinary Probation is warned that:
   a. Any further violations on his/her part while under probation will lead to an extension of his/her restriction, Disciplinary Suspension, or Disciplinary Dismissal.
   b. He/she may not hold any office, elective or appointive, in any student organization.
   c. The probation restriction is generally not less than one academic semester/term.
3. Immediate Temporary Suspension:
   Immediate, temporary suspension is impose in a situation when a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the teaching-learning environment.
4. Suspension:
   The removal of a student from rolls of Bessemer State Technical College for a stated period of time, usually not less than one semester/term. At the end of the designated period, a student must make formal application for re-admission.
5. Dismissal:
   The strongest disciplinary restriction. A penalty this severe generally indicates that a student may not return to the college unless he/she is granted special dispensation from the President of the college. Disciplinary dismissal would apply to a student who is guilty of chronic violations or a major breach of conduct so that rehabilitation possibilities appear to be remote.

DUE PROCESS RIGHTS OF STUDENTS

The college recognizes the right of both substantive and procedural due process in any matter involving student misconduct violation. A student is entitled to a notice, a hearing, and an explanation before receiving a suspension or expulsion from the college.
Penalty Without Hearing

In the event a student wishes to waive the right to a formal hearing or makes voluntary written confession of the allegation and waives the right to a hearing, the violation may be administratively disposed of if:

1. It is in the best interest of the college and the student concerned, and
2. The student concerned consents in writing to administrative disposition.

At a conference with the student in connection with the allegation, he/she shall be advised of his/her rights.

If a student accepts administrative disposition, he/she shall sign a statement that he/she understands the formal charges, his/her rights to a hearing, or to waive the same, the penalty imposed, and his/her waiver of the right to appeal.

In administrative disposition, the penalties imposed shall not differ from those penalties stated in "Disciplinary Actions."

Once a student has been informed of his/her rights and the penalty that could be imposed should a violation be found and has knowingly and voluntarily accepted in writing the authority of the administration to impose the penalty, a student shall have waived the right to request a formal hearing.

Cомmunicating Formal Hearing

In the event a student wishes a formal hearing:

1. Notice of the charges and their implications will be given orally or in writing prior to the hearing.
2. The list of witnesses and their expected testimony will be given to the accused student prior to the hearing or at the hearing itself.

Because the college is an academic institution and not a court of law, an informal hearing will be conducted by an administrator or committee designated by the President of the college. The chief hearing officer is not bound by the common laws of evidence or civil procedure. Therefore, hearsay may be used during the hearing, and either a committee or a hearing officer may conduct the hearing.

At the hearing, a student has the right to present his/her defense against the charges and to produce other oral testimony or written affidavits of witnesses in his/her behalf. A student may be represented by counsel. If so, the college expects the courtesy of notification. The counsel will be allowed only to advise a student and not to actively participate in the hearing. The college is not required to provide the opportunity for cross-examination but may do so at the discretion of the chief hearing officer.

The President of the college will notify a student of the results of the hearing and the implications of the decision. The decision of the President will be final.

<table>
<thead>
<tr>
<th>STUDENT GRIEVANCE PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
</tr>
</tbody>
</table>
Bessemer State Technical College will make every effort to resolve any problem that develops among students, instructor and student, and college personnel. The organizational structure of the college is designed to facilitate immediate resolution of problems once they are identified; therefore, the college does not condone intimidation nor physical acts of one person against another.

**Procedure:**

*Step 1:* Individuals shall bring all complaints to the attention of their immediate supervisor. The process for resolving a complaint by a student should originate with the instructor or faculty advisor. The immediate supervisor, instructor or faculty advisor will review and attempt to resolve the complaint within five working days of receipt.

*Step 2:* If the problem is not resolved at the initial level of attention, the Dean of Instruction will intervene, conduct an investigation, and attempt to offer a solution that is mutually accepted by the parties involved within fourteen (14) working days of receipt of complaint. The Dean of Instruction is authorized by the President to invoke administrative action such as a warning, probation, or immediate temporary suspension, which may be applied in the judgment of the Dean of Instruction when there is impending danger of bodily harm or a threat to the welfare of students of the college.

*Step 3:* When immediate temporary suspension is the course of action or if the solution is not mutually accepted by all parties, the Dean of Instruction recommends to the President that a grievance committee be assembled within ten (10) working days to address the complaint and to determine appropriate action. If the grievance involves a student, a student representative will be appointed to the grievance committee.

*Step 4:* The Grievance Committee established by the President will review all information pertinent to the complaint and notify the President of its recommendation within ten (10) working days.

**Grievance Committee**

1. The grievance committee has the dual function of safeguarding the rights of students through due process and maintaining an environment that is safe and conducive to learning for all members of the campus community.

2. The grievance committee shall consist of four faculty members and a chairperson, who shall be a member of the administration. A student representative will be appointed in grievances involving a student.

3. The four faculty members and student representative shall be appointed to the grievance committee by the President of the college. A chairperson selected by the President shall preside over the hearings. The chairperson casts a vote only when necessary to break a tie. Any grievance committee member who has any personal interest, special interest, or special information concerning a case will be disqualified. A replacement shall be appointed by the President to fill the vacancy.

The grievance committee shall maintain, with assistance of the administrator, an adequate record of the history and disposition of each case. The record shall include a summary of the evidence upon which the grievance committee based its decision. Whenever possible, a transcript of the proceedings shall be taken.

**Procedure for Conducting the Hearing**

1. Any student whose case is referred to the grievance committee shall receive written notice at least two calendar days before his/her case is to be heard. The notice shall inform a student of the date and time of his/her hearing. On request and for good cause, the grievance committee may allow an extension of time.

2. The hearing shall be conducted in such a manner as to do justice to all parties involved and shall not be unduly restricted by rules or procedure or evidence.

3. The hearing will be private and confidential except by consent of both parties. On behalf of the college, the charge(s) and evidence will be presented by the person(s) bringing the charge(s).

4. An individual charged with misconduct has the right to be represented by a faculty member, student, parent, or legal counsel. However, he/she must notify the chairman of the grievance committee if he/she wishes to be represented by anyone other than himself/herself. Either party may request the privilege to present witnesses. The burden of proof rests upon the person bringing charge(s).

5. A student or his/her representative shall have the right to cross examine any witness against him/her. If, for lack of sufficient reason as
judged by the chairperson of the grievance committee, an accused individual fails to appear at the time of the hearing, the chairperson reserves the right to conduct the hearing without the presence of the accused.

6. Members of the grievance committee shall vote on all decisions. A simple majority vote shall be required on all decisions.

7. The chairperson of the grievance committee will make known the decision of the grievance committee to the President of the college and the accused within two working days after the hearing.

Procedure for Appeal

1. The accused student may appeal the decision of the grievance committee by so stating in a letter to the President of the college and the chairperson of the grievance committee within two workdays after the decision.

2. A student must be able to demonstrate to the President the following:
   a. That certain relevant evidence was not reviewed.
   b. That new evidence is available.

3. The appeal proceedings will be conducted by a review board appointed by the President. The board shall consist of a chairperson, a member of the grievance committee, and one other person, not necessarily an employee of the college.

4. An appeal shall be limited to reviewing the full report of the grievance committee or the hearing of new evidence relevant to the case and not available at the time of the hearing before the grievance committee. In the case of new evidence, the appeal board may order a new hearing before the grievance committee.

5. Within five days of the receipt of the appeal, the chairperson of the review board will set a time for the hearing and notify all parties involved.

6. The review board will send notice of its decision to the student, the chairperson of the grievance committee, and the President of the college within two workdays after the hearing appeal.

7. Once a student has applied for and has been granted a hearing by the review board, he/she must abide by the recommendations of the review board.

Final Approval

Final approval of the action of either the grievance committee or the review board will rest with the President of the college.

For additional information regarding the Student Grievance Procedure, contact the Student Development Services Office.

STUDENT RIGHT-TO-KNOW ACT AND CAMPUS SECURITY ACT

The student Right-To-Know and Campus Security Act of 1990 requires Bessemer State Technical College to disclose information about student outcomes, campus security, and crime statistics.

The college publishes an annual report to faculty, staff, and students to comply with the provisions of the law. This report provides projected graduation rates, program completion rates, licensure requirements, and campus crime statistics. Copies of this publication are available in the Admissions Office, Business Office, and Office of Student Development Services, Building A, Room 194.

TOBACCO-FREE CAMPUS

Bessemer State Technical College prohibits the use of tobacco (in any form) in all buildings on campus, outside the front of Building A, and in all areas containing flammable materials.
**PROGRAMS OF STUDY AND COURSE DESCRIPTIONS**

**GENERAL INFORMATION**

This section of the catalog lists the programs of study and course descriptions offered at Bessemer State Technical College. Each student with the aid of his/her advisor will plan a specific schedule for each term of enrollment.

The theory and laboratory hours listed in the curricula are based on the number of hours the theory classes and laboratory sessions meet each week during a full term. Those hours are computed to determine credit hours for each course. A student's term and cumulative Grade Point Averages are determined by the grade earned for each course on a 4.0 system.

Required general education courses vary according to award and major course of study.

Bessemer State Technical College identifies each course offered by catalog numbers that are composed of a three-letter prefix and three numerals. The prefix is an abbreviation of the program title. Course descriptions for each program are listed in numerical order.

The college may substitute courses when necessary with the approval of the Dean of Instruction. The college reserves the right to revise program requirements, and/or withdraw any course for which there is insufficient student demand.

**ABBREVIATIONS**

**PROGRAM/ABBREVIATION/AVAILABLE AWARDS**

Accounting Technology ............... ACT

Air Conditioning/Refrigeration ........ ACR

Automotive Mechanics ............... ALIM

Automotive Service Technology........

Ford ASSET .................. ASE

General Motors ASE ........ ASE

Toyota T-TEN ............... ASE

Building Construction Technology ........ BUC

Building Maintenance ........ BLM

Commercial Art/Photography ........ CAT

Computer Science ............... DPT

**COURSE DESCRIPTIONS**

Gommercial Art/Photography ........ CAT

Dental Assisting ............... DAT

Diesel Mechanics ............... DEM

Drafting and Design Technology ........ DDT

Electronics ................... ILT

Electrical ................... ILT

Industrial Maintenance ........ ILT

Emergency Medical Technician ........ EMT

Graphics and Prepress Communications ........ GPC

Horticulture, Ornamental ........ OHT

Housing Maintenance ........ BLM

Licensed Practical Nursing ........ LPN

Machine Tool Technology ........ MTT

Nursing Assistant ........ NAS

Office Administration ........ SET

Retail Merchandising ........ REM

Welding ....................... WDT

Advanced Accounting ........ ACT 142

Accounting Case Studies ........ ACT 193

Business Income Tax ........ ACT 254

Cost Accounting ........ ACT 256

Payroll Accounting ........ ACT 249

Advanced Accounting on the Microcomputer ........ ACT 247

Intermediate Accounting ........ ACT 251

Accounting Case Studies ........ ACT 252

Managerial Accounting ........ ACT 148

Governmental and Not-for-Profit Accounting ........ ACT 257

Directed Studies ........ ACT 260

Directed Studies ........ ACT 261

Directed Studies ........ ACT 262

**ACCOUNTING TECHNOLOGY (ACT)**

The Accounting Technology program is designed to teach, through a sequence of experiences, those 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. Fundamental accounting principles and procedures, cost accounting, income tax procedures, payroll accounting, not-for-profit accounting, and the use of microcomputers in accounting are presented in detail.

**ACCOUNTING TECHNOLOGY**

**ASSOCIATE IN APPLIED TECHNOLOGY DEGREE**

Course No./Title Theory/Lab/Credit Hours

ACT 104 Introduction to Business 3 0 3

ACT 141 Basic Accounting Principles 3 0 3

ACT 142 Advanced Accounting Principles 3 0 3

ACT 146 Microcomputer Accounting 3 0 3

ACT 148 Managerial Accounting 3 0 3

ACT 153 Individual Income Tax 3 0 3

Select 25 credit hours from the following:

ACT 115 Introduction to Accounting 3 0 3

ACT 193 Accounting Co-op or 0 5 1

ACT 194 Accounting Co-op or 0 10 2

ACT 195 Accounting Co-op or 0 15 3

ACT 247 Advanced Accounting Applications on the Microcomputer 3 0 3

ACT 249 Payroll Accounting 3 0 3

ACT 251 Intermediate Accounting 3 0 3

ACT 252 Accounting Case Studies 3 0 3

ACT 254 Business Income Tax 3 0 3

ACT 256 Cost Accounting 3 0 3

ACT 257 Governmental and Not-for-Profit Accounting 3 0 3

Select 3 credit hours from the following programs**:

ACT Accounting Technology 3 0 3

REM Retail Merchandising 3 0 3

SET Office Administration 3 0 3

**General Education Requirements:**

ENG 101 English Composition I 3 0 3

ENG 102 English Composition II 3 0 3

SPC 106 Fundamentals of Oral Communication 3 0 3

MTH 116 Mathematical Applications or 3 0 3

MAH 246 Mathematics of Finance 3 0 3

Natural Science/Math/Computer 3 0 3

**FINISHING PROGRAMS**

**LOCAL AND NATIONALLY RECOGNIZED CERTIFICATIONS**

Toyota T-TEN, ASE

Ford ASSET, ASE

General Motors ASEP, ASE
This course acquaints a student with American ACT 148 college-approved employer in an area related to a student's program of study. Emphasis is placed on Managerial Accounting applications. CORE This course provides work experience with a student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon course completion, a student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

ACT 142 ADVANCED ACCOUNTING PRINCIPLES 3 Credit Hours
PREREQUISITE: ACT 141 or Determined by Instructor
This course is a continuation of ACT 141. In addition to a study of financial accounting, this course emphasizes managerial accounting, with coverage of corporations, statement analysis, introductory cost accounting, and use of accounting information for planning, control and decision making. Upon course completion, a student should be able to use software programs for financial accounting applications. CORE

ACT 146 MICROCOMPUTER ACCOUNTING 3 Credit Hours
PREREQUISITE: ACT 141 or Determined by Instructor
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 course completion, a student should be able to use software programs for financial accounting applications. CORE

ACT 148 MANAGERIAL ACCOUNTING 3 Credit Hours
PREREQUISITE: ACT 142 or Determined by Instructor
This course introduces a student to 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 course completion, a student should be able to apply management concepts and techniques of industrial accounting procedures.

ACT 153 INDIVIDUAL INCOME TAX 3 Credit Hours
PREREQUISITE: ACT 142 or Determined by Instructor
This course focuses on the fundamentals of the federal income tax with primary emphasis on those affecting the individual. Emphasis is on gross income determination, adjustments to income, business expenses, itemized deductions, exemption, capital gains/losses, depreciation, and tax credits. Upon course completion, a student should be able to apply the fundamentals of the federal income tax laws affecting the individual. CORE

ACT 193 ACCOUNTING CO-OP 1 Credit Hour
PREREQUISITE: Determined by Instructor
This course provides work experience with a college-approved employer in an area related to a student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon course completion, a student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

ACT 247 ADVANCED ACCOUNTING APPLICATIONS ON THE MICROCOMPUTER 3 Credit Hours
PREREQUISITE: ACT 146 or Determined by Instructor
In this course, a student uses the microcomputer in managerial accounting. Emphasis is on a variety of software programs for managerial accounting applications. Upon course completion, a student should be able to use various managerial accounting software programs.

ACT 249 PAYROLL ACCOUNTING 3 Credit Hours
PREREQUISITE: ACT 141 or Determined by Instructor
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 course completion, a student should be able to
apply knowledge of federal, state and local laws affecting payrolls.

ACT 251
INTERMEDIATE ACCOUNTING
3 Credit Hours
PREREQUISITE: ACT 142 or Determined by Instructor
This course provides an overview of accounting and its theoretical foundation, with a review and in-depth study of the accounting process and the conceptual framework of accounting financial statements. Emphasis is placed on principles underlying the accounting and reporting process, preparation of financial statements, theory and measurement of current tangible and intangible assets. Upon course completion, a student should be able to apply accounting principles and practices.

ACT 252
ACCOUNTING CASE STUDIES
3 Credit Hours
PREREQUISITE: ACT 142 or Determined by Instructor
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 course completion, a student should be able to apply accounting knowledge in a variety of situations.

ACT 254
BUSINESS INCOME TAX
3 Credit Hours
PREREQUISITE: ACT 153 or Determined by Instructor
This course focuses on federal income tax laws concerning business entities. Emphasis is on income tax investment of partnerships, corporations, LLCs and LPs. Upon course completion, a student should be able to apply federal income tax laws concerning business entities.

ACT 256
COST ACCOUNTING
3 Credit Hours
PREREQUISITE: ACT 142 or Determined by Instructor
This course familiarizes a student with cost accounting principles and techniques. Emphasis is on procedures to provide data for job order and continuous process types of industries, determination of unit costs, and preparation of cost reports. Upon course completion, a student should be able to apply cost accounting principles and techniques.

ACT 257
GOVERNMENTAL AND NOT-FOR-PROFIT ACCOUNTING
3 Credit Hours
PREREQUISITE: ACT 242 or Determined by Instructor
This course is an introduction to the principles, concepts and practices of accounting for governmental and not-for-profit organizations. Emphasis is on fund accounting and its utilization in governmental agencies, colleges and universities, hospitals, and other not-for-profit organizations. Upon completion, a student should be able to apply the principles, concepts, and practices of governmental and not-for-profit accounting.

ACT 260
DIRECTED STUDIES
1 Credit Hour
PREREQUISITE: Determined by Instructor
This course is an independent study under faculty supervision. Emphasis is placed on subject relevance and student interest and need.

ACT 261
DIRECTED STUDIES
2 Credit Hours
PREREQUISITE: Determined by Instructor
This course is an independent study under faculty supervision. Emphasis is placed on subject relevance and student interest and need.

AIR CONDITIONING/REFRIGERATION (ACR)

The Air Conditioning and Refrigeration Diploma Program prepares a student to install, service and troubleshoot HVACR systems. As an HVACR Technician, graduates will be skilled in both commercial and residential service. The instructional process begins with the fundamentals of refrigeration and electricity. Once these two courses are mastered students will take the 12 advanced courses in the sequence that fits their individual schedule. Each course offers specific skills a technician needs on the job. Students receive assignments and job sheets through each phase of study and all hands-on learning occurs on industry standard equipment.

The college also offers a 24-credit hour Short Certificate designed to provide entry-level skills in basic air conditioning and refrigeration. Students needing only these skills can typically accomplish the certificate requirements in two terms. Each of the courses in the certificate program apply toward the Diploma if a student decides to continue his or her education.

AIR CONDITIONING/REFRIGERATION DIPLOMA
Course No./Title Theory/Lab/Credit Hours

| ACR 111 | Refrigeration Principles | 1 4 3 |
| ACR 112 | HVACR Service Procedures | 1 4 3 |
| ACR 113 | Refrigeration Piping Practices | 1 4 3 |
| ACR 115 | Heating Systems | 1 4 3 |
| ACR 117 | Heat Pumps | 1 4 3 |
| ACR 121 | Principles of Electricity for HVAC | 1 4 3 |
| ACR 122 | HVACR Electrical Circuits | 1 4 3 |
| ACR 123 | HVACR Electrical Components | 1 4 3 |
| ACR 132 | Residential Air Conditioning | 1 4 3 |
| ACR 134 | Ice Machines | 1 4 3 |
| ACR 147 | Refrigeration Transition and Recovery | 3 0 3 |
| ACR 203 | Commercial Refrigeration | 1 4 3 |
| ACR 205 | System Sizing/Air Distribution | 1 4 3 |
| ACR 206 | System Troubleshooting | 1 4 3 |

General Education Requirements:
COM 131 | Applied Writing | 3 0 3 |
CIS 196 | Commercial Software Application | 2 2 3 |
MTH 116 | Mathematical Applications | 3 0 3 |
SPC 106 | Fundamentals of Oral Communications | 3 0 3 |
SPC 116 | Introduction to Interpersonal Communication | 3 0 3 |
Total Credit Hours: 54
### AIR CONDITIONING / REFRIGERATION

**SHORT CERTIFICATE**

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 111 Refrigeration Principles</td>
<td>3</td>
</tr>
<tr>
<td>ACR 113 Refrigeration Piping Practices</td>
<td>3</td>
</tr>
<tr>
<td>ACR 115 Heating Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACR 117 Heat Pumps I</td>
<td>3</td>
</tr>
<tr>
<td>ACR 121 Principles of Electricity for HVAC</td>
<td>3</td>
</tr>
<tr>
<td>ACR 122 HVACR Electrical Circuits</td>
<td>3</td>
</tr>
<tr>
<td>ACR 123 HVACR Electrical Components</td>
<td>3</td>
</tr>
<tr>
<td>ACR 132 Residential Air Conditioning</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours:</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

The Air Conditioning/Refrigeration certificate does not require general education courses. All courses in this award are creditable toward an Associate in Occupational Technology (AOT) degree.

### COURSE DESCRIPTIONS

**ACR 111 REFRIGERATION PRINCIPLES**

**3 Credit Hours**

**PREREQUISITE:** Regular Admission Status

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration, heat transfer, refrigeration system components, the mechanical cycle of operation, and refrigeration characteristics. Upon course completion, a student should understand the functions of major systems components, terminology, heat transfer, safety, and the use and care of tools and equipment. CORE

**ACR 113 REFRIGERATION PIPING PRACTICES**

**3 Credit Hours**

**PREREQUISITE:** ACR 111 and ACR 121 or Determined by Instructor

This course introduces a student 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 course completion, a student should understand related terminology and be able to identify ACR pipe, tubing, and various fittings. CORE

**ACR 115 HEATING SYSTEMS**

**3 Credit Hours**

**PREREQUISITE:** ACR 111 and ACR 121 or Determined by Instructor

This course covers the fundamentals of gas and electrical furnaces. Emphasis is placed on components, operational sequences, industry codes, general service procedures, system diagnosis, repair, and basic installation procedures. Upon course completion, a student should be able to install and service gas and electric furnaces.

**ACR 117 HEAT PUMPS**

**3 Credit Hours**

**PREREQUISITE:** ACR 111 and ACR 121 or Determined by Instructor

This course covers the basic theory and application of heat pump systems. Topics include reverse cycle refrigeration, four-way valve operation, industry codes, system components and troubleshooting. Upon completion, a student should be able to install and service heat pumps.

**ACR 121 PRINCIPLES OF ELECTRICITY FOR HVAC**

**3 Credit Hours**

**PREREQUISITE:** Regular Admission Status

This course is designed to provide a 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 course completion, a student should understand and be able to apply the basic principles of HVAC circuits and circuit components. CORE

**ACR 122 HVACR ELECTRICAL CIRCUITS**

**3 Credit Hours**

**PREREQUISITE:** ACR 111 and ACR 121 or Determined by Instructor

This course introduces a student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are covered in this course. Upon course completion, a student should understand standard wiring diagrams and symbols. CORE

**ACR 123 HVACR ELECTRICAL COMPONENTS**

**3 Credit Hours**

**PREREQUISITE:** ACR 111 and ACR 121 or Determined by Instructor

This course introduces a student to electrical components and controls. Emphasis is placed on the operation of motors, relays, contactors, starters, and other HVACR controls. Upon course completion, a student should be able to understand motor theory and control functions in HVACR equipment. CORE

**ACR 132 RESIDENTIAL AIR CONDITIONING**

**3 Credit Hours**

**PREREQUISITE:** ACR 111 and ACR 121 or Determined by Instructor

This course introduces a student to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon course completion, a student should be able to service and repair residential air conditioning systems.

**ACR 134 ICE MACHINES**

**3 Credit Hours**

**PREREQUISITE:** ACR 111 and ACR 121 or Determined by Instructor

This course introduces a student to commercial ice machines. Emphasis is placed on components, electrical and mechanical operation sequences, control adjustment procedures, preventive maintenance, repairs, and installation procedures. Upon course completion, a student should be able to install, service and repair commercial ice machines.

**ACR 147 REFRIGERATION TRANSITION AND RECOVERY**

**3 Credit Hours**

**PREREQUISITE:** ACR 111 and ACR 121 or Determined by Instructor

This course is EPA-approved and covers material relating to the requirements necessary for Type I, II, III and universal certification. The EPA certification exam is administered at the end of the course. Upon course completion, a student should be able to pass the EPA refrigerant certification exam.

**ACR 181 REVIEW FOR CONTRACTORS EXAM**

**3 Credit Hours**

**PREREQUISITE:** Determined by Instructor

This course prepares a student to take the State Certification Examination. Emphasis is placed on all pertinent codes, piping procedures, duct design, load calculation, psychometrics, installing procedures, and air distribution. Upon course completion, a student should be prepared to take the contractors exam.
ACR 192
HVAC APPRENTICESHIP/INTERNSHIP
3 Credit Hours
PREREQUISITE: Determined by Instructor
This course is designed to provide basic hands-on experience 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.

ACR 203
COMMERCIAL REFRIGERATION
3 Credit Hours
PREREQUISITE: ACR 111 and ACR 121 or Determined by Instructor
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 course completion, a student should be able to service and repair commercial refrigeration systems.

ACR 205
SYSTEM SIZING AND AIR DISTRIBUTION
3 Credit Hours
PREREQUISITE: ACR 111 and ACR 121 or Determined by Instructor
This course provides instruction in the load calculation of a structure and system sizing. Topics of instruction include heat loss, heat gain, equipment and air distribution sizing, and factors affecting acceptable indoor air quality. Upon course completion, a student should be able to calculate system requirements.

ACR 206
SYSTEM TROUBLESHOOTING
3 Credit Hours
PREREQUISITE: ACR 111 and ACR 121 or Determined by Instructor
This course introduces a student to various HVAC troubleshooting techniques. Emphasis is placed on mechanical and electrical problems, heat pump service, air conditioning service, and problem analysis. Upon course completion, a student should be able to perform various troubleshooting techniques on heating and air conditioning systems.

AUTOMOTIVE MECHANICS (AUM)

The Automotive Mechanics program teaches a student to diagnose mechanical problems and to make repairs to all components of the automobile. The program involves attending on-campus classroom and laboratory sessions while working on-the-job in the automotive industry.

AUTOMOTIVE MECHANICS DIPLOMA
Course No./Title Theory/Lab/Credit Hours
AUM 101 Fundamentals of Automotive Technology 1 4 3
AUM 111 Automotive Electrical Systems 1 4 3
AUM 121 Automotive Brake Systems 1 4 3
AUM 122 Automotive Steering, Suspension and Alignment 1 4 3
AUM 123 Engine Principles 1 4 3
AUM 131 Powertrain Fundamentals 1 4 3
AUM 132 Automotive Heating and Air Conditioning 1 4 3
AUM 191 Dealership Work Experience 0 10 2
AUM 192 Dealership Work Experience 0 10 2
AUM 193 Dealership Work Experience 0 10 2
AUM 212 Fuel Systems 1 4 3
AUM 214 Ignition Systems 1 4 3
AUM 221 Engine Repair 1 4 3
AUM 231 Automatic Transmission/Transaxle 1 4 3
AUM 291 Dealership Work Experience 0 10 2
AUM 292 Dealership Work Experience 0 10 2

General Education Requirements:
COM 131 Applied Writing I 3 0 3
CIS 104 Computer Fundamentals or CIS 196 Commercial Software Application 2 2 3
MTH 118 Mathematical Applications 3 0 3
SPC 106 Fundamentals of Oral Communication or SPC 116 Introduction to Interpersonal Communication 3 0 3

Total Credit Hours: 55

All courses in this program are creditable toward an Associate in Occupational Technology (AOT) Degree.

AUTOMOTIVE MECHANICS SHORT CERTIFICATE
Course No./Title Theory/Lab/Credit Hours
AUM 101 Fundamentals of Automotive Technology 1 4 3
AUM 111 Automotive Electrical Systems 1 4 3
AUM 121 Automotive Brake Systems 1 4 3
AUM 122 Automotive Steering, Suspension and Alignment 1 4 3
AUM 131 Powertrain Fundamentals 1 4 3
AUM 132 Automotive Heating and Air Conditioning 1 4 3
AUM 211 Automotive Electronics 1 4 3
AUM 221 Engine Repair 1 4 3

Total Credit Hours: 24

The Automotive Mechanics certificate does not require general education courses. All courses in this award are creditable toward an Associate in Occupational Technology (AOT) Degree.

COURSE DESCRIPTIONS
AUM 101
FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course provides a study of safety rules and procedures based on OSHA standards. Topics include the use of shop tools and equipment, measuring devices, preventive maintenance, light-duty service procedures, and the use of shop manuals. Upon course completion, a student should be able to use basic tools and equipment safely and in observance of OSHA standards. CORE

AUM 111
AUTOMOTIVE ELECTRICAL SYSTEMS
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course provides a study of the principles of electricity, magnetism and Ohm's Law. Emphasis is placed on batteries, starting, charging and lighting circuits. Upon course completion, a student should be able to identify and repair minor electrical problems on the automobile. CORE

AUM 121
BRAKING SYSTEMS
3 Credit Hours
PREREQUISITE: AUM 111 or Determined by Instructor
This course provides a detailed study of types of hydraulic brake systems (disc and drum) and their service requirements. Topics include brake fundamentals, master cylinders, power assist units, parking brakes, lines and valves, and anti-lock systems. Upon course completion, a student should be able to repair brake systems. CORE

AUM 122
STEERING, SUSPENSION AND ALIGNMENT
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course is designed to give a working knowledge of the design, operation, diagnosis and repair of conventional and strut-type suspension systems. Topics include alignment procedures, wheel balancing, and conventional and rack and pinion steering systems. Upon course completion, a student should be able to make repairs and adjustments to suspension systems. CORE
AUM 123
ENGINE PRINCIPLES
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course provides a study of engine construction, operation, service, and identification of engine components, systems and subsystems. Topics include the operation, service and repair of the lubricating and cooling systems. Upon course completion, a student should be able to perform basic repairs on a variety of engines. CORE

AUM 131
POWERTRAIN FUNDAMENTALS
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course provides a study of the automotive power flow from the transmission to the drive wheels. Topics include drive lines, gear ratios, differentials, drive axles, troubleshooting and diagnostics. Upon course completion, a student should be able to troubleshoot, diagnose and repair automatic and manual power trains. CORE

AUM 132
AUTOMOTIVE HEATING AND AIR CONDITIONING
PREREQUISITE: AUM 111 or Determined by Instructor
This course covers nomenclature, theory of operation, repairs and service procedures, and electrical control circuits for the compressor, blower and coolant fan. Emphasis is placed on proper use of service manuals and safety. Upon course completion, a student should be able to diagnose and repair heating and air conditioning systems.

AUM 191
DEALERSHIP WORK EXPERIENCE
2 Credit Hours
PREREQUISITE: Determined by Instructor
At the end of each on-campus period, each student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/She is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. CORE

AUM 192
DEALERSHIP WORK EXPERIENCE
2 Credit Hours
PREREQUISITE: Determined by Instructor
At the end of each on-campus period, each student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/She is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. CORE

AUM 193
DEALERSHIP WORK EXPERIENCE
2 Credit Hours
PREREQUISITE: Determined by instructor
At the end of each on-campus period, each student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/She is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. CORE

AUM 211
AUTOMOTIVE ELECTRONICS
3 Credit Hours
PREREQUISITE: AUM 111 or Determined by Instructor
This course builds on the principles of electricity. Emphasis is placed on series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build and measure circuits. CORE

AUM 212
FUEL SYSTEMS
3 Credit Hours
PREREQUISITE: AUM 111 or Determined by Instructor
This course focuses on fuel delivery systems operation, and diagnosis and repair of fuel system components. Emphasis is placed on servicing the fuel injection system. Upon course completion, a student should be able to perform advanced engine tune-ups. CORE

AUM 214
IGNITION SYSTEMS
3 Credit Hours
PREREQUISITE: AUM 111 or Determined by Instructor
This course provides a study of the principles of operation, diagnosis and repair of the ignition system components. Topics include primary and secondary circuit operations, and diagnosis and repair of conventional electronic and distributor-less ignition systems. Upon course completion, a student should be prepared to diagnose and repair ignition system problems. CORE

AUM 221
ENGINE REPAIR
3 Credit Hours
PREREQUISITE: AUM 123 or Determined by Instructor
This course provides understanding of the troubleshooting and repair procedures for the gasoline engine. Topics include engine disassembly, identification of components, inspection and measuring of parts, repair and reassembly, use of service manuals, and safety. Upon course completion, a student should be able to repair or rebuild an automotive engine. CORE
### FORD ASSET PROGRAM

#### ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASE 101</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ASE 111</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ASE 112</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ASE 121</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ASE 122</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ASE 123</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ASE 131</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ASE 132</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ASE 150</td>
<td>0 10 2</td>
</tr>
<tr>
<td>ASE 160</td>
<td>0 10 2</td>
</tr>
<tr>
<td>ASE 211</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ASE 212</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ASE 214</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ASE 221</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ASE 222</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ASE 223</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ASE 231</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ASE 250</td>
<td>0 10 2</td>
</tr>
<tr>
<td>ASE 260</td>
<td>0 10 2</td>
</tr>
<tr>
<td>ASE 270</td>
<td>0 10 2</td>
</tr>
</tbody>
</table>

**General Education Requirements:**

- ENG 101 English Composition I 3 0 3
- PHL 200 Ethics in the Workplace 3 0 3
- MAH100 Intermediate College Algebra 3 0 3
- MTH116 Mathematical Applications or 3 0 3
- MAH100 Intermediate College Algebra 3 0 3

**General Motors ASE Program Requirements:**

- ASE 150 Dealership Work Experience 0 10 2
- ASE 160 Dealership Work Experience 0 10 2
- ASE 211 Automotive Electronics 1 4 3
- ASE 212 Fuel Systems 1 4 3
- ASE 214 Ignition Systems 1 4 3
- ASE 221 Engine Repair 1 4 3
- ASE 222 Manual Transmission/Transaxle 1 4 3
- ASE 223 Engine Management Systems 1 4 3
- ASE 231 Automatic Transmission/Transaxle 1 4 3
- ASE 250 Dealership Work Experience 0 10 2
- ASE 260 Dealership Work Experience 0 10 2
- ASE 270 Dealership Work Experience 0 10 2

**General Education Requirements:**

- ENG 101 English Composition I 3 0 3
- PHL 200 Ethics in the Workplace 3 0 3
- MAH100 Intermediate College Algebra 3 0 3
- MTH116 Mathematical Applications or 3 0 3
- MAH100 Intermediate College Algebra 3 0 3
- MTH116 Mathematical Applications or 3 0 3
- MAH100 Intermediate College Algebra 3 0 3
- MTH116 Mathematical Applications or 3 0 3
- MAH100 Intermediate College Algebra 3 0 3

**Total Credit Hours:** 76

### TOYOTA T-TEN ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATE 101</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ATE 111</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ATE 112</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ATE 121</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ATE 122</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ATE 123</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ATE 131</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ATE 132</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ATE 150</td>
<td>0 10 2</td>
</tr>
<tr>
<td>ATE 160</td>
<td>0 10 2</td>
</tr>
<tr>
<td>ATE 211</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ATE 212</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ATE 214</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ATE 221</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ATE 222</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ATE 223</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ATE 231</td>
<td>1 4 3</td>
</tr>
<tr>
<td>ATE 250</td>
<td>0 10 2</td>
</tr>
<tr>
<td>ATE 260</td>
<td>0 10 2</td>
</tr>
<tr>
<td>ATE 270</td>
<td>0 10 2</td>
</tr>
</tbody>
</table>

**General Education Requirements:**

- ENG 101 English Composition I 3 0 3
- PHL 200 Ethics in the Workplace 3 0 3
- MAH100 Intermediate College Algebra 3 0 3

**Total Credit Hours:** 76

### COURSE DESCRIPTIONS

**A E101 3 Credit Hours**

**FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY**

**PREREQUISITE:** Regular Admission Status

This course provides a study of safety rules and procedures based on OSHA standards. Topics include the use of shop tools and equipment, measuring devices, preventive maintenance, light-duty service procedures and the use of shop manuals. Upon course completion, a student should be able to use basic tools and equipment safely and in observance of OSHA standards. CORE
### Course Descriptions

#### BUC 110
**BASIC CONSTRUCTION TOOLS AND MATERIALS**

<table>
<thead>
<tr>
<th>Theory/Lab/Credit Hours</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 3</td>
<td>Basic Construction Tools and Materials</td>
</tr>
</tbody>
</table>

**PREREQUISITE:** Regular Admission Status

This course emphasizes the tools and materials used in the construction industry. Topics include safety, hand tools, hand-held power tools and construction materials. Upon course completion, a student should be able to work safely within the industry and operate various hand tools and power equipment.

**CORE**

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUC 111</td>
<td>3 Credit Hours</td>
</tr>
</tbody>
</table>

**BASIC CONSTRUCTION LAYOUT**

**PREREQUISITE:** BUC 110 or Determined by Instructor

This course provides a student basic building layout skills. Topics include the builder's level, transit and basic site layout techniques. Upon course completion, a student should be able to solve differential leveling problems, set up and operate the builder's level and transit, build batter boards and perform basic construction layout procedures.

**CORE**

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUC 112</td>
<td>3 Credit Hours</td>
</tr>
</tbody>
</table>

**CONSTRUCTION MEASUREMENTS AND CALCULATIONS**

**PREREQUISITE:** BUC 110 or Determined by Instructor

This course focuses on the mathematics and calculations required to perform general building construction functions. Topics include direct and computed measurements and practical applications of mathematical formulas. Upon course completion, a student should be able to apply measurement and mathematical formulas used in building construction.

**CORE**

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUC 113</td>
<td>3 Credit Hours</td>
</tr>
</tbody>
</table>

**ADVANCED CONSTRUCTION BLUEPRINT**

**PREREQUISITE:** BUC 110 or Determined by Instructor

This course introduces students to construction blueprints. Topics include symbols and abbreviations, basic plans, elevation, sections and details. Upon course completion, a student should be able to read basic residential blueprints and trade information for major crafts employed at a construction site.

**CORE**

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUC 114</td>
<td>3 Credit Hours</td>
</tr>
</tbody>
</table>

**ROOF AND CEILING FRAMING**

**PREREQUISITE:** BUC 115 or Determined by Instructor

This course focuses on construction framing above the wall-line plate. Topics include ceiling framing, roof framing, trusses and heavy timber construction. Upon course completion, a student should be able to frame residential ceilings and roofs, design and build trusses, and apply heavy timber construction principles.

**CORE**

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUC 115</td>
<td>3 Credit Hours</td>
</tr>
</tbody>
</table>

### COURSE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUC 116</td>
<td>3 Credit Hours</td>
</tr>
</tbody>
</table>

**CONSTRUCTION INSTRUCTOR**

**PREREQUISITE:** BUC 115 or Determined by Instructor

This course focuses on construction framing above the wall-line plate. Topics include ceiling framing, roof framing, trusses and heavy timber construction. Upon course completion, a student should be able to frame residential ceilings and roofs, design and build trusses, and apply heavy timber construction principles.

**CORE**

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUC 117</td>
<td>3 Credit Hours</td>
</tr>
</tbody>
</table>

**CONSTRUCTION MEASUREMENTS AND CALCULATIONS**

**PREREQUISITE:** BUC 113 or Determined by Instructor

This course focuses on construction framing above the wall-line plate. Topics include ceiling framing, roof framing, trusses and heavy timber construction. Upon course completion, a student should be able to frame residential ceilings and roofs, design and build trusses, and apply heavy timber construction principles.

**CORE**

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUC 118</td>
<td>3 Credit Hours</td>
</tr>
</tbody>
</table>

**INTERIOR AND EXTERIOR FINISHES**

**PREREQUISITE:** BUC 114 or Determined by Instructor

This course introduces students to interior and exterior finishes for comices, doors, and hardware installation. Upon course completion, a student should be able to frame comices and apply interior and exterior finishes to walls and overhangs.

**CORE**

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUC 119</td>
<td>3 Credit Hours</td>
</tr>
</tbody>
</table>

**ADVANCED CONSTRUCTION BLUEPRINT**

**PREREQUISITE:** BUC 122 or Determined by Instructor

This course prepares a student to read advanced sets of commercial blueprints. Topics include various types of construction such as townhouses, heavy timber, structural steel and reinforced concrete. Upon course completion, a student should be able to read and interpret advanced commercial blueprints for all major crafts.

**CORE**

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUC 123</td>
<td>3 Credit Hours</td>
</tr>
</tbody>
</table>

**PLANNING, CODES AND SCHEDULING**

**PREREQUISITE:** Regular Admission Status

This course focuses on building codes, real estate, and project scheduling. Topics include real estate, project planning, specifications, company structure and organization, building codes and related legal aspects. Upon course completion, a student should be able to identify the components of the construction process, locate information in building code books, plan construction projects and understand the implications of various real estate issues.

**Core**

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUC 124</td>
<td>3 Credit Hours</td>
</tr>
</tbody>
</table>
BUC 141
ON-GRADE CONCRETE APPLICATIONS
3 Credit Hours
PREREQUISITE: BUC 110 or Determined by Instructor
This course emphasizes techniques and principles required to design on-grade concrete forms. Topics include concrete curbs, edge forms, footing forms, concrete wall forms, concrete piers and columns, and templates with anchor bolts and dowels. Upon course completion, a student should be able to perform on-grade concrete slab forming, wall forming, curb forming and set templates with anchor bolts.

BUC 142
PLANNING/ESTIMATING I
3 Credit Hours
PREREQUISITE: BUC 112 or Determined by Instructor
This course covers the procedures involved in planning and estimating a residential structure. Topics include labor and equipment with emphasis placed on quantity take-off of materials necessary to construct a residential structure. Upon course completion, a student should be able to accurately complete a take-off of materials and equipment needs and plan the labor to construct a residential structure.

BUC 143
ABOVE-GRADE CONCRETE APPLICATIONS
3 Credit Hours
PREREQUISITE: BUC 110 or Determined by Instructor
This course focuses on structural steel and metals reinforcing, metal stud construction, dry wall and ceiling systems. Upon course completion, a student should be able to install structural steel, concrete reinforcing, metal studs, and sheetrock and should be able to perform basic sheetrock finishing applications.

BUC 162
BASIC CONSTRUCTION DRAFTING
2 Credit Hours
PREREQUISITE: Determined by Instructor
This course presents introductory drafting techniques and procedures including lettering, line work, instrument use, and geometric construction principles. Topics include multi-view orthographic projection, sectioning, and dimensioning concepts. Upon course completion, a student should be able to perform basic construction sketching and drafting functions to include a drafting project relevant to the student’s area of specialization.

BUC 200
SPECIAL PROBLEMS IN BUILDING CONSTRUCTION
3 Credit Hours
PREREQUISITE: BUC 110 or Determined by Instructor
This course is designed to allow students to investigate issues and new techniques in the construction industry. Emphasis is on new technology and procedures. Upon course completion, a student should be able to apply new technologies and procedures.

BUC 238
COOPERATIVE WORK EXPERIENCE
2 Credit Hours
PREREQUISITE: Determined by Instructor
This course provides work experience with a college-approved employer in an area related to a student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon course completion, a student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.
BUILDING MAINTENANCE (BLM)

Building Maintenance includes theory, laboratory experiences and live-work projects relative to the refrigerant cycle diagnosis. Emphasis is placed on repair, alteration and modernization of existing structures. These courses do not require a high school diploma or GED.

COURSES ONLY

Course No./Title Theory/Lab/Credit Hours

BLM 110 Principles of Electricity for HVACR 1 5 3
BLM 112 Refrigeration Principles 1 5 3
BLM 114 HVACR Service Procedures 1 5 3
BLM 116 Heating System Maintenance 1 5 3
BLM 118 Basic Plumbing, Repair, Maintenance, and Installation 1 5 3
BLM 120 Introduction to Blueprint Reading 1 5 3
BLM 122 Introduction to Electricity 1 5 3
BLM 124 Basic Electrical Wiring 1 5 3
BLM 126 Construction Basics 1 5 3
BLM 128 Interior Maintenance 1 5 3
BLM 130 Exterior Maintenance 1 5 3
BLM 141 Pipes and Fittings 1 5 3
BLM 142 Pressure and Non-pressure Plumbing Systems 1 5 3

COURSE DESCRIPTIONS

BLM 110
PRINCIPLES OF ELECTRICITY FOR HVACR
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course is designed to provide a 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 course completion, a student should understand and be able to apply the basic principles of heating, ventilation, air conditioning, and refrigeration circuits and circuit components. CORE

BLM 112
REFRIGERATION PRINCIPLES
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course emphasizes the fundamental principles of air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration, heat transfer, refrigeration system components, the mechanical cycle of operation, and refrigeration characteristics. Upon course completion, a student should understand the functions of major system components, terminology, heat transfer, safety and the use and care of tools and equipment.

BLM 114
HVACR SERVICE PROCEDURES
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant oils and correct methods of charging and recovering refrigerants. Upon course completion, a student should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws. CORE

BLM 116
HEATING SYSTEM MAINTENANCE
3 Credit Hours
PREREQUISITE: BLM 110 and BLM 112 or Determined by Instructor
This course focuses on seasonal preventive maintenance and diagnosis of heating system malfunctions. Emphasis is on heating system operation and maintenance. Upon course completion, a student should be able to troubleshoot heating systems and perform basic service and repair procedures. CORE

BLM 118
BASIC PLUMBING, REPAIR, MAINTENANCE, AND INSTALLATION
3 Credit Hours
PREREQUISITE: Regular Admission Status
This introductory course enables students to read and follow schematics/diagrams/rough-in sheets to install or repair plumbing fixtures, to troubleshoot and make repairs. Topics include removing, replacing and repairing plumbing fixtures, new installations and troubleshooting. Upon course completion, a student should be able to make basic plumbing repairs and install plumbing fixtures. CORE

BLM 120
INTRODUCTION TO BLUEPRINT READING
3 Credit Hours
PREREQUISITE: Regular Admission Status
This introductory course introduces a student to the basic concepts of blueprint reading applicable to building maintenance. Topics include scales, symbols, site plans, and notations. Upon course completion, a student should be able to identify drawings, scales, various drawings, and identify different types of lines, symbols and notations.

BLM 122
INTRODUCTION TO ELECTRICITY
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course introduces the fundamental concepts of electricity and test equipment applicable to building maintenance. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon course completion, a student should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

BLM 124
BASIC ELECTRICAL WIRING
3 Credit Hours
PREREQUISITE: BLM 122 or Determined by Instructor
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety and electrical blueprint reading; planning, layout, and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon course completion, a student should be able to properly install conduits, wiring and electrical distribution equipment associated with basic electrical installations.

BLM 126
CONSTRUCTION BASICS
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course introduces a student to basic practices in construction. Topics include construction tools, materials, equipment and safety procedures.

BLM 128
INTERIOR MAINTENANCE
3 Credit Hours
PREREQUISITE: BLM 126 or Determined by Instructor
This course is designed to provide a student with the basic skills and knowledge necessary to maintain the interior of commercial facilities. Emphasis is placed on maintaining floors, walls, and mechanical operations. Upon course completion, a student should be able to repair and maintain commercial structure interiors.

BLM 130
EXTERIOR MAINTENANCE
3 Credit Hours
PREREQUISITE: BLM 126 or Determined by Instructor
This course is designed to provide a student with the basic skills and knowledge necessary to maintain the exterior of commercial buildings. Emphasis is placed on exterior walls, lighting, and auxiliary facilities such as pools and parking lots. Upon course completion, a student should be able to repair and maintain the exterior of commercial facilities.
### COMMERCIAL ART (CAT)

Students with creativity, motivation and talent find Bessemer State Technical College's Commercial Art Department an ideal place to prepare for careers in advertising agencies, art studios, mass media newspaper and TV enterprises, and publishing. Graduates can even elect to become free-lance commercial artists or photographers. The Diploma program begins with an introduction to computers and then concentrates on color and design. Each of the design courses takes students to another skill level in print and digital advertising. Advanced students can also participate in cooperative work experiences which provide valuable field experience in Birmingham area companies.

The college also offers a 24-credit hour Short Certificate in Commercial Art. The certificate curriculum provides an intensive program of study in advertising design that can usually be completed in two terms. Each of the courses in the certificate are applicable to the Commercial Art Diploma.

Photographers can earn a Certificate of Completion for the 10 photography courses that take students from basic camera skills to studio lighting and photo airbrush.

### COMMERCIAL ART DIPLOMA

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT 111</td>
<td>1 4 3</td>
</tr>
<tr>
<td>CAT 112</td>
<td>1 4 3</td>
</tr>
<tr>
<td>CAT 114</td>
<td>1 4 3</td>
</tr>
<tr>
<td>CAT 118</td>
<td>1 4 3</td>
</tr>
<tr>
<td>CAT 122</td>
<td>1 4 3</td>
</tr>
<tr>
<td>CAT 123</td>
<td>1 4 3</td>
</tr>
<tr>
<td>CAT 128</td>
<td>1 4 3</td>
</tr>
<tr>
<td>CAT 130</td>
<td>1 4 3</td>
</tr>
<tr>
<td>CAT 132</td>
<td>1 4 3</td>
</tr>
<tr>
<td>CAT 142</td>
<td>1 4 3</td>
</tr>
<tr>
<td>CAT 150</td>
<td>1 4 3</td>
</tr>
<tr>
<td>CAT 170</td>
<td>1 4 3</td>
</tr>
<tr>
<td>CAT 182</td>
<td>1 4 3</td>
</tr>
</tbody>
</table>

Select 6 credit hours from the following:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT 120</td>
<td>Computer Graphics</td>
<td>1 4 3</td>
</tr>
<tr>
<td>CAT 126</td>
<td>Typesetting Fundamentals</td>
<td>1 4 3</td>
</tr>
<tr>
<td>CAT 140</td>
<td>Photography</td>
<td>1 4 3</td>
</tr>
<tr>
<td>CAT 152</td>
<td>Digital Photography</td>
<td>1 4 3</td>
</tr>
<tr>
<td>CAT 153</td>
<td>Black and White Photography</td>
<td>1 4 3</td>
</tr>
<tr>
<td>CAT 154</td>
<td>Basic Photography Studio</td>
<td>1 4 3</td>
</tr>
<tr>
<td>CAT 155</td>
<td>Photography Studio Fashion</td>
<td>1 4 3</td>
</tr>
<tr>
<td>CAT 156</td>
<td>Advertising Photography</td>
<td>1 4 3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 24

The Commercial Art certificate does not require general education courses. All courses in this award are creditable toward an Associate in Occupational Technology Degree (AOT).

### COMMERCIAL ART SHORT CERTIFICATE

Course No./Title | Theory/Lab/Credit Hours
------------------|-------------------------|
CAT 111 Introduction to Computers in Commercial Art | 1 4 3
CAT 112 Color Theory and Design | 1 4 3
CAT 114 Introduction to Computer Graphics | 1 4 3
CAT 122 Technical Processes | 1 4 3
CAT 128 Basic Electronic Page Layout | 1 4 3
CAT 130 Principles of Design | 1 4 3
CAT 132 Basic Advertising Design | 1 4 3
CAT 142 Intermediate Advertising Design | 1 4 3

Total Credit Hours: 24

The Commercial Art certificate does not require general education courses. All courses in this award are creditable toward an Associate in Occupational Technology Degree (AOT).

### COURSE DESCRIPTIONS

**CAT 111**

**INTRODUCTION TO COMPUTERS IN COMMERCIAL ART**

3 Credit Hours

**PREREQUISITE:** Regular Admission Status

This course provides a student with a basic knowledge of computer operations, software applications and the role and impact of computers in graphic design and communications. Emphasis is placed on computer terms, hardware components, drawing, image editing and page layout software applications. Upon course completion, a student should be able to perform basic computer operations and file management and will be able to demonstrate an understanding of page layout software applications. **CORE**
CAT 112
COLOR THEORY AND DESIGN
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course provides an introduction to color psychology, theory and interpretation. Emphasis is placed on color values and mixing, the color wheel and charts, color theory and the color Pantone System. Upon course completion, a student should be able to understand light and color techniques used in advertising, color photography, RGB and CYMK and the use of color for simulating printing ink.

CAT 114
INTRODUCTION TO COMPUTER GRAPHICS
3 Credit Hours
PREREQUISITE: CAT 111 or Determined by Instructor
This course introduces students to software applications in graphic productions. Topics include production terms and image editing using Adobe Photoshop. Upon completion, students should be able to use industry standard production software packages.

CAT 118
DESIGN DRAWING
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course introduces five basic drawing component skills. Topics include the perception of edges, space, relationships, shadow and lights and of the whole. Upon course completion, a student should be able to work with the fundamentals of drawing and to use different mediums and techniques.

CAT 120
COMPUTER GRAPHICS
3 Credit Hours
PREREQUISITE: CAT 111 or Determined by Instructor
This course introduces a student to digital imaging software. Emphasis is placed on the various tools and capabilities of the software including painting and editing, creating special effects, basic image corrections, photo retouching, preparing images for web publications and creating color separations. Upon course completion, a student should be able to name and identify the different tools, work with multiple layer images, retouch a photograph, create special effects and prepare an image for a web publication.

CAT 122
TECHNICAL PROCESSES
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course introduces a student to the basic concepts and skills of image and page production and assembly necessary to produce camera-ready mechanicals. Emphasis is placed on equipment, materials and techniques used to produce comprehensives and mechanicals, basic graphic arts camera operations, standard dark room procedures, basic scanner operation and digital image creation. Upon course completion, a student should be able to recognize and evaluate quality line and halftone representations as they produce film, prints, transfers and scans for use in traditional press production as well as electronic prepress applications.

CAT 123
COMPUTER DRAWING
3 Credit Hours
PREREQUISITE: CAT 111 or Determined by Instructor
This course provides a student with a technical background in computer graphics. Emphasis is placed on the different draw, modification and editing tools associated with industry standard software. Upon course completion, a student should be able to identify the different tools associated with the software, create and manipulate text, alter elements using the transformation tools, create charts and graphs and design custom process colors.

CAT 126
TYPESetting FUndamentals
3 Credit Hours
PREREQUISITE: CAT 111 or Determined by Instructor
This course provides the study of type and text production. Emphasis is placed on design concepts including asymmetrical, symmetrical and radial design, as well as line, shape, texture, value and color in design. Upon course completion, a student should be able to apply these concepts to design problems.

CAT 130
PRINCIPLES OF DESIGN
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course introduces a student to the basic principles and elements of design. Emphasis is placed on design concepts including asymmetrical, symmetrical and radial design, as well as line, shape, texture, value and color in design. Upon course completion, a student should be able to apply these concepts to design problems.

CAT 132
BASIC ADVERTISING DESIGN
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course deals with design assignments related to the commercial art field and introduces a student to graphic design techniques and camera-ready art. Emphasis is placed on creating and producing advertising design pieces. Each student should learn the importance of creative thinking for design communications and how to produce advertising design from concept to the printed pieces.

CAT 140
PHOTOGRAPHY
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course is an introduction to black and white 35mm photography. Emphasis is placed on good photographic composition, as well as both the aesthetic and technical aspects of photography. Each student should learn the operations of a single reflex camera, technical camera applications, film processing and darkroom printing.

CAT 142
INTERMEDIATE ADVERTISING DESIGN
3 Credit Hours
PREREQUISITE: CAT 132 or Determined by Instructor
This course includes advanced design concepts and assignments. Emphasis is placed on design elements which include artistic rendering, photo illustrations, typography and computer layout as applied to advertising campaigns. Upon course completion, a student should be able to combine graphic skills to produce professional artwork.

CAT 150
ADVANCED ADVERTISING DESIGN
3 Credit Hours
PREREQUISITE: CAT 142 or Determined by Instructor
This course is designed to allow students the opportunity to create, design and produce a corporate image project and portfolio. Emphasis is placed on the development of the repetitive grids, using photos as clip art, scanned images and a page layout software program. Upon course completion, a student should be able to use prior training in the manual and computer design course to complete this task.


CAT 152
DIGITAL PHOTOGRAPHY
3 Credit Hours

PREREQUISITE: Regular Admission Status

This course introduces a student to digital imaging techniques used by industry. Emphasis is placed on the technical application of the camera, and digital photographic lighting methods. Upon course completion, a student should be able to determine the need for digital photography versus reproduction, qualify advertising photography, and understand both concepts.

CAT 153
BLACK AND WHITE PHOTOGRAPHY
3 Credit Hours

PREREQUISITE: CAT 140 or Determined by Instructor

This course provides an introduction to advanced printing methods and techniques. Topics include printing with filters, high contrast and fine art photography. Upon course completion, a student should be able to apply special effects such as colorization, photo-masking, sandwich negatives and superimposed images.

CAT 154
BASIC PHOTOGRAPHY STUDIO
3 Credit Hours

PREREQUISITE: CAT 140 or Determined by Instructor

This course provides an introduction to 35 mm and 2 1/4" x 2 1/4" cameras, portrait posing, and studio lighting techniques. Emphasis is placed on training with photo flood lights, electronic flashing systems, hot shoe and strobe lighting. Upon course completion, a student should be able to demonstrate single portrait posing, couple posing, glamour portrait and group posing used in wedding photography.

CAT 155
PHOTOGRAPHY STUDIO FASHION
3 Credit Hours

PREREQUISITE: CAT 140 and CAT 154 or Determined by Instructor

This course provides an introduction to advanced electronic flash systems, medium format single reflex cameras and "Master Lighting." Emphasis is placed on the use of EFS and spot meters, soft boxes, honeycomb grids and color gels. Upon course completion, a student should be able to create dramatic portraiture, and design, style and shoot magazine "mock-up" advertising.

CAT 156
ADVERTISING PHOTOGRAPHY STUDIO

PREREQUISITE: CAT 140 or Determined by Instructor

This course provides a study of tabletop advertising photography and lighting techniques. Topics include food photography, abstract still life and product advertising. Upon course completion, a student should be able to demonstrate skills with the 4 x 5 camera, Polaroid proofing and the 35mm and medium format camera angles for tabletop photography.

Required: 35mm camera
Optional: 6 x 6cm or 4 x 5cm camera

CAT 157
PHOTO MARKETING
3 Credit Hours

PREREQUISITE: CAT 140 or Determined by Instructor

This course provides an introduction to freelance, stock photography and independent marketing techniques. Emphasis is placed on field photography, writing queries and studio office organizational skills. Upon course completion, a student should be able to shoot environmental and advertising photography, create a stock computer database, understand tax tips and apply required policies and booking techniques.

CAT 158
PHOTOJOURNALISM
3 Credit Hours

PREREQUISITE: CAT 140 or Determined by Instructor

In this course, a student produces visual communications through photographic images. Emphasis is placed on photography, black and white darkroom, writing caption lines, story outlines and a photo essay. Upon course completion, a student should be able to capture the most revealing moment, anticipate a newsreader's interest and should be a trained observer of current events.

CAT 159
PORTFOLIO
3 Credit Hours

PREREQUISITE: CAT 140 or Determined by Instructor

This course provides the advanced student an opportunity to use previous commercial art training to design and produce a professional and marketable portfolio for final presentation. Emphasis is placed on a complete portfolio, resume, cover letter and self-promotional piece. Upon completion, students should be able to formulate portfolio qualify work for job interviews.

CAT 160
3D GRAPHICS AND ANIMATION
3 Credit Hours

PREREQUISITE: CAT 150 or Determined by Instructor

This course provides a study of photo retouching and restoration. Emphasis is placed on photographic airbrush "block-out," spot toning, grease pencil and ink retouching. Upon course completion, a student should be able to photocopy, reprint and hand-tint restored images.

CAT 161
WEB SITE DEVELOPMENT
3 Credit Hours

PREREQUISITE: CAT 111 or Determined by Instructor

This course provides an understanding of the Internet and design principles of web sites. Topics include software necessary for the creation and maintenance of a web site. Upon course completion, a student should be able to design, implement and maintain a web site.

CAT 162
3D GRAPHICS AND ANIMATION
3 Credit Hours

PREREQUISITE: Regular Admission Status

This course is designed to tap the imagination of a student in a three-dimensional, problem-solving environment. Topics include a basic introduction to the concepts of 3D design and animation and application of those concepts to a design project. Upon course completion, a student should be able to create and animate objects in a three-dimensional environment.

CAT 163
CO-OP WORK EXPERIENCE
1 Credit Hour

PREREQUISITE: Determined by Instructor

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, a student should be
able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**COMPUTER SCIENCE (DPT)**

The Associate in Applied Technology Degree is an 18-month program designed to prepare graduates for gainful employment in the field of business computer science. Major topics include program logic, application development using batch and on-line structured techniques, and the use of personal computers. Extensive laboratory training with an equivalent system used by many businesses and industries in the area is a plus feature for the technical graduate entering the computer science field. Program languages studied are SQL, COBOL and Visual Basic. Personal computer courses using popular spreadsheet and database packages are part of this program. Courses in Algebra and English complete the curriculum.

**COMPUTER SCIENCE ASSOCIATE IN APPLIED TECHNOLOGY DEGREE**

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 111 COBOL Programming</td>
<td>2 2 3</td>
</tr>
<tr>
<td>DPT 113 Networking Technologies</td>
<td>3 0 3</td>
</tr>
<tr>
<td>DPT 119 Introduction to Computers</td>
<td>3 0 3</td>
</tr>
<tr>
<td>DPT 120 Introduction to Windows</td>
<td>2 2 3</td>
</tr>
<tr>
<td>DPT 121 Network Administration</td>
<td>2 2 3</td>
</tr>
<tr>
<td>DPT 143 Introduction to Multimedia Development</td>
<td>2 2 3</td>
</tr>
<tr>
<td>DPT 150 Micro Operating Systems</td>
<td>2 2 3</td>
</tr>
<tr>
<td>DPT 157 Network Basics</td>
<td>2 2 3</td>
</tr>
<tr>
<td>CIS 196 Commercial Software Application</td>
<td>2 2 3</td>
</tr>
<tr>
<td>DPT 211 Advanced COBOL Programming</td>
<td>2 2 3</td>
</tr>
<tr>
<td>DPT 224 Enterprise Network Design</td>
<td>2 2 3</td>
</tr>
<tr>
<td>DPT 230 Database</td>
<td>2 2 3</td>
</tr>
<tr>
<td>DPT 231 Advanced Database</td>
<td>2 2 3</td>
</tr>
<tr>
<td>DPT 245 Spreadsheets</td>
<td>2 3 3</td>
</tr>
<tr>
<td>DPT 258 Visual BASIC</td>
<td>2 2 3</td>
</tr>
</tbody>
</table>

**General Education Requirements:**

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3 0 3</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3 0 3</td>
</tr>
<tr>
<td>MAH100 Intermediate College Algebra</td>
<td>3 0 3</td>
</tr>
<tr>
<td>MTH116 Mathematical Applications</td>
<td>3 0 3</td>
</tr>
<tr>
<td>PHY 120 Introduction to Physics</td>
<td>3 2 4</td>
</tr>
<tr>
<td>PSY 270 Business and Industrial Psychology</td>
<td>3 0 3</td>
</tr>
<tr>
<td>SPC 106 Fundamentals of Oral Communication</td>
<td>3 0 3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 67

**COMPUTER SCIENCE SHORT CERTIFICATE**

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 111 COBOL Programming</td>
<td>2 2 3</td>
</tr>
<tr>
<td>DPT 119 Introduction to Computers</td>
<td>3 0 3</td>
</tr>
<tr>
<td>DPT 143 Introduction to Multimedia Development</td>
<td>2 2 3</td>
</tr>
<tr>
<td>DPT 150 Micro Operating Systems</td>
<td>2 2 3</td>
</tr>
<tr>
<td>CIS 196 Commercial Software Application</td>
<td>2 2 3</td>
</tr>
<tr>
<td>DPT 230 Database</td>
<td>2 2 3</td>
</tr>
<tr>
<td>DPT 245 Spreadsheets</td>
<td>2 3 3</td>
</tr>
<tr>
<td>DPT 258 Visual BASIC</td>
<td>2 2 3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 24

The Computer Science certificate does not require general education courses.

**COURSE DESCRIPTIONS**

**DPT 093 COMPUTER LABORATORY**

3 Credit Hours

This is a repeatable course in which students are to demonstrate mastery of designated topics by the completion of laboratory assignments. This laboratory course is designed to accompany data processing theory courses. Upon course completion, a student should have successfully completed laboratory assignments for the accompanying theory class.

**CIS 104 COMPUTER FUNDAMENTALS**

3 Credit Hours

This introductory course for non-computer majors includes computer keyboarding, operating systems and application software. Each student will complete laboratory assignments to ensure keyboard and applications mastery.

**DPT 111 COBOL PROGRAMMING**

3 Credit Hours

This course introduces a student to COBOL, the Common Business Oriented Language. Students are introduced to COBOL program structure, program divisions, input/output statements, arithmetic expressions, conditional expressions, debugging techniques, multilevel control breaks, and table processing. Outside laboratory time is required to produce programs for evaluation and to ensure mastery of COBOL. CORE
DPT 113
NETWORKING TECHNOLOGIES
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course covers protocols such as IPX, TCP/IP, SNA, and the like in the framework of the OSI and DOD protocol models. The course should include coverage of internet working equipment. Upon course completion, a student should have the appropriate theoretical background to analyze Internet-working scenarios and to recognize different potential solutions and their respective strengths and weaknesses.

DPT 119
INTRODUCTION TO COMPUTERS
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course is an introduction to computers. The course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies. It also introduces programming and computer operating systems. A student who completes this course should have basic knowledge of computer technology. CORE

DPT 120
INTRODUCTION TO WINDOWS
3 Credit Hours
PREREQUISITE: DPT 150
This is an introduction to the basics of Microsoft Windows and graphical environments. Normal business uses of a microcomputer and Windows are covered in this course. This course requires that each student demonstrates mastery of Windows and graphical environments at the required level.

DPT 121
NETWORK ADMINISTRATION
3 Credit Hours
PREREQUISITE: DPT 150
This course is designed to introduce basic network administration. The basics of network administration, installing and maintaining network software on a server, installation of applications on the server and how networks are made ready for users are covered. Upon course completion, a student should demonstrate the ability to administer a computer network.

DPT 143
INTRODUCTION TO MULTIMEDIA DEVELOPMENT
3 Credit Hours
PREREQUISITE: DPT 150 or Determined by Instructor
This course introduces the student to the use of an authoring package to develop a variety of multimedia presentations/tutorials. The course is designed for people with or without programming skills who wish to create their own multimedia applications. Topics include: screen design principles, multimedia concepts, operation of authoring software, and development of multimedia applications.

DPT 150
MICRO OPERATING SYSTEMS
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course introduces the fundamental concepts of basic microcomputer operation. Topics include tree structures, files, and disk utilities. Upon course completion, a student should demonstrate a mastery of microcomputer operation. CORE

DPT 153
KEYBOARDING
3 Credit Hours
PREREQUISITE: Regular Admission Status
This is an introductory course for learning the keyboard. Students learn to use a keyboard properly, accurately, and with ease.

DPT 157
NETWORK BASICS
3 Credit Hours
PREREQUISITE: DPT 121
This is an introduction to hardware and software topics for networks. Topics include personal computer networking topologies, equipment, and the most popular networking software. This course requires outside laboratory time and each student is expected to demonstrate a mastery of networks.

DPT 191
CO-OP
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course is part of a series of cooperative education classes in which a student is assigned duties on a part-time basis in a position directly related to the academic major. Emphasis is given to the development and acquisition of practical skills in the data processing environment, with those skills to be defined at the beginning of the semester by the school and cooperative business or agency. Each student should apply skills in a work setting.

DPT 192
CO-OP
3 Credit Hours
PREREQUISITE: DPT 191 or Determined by Instructor
This course is part of a series of cooperative education classes in which a student is assigned duties on a part-time basis in a position directly related to the academic major. Emphasis is given to the development and acquisition of practical skills in the data processing environment, with those skills to be defined at the beginning of the semester by the school and cooperative business or agency. Each student should apply skills in a work setting.

DPT 224
ENTERPRISE NETWORK DESIGN
3 Credit Hours
PREREQUISITE: Determined by Instructor
This course covers the design and implementation of large networks. The course will include coverage of topics such as design team members, partitioning and repackaging of distributed database and time synchronization issues. Upon completion, each student should be able to use the project approach to gather information, design and implement an enterprise-wide network.

DPT 230
DATABASE
3 Credit Hours
PREREQUISITE: Determined by Instructor
This course introduces database systems. The course will utilize a database allowing a student to create and update files, generate reports and create application complete with formatted entry and output. This course requires outside laboratory time and each student is required to demonstrate a mastery of database functions and concepts.

DPT 231
ADVANCED DATABASE
3 Credit Hours
PREREQUISITE: DPT 143 and DPT 230 or Determined by Instructor
This course is a continuation of DPT 230—Database. The course expands database concepts in creating, maintaining, retrieving and reporting and covers in-depth database programming capabilities. This course requires outside laboratory time and each student is required to demonstrate a mastery of advanced database functions and concepts.
DATA ENTRY/CLERICAL (CLR)
The Data Entry/Clerical program can be completed in two semesters/terms. The program is designed to prepare students for employment in the data entry area. The program offers hands-on training on several popular software packages.

DATA ENTRY/CLERICAL SHORT CERTIFICATE
Course No./Title  Theory/Lab/Credit Hours
CLR 100 Basic Keyboarding 2 4 3
CLR 104 Advanced Keyboarding 2 4 3
CLR 130 Electronic Calculations 2 4 3
CLR 232 Electronic Office 2 4 3
CLR 243 Spreadsheet Applications 2 4 3
CLR 244 Database Concept 2 4 3
CLR 245 Data Entry 2 4 3
CLR 247 Special Projects 2 4 3
Total Credit Hours: 24

Data Entry/Clerical courses will not apply toward an AAT or AOT degree. The Data Entry/Clerical Short Certificate does not require general education courses and it does not require a high school diploma or GED.

OPTIONAL RELATED COURSE
CLR 116 Microcomputer Applications 2 4 3

CORE COURSE DESCRIPTIONS
CLR 100
BASIC KEYBOARDING
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course is designed to develop touch keyboarding skills for efficient use of the typewriter or microcomputer. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information. Upon completion, a student should be able to demonstrate proper techniques while keying on a typewriter or microcomputer keyboard. CORE NDC

CLR 104
ADVANCED KEYBOARDING
3 Credit Hours
PREREQUISITE: CLR 100 or Determined by Instructor
This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding. Emphasis is on the production of business documents using decision-making skills. Upon course completion, a student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy in the production of business documents. CORE NDC

CLR 243
SPREADSHEET APPLICATIONS
3 Credit Hours
PREREQUISITE: Determined by Instructor
This course provides a student with the skills needed in performing spreadsheet tasks. Emphasis is on spreadsheet terminology and design, common formulas, proper file and disk management procedures. Upon course completion, a student should be able to design, format, and graph effective spreadsheets. NDC

CLR 244
DATABASE CONCEPTS
3 Credit Hours
PREREQUISITE: Determined by Instructor
This course focuses on database management. Emphasis is on the use of database software for business applications. Upon course completion, a student should be able to create and manipulate data files and format output as documents and reports. NDC
DENTAL ASSISTING (DAT)

Dental Assisting provides a student with the educational background and the clinical experience necessary to become proficient in the delivery of dental health care. In addition to learning clinical procedures, each student is taught business and dental laboratory procedures required in the practice of dentistry.

The first semester of study provides each student with the necessary background knowledge in dental science prior to patient treatment along with pre-clinical and lab instruction required for patient treatment. During the second semester of study, each student will apply the knowledge and techniques he/she has acquired while working with dental students at the University of Alabama School of Dentistry at Birmingham. Through practical application, each student will learn four-handed chairside techniques, methods of sterilization and disinfection, operation and maintenance of dental equipment, dental instruments, and dental materials, and the manipulation of dental materials used in clinical dentistry. Each student is also provided with the necessary background knowledge in dental radiography. During the summer term, a student will participate in clinical rotations through the specialty clinics at the University of Alabama School of Dentistry and in private dental offices.

The Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association, the Council on Occupational Education and the State Board of Dental Examiners. Graduates are eligible to write the certification examination administered by the Dental Assisting National Board.

DENTAL ASSISTING DIPLOMA
Course No./Title Theory/Lab/Credit Hours

DAT 100 Introduction to Dental Assisting 2 0 2
DAT 101 Pre-Clinical Procedures 2 3 3
DAT 102 Dental Materials 2 3 3
DAT 103 Anatomy and Physiology for Dental Assisting 2 2 3
DAT 104 Basic Sciences for Dental Assisting 2 0 2
DAT 112 Dental Radiology 2 3 3
DAT 113 Dental Health Education 2 0 2
DAT 115 Clinical Practicum I 0 15 5
DAT 116 Pre-Clinical Procedures II 2 0 2
DAT 121 Dental Office Procedures 4 0 4
DAT 122 Clinical Practice II 0 12 4

DAT 123 Dental Assisting Seminar 4 0 4
DAT 124 Clinically Applied Infection Control and OSHA Standards 0 3 1

General Education Requirements:
COM 131 Applied Writing 3 0 3
MTH 116 Mathematical Applications 3 0 3
PSY 270 Business and Industry Psychology 3 0 3

SPC 106 Fundamentals of Oral Communication 3 0 3
SPC 116 Introduction to Interpersonal Communication 3 0 3

Total Credit Hours: 50

All courses in this award are creditable toward an Associate in Occupational Technology Degree (AOT).
This course is designed to study dental anatomy and the structure of the head and neck with a basic understanding of body structure and function. Emphasis will be placed on tooth and root morphology, and embryological and histological correlations will provide a foundation essential to an understanding of dental health. Upon course completion, a student should be able to discuss and identify the basic structure and function of the human body, specifically the head, neck, and dentition. CORE

DAT 104
BASIC SCIENCES FOR DENTAL ASSISTING
2 Credit Hours
PREREQUISITE: Regular Admission Status
This course is designed to study basic microbiology, pathology, pharmacology, and medical emergencies. Emphasis is placed on the correlation of these sciences to the practice of dentistry. Upon course completion, a student should be able to apply basic science to the dental field.

DAT 112
DENTAL RADIOLOGY
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course is designed to cover the essential knowledge of radiographic technique for the practice of dentistry. Each student should be taught to produce diagnostically acceptable intra- and extra-oral radiographs with emphasis being placed on x-ray properties, generation of x-rays, film processing, infection control, quality assurance, intra-oral radiographic technique and image characteristics. Upon course completion, a student should be able to expose, process, and mount radiographs for diagnostic purposes under the direct supervision of a licensed dentist. CORE

DAT 113
DENTAL HEALTH EDUCATION
2 Credit Hours
PREREQUISITE: Regular Admission Status
This course is designed to introduce a student to the basic principles of nutrition, preventive dentistry, and dental health education. Emphasis will be placed on philosophy of preventive dentistry including oral hygiene, patient motivation and management, and methods of oral health education. Upon course completion, a student should be able to apply the basic principles of nutrition and preventive dentistry. CORE

DAT 115
CLINICAL PRACTICUM I
5 Credit Hours
PREREQUISITE: Regular Admission Status
This course is designed to provide a student the opportunity for practical work experience in clinical settings. Emphasis is placed on the basic skills of dental assisting. Upon course completion, a student should be able to demonstrate basic skills in the area of chairside assisting.

DAT 116
PRE-CLINICAL PROCEDURES II
2 Credit Hours
PREREQUISITE: DAT 101
This course is a continuation of Pre-Clinical Procedures I. Emphasis is placed on dental specialties. Upon completion, students should be able to discuss and identify dental specialty procedures and instrumentation.

DAT 121
DENTAL OFFICE PROCEDURES
4 Credit Hours
PREREQUISITE: Regular Admission Status
This course is designed to address basic dental office procedures including appointment and recall systems, financial records, accounting procedures, insurance claims, filing systems, purchasing and inventory of supplies and equipment, and the utilization of computers to perform business office procedures. Emphasis is placed on the duties of a dental receptionist. Upon course completion, a student should be able to demonstrate efficiency in practice management.

DAT 122
CLINICAL PRACTICE II
4 Credit Hours
PREREQUISITE: Regular Admission Status
This course is designed to provide a student the opportunity to develop advanced dental assisting skills in chairside dental assisting procedures, radiology, receptionist duties, teamwork, and communication skills. Emphasis will be placed on clinical procedures. Upon course completion, a student should be able to demonstrate proficiency in the area of chairside assisting. CORE

DAT 123
DENTAL ASSISTING SEMINAR
4 Credit Hours
PREREQUISITE: Regular Admission Status
This course is designed to discuss and evaluate each student's clinical experiences plus his or her resume and the interview process. Emphasis will be placed on new technology in dental practices as related to dental assisting and the certification exam review. Upon course completion, a student should be able to complete the Dental Assisting National Board Examination successfully to become a Certified Dental Assistant. CORE

DAT 124
CLINICALLY APPLIED INFECTION CONTROL AND OSHA STANDARDS
1 Credit Hour
PREREQUISITE: DAT 111 or Determined by Instructor
This course is designed for the integration of previously acquired knowledge of OSHA Standards and Infection Control in a clinical setting. Emphasis will be placed on clinical application of Infection Control and Compliance of OSHA Standards as it relates to dental chairside assisting. Upon course completion, a student should be able to demonstrate skills in the area of Infection Control and OSHA Guidelines. CORE
**DIESEL MECHANICS**

The Diesel Mechanics program is designed to train mechanics who have the knowledge and basic skills necessary to repair on-the-road equipment. Each student receives the theory of the diesel engine and various components and applies this knowledge in dealership work experience with truck and other diesel-and gasoline-powered equipment used for the transportation of freight and people. Instruction includes the disassembly, repair, and assembly of engines (gasoline and diesel), final drives, clutches, hydraulic and pneumatic systems and other components.

### DIESEL MECHANICS DIPLOMA

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEM104 Basic Engines</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM105 Preventive Maintenance</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM111 Safety, Tools and Management</td>
<td>1 5 3</td>
</tr>
<tr>
<td>DEM122 Heavy Vehicle Brakes</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM123 Pneumatics and Hydraulics</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM124 Electronic Engine Systems</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM125 Heavy Vehicle Drive Trains</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM126 Advanced Engine Analysis</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM127 Fuel Systems</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM135 Heavy Vehicle Steering and Suspension</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM136 Electrical Systems</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM137 Heating and A/C Systems</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM150 Dealership Work Experience</td>
<td>0 10 2</td>
</tr>
<tr>
<td>DEM160 Dealership Work Experience</td>
<td>0 10 2</td>
</tr>
<tr>
<td>DEM170 Dealership Work Experience</td>
<td>0 10 2</td>
</tr>
<tr>
<td>DEM250 Dealership Work Experience</td>
<td>0 10 2</td>
</tr>
<tr>
<td>DEM260 Dealership Work Experience</td>
<td>0 10 2</td>
</tr>
</tbody>
</table>

**General Education Requirements:**

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM131 Applied Writing</td>
<td>3 0 3</td>
</tr>
<tr>
<td>CIS 104 Computer Fundamentals</td>
<td>2 3 3</td>
</tr>
<tr>
<td>MTH 116 Mathematical Applications</td>
<td>3 0 3</td>
</tr>
<tr>
<td>SPC 106 Fundamentals of Oral Communications or SPC 116 Introduction to Interpersonal Communication</td>
<td>3 0 3</td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 58

All courses in this program are creditable toward an Associate in Occupational Technology Degree (AOT).

### COURSE DESCRIPTIONS

#### DEI 104 BASIC ENGINES

**3 Credit Hours**

**PREREQUISITE:** Regular Admission Status

This course is designed to give a student knowledge of the diesel engine components and auxiliary systems, the proper way to maintain them, and the proper procedures for testing and rebuilding components. Emphasis is placed on safety, theory of operation, inspection, and measuring and rebuilding diesel engines according to factory specifications. Upon course completion, a student should be able to measure, diagnose problems, and repair diesel engines.

#### DEI 105 PREVENTIVE MAINTENANCE

**3 Credit Hours**

**PREREQUISITE:** Determined by Instructor

This course provides instruction on how to plan, develop and install equipment surveillance and reliability strategies. Descriptions of various maintenance techniques for specialized preventive programs are discussed and computerized parts and equipment inventories and fleet management systems software are emphasized. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

#### DEI 111 SAFETY, TOOLS, AND MANAGEMENT

**3 Credit Hours**

**PREREQUISITE:** Regular Admission Status

This course provides instruction in shop and vehicle safety. Topics include the safe use and handling of hand and power tools, preventive maintenance, and safety inspection procedures. Upon course completion, a student should be able to demonstrate knowledge of preventive maintenance and applicable general safety in vehicle repair.

### DIESEL MECHANICS SHORT CERTIFICATE

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEM104 Basic Engines</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM105 Preventive Maintenance</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM111 Safety, Tools and Management</td>
<td>1 5 3</td>
</tr>
<tr>
<td>DEM122 Heavy Vehicle Brakes</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM125 Heavy Vehicle Drive Trains</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM135 Heavy Vehicle Steering and Suspension</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM136 Electrical Systems</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DEM137 Heating and A/C Systems</td>
<td>1 4 3</td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 24

### DEM 122 HEAVY VEHICLE BRAKES

**3 Credit Hours**

**PREREQUISITE:** Regular Admission Status

This course covers the theory and repair of braking systems used in medium- and heavy-duty vehicles. Topics include air, hydraulics, and ABS system diagnosis and repair. Upon course completion, a student should be able to troubleshoot, adjust, and repair braking systems on medium- and heavy-duty vehicles.

### DEM 123 PNEUMATICS AND HYDRAULICS

**3 Credit Hours**

**PREREQUISITE:** Regular Admission Status

This course provides instruction in the identification and repair of components found in hydraulic systems. Topics include schematics, circuits, and symbols used in fluid power transmission and the troubleshooting of components in these systems. Upon course completion, a student should be able to diagnose, test, and calibrate electronically controlled diesel engines.

### DEM 124 ELECTRONIC ENGINE SYSTEMS

**3 Credit Hours**

**PREREQUISITE:** Regular Admission Status

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers’ specifications. Upon course completion, a student should be able to diagnose, test, and calibrate electronically controlled diesel engines.

### DEM 125 HEAVY VEHICLE DRIVE TRAINS

**3 Credit Hours**

**PREREQUISITE:** Regular Admission Status

This course introduces the operating principles of mechanical medium- and heavy-duty truck transmissions. Topics include multiple counter shafts, power take-offs, slider idler clutches, friction clutches, mechanical transmission power components, and hydraulics. Upon course completion, a student should be able to diagnose, inspect, and repair mechanical transmissions.
DELM 126
ADVANCED ENGINE ANALYSIS
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course provides instruction in the disassembly, inspection, and rebuilding of diesel and heavy-duty gas engines. Emphasis is placed on the manufacturers’ standards and factory recommended service tools and equipment. Upon course completion, a student should be able to disassemble, inspect, and rebuild engines according to the manufacturers’ specifications.

DELM 127
FUEL SYSTEMS
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course is designed to provide practice in troubleshooting, fault code diagnosis, information retrieval, and calibration, repair and replacement of fuel injectors, nozzles, and pumps. Emphasis is placed on test equipment, component functions, and theory. Upon course completion, a student should be able to diagnose, service, and repair fuel systems and governors.

DELM 135
HEAVY VEHICLE STEERING AND SUSPENSION
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course introduces the theory and principles of medium- and heavy-duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon course completion, a student should be able to troubleshoot, adjust, and repair suspension and steering components on medium-duty vehicles. CORE

DELM 136
ELECTRICAL SYSTEMS
3 Credit Hours
PREREQUISITE: Determined by Instructor
This course provides the principles of electricity, magnetism and Ohm’s Law. Emphasis is placed on batteries, starting, charging and lighting circuits, which include series, parallel, and series-parallel circuits. Upon course completion, a student should be able to identify and repair minor electrical problems.

DELM 137
HEATING AND AC SYSTEMS
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course covers nomenclature, theory of operation, repair and service procedures, electrical control circuits for the compressor, blower, and cooling fan. Emphasis is placed on proper use of service manuals and safety. Upon course completion, a student should be able to diagnose and repair heating and air conditioning systems.

DELM 150
Dealership Work Experience
2 Credit Hours
PREREQUISITE: Determined by Instructor
At the end of each on-campus period, each student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. An evaluation of each student’s in-dealership work performance is completed by the dealership supervisor.

DELM 160
Dealership Work Experience
2 Credit Hours
PREREQUISITE: Determined by Instructor
At the end of each on-campus period, each student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. An evaluation of each student’s in-dealership work performance is completed by the dealership supervisor.

DELM 170
Dealership Work Experience
2 Credit Hours
PREREQUISITE: Determined by Instructor
At the end of each on-campus period, each student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. An evaluation of each student’s in-dealership work performance is completed by the dealership supervisor.
DRAFTING AND DESIGN TECHNOLOGY (DDT)

Computer Aided Drafting (CAD) Technicians serve as the critical link between an engineer and the manufacturer. As a member of the design and production team, the drafting technician will contribute the detail and layout drafting, design, and development skills necessary for production. The technician's career can move into advanced design, management or estimating. The Associate Degree program begins with an introduction to computers and drafting. Advanced students study manufacturing processes, solids modeling and 3D graphics and animation. Unique to the program are three specialty courses; Electrical, Architectural and Geographic Information Systems. Each of the courses provide students with an additional skill dimension.

The Drafting and Design Department also offers a Certificate program with ten drafting courses and selected general education studies. Each of the Certificate courses can apply to the Associate Degree if a student decides to continue his or her education.

DRAFTING AND DESIGN TECHNOLOGY
ASSOCIATE IN APPLIED TECHNOLOGY

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDT 103 Introduction to Computer Aided Drafting (CAD)</td>
<td>2 3 3</td>
</tr>
<tr>
<td>DDT 111 Fundamentals of Drafting and Design Technology</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 112 Introduction to Technical Drawing</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 117 Manufacturing Processes</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 121 Intermediate Technical Drawing</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 122 Advanced Technical Drawing</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 123 Intermediate CAD</td>
<td>2 3 3</td>
</tr>
<tr>
<td>DDT 131 Machine Drafting Basics</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 211 Intermediate Machine Drafting</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 228 Geographic Information Systems (GIS)</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 231 Advanced CAD</td>
<td>2 3 3</td>
</tr>
<tr>
<td>DDT 232 CAD Customization</td>
<td>2 3 3</td>
</tr>
<tr>
<td>DDT 233 Solids Modeling</td>
<td>2 3 3</td>
</tr>
<tr>
<td>DDT 234 3D Graphics and Animation</td>
<td>2 3 3</td>
</tr>
<tr>
<td>DDT 238 Piping/Welding: Special Topics in CAD</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 118 Basic Electrical Drafting</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 132 Architectural Drafting</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 228 Geographic Information Systems (GIS)</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 267 Cooperative Education</td>
<td>0 5 1</td>
</tr>
<tr>
<td>DDT 268 Cooperative Education</td>
<td>0 10 2</td>
</tr>
</tbody>
</table>

General Education Requirements:

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3 0 3</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3 0 3</td>
</tr>
<tr>
<td>MAH 100 Intermediate College Algebra</td>
<td>3 0 3</td>
</tr>
<tr>
<td>MTH 104 Plane Trigonometry</td>
<td>3 0 3</td>
</tr>
<tr>
<td>PHY 201 General Physics I -- Trig Based</td>
<td>3 2 4</td>
</tr>
<tr>
<td>PSY 270 Business and Industrial Psychology</td>
<td>3 0 3</td>
</tr>
<tr>
<td>SPC 106 Fundamentals of Oral Communication</td>
<td>3 0 3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 73

DRAFTING AND DESIGN TECHNOLOGY CERTIFICATE

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDT 103 Introduction to Computer Aided Drafting (CAD)</td>
<td>2 3 3</td>
</tr>
<tr>
<td>DDT 111 Fundamentals of Drafting and Design Technology</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 112 Introductory Technical Drawing</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 121 Intermediate Technical Drawing</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 122 Advanced Technical Drawing</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 123 Intermediate CAD</td>
<td>2 3 3</td>
</tr>
<tr>
<td>DDT 131 Machine Drafting Basics</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 211 Intermediate Machine Drafting</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 231 Advanced CAD</td>
<td>2 3 3</td>
</tr>
</tbody>
</table>

Select 3 credit hours from the following:

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDT 118 Basic Electrical Drafting</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 132 Architectural Drafting</td>
<td>1 4 3</td>
</tr>
<tr>
<td>DDT 228 Geographic Information Systems (GIS)</td>
<td>1 4 3</td>
</tr>
</tbody>
</table>

General Education Requirements:

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3 0 3</td>
</tr>
<tr>
<td>MAH 100 Intermediate College Algebra</td>
<td>3 0 3</td>
</tr>
<tr>
<td>MTH 104 Plane Trigonometry</td>
<td>3 0 3</td>
</tr>
<tr>
<td>SPC 106 Fundamentals of Oral Communication</td>
<td>3 0 3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 42

COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDT 103 INTRODUCTION TO COMPUTER AIDED DRAFTING</td>
<td>3 0 3</td>
</tr>
<tr>
<td>DDT 118 BASIC ELECTRICAL DRAFTING</td>
<td>3 0 3</td>
</tr>
</tbody>
</table>

This course covers the universal language of electrical drafting, including electrical lines, symbols, abbreviations and notation. Emphasis is placed on
typical components such as generators, controls, transmission networks, and lighting, heating, and cooling devices. Upon course completion, a student should be able to draw basic diagrams of electrical and electronic circuits using universally accepted lines and symbols.

**DDT 121**
**INTERMEDIATE TECHNICAL DRAWING**
3 Credit Hours
PREREQUISITE: DDT 111, DDT 112 or Determined by Instructor
This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include auxiliary views, basic space geometry, pictorial drawings, and basic charts and graphs. Upon course completion, a student should be able to project and develop auxiliary views, locate and specify points, lines, and planes in space, develop axonometric, oblique, and perspective drawings and draw basic charts and graphs. CORE.

**DDT 122**
**ADVANCED TECHNICAL DRAWING**
3 Credit Hours
PREREQUISITE: DDT 111, DDT 112 or Determined by Instructor
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 the both the Customary English System and the ISO System. Upon course completion, a student 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. CORE.

**DDT 123**
**INTERMEDIATE CAD**
3 Credit Hours
PREREQUISITE: DDT 103 or Determined by Instructor
This course covers intermediate-level concepts and applications of CAD design and drafting. Emphasis will be placed on intermediate-level features, commands, and applications of CAD software. Upon course completion, a student should be able to develop and use external references and paper space, apply higher-level block creation techniques and usage, including attributes, and apply basic-level customization techniques to CAD software. CORE.

**DDT 131**
**MACHINE DRAFTING BASICS**
3 Credit Hours
PREREQUISITE: DDT 121, DDT 122 or Determined by Instructor
This course in machine drafting and design provides instruction in the largest specialty area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working drawings. Upon course completion, a student should be able to organize, layout, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

**DDT 132**
**ARCHITECTURAL DRAFTING**
3 Credit Hours
PREREQUISITE: DDT 131 or Determined by Instructor
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.

**DDT 211**
**INTERMEDIATE MACHINE DRAFTING**
3 Credit Hours
PREREQUISITE: DDT 131 or Instructor Approval
This second course in machine drafting and design provides more advanced instruction in the largest specialty area of drafting. Topics include applications of previously developed skills in the organization and development of more complex working drawings, use of vendor catalogs and the Machinist's Handbook for developing specifications, and use of standardized abbreviations in working drawings.

**DDT 225**
**STRUCTURAL STEEL DRAFTING**
3 Credit Hours
PREREQUISITE: DDT 103, DDT 111, DDT 112, DDT 122 or Determined by Instructor
This course covers the theory and practical applications necessary to understand the basic design and terminology of structural steel components used in light commercial buildings. Emphasis is placed on structural steel drafting techniques, bolted and welded connections, framing plans, sections, fabrication and connection details, and bills of material. Upon course completion, a student should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the AISC Manual and incorporating safety practices.

**DDT 228**
**GEOGRAPHIC INFORMATION SYSTEM**
3 Credit Hours
PREREQUISITE: Determined by Instructor
This course is designed as an introduction and an explanation of GIS and builds on the skills attained in Civil Drafting I and II. Emphasis will be placed on utilizing GIS software in conjunction with a CAD program to produce "intelligent" maps tied to a database in solving complex projects and problems. Upon completion, students should be able to manipulate attributed objects drawn on CAD/GIS software and accurately produce basic GIS drawings.

**DDT 231**
**ADVANCED CAD**
3 Credit Hours
PREREQUISITE: DDT 103, DDT 111, DDT 112, DDT 123 or Determined by Instructor
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 placed on using intelligent CAD techniques to increase the quality of output. And, 3D modeling and rendering will be introduced. Upon course completion, a student should be able to apply advanced CAD techniques in solving complex problems related to all engineering applications.

**DDT 232**
**CAD CUSTOMIZATION**
3 Credit Hours
PREREQUISITE: DDT 123 or Determined by Instructor
This course introduces the various methods of customizing CAD software to meet individual or company needs. Topics include menu customizing, programming, custom command macros, script files, slides, and slide libraries. Upon course completion, a student should be able to customize and write menus, write programming routines, and write script files for the purpose of increasing the proficiency of the CAD operator.
DDT 233
SOLIDS MODELING
3 Credit Hours
PREREQUISITE: DDT 123 or Determined by Instructor
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 course completion, a student should be able to generate 3D surface and solid models and 2D orthographic production drawings from created solid models.

DDT 234
3D GRAPHICS AND ANIMATION
3 Credit Hours
PREREQUISITE: DDT 123 or Determined by Instructor
This course is designed to challenge the imagination of a student in a 3-dimensional problem solving environment. A student will be given a basic introduction to the concepts of 3D design and animation then apply those concepts to a design project. Upon course completion, a student should be able to create and animate objects in a 3-dimensional environment.

DDT 238
PIPE WELDING: SPECIAL TOPICS IN CAD
3 Credit Hours
PREREQUISITE: DDT 123 or Determined by Instructor
This course will introduce the elements of welding applications and symbols along with basic piping fundamentals as related to a refinery petro-chemical plant environment. Topics will include welding application and the use of welding symbols, single line pipe diagrams, double-line plan views and isometric drawing characteristics. Upon course completion, a student should be able to draw single, double, and isometric pipe diagrams and apply welding symbols to welding assembly drawings.

DDT 239
INDEPENDENT STUDIES
2 Credit Hours
PREREQUISITE: DDT 122 or Determined by Instructor
This course provides practical application of prior attained skills and experiences as selected by the instructor for a student. Emphasis is placed on applying knowledge from prior courses toward the solution of individual drafting and design problems. Upon course completion, a student should be able to demonstrate the application of previously attained skills and knowledge in the solution of typical drafting applications and problems.

DDT 267
COOPERATIVE EDUCATION
1 Credit Hour
PREREQUISITE: Determined by Instructor
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.

DDT 268
COOPERATIVE EDUCATION
2 Credit Hours
PREREQUISITE: Determined by Instructor
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.

DDT 269
COOPERATIVE EDUCATION
3 Credit Hours
PREREQUISITE: Determined by Instructor
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 course completion, a student should be able to generate 3D surface and solid models and 2D orthographic production drawings from created solid models.

ELECTRONICS (ILT)
Electronics technicians are in demand and Bessemer State Technical College's courses are approved by an Advisory Committee from the greater Birmingham area electronics industry. In addition to a strong electronics curriculum the college also provides five specializations. Student success begins with strong foundational courses in both AC and DC fundamentals. Self-confidence is gained in these courses through extensive lab projects. Then, to determine career goals students and their advisor explore specializations in Semiconductors, Industrial Electronics, Personal Computers, Electrical and Industrial Maintenance. Each specialization is designed to increase a graduate's expertise in electronics.

In addition to the Associate Degree the college offers both Electrical and Industrial Maintenance Certificates for individuals seeking basic entry-level skills. The courses in both certificates are applicable to the Associate Degree if students decide to continue their education beyond the certificate level.

Another popular option is A+ Certification. This nationally recognized hiring criteria is used by most major companies in computer related fields. Students earn a Certificate of Completion for the five A+ Certification courses and are eligible to sit for the certification exam. The A+ Certification courses are listed under the personal computers specialization and all five apply toward an Associate Degree in Electronics.

INDUSTRIAL ELECTRONICS
ASSOCIATE IN APPLIED TECHNOLOGY DEGREE
Course No./Title Theory/Lab/Credit Hours
ETC 111 DC Fundamentals 2 2 3
ETC 112 DC Fundamentals Lab 0 6 3
ILT 121 Semiconductor Electronic Circuits 3 0 3
ILT 122 Semiconductor Electronic Circuits Lab 0 4 2
ETC 123 Principles of Electronics AC Circuits 2 2 3
ETC 141 Digital Fundamentals 3 0 3
ETC 142 Digital Fundamentals Lab 0 6 3
ILT 170 AC/DC Machinery and Controls 2 2 3
ILT 176 Solid State Devices 3 0 3
ILT 177 Solid State Devices Lab 0 6 2
ILT 201 Industrial Electronics 3 0 3
ILT 202 Industrial Electronics Lab 0 4 2
ILT 211 Troubleshooting Techniques 1 4 3

SELECT One Specialization
Semiconductors
ILT 168 Hydraulics/Pneumatics 2 2 3
ILT 207 RF Communications 3 0 3
<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3 0 3</td>
</tr>
<tr>
<td>MAH100</td>
<td>3 0 3</td>
</tr>
<tr>
<td>MTH104</td>
<td>3 0 3</td>
</tr>
<tr>
<td>SPC 106</td>
<td>3 0 3</td>
</tr>
</tbody>
</table>

**ELECTRICAL CERTIFICATE PROGRAM**

**Course No/Title**

**Theory/Lab/Credit Hours**

**Course Description:**

This course is a study of direct current (DC) and alternating current (AC). Topics include direct current and its measurements, sine wave function and analysis, RLC circuit, vectors, phase relationships; power factor, reactance, resonance, and technical drawings.

**Prerequisite:** ETC 111

**Total Credit Hours:** 24

**ELECTRICAL SHORT CERTIFICATE PROGRAM**

**Course No/Title**

**Theory/Lab/Credit Hours**

**Course Description:**

This lab focuses on direct current and its measurements, the use of DC test equipment, basic laws of electronic circuits, series-parallel, electromagnetics and the introduction of AC concepts. Upon completion, students will be able to design a series-parallel circuit and make measurements using DC testing equipment.

**Prerequisite:** ETC 111

**Total Credit Hours:** 58

**INDUSTRIAL MAINTENANCE CERTIFICATE**

**Course No/Title**

**Theory/Lab/Credit Hours**

**Course Description:**

This course is a study of alternating current (AC). Topics include its measurements, sine wave function and analysis, RLC circuit, vectors, phase relationships; power factor, reactance, resonance, and technical drawings.

**Prerequisite:** ETC 111

**Total Credit Hours:** 24

**Course Descriptions:**

**ETC 111**

**DC FUNDAMENTALS**

3 Credit Hours

**Corequisite:** ETC 111

This course focuses on direct current and its measurements, the use of DC test equipment, basic laws of electronic circuits, series-parallel, electromagnetics and the introduction of AC concepts. Upon completion, students will be able to design a series-parallel circuit and make measurements using DC testing equipment.

**ETC 112**

**DC FUNDAMENTALS LAB**

3 Credit Hours

**Corequisite:** ETC 111

This lab focuses on direct current and its measurements, the use of DC test equipment, basic laws of electronic circuits, series-parallel, electromagnetics and the introduction of AC concepts. Upon completion, students will be able to design a series-parallel circuit and make measurements using DC testing equipment.

**ETC 123**

**PRINCIPLES OF ELECTRONICS**

3 Credit Hours

**Prerequisite:** ETC 111

This course is a study of alternating current (AC). Topics include its measurements, sine wave function and analysis, RLC circuit, vectors, phase relationships; power factor, reactance, resonance,
and impedance and AC test equipment. Upon completion, students should be able to use test equipment and calculate vectors and phase relationships. CORE

**ETC 141 DIGITAL FUNDAMENTALS**
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course focuses on digital circuit fundamentals. Topics include numbering systems, Boolean Algebra, gates, registers, counters, and decoders. Upon completion, students should be able to use the numbering systems to convert from binary to hexadecimal, octal, and decimal.

**ETC 142 DIGITAL FUNDAMENTALS LAB**
3 Credit Hours
CO-PREREQUISITE: ETC 141
This lab includes numbering systems, Boolean Algebra, gates, registers, and decoders. Upon completion, students should be able to use numbering systems to convert from binary to hexadecimal, octal, and decimal.

**ILT 099 PREPARATION FOR ELECTRONICS**
2 Credit Hours
PREREQUISITE: Regular Admission Status
This course is an entry-level elective for students who want help with the math skills needed for initial success in electronics or similar programs. Topics include decimal numbering system, fractions, scientific notation, negative numbers, trigonometric functions and the right triangle and use of the scientific calculator. All topics will be addressed in electronic contexts. Upon course completion, a student should be able to perform the basic math calculations necessary for entry into electronics.

**ILT 121 SEMICONDUCTOR ELECTRONIC CIRCUITS**
3 Credit Hours
PREREQUISITE: ILT 176 or Determined by Instructor
This course provides a study of electronic circuits. Topics are designed to explain circuits using solid-state devices in a variety of circuit configurations, biasing and classes of operations of amplifiers. Upon course completion, a student should be able to design bipolar and unipolar transistors, thyristors, optoelectronic devices, and integrated circuits.

**ILT 122 SEMICONDUCTOR ELECTRONIC CIRCUITS LAB**
2 Credit Hours
COREQUISITE: ILT 121
This lab focuses on solid-state devices, in a variety of circuit configurations, biasing and classes of operations of amplifiers. Upon course completion, a student should be able to design bipolar and unipolar transistors, thyristors, optoelectronic devices, and integrated circuits.

**ILT 129 PERSONAL COMPUTER (PC) HARDWARE**
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course covers PC hardware terminology, component purpose, configuration, and pricing and selecting components and systems for assembling, repairing, and upgrading IBM compatible computers. Upon course completion, a student should be able to describe the basic systems of a PC and to perform disassembly and assembly of same.

**ILT 135 LOCAL AREA NETWORKS (LANS)**
3 Credit Hours
PREREQUISITE: ILT 129 or Determined by Instructor
This course provides a student with knowledge of planning, installation, maintenance, and administration of local area networks. Upon course completion, a student should be able to install and set up a basic local area network.

**ILT 150 INDUSTRIAL AUTOMATIC CONTROLS**
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course focuses on the function of automatic controllers in different modes: on-off, proportional, reset, derivative, ratio, and cascade. Topics include operation of pneumatic, electronic, and computer process control equipment; service of basic process equipment and instrumentation; correct operation and maintenance of valves and pumps; recognizing patterns from data; developing and interpreting control charts; determining control limits; and performing root cause analysis. Upon course completion, a student should be able to write start-up and shut-down procedures, operate, monitor, and control continuous- and batch-model plants.

**ILT 151 INDUSTRIAL AUTOMATIC CONTROLS LAB**
2 Credit Hours
COREQUISITE: ILT 150
This course provides a student with practical experience related to industrial automatic controls. Topics include operation and service of various equipment, development and interpretation of charts and data, and root cause analysis. Upon course completion, a student should be able to write start-up and shut-down procedures, operate, monitor and control continuous- and batch-model plants.

**ILT 154 RESIDENTIAL WIRING**
3 Credit Hours
PREREQUISITE: Determined by Instructor
This course is based on the National Electrical Code. Topics include blueprint reading, load calculations, heating systems, service entrance, circuit design and layout, safety, and tools. Upon course completion, a student should be able to apply circuit design and layout of residential wiring with National Electrical Code application.

**ILT 155 RESIDENTIAL WIRING LAB**
2 Credit Hours
COREQUISITE: ILT 154
This lab is based on the National Electrical Code. Topics include blueprint reading, load calculations, heating systems, service entrance, circuit design and layout, safety, and tools. Upon course completion, a student should be able to apply circuit design and layout of residential wiring with National Electrical Code application.

**ILT 156 COMMERCIAL WIRING**
3 Credit Hours
PREREQUISITE: ILT 154 or Determined by Instructor
This course focuses on commercial electrical work. Topics include conduit bending, circuit design, control rigging, pulling cables, and switch gear design. Generation principles and transformers are emphasized. Upon course completion, a student should be able to apply principles of commercial electrical wiring.

**ILT 157 COMMERCIAL WIRING LAB**
2 Credit Hours
COREQUISITE: ILT 156
This lab focuses on commercial electrical work. Topics include conduit bending, circuit design, control rigging, pulling cables, and switch gear design. Generation principles and transformers are emphasized. Upon course completion, a student should be able to apply principles of commercial electrical wiring.

**ILT 158 INDUSTRIAL WIRING**
3 Credit Hours
PREREQUISITE: ILT 154 or Determined by Instructor
This course focuses on problems faced by maintenance electricians. Topics include troubleshooting, renovations, and recognition of safety hazards. Upon course completion, a student should be able to apply principles of extensive maintenance electricity and troubleshooting techniques.
This course focuses on circuit selection, application, and recognition of safety hazards. Upon course completion, a student should be able to apply principles of extensive maintenance electricity and troubleshooting techniques.

**ILT 159**
**INDUSTRIAL WIRING LAB**
2 Credit Hours
COREQUISITE: ILT 158
This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors, and work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon course completion, a student should be able to apply principles of hydraulics/pneumatics.

**ILT 160**
**PROPORTIONAL CIRCUITS**
3 Credit Hours
PREREQUISITE: Determined by Instructor
This course focuses on circuit selection, application and troubleshooting. Topics include application of proportional, directional, and pressure control valves and their circuitry. Upon course completion, a student should be able to apply principles of application and troubleshooting of proportional, directional, and pressure control valves and their circuitry.

**ILT 161**
**PROPORTIONAL CIRCUITS LAB**
2 Credit Hours
COREQUISITE: ILT 160
This lab emphasizes the application of proportional, directional, and pressure control valves and their circuitry. Upon course completion, a student should be able to apply principles of application and troubleshooting of proportional, directional, and pressure control valves and their circuitry.

**ILT 168**
**HYDRAULICS/PNEUMATICS**
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors, and work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon course completion, a student should be able to apply principles of hydraulics/pneumatics.

**ILT 170**
**AC/DC MACHINERY AND CONTROLS**
3 Credit Hours
PREREQUISITE: ILT 140 or Determined by Instructor
This course provides a student with knowledge in AC/DC machinery and controls. Topics include the characteristics and operating principles of the different types of AC/DC generators and motors, manual and automatic starters, and controllers. Upon course completion, a student should be able to apply practical skills in AC/DC machinery.

**ILT 172**
**PROGRAMMABLE LOGIC CONTROLLERS**
3 Credit Hours
PREREQUISITE: ILT 170 or Determined by Instructor
This course focuses on the use of PLCs. Topics include operations, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. Upon completion, a student should be able to apply principles of operation and programming of programmable logic controllers.

**ILT 173**
**PROGRAMMABLE LOGIC CONTROLLERS LAB**
2 Credit Hours
COREQUISITE: ILT 172
This lab focuses on operations, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. Upon course completion, a student should be able to perform functions necessary in the operation and programming of PLCs.

**ILT 176**
**SOLID STATE DEVICES**
3 Credit Hours
PREREQUISITE: ILT 138 or Determined by Instructor
This course covers atomic structure, covalent bonding, semiconductor device construction, characteristics of diodes, special purpose diodes, bipolar transistors, field effect transistors, thyristors, and optoelectronic devices such as LEDs and photodiodes. Upon course completion, a student should be able to identify solid-state devices and explain their operation.

**ILT 177**
**SOLID STATE DEVICES LAB**
2 Credit Hours
COREQUISITE: ILT 176
This course allows verification of the characteristics of the various solid-state devices covered in the theory class and introduces a student to various circuits utilizing these devices. Upon course completion, a student should be able to test the various devices, use schematic symbols and diagrams of solid-state devices, and construct basic circuits with these devices.

**ILT 178**
**SPECIAL TOPICS**
3 Credit Hours
PREREQUISITE: Determined by Instructor
This course is designed to allow a student 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 course completion, a student should be able to solve job-related problems using technical skills and knowledge.

**ILT 179**
**ADVANCED PNEUMATICS LAB**
2 Credit Hours
COREQUISITE: ILT 212 or Regular Admission Status
This lab includes actuators, vacuum systems, and air-driven and motor-driven pumps. Upon course completion, a student should be able to apply the principles of air valve designs and describe the physical structure of typical pneumatic systems.
This course provides in-depth study of safety procedures according to the National Electrical Code. Topics include residential, commercial, and industrial wiring procedures. Upon course completion, a student should be able to apply principles of the National Code Manual to specific residential, commercial, and industrial applications.

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 understand the use of basic test equipment, adapter card installation and configuration, preventive maintenance, diagnostics and repair.

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 A+ Certification. Upon completion of this course, the student should be able to repair a personal computer.

This course introduces students to the National Electric Code. Emphasis is placed on locationing and interpreting needed information within the NEC code manual. Upon completion of this course, the student should be able to locate code requirements for a specific electrical installation.

This course covers the installation, use, and configuration of the Microsoft operating systems covered on the A+ certification examination. Upon completion of this course, the student should be able to install, use, and perform basic configuration of MS-DOS and Microsoft Windows.

The Emergency Medical Technician (EMT) program is designed to prepare students to provide immediate health care assistance at the scene of an illness or traumatic injury. The college offers two levels of EMT training, Basic and Intermediate. EMT classes are offered during the evening hours. The Basic Level can be completed in one semester, and the Intermediate Level can be completed in two semesters.

The faculty is committed to providing academic and clinical learning experiences that will enable the student to develop the necessary knowledge, attitudes, and skills required of the EMT. Many graduates are employed by Birmingham area Fire, Rescue and Ambulance Services. Some graduates use the knowledge and skills they obtain to prepare them to serve their communities in Volunteer Fire and Rescue Services.

Program graduates are awarded a certificate and are eligible to take the National Registry of EMT’s Basic and Intermediate Examinations. The program is approved by the Alabama Department of Postsecondary Education and the Alabama Department of Public Health.

EMERGENCY MEDICAL TECHNICIAN SHORT CERTIFICATE

Course No./Title       Theory/Lab/Credit Hours

EMT 100 Cardiopulmonary
Resuscitation I 1 0 1
EMT 140 EMT Preparatory and
Pre-hospital EMS Operations 2 2 3
EMT 141 EMT Assessment and
Trauma Related Injuries 2 2 3
EMT 142 EMT Medical Emergencies
and Pediatric Care 2 2 3
EMT 143 EMT Basic Clinical
Competencies 0 3 1
EMT 180 Pre-Hospital Operations for
Advanced EMS Providers 2 2 3
EMT 181 Preparatory Management for
Advanced EMS Providers 2 2 3
EMT 182 Cardiovascular Electrophysiology
and Management 2 2 3
EMT 183 EMS Advanced Psychomotor
Competencies I 1 2 2
EMT 184 EMS Advanced Clinical
Competencies I 1 9 4
EMT 185 EMS Advanced Life Support
Field Preceptorship I 1 6 3
Total Credit Hours: 28
The EMT certificate does not require general education courses. All courses in this award are creditable toward an Associate in Occupational Technology Degree (AOT).

COURSE DESCRIPTIONS

EMT 100
CARDIOPULMONARY RESUSCITATION I
1 Credit Hour
PREREQUISITE: Regular Admission Status
This course provides a student with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one- and two-rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, a student should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. A student who successfully completes this course will receive appropriate documentation of course completion.

EMT 104
FIRST AID FOR STUDENTS OF HEALTH RELATED PROFESSIONS
1 Credit Hour
PREREQUISITE: Current training in CPR
This course introduces a student who plans to enter a health-related profession to first aid, and provides educational concepts related to first aid for various health disciplines. The course includes instruction in the emergency administration of oxygen, use of airway adjuncts, medication administration techniques, equipment for mechanical breathing, suctioning techniques, and automated external defibrillation (AED). Upon course completion, a student should have the ability to recognize emergency situations requiring immediate action and appropriately manage these situations.

EMT 140
EMT PREPARATORY AND PREHOSPITAL EMS OPERATIONS
2 Credit Hours
PREREQUISITE: Regular Admission Status
This course is one of four courses (EMT 140, EMT 141, EMT 142, EMT 143) required for successful completion of the EMT-Basic program according to the current National Standard Curriculum for the EMT-Basic. Content areas include: scene size-up; initial assessment; focused history and physical exam: medical and trauma; detailed physical exam; on-going assessment; communications; documentation; bleeding and shock; soft tissue injuries; musculoskeletal care; and injuries to the head and spine. Computer use in simulated scenarios is also included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies is required in this course. CORE

EMT 141
EMT ASSESSMENT AND TRAUMA RELATED INJURIES
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course is one of four courses (EMT 140, EMT 141, EMT 142, EMT 143) required for successful completion of the EMT-Basic program according to the current National Standard Curriculum for the EMT-Basic. Content areas include: scene size-up; initial assessment; focused history and physical exam: medical and trauma; detailed physical exam; on-going assessment; communications; documentation; bleeding and shock; soft tissue injuries; musculoskeletal care; and injuries to the head and spine. Computer use in simulated scenarios is also included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies is required in this course. CORE

EMT 142
EMT MEDICAL EMERGENCIES AND PEDIATRIC CARE
3 Credit Hours
PREREQUISITE: Regular Admissions Status
This course is one of four courses (EMT 140, EMT 141, EMT 142, EMT 143) required for successful completion of the EMT-Basic program according to the current National Standard Curriculum for the EMT-Basic. Content areas include: general pharmacology; respiratory emergencies; cardiovascular emergencies; diabetic emergencies (including the use of a digital glucometer/arterial mental status; allergic reactions; poisoning/overdose emergencies; environmental emergencies; behavioral emergencies; obstetrics; and infants/children. Computer use in simulated scenarios will also be included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies is required in this course. CORE

EMT 143
EMT BASIC CLINICAL COMPETENCIES
1 Credit Hour
PREREQUISITE: Regular Admissions Status
This course is one of four courses (EMT 140, EMT 141, EMT 142, EMT 143) required for successful completion of the EMT-Basic program according to the current National Standard Curriculum for the EMT-Basic. It provides students with clinical education experiences to enhance knowledge and skills learned in the EMT-Basic program. Successful completion of student cognitive, psychomotor, and affective domain competencies is required in this course. CORE

EMT 180
PRE-HOSPITAL OPERATIONS FOR ADVANCED EMS PROVIDERS
3 Credit Hours
PREREQUISITE: Regular Admission Status
This is one of six courses (EMT 180, EMT 181, EMT 182, EMT 183, EMT 184, EMT 185) required for successful completion of the EMT-Intermediate program in the State of Alabama. The course is taught in accordance with the current National Standard Curriculum for the EMT-Intermediate, Paramedic, and requirements set forth by the Alabama Department of Public Health. Content areas include the following as related to the EMT-Intermediate and Paramedic: EMS operations/systems/roles and responsibilities; current Alabama EMS rules and regulations; the well-being of the advanced EMS provider; illness and injury prevention; medical/legal considerations and ethics; EMS and therapeutic communications; medical terminology; and patient assessment. Successful completion of student cognitive, psychomotor, and affective domain competencies is required in this course. CORE

EMT 181
PREPARATORY MANAGEMENT FOR ADVANCED EMS PROVIDERS
3 Credit Hours
PREREQUISITE: Regular Admission Status
This is one of six courses (EMT 180, EMT 181, EMT 182, EMT 183, EMT 184, EMT 185) required for successful completion of the EMT-Intermediate program in the State of Alabama. The course is taught in accordance with the current National Standard Curriculum for the EMT-Intermediate, Paramedic, and requirements set forth by the Alabama Department of Public Health. Content areas include the following as related to the EMT-Intermediate and Paramedic: the respiratory system; airway and ventilation control; and physiology, assessment and management of shock (to include intravenous/intraosseous techniques and the use of Dextrose 50% in water). Successful completion of student cognitive, psychomotor, and affective domain competencies is required in this course. CORE

EMT 182
CARDIOVASCULAR ELECTROPHYSIOLOGY AND MANAGEMENT
3 Credit Hours
PREREQUISITE: Regular Admission Status
Cardiovascular Electrophysiology and Management is one of six courses (EMT 180, EMT 181, EMT 182, EMT 183, EMT 184, EMT 185) required for success-
ful completion of the EMT-Intermediate program in the State of Alabama. The course is taught in accordance with the current National Standard Curricula for the EMT-Intermediate, Paramedic, and requirements set forth by the Alabama Department of Public Health. Content areas include the following as related to the EMT-Intermediate and Paramedic: anatomy, physiology, and electrophysiology of the cardiovascular system; interpretation of lead II electrocardiograms; pre-hospital 12-lead EKG monitoring, and techniques of management for dysrhythmias. Successful completion of student cognitive, psychomotor, and affective domain competencies is required in this course. CORE

EMT 183
ADVANCED PSYCHOMOTOR COMPETENCIES I
2 Credit Hours
PREREQUISITE: Regular Admission Status
This is one of six courses (EMT 180, EMT 181, EMT 182, EMT 183, EMT 184, EMT 185) required for successful completion of the EMT-Intermediate program in the State of Alabama. The course is taught in accordance with the current National Standard Curricula for the EMT-Intermediate, Paramedic, and requirements set forth by the Alabama Department of Public Health. Students validate knowledge and review and validate performance of psychomotor competencies as well as pre-hospital treatment protocols utilized in Alabama’s EMS system. Computer use in simulated scenarios is also included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies is required in this course. CORE

EMT 184
ADVANCED CLINICAL COMPETENCIES I
4 Credit Hours
PREREQUISITE: Regular Admission Status
This is one of six courses (EMT 180, EMT 181, EMT 182, EMT 183, EMT 184, EMT 185) required for successful completion of the EMT-Intermediate program in the State of Alabama. The course is taught in accordance with the current National Standard Curricula for the EMT-Intermediate, Paramedic, and requirements set forth by the Alabama Department of Public Health. The course provides a student with opportunities to participate in clinical experiences in various areas of the hospital as well as completion of patient assessments and patient management discussions. Successful completion of student cognitive, psychomotor, and affective domain competencies is required in this course. CORE

EMT 185
ADVANCED LIFE SUPPORT FIELD PRECEPTORSHIP I
3 Credit Hours
PREREQUISITE: Regular Admission Status
This is one of six courses (EMT 180, EMT 181, EMT 182, EMT 183, EMT 184, EMT 185) required for successful completion of the EMT-Intermediate program in the State of Alabama. The course is taught in accordance with the current National Standard Curricula for the EMT-Intermediate, Paramedic, and requirements set forth by the Alabama Department of Public Health. The course provides students with opportunities to participate in field experiences in the pre-hospital area with advanced life support EMS units. Students validate competencies under the direction of a field preceptor and begin the process of providing leadership in patient care and management. Each student will have opportunities to participate in review and discussion of patient care reports and to begin the development of clinical decision making. Successful completion of student cognitive, psychomotor, and affective domain competencies is required in this course. CORE
### ENG 101
#### English Composition I
3 Credit Hours
**PREREQUISITE:** Successful completion of COM 093, appropriate college placement test score, or a score of 16 or better on the ACT (or equivalent SAT score)

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. **CORE**

### ENG 102
#### English Composition II
3 Credit Hours
**PREREQUISITE:** A grade of "C" or better in COM 101 or the equivalent

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. **CORE**

### COM 103
#### Vocational Technical English II
3 Credit Hours
**PREREQUISITE:** Satisfactory completion of COM 092 or Appropriate college placement test score

For LPN students only, this course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and developing interpersonal communication skills with employees and the public with substantial focus on occupational performance requirements and industry standards. Upon course completion, a student should be able to prepare effective, short, and job related written and oral communications.

### COM 131
#### Applied Writing I
3 Credit Hours
**PREREQUISITE:** Appropriate college placement test score or the equivalent.

This course is a study of various types of written documents required in scientific, technical, and other specialized fields. Emphasis is placed on the production of such documents, including research, documentation, graphical displays, the abstract, appropriate diction, grammar, punctuation, and audience. Students will demonstrate the ability to produce effective reports, letters, memoranda, and similar documents.

### SSS 082
#### Basic Communication Skills
3 Credit Hours
This course is designed to prepare eligible students to perform satisfactorily or above in various major and related courses. Diagnostic testing is done to assess specific needs in reading, writing and/or grammar. A small-group instructional approach is employed to improve the student’s ability in vocabulary, spelling, reading comprehension, grammar, and writing.

### COM 132
#### Applied Writing II
3 Credit Hours
**PREREQUISITE:** COM 131 or equivalent

This course is an expansion of the skills presented in COM 131, with an emphasis on business writing, effective communication in the workplace, and professional development. It includes writing for various business situations, preparing technical documentation, and using professional writing software.

### GRAPHICS AND PREPRESS COMMUNICATIONS (GPC)

Bessemer State Technical College offers both the industry standard Diploma and a 24 credit hour Short Certificate in the rapidly growing field of graphics and prepress communications. Because the program is based on the mastery of major computer software applications, students receive a strong foundation in desktop graphics, and prepress skills. In addition to the 12 core courses the program provides specializations in graphics, multimedia, and printing. Graduates of the program find rewarding careers in traditional and electronic publishing, advertising, and web design, and print production.

Advanced students can participate in cooperative work courses which offer valuable field experience and allows for career exploration. Graduates of the Diploma program can also earn an Associate in Occupational Technology Degree (AOT) by taking an additional 12 credit hours in Commercial Art and nine credit hours of general education courses.

#### Course Title/Description
<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPC 111</td>
<td>Introduction to Computers in Graphic and Design</td>
<td>1 4 3</td>
</tr>
<tr>
<td>GPC 112</td>
<td>Introduction to the Graphic Communications Industry</td>
<td>1 4 3</td>
</tr>
<tr>
<td>GPC 114</td>
<td>Introduction to Computer Graphics</td>
<td>1 4 3</td>
</tr>
<tr>
<td>GPC 120</td>
<td>Computer Graphics</td>
<td>1 4 3</td>
</tr>
<tr>
<td>GPC 122</td>
<td>Technical Processes</td>
<td>1 4 3</td>
</tr>
<tr>
<td>GPC 124</td>
<td>Computer Drawing</td>
<td>1 4 3</td>
</tr>
<tr>
<td>GPC 126</td>
<td>Typesetting Fundamentals</td>
<td>1 4 3</td>
</tr>
<tr>
<td>GPC 128</td>
<td>Basic Electronic Page Layout and Assembly</td>
<td>1 4 3</td>
</tr>
<tr>
<td>GPC 130</td>
<td>Electronic Page Production</td>
<td>1 4 3</td>
</tr>
<tr>
<td>GPC 132</td>
<td>Advanced Electronic Page Production</td>
<td>1 4 3</td>
</tr>
<tr>
<td>GPC 134</td>
<td>Digital Prepress</td>
<td>1 4 3</td>
</tr>
<tr>
<td>GPC 160</td>
<td>Portfolio</td>
<td>1 4 3</td>
</tr>
</tbody>
</table>

Select 6 credit hours from the following:

#### Graphics and Multimedia
<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPC 116</td>
<td>Technical Graphics</td>
<td>1 4 3</td>
</tr>
<tr>
<td>GPC 170</td>
<td>On-Line Graphic Communications</td>
<td>1 4 3</td>
</tr>
<tr>
<td>GPC 182</td>
<td>3D Graphics and Animation</td>
<td>1 4 3</td>
</tr>
</tbody>
</table>

#### Printing
<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPC 150</td>
<td>Basic Printing and Press Operations</td>
<td>1 4 3</td>
</tr>
</tbody>
</table>
GPC 130 Electronic Page Production 1 4 3
GPC 132 Advanced Electronic Page Production 1 4 3
GPC 134 Digital Prepress 1 4 3
GPC 170 On-Line Graphic Communications 1 4 3

Total Credit Hours: 24

The Graphics and Prepress Communications/Short Certificate does not require general education courses. All courses in this award are creditable toward an Associate in Occupational Technology Degree (AOT).

COURSE DESCRIPTIONS

GPC 111 INTRODUCTION TO COMPUTERS IN GRAPHIC AND DESIGN COMMUNICATIONS
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course provides a student with a basic knowledge of computer operations, software applications, and the role and impact of computers in graphic design and communications. Topics include computer terms, hardware components, drawing, image editing and page layout software applications. Upon course completion, a student should be able to perform basic computer operations and file management as well as have an understanding of page layout software applications. CORE

GPC 112 INTRODUCTION TO THE GRAPHIC COMMUNICATIONS INDUSTRY
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course introduces the student to the basic concepts and skills of image and page production in the graphic arts industry and job estimating. Emphasis is placed on guest lectures and field trips to graphics and printing facilities. Upon course completion, a student should be able to use industry terminology, understand current and emerging trends in technology and make decisions about career options.

GPC 114 INTRODUCTION TO COMPUTER GRAPHICS
3 Credit Hours
PREREQUISITE: GPC 111 or Determined by Instructor
This course introduces students to software applications in graphic productions. Topics include production, terms, and image editing using Adobe Photoshop. Upon completion students should be able to use the industry standard image editing software package.

GPC 116 TECHNICAL GRAPHICS
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course introduces a student to basic drawing techniques and procedures to produce two-dimensional and three-dimensional drawings. Topics included are the use of drawing instruments, geometric shapes, orthographic projection, pictorial representation and perspective application. Upon course completion, a student should be able to produce two-dimensional and pictorial representations of objects to include one- and two-point perspective drawings.

GPC 120 COMPUTER GRAPHICS
3 Credit Hours
PREREQUISITE: GPC 114 or Determined by Instructor
This course introduces a student to digital imaging software. Emphasis is placed on the various tools and capabilities of the software to include painting and editing, creating special effects, basic image corrections, photo retouching, and preparing images for web publications and printed publications. Upon course completion, a student should be able to name and identify the different tools, work with multiple layer images, retouch a photograph, create special effects and prepare an image for a web publication.

GPC 122 TECHNICAL PROCESSES
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course introduces a student to the basic concepts and skills of image and page production and assembly necessary to produce camera-ready mechanicals. Topics include equipment, materials and techniques used to produce comprehensives and mechanicals, basic graphic arts camera operations, standard dark room procedures, basic scanner operation, and digital image creating. Upon course completion, a student should be able to recognize and evaluate quality line and halftone representations as they produce film, prints, transfers, and scans for use in traditional press production as well as electronic prepress applications. CORE

GPC 124 COMPUTER DRAWING
3 Credit Hours
PREREQUISITE: GPC 111 or Determined by Instructor
This course provides a student with a technical background in computer graphics. Emphasis is placed on the different drawing, modification and editing tools associated with industry-standard software. Upon course completion, a student should be able to identify the different tools associated with the software, create, edit and manipulate text, alter elements using the transformation tools, create charts and graphs, and design custom process colors.
This course provides a continuation of Production I. Opportunity to apply previously learned skills. This course provides a student with relevant work experience in the industry. Emphasis is placed on subjects such as typography and font management, advanced computer graphics or drawing, digital imaging, computer animation and presentation graphics. Upon course completion, a student should be able to perform skills in the newest industry technology.

**GPC 126**
**TYPESetting FUNDAMENTALS**
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course provides a study of type and text production. Emphasis is placed on development of the typographic form from historic pictography representations to modern type styles and high-resolution electronic image setting. Upon course completion, a student should be able to demonstrate basic key-boarding skills for computer typesetting systems and applications, text/type specifications, measurements and text proofing. CORE

**GPC 128**
**BASIC ELECTRONIC PAGE LAYOUT AND ASSEMBLY**
3 Credit Hours
PREREQUISITE: GPC 111 or Determined by Instructor
This course provides an introduction to electronic page layout using computer software. Topics include importing, combining and manipulating text and graphic elements for composite page layout and production. Upon course completion, a student should be able to produce simple, single-page, spread-page and continuous-page digital documents suitable for low- or high-resolution output as well as electronic prepress file submission. CORE

**GPC 130**
**ELECTRONIC PAGE PRODUCTION**
3 Credit Hours
PREREQUISITE: GPC 128 or Determined by Instructor
This course provides an opportunity to expand a student's knowledge and technical expertise in electronic page production. Topics include production of magazines, newspapers, books, catalogues and other high-volume, multi-page production environments. Upon course completion, a student should be able to complete multi-page projects as members of production teams, and have enhanced organization, communication and problem-solving skills. CORE

**GPC 132**
**ADVANCED ELECTRONIC PAGE PRODUCTION**
3 Credit Hours
PREREQUISITE: GPC 130 or Determined by Instructor
This course provides a continuation of Production I. Topics include advanced page layout and composition; creation and maintenance of style calls, style sheets, house styles and style manuals; and formatting, editing and maintaining kerns, tracking, hyphenation and justification. Upon course completion, a student should be able to use typographic, color and trapping tables, create and maintain macros and perform other production-oriented functions.

**GPC 134**
**DIGITAL PREPRESS**
3 Credit Hours
PREREQUISITE: GPC 122 and GPC 128 or Determined by Instructor
This course provides an in-depth study of electronic production techniques for printing and prepress applications. Topics include file preparation in compliance with industry standards; troubleshooting, correcting and preflighting files; stripping digital files for prepress, correcting line art and grayscale images and trapping color images. Upon course completion, a student should be able to troubleshoot and resolve technical prepress problems associated with software applications, fonts and font management, cross-platform conversions, digital imaging, and page layout and composition. CORE

**GPC 150**
**BASIC PRINTING AND PRESS OPERATIONS**
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course is a study of printing processes and the operation of equipment used in the printing industry. Topics include basic press operations, stripping, platemaking, paper properties, inks and inking systems, air and water regulation and troubleshooting. Upon course completion, a student should be able to produce one-color printing.

**GPC 152**
**ADVANCED PRINTING AND PRESS OPERATIONS**
3 Credit Hours
PREREQUISITE: GPC 150 or Determined by Instructor
This course provides a study of printing processes and the operation of equipment used in the printing industry. Topics include press operations, stripping, plate making, inking systems and air and water regulations. Upon course completion, a student should be able to demonstrate skills in producing printing pieces in two or more colors.

**GPC 160**
**PORTFOLIO**
3 Credit Hours
PREREQUISITE: GPC 130 and GPC 150 or Determined by Instructor
This course provides advanced students an opportunity to apply previously learned skills. Emphasis is placed on taking projects from concept to finished piece. Upon course completion, a student should be able to create a professional and marketable portfolio for final presentation.

**GPC 170**
**ON-LINE GRAPHIC COMMUNICATIONS**
3 Credit Hours
PREREQUISITE: GPC 111 or Determined by Instructor
This course provides an understanding of the Internet and design principles for web sites. Emphasis is placed on software necessary for the creation and maintenance of a web site. Upon course completion, a student should be able to design, implement, and maintain on-line communications.
The Horticulture Program presents subject matter and laboratory learning activities that will prepare a student for successful employment in the production, management, sales, and service areas of horticulture. The college offers an Associate Degree and a 24 credit hour Short Certificate in Horticulture. The Short Certificate is designed to allow students to specialize in Landscape Design, Landscape Maintenance, Nursery Production, or Turf Management. The courses in the Short Certificate apply toward the Associate Degree.

Each student receives general background information in the areas of soils, fertilizers, plant propagation, and horticultural science. Courses in the areas of landscaping, landscape maintenance, pest control, turf grasses, nursery, and greenhouse production are also offered to provide students with the knowledge necessary for a rewarding career. Laboratory courses are designed to introduce students to work habits, skills, and machinery needed in most horticultural enterprises. Student learning is supervised and provided through campus labs, greenhouses, nurseries, and landscaping situations. Field trips and co-op work experiences broaden the student's education.

### GENERAL EDUCATION REQUIREMENTS

**Course No.**/Title | Theory/Lab/Credit Hours
---|---
OHT 110 | Introduction to Horticultural Science 2 2 3
OHT 115 | Soils and Fertilizers 2 2 3
OHT 120 | Plant Propagation 1 4 3
OHT 125 | Turf Management 1 4 3
OHT 130 | Nursery Production 1 4 3
OHT 135 | Ornamental Plant Identification and Culture 1 4 3
OHT 136 | Residential Landscape Design 2 4 4
OHT 140 | Ornamental Plant Pest Management 2 2 3
OHT 211 | Greenhouse Crop Production 1 4 3
OHT 215 | Landscape Maintenance 1 2 2
OHT 220 | Seminar in Horticulture 1 0 1
OHT 221 | Seminar in Horticulture 2 0 2
OHT 230 | Vegetable and Orchard Crops 1 4 3
OHT 291 | Cooperative Education in Horticulture 0 15 3
OHT 292 | Cooperative Education in Horticulture 0 15 3

### GENERAL EDUCATION REQUIREMENTS:

**Course No.**/Title | Theory/Lab/Credit Hours
---|---
ENG 101 | English Composition I 3 0 3
ENG 102 | English Composition II 3 0 3
CIS 104 | Computer Fundamentals 2 3 3
CIS 196 | Commercial Software Application 2 2 3
MTH 116 | Mathematical Applications 3 0 3
PSY 270 | Business and Industrial Psychology 3 0 3
SFC 106 | Fundamentals of Oral Communication 3 0 3

**Total Credit Hours:** 66

### ORNAMENTAL HORTICULTURE SHORT CERTIFICATE

**Course No./Title** | **Theory/Lab/Credit Hours**
---|---
OHT 110 | Introduction to Horticultural Science 2 2 3
OHT 115 | Soils and Fertilizers 2 2 3
OHT 135 | Ornamental Plant Identification and Culture 1 4 3
OHT 201 | Horticultural Business Management 3 0 3

Select 12 credit hours from the following:

**Course No./Title** | **Theory/Lab/Credit Hours**
---|---
OHT 120 | Plant Propagation 1 4 3
OHT 123 | Turf Machinery 1 2 2
OHT 125 | Turf Management 1 4 3
OHT 130 | Nursery Production 1 4 3
OHT 136 | Residential Landscape Design 2 4 4
OHT 140 | Ornamental Plant Pest Management 2 2 3
OHT 167 | Golf Course Maintenance 2 2 3
OHT 211 | Greenhouse Crop Production 1 4 3
OHT 215 | Landscape Maintenance 1 2 2
OHT 220 | Seminar in Horticulture 1 0 1
OHT 221 | Seminar in Horticulture 2 0 2

**Total Credit Hours:** 24

The Ornamental Horticulture certificate does not require general education courses.

### COURSE DESCRIPTIONS

**INTRODUCTION TO HORTICULTURAL SCIENCE**

**Course No./Title** | **Theory/Lab/Credit Hours**
---|---
OHT 110 | Introduction to Horticultural Science 2 2 3

**PREREQUISITE:** Regular Admission Status

This course introduces a student to botany, genetics, and plant nomenclature. Topics include an overview of the horticultural industry and career opportunities. Upon course completion, a student should be able to perform basic tasks associated with employment in the horticultural industry. CORE

**SOILS AND FERTILIZERS**

**Course No./Title** | **Theory/Lab/Credit Hours**
---|---
OHT 115 | Soils and Fertilizers 3 0 3

**PREREQUISITE:** Regular Admission Status

This course is a study of soil properties and the management practices related to the use of fertilizers. Topics include soil classification, mapping, and fertilizer needs based on current and intended use. Upon course completion, a student should be able to develop soil fertility management programs. CORE

**PLANT PROPAGATION**

**Course No./Title** | **Theory/Lab/Credit Hours**
---|---
OHT 120 | Plant Propagation 1 4 3
OHT 123 | Turf Machinery 1 2 2
OHT 125 | Turf Management 1 4 3
OHT 130 | Nursery Production 1 4 3
OHT 136 | Residential Landscape Design 2 4 4
OHT 140 | Ornamental Plant Pest Management 2 2 3
OHT 167 | Golf Course Maintenance 2 2 3
OHT 211 | Greenhouse Crop Production 1 4 3
OHT 215 | Landscape Maintenance 1 2 2
OHT 220 | Seminar in Horticulture 1 0 1
OHT 221 | Seminar in Horticulture 2 0 2

**Total Credit Hours:** 24

The Ornamental Horticulture certificate does not require general education courses.

**PREREQUISITE:** Regular Admission Status

This course focuses on the use and maintenance of golf course machinery. Topics include greens mowers, cultivation equipment, and fairway mowers. Upon course completion, a student should be able to evaluate new equipment, analyze the cost effectiveness of repairing existing machinery, and operate and service turf machinery.

**TURF MANAGEMENT**

**Course No./Title** | **Theory/Lab/Credit Hours**
---|---
OHT 125 | Turf Management 3 3 3

**PREREQUISITE:** Regular Admission Status

This course is the study of all major Southern lawn and sports turf grasses, their establishment and maintenance. Major topics include turf equipment, fertilizers, insect and disease problems, and mowing techniques. Upon course completion, a student should be able to evaluate the quality of an existing turf area and prescribe a maintenance program for turf used for lawns, playing fields, and in parks. CORE

**NURSERY PRODUCTION**

**Course No./Title** | **Theory/Lab/Credit Hours**
---|---
OHT 130 | Nursery Production 3 3 3

**PREREQUISITE:** OHT 115 or Determined by Instructor

This course focuses on all aspects of producing, plants in a nursery. Topics include soil and other media for plant growth, container selection, plant propagation, watering and fertilization, pest control, and production practices commonly used by commercial growers. Upon course completion, a student
should be able to demonstrate proficiency in all phases of nursery plant productions. CORE

OHT 135
ORNAMENTAL PLANT IDENTIFICATION AND CULTURE
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course focuses on the identification and growth requirements of ornamental plants. Topics include identification, habits of growth, cultural requirements, and landscape use of ornamental plants of the southeastern United States. Upon course completion, a student should know common and botanical names of landscape plants and will know the appropriate use of each plant. CORE

OHT 136
RESIDENTIAL LANDSCAPE DESIGN
4 Credit Hours
PREREQUISITE: Regular Admission Status
This course provides an overview of the fundamentals of residential site design. Topics include site measuring and base map preparation, functional diagrams, landscape design principles, drafting and drawing procedures, design principles, appropriate use of plant materials, planting, site preparation, and spatial composition. Upon course completion, a student should be able to develop a master plan for a residential property.

OHT 140
ORNAMENTAL PLANT PEST MANAGEMENT
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course is a study of plant pests affecting the production and maintenance of ornamental plants. Emphasis is on anthropoids, weeds, cultural control, chemical control, and disease causing agents including environmental factors. Upon course completion, a student should be able to identify the signs and symptoms of invading pests and the characteristics associated with the onset of diseases in turf grass and ornamental plants and will be able to develop appropriate pest control plans.

OHT 167
GOLF COURSE MAINTENANCE
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course introduces a student to procedures commonly used to maintain golf course greens and fairways. Topics include mowing procedures, fertilizing, watering, pest control, over feeding, and greens protection. Upon course completion, a student should be able to demonstrate appropriate greens and fairway maintenance procedures.

OHT 201
HORTICULTURAL BUSINESS MANAGEMENT
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course covers the essential information needed to establish and maintain a horticulture-related business. Topics will include the basic principles of business and personnel management, customer service, insurance, finance, and record keeping. Upon course completion, a student should demonstrate an understanding of the requirements to comply with mandated state and federal regulations, manage employees, and meet consumer demands.

OHT 211
GREENHOUSE CROP PRODUCTION
3 Credit Hours
PREREQUISITE: OHT 115 or Determined by Instructor
This is an introductory course in the use of greenhouse facilities for the production of foliage and flowering plant crops. Topics include propagation, scheduling, soils and media, crop selection, pest management, and methods of production. Upon course completion, a student should be able to produce a wide range of commercial greenhouse crops.

OHT 215
LANDSCAPE MAINTENANCE
2 Credit Hours
PREREQUISITE: Regular Admission Status
This course focuses on maintaining plant materials and turf in an existing landscape. Topics include pruning, mowing techniques, pest management, and selection of maintenance equipment. Upon course completion, a student should be able to demonstrate landscape maintenance techniques and will be able to prepare labor-time estimates and cost analysis for maintaining landscapes.

OHT 220
SEMINAR IN HORTICULTURE
1 Credit Hour
PREREQUISITE: Regular Admission Status
This course focuses on current topics in horticulture. Topics are not normally included in the prescribed course of study, but are to ensure that a student remains current in the field.

OHT 222
ADVANCED STUDIES IN HORTICULTURE
2 Credit Hours
PREREQUISITE: Regular Admission Status
This course allows a student to do practical research and develop a project of special interest under the guidance and supervision of a faculty member. Each student and faculty member confer in the selection of a project and in the identification of objectives.

OHT 230
VEGETABLE AND ORCHARD CROPS
3 Credit Hours
PREREQUISITE: OHT 115 or Determined by Instructor
This course focuses on vegetable and fruit crops. Topics include cultural requirements, production procedures, and marketing. Upon course completion, a student should be able to grow vegetables and establish orchard layouts.

OHT 291
COOPERATIVE EDUCATION IN HORTICULTURE
3 Credit Hours
PREREQUISITE: Determined by Instructor
This course provides work experience with a college-approved employer in an area related to a student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon course completion, a student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

OHT 292
COOPERATIVE EDUCATION IN HORTICULTURE
3 Credit Hours
PREREQUISITE: Determined by Instructor
This course provides work experience with a college-approved employer in an area related to a student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon course completion, a student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.
The Industrial Maintenance Technician program prepares a student to install and maintain all types of industrial equipment. A Maintenance Technician graduate will interpret prints, and schematics, properly use burning and welding equipment, and identify equipment components and their applications in industrial environments. The program is usually completed in five semesters/terms.

INDUSTRIAL MAINTENANCE TECHNICIAN SHORT CERTIFICATE
Course No/Title Theory/Lab/Credit Hours

INT 111 Industrial Mechanics 3 6 6
INT 113 Fundamentals of Industrial Hydraulics 2 3 3
INT 114 Mechanical Measurements and Technical Drawing 2 3 3
INT 123 Industrial Pumps and Piping Systems 1 6 3
INT 124 Production Equipment Layout and Installation 1 6 3
WDI23 Blueprint Reading for Fabrication 2 4 3
INT 233 Industrial Maintenance Metal Welding/Cutting 1 4 3
Total Credit Hours: 24

Optional Related Courses:
INT 105 INTRODUCTION TO PROCESS TECHNOLOGY 3 Credit Hours
INT 106 INTRODUCTION TO PROCESS TECHNOLOGY LAB 3 Credit Hours
INT 109 INDUSTRIAL PROCESS EQUIPMENT AND FITTINGS 3 Credit Hours
INT 110 INDUSTRIAL PROCESS EQUIPMENT AND FITTINGS LAB 3 Credit Hours
INT 112 Industrial Maintenance Safety Procedures 3 3 3
INT 115 Industrial Measurements 3 0 3
INT 116 Industrial Measurements Lab 0 9 3
INT 121 Industrial Hydraulics Troubleshooting 1 6 3
INT 122 Preventive and Predictive Maintenance 2 3 3
INT 207 Industrial Automatic Controls 3 0 3
INT 208 Industrial Automatic Controls Lab 0 9 3
INT 215 Troubleshooting Techniques 1 4 3
INT 232 Manufacturing Plant Utilities 2 2 3
INT 242 Fundamentals of Industrial Pneumatics 2 3 3

The Industrial Maintenance certificate does not require general education courses. All courses in this award are creditable toward a minor in the Associate in Occupational Technology Degree (AOT).

COURSE DESCRIPTIONS

INT 105 INTRODUCTION TO PROCESS TECHNOLOGY
3 Credit Hours
PREREQUISITE: INT 103 or Determined by Instructor
This course is designed to provide a student with an introduction to process technology and the role of the technician in industry. Topics include plant safety, piping and instrument diagrams, pressures, levels, flows, temperatures, gaskets, packing, lubricants, sealants, and cleaners. Upon course completion, a student should be able to understand process technology concepts and practices. CORE

INT 106 INTRODUCTION TO PROCESS TECHNOLOGY LAB
3 Credit Hours
COREQUISITE: INT 105
This course provides a student with practical experience with various hand and power tools. Emphasis is placed on the use of shop tools and equipment to perform preventive maintenance and light-duty service procedures. Upon course completion, a student should be able to select and use hand and power tools in accordance with OSHA standards. CORE

INT 109 INDUSTRIAL PROCESS EQUIPMENT AND FITTINGS
3 Credit Hours
PREREQUISITE: INT 105 or Determined by Instructor
This course is designed to teach a student how to install instruments in various mountings. Topics include instrument fitting techniques such as layout, measuring, bending, supporting, leak testing, and craft related trigonometry. Upon course completion, a student should be able to mount instruments and apply various fitting techniques. CORE

INT 110 INDUSTRIAL PROCESS EQUIPMENT AND FITTINGS LAB
3 Credit Hours
COREQUISITE: INT 109
This course provides a student with practical experience related to instrument mounting. Emphasis is placed on instrument fitting techniques. Upon course completion, a student should be able to mount instruments and apply various fitting techniques. CORE

INT 111 INDUSTRIAL MECHANICS
6 Credit Hours
PREREQUISITE: Regular Admission Status
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 course completion, a student will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment. CORE

INT 112 INDUSTRIAL MAINTENANCE SAFETY PROCEDURES
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course is an in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include traffic, ladder, electrical, and fire safety. safe work in confined spaces; electrical and mechanical lock-out procedures; emergency procedures; OSHA regulations; MSDS Right-to-Know law; hazardous materials safety; and safety equipment use and care. Upon course completion, a student should be able to implement health and safety practices in an industrial production setting. CORE

INT 113 FUNDAMENTALS OF INDUSTRIAL HYDRAULICS
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course includes the fundamental concepts and theories for the safe operation of hydraulic components and systems used with industrial production equipment. Topics include the physical concepts, theories, laws, and the application of these concepts to perform work. Upon completion, a student should be able to service and perform preventive maintenance functions on hydraulic systems. CORE

INT 114 MECHANICAL MEASUREMENTS AND TECHNICAL DRAWINGS
3 Credit Hours
PREREQUISITE: Regular Admission Status
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, and 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, a student should be able to use precision measuring tools and interpret technical drawings. CORE

INT 115 INDUSTRIAL MECHANICS
6 Credit Hours
PREREQUISITE: Regular Admission Status
This course is an in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include traffic, ladder, electrical, and fire safety. safe work in confined spaces; electrical and mechanical lock-out procedures; emergency procedures; OSHA regulations; MSDS Right-to-Know law; hazardous materials safety; and safety equipment use and care. Upon course completion, a student should be able to implement health and safety practices in an industrial production setting. CORE
INT 115
INDUSTRIAL MEASUREMENTS
3 Credit Hours
PREREQUISITE: INT 109 or Determined by Instructor
This course focuses on the concepts and theories of industrial mathematics and process control. Topics include measurements, transducers, recorders, control valves, and actuating and electrical devices. Upon completion, a student should be able to understand the related calculations. CORE

INT 116
INDUSTRIAL MEASUREMENTS LAB
3 Credit Hours
COREQUISITE: INT 115
This course provides a student with practical experience in industrial measurement. Emphasis is placed on connecting and calibrating transducers, recorders, control valves, and actuating and electrical devices. Upon completion, a student should be able to install industrial measurement devices. CORE

INT 121
INDUSTRIAL HYdraulICS TROUBLESHOOTING
3 Credit Hours
PREREQUISITE: INT 113 or Determined by Instructor
This course provides instruction in maintenance and troubleshooting of hydraulic systems used with industrial production equipment. Topics include troubleshooting procedures; hydraulic system maintenance and troubleshooting; effects of heat, leakage, and contamination on components and system operation; component maintenance and troubleshooting, reading and interpreting system diagrams; and design and troubleshooting of hydraulic circuits and systems. Upon completion, a student should demonstrate the ability to troubleshoot and repair industrial hydraulic systems.

INT 122
PREVENTIVE AND PREDICTIVE MAINTENANCE
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course focuses on the concepts and applications of preventive and predictive maintenance. Topics include the introduction to equipment, vibration testing and analysis, data collection, job safety, tool safety, systems analysis, preventive maintenance procedures and tasks, and predictive maintenance concepts. Upon course completion, a student should demonstrate the ability to apply the planning process for proper preventive and predictive maintenance. CORE

INT 123
INDUSTRIAL PUMPS AND PIPING SYSTEMS
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course focuses on maintenance and troubleshooting of industrial pumps and piping systems. Topics include pump identification, operation, maintenance, and troubleshooting; and piping systems and their installation. Upon course completion, a student should be able to install, maintain and troubleshoot industrial pumps and piping systems. CORE

INT 124
PRODUCTION EQUIPMENT LAYOUT AND INSTALLATION
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course focuses on the layout and installation of production equipment and the use of rigging and installation tools. Topics include the use of wire rope, chain, metal, and fiber rope and webbing slings; industrial hoists and cranes; crane operation; scaffolds and ladders; machine anchoring for vibration control; moving and setting new equipment; leveling and alignment; preparing equipment for test run; test run guidelines; and safety precautions. Upon course completion, a student should be able to install production equipment. CORE

INT 204
INDUSTRIAL AUTOMATIC CONTROLS
3 Credit Hours
PREREQUISITE: INT 115 or Determined by Instructor
This course focuses on the function of automatic controllers in different modes: on-off, proportional, reset, derivative, ratio, and cascade. Topics include operation of pneumatic, electronic, and computer process control equipment; service of basic process equipment and instrumentation; correct operation and maintenance of valves and pumps; recognizing patterns from data; developing and interpreting control charts; determining control limits; and performing root cause analysis. Upon course completion, a student should be able to write start-up and shut-down procedures, and operate, monitor, and control continuous- and batch-model plants. CORE

INT 128
INDUSTRIAL AUTOMATIC CONTROLS LAB
3 Credit Hours
COREQUISITE: INT 207
This course provides a student with practical experience related to industrial automatic controls. Topics include operation and service of various equipment, development and interpretation of charts and data, and root cause analysis. Upon course completion, a student should be able to write start-up and shut-down procedures, and operate, monitor, and control continuous- and batch-model plants. CORE

INT 215
TROUBLESHOOTING TECHNIQUES
3 Credit Hours
PREREQUISITE: Determined by Instructor
This course focuses on the systematic approach to solving problems. Emphasis is placed on understanding failures and their interaction with process downtime. Upon course completion, a student should be able to solve problems on a process simulator or in an actual setting.

INT 232
MANUFACTURING PLANT UTILITIES
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course focuses on the theory of operating and maintaining plant utilities. Topics include the operation and maintenance of boilers, HVAC systems, and air compressors. Upon course completion, a student should demonstrate the ability to repair and maintain utilities systems in an industrial setting. CORE

INT 233
INDUSTRIAL MAINTENANCE METAL WELDING AND CUTTING TECHNIQUES
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course provides instruction in the fundamentals of acetylene cutting and the basics of SMAW welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting aids, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, and common welding passes and beads. Upon course completion, a student should demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. CORE

INT 242
FUNDAMENTALS OF INDUSTRIAL PNEUMATICS
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course provides instruction in the fundamentals concepts and theories for the safe operation of pneumatic components and systems used with industrial production equipment. Topics include the physical concepts, theories, laws, and the application of these concepts to perform work; air flow characteristics; actuators; valves; accumulators; symbols and circuitry; filters; servicing; and preventive maintenance. Upon course completion, a student should be able to troubleshoot, repair, and maintain industrial pneumatic systems. CORE
The Licensed Practical Nursing program is designed to prepare students to give basic nursing care to stable, non-acute patients, independent of immediate guidance, and to unstable, acute patients under the direct supervision of a registered nurse, and/or physician. The nursing faculty is committed to providing academic and clinical learning opportunities that will assist students in developing the knowledge, attitudes, and skills necessary for life-long learning.

Employment opportunities are available in hospitals, nursing homes, rehabilitation centers, clinics, home health and other community health care agencies throughout the metro Birmingham area. Program graduates are awarded a diploma in practical nursing and are eligible to submit an application for licensure in the state of Alabama. Upon receipt of approval by the Alabama Board of Nursing, graduates are eligible to take the National Council of State Boards of Nursing Licensure Examination (NCLEX-PN). According to the Administrative Code of the Alabama Board of Nursing, grounds for denial of licensure include, but are not limited to, conviction of a felony or certain criminal offenses, chemical dependency, mental incompetence, and other reasons authorized by law or regulations. After reviewing the candidate’s application, the Alabama Board of Nursing determines eligibility to write the NCLEX-PN.

The full-time day program can be completed in one year (three semesters) and the part time and evening program can be completed in four semesters. Individuals interested in enrolling in the LPN program should begin the application process early. The LPN program is approved by the Alabama Board of Nursing and the Department of Postsecondary Education and is nationally accredited by the National League for Nursing Accrediting Commission (NLNAC)*

* NLNAC
61 Broadway, New York, NY 10006
1-800-689-1656 Ext. 153

The Licensed Practical Nursing program requires the successful completion of 48 semester credit hours.

**LICENCED PRACTICAL NURSING (LPN)**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPN 104</td>
<td>Pharmacology</td>
<td>2 0 2</td>
</tr>
<tr>
<td>LPN 105</td>
<td>Fundamentals of Nursing</td>
<td>3 9 6</td>
</tr>
<tr>
<td>LPN 108</td>
<td>Psychosocial Adaptation/Human Relation</td>
<td>2 0 2</td>
</tr>
<tr>
<td>LPN 113</td>
<td>Body Structure &amp; Function/Medical Terminology</td>
<td>4 0 4</td>
</tr>
<tr>
<td>LPN 118</td>
<td>Mental Health Concepts</td>
<td>2 0 2</td>
</tr>
<tr>
<td>LPN 124</td>
<td>Family Centered Nursing</td>
<td>4 6 6</td>
</tr>
<tr>
<td>LPN 133</td>
<td>Genetetic Nursing Concepts</td>
<td>2 0 2</td>
</tr>
<tr>
<td>LPN 140</td>
<td>NCLEX-PN Examination Review</td>
<td>1 0 1</td>
</tr>
<tr>
<td>LPN 142</td>
<td>Adult Health III</td>
<td>3 12 7</td>
</tr>
<tr>
<td>LPN 145</td>
<td>Current Issues/Role Transition</td>
<td>2 0 2</td>
</tr>
<tr>
<td>LPN 152</td>
<td>Adult Health IV</td>
<td>4 12 8</td>
</tr>
</tbody>
</table>

Optional Courses:
- LPN 103 Nursing Informatics | 2 0 2
- LPN 107 Directed Study for LPN | 3 0 3
- LPN 112 Health Assessment | 2 0 2

**General Education Requirements:**
- COM 103 Vocational Technical English II | 3 0 3
- MTH 116 Mathematical Applications | 2 2 3
- Total Credit Hours: 48

**LPN 103 NURSING INFORMATICS**
2 Credit Hours
PREREQUISITE: Determined by Instructor
This course introduces the student to the use of computer technology in nursing and in the delivery of health care. Emphasis is placed on basic computer operations and functions, nursing information systems, computerized medical records, computer-assisted learning, and basic computer applications. Upon completion of this course, the student will demonstrate basic knowledge and skills of computer applications. (OPTIONAL)

**LPN 104 PHARMACOLOGY**
2 Credit Hours
PREREQUISITE: Math 100 or higher and Regular Admission Status
This is an introductory course that introduces pharmacological concepts and safety practices involved in the use of medications as therapeutic agents. Content includes selected pharmacological interventions and calculation of dosages and solutions. Emphasis is placed on nursing process. Upon completion, the student should be able to compute dosages and safely prepare and administer medications. CORE

**LPN 105 FUNDAMENTALS OF NURSING**
6 Credit Hours
PREREQUISITE: Regular Admission Status
This course provides an introduction to the basic knowledge and essential skills required in the role of the Practical Nurse. Content includes knowledge related to nursing, legal-ethical, ethnic diversity, health-illness continuum and nursing process. Concepts related to physiological and psychosocial needs of the individual are integrated throughout the content. This course provides the student with opportunities to develop and practice basic skills in the laboratory and apply these skills in the clinical setting. Emphasis is placed on nursing process, basic nursing skills and safety. Laboratory and clinical components are required. CORE.

**LPN 107 DIRECTED STUDY FOR LPN**
3 Credit Hours
PREREQUISITE: Determined by Instructor
This course provides the student with an opportunity to expand knowledge of practical nursing. Learning activities will be tailored to meet the unique needs of the student and are designed to correct deficiencies or improve areas of weakness. Upon completion of this course, the student will meet requirements as specified in a preconstructed contractual agreement. (OPTIONAL)

**LPN 108 PSYCHOSOCIAL ADAPTATION/HUMAN RELATIONS**
2 Credit Hours
PREREQUISITE: Determined by Instructor
This course provides the student with the skills and knowledge necessary to enhance the client’s ability to cope, adapt and/or problem-solve situations related to illness or stressful events. Topics include coping mechanisms, behavior management, grief and loss, stress management, situational role changes, support systems, religious and spiritual influences on health and coping strategies for dealing with challenging interpersonal relationships among clients, family and co-workers. Integrated throughout the course are critical thinking and problem-solving skills. Upon completion of the course, the student will demonstrate the ability to assist the client to maintain positive psychosocial relationships through the use of therapeutic communication and client-focused care in a variety of settings. (REQUIRED)

**LPN 112 HEALTH ASSESSMENT**
2 Credit Hours
PREREQUISITE: Determined by Instructor
This course is designed to provide students the opportunity to learn theory and application in history-taking and physical examination skills for individuals across the life span. Course emphasis is on interviewing skills, data collection and documentation of findings appropriate to nursing practice. Upon completion, students should be able to complete a health history and perform a noninvasive assessment, identify needs, formulate nursing diagnoses and documentation appropriate to the practical nursing role. (OPTIONAL)
This course is designed to provide an overview of body structure and function, medical terminology, and focus on the interrelations among organ systems and the relationship of each organ system to homeostasis. Medical vocabulary/terminology is integrated throughout course content. Upon completion of this course, the student should demonstrate a basic knowledge of body systems, their interrelationships and associated medical terminology. CORE

PREREQUISITE: Determined by Instructor

This course is designed to assist the student to focus on the childbearing and child-rearing stages of the family unit. This introductory course focuses on aspects of growth and development, health teaching, health promotion and prevention. Nutrition and pharmacology are integrated. Upon completion of this course, the student will demonstrate the knowledge necessary to deliver safe and effective nursing care. CORE

PREREQUISITE: LPN 104, LPN 105, LPN 113

This course is designed to utilize the nursing process to focus on the childbearing and child-rearing stages of the family unit. This introductory course focuses on the role of the Practical Nurse in meeting the physiological, psychosocial, cultural and developmental needs of the family during antepartal, postpartal, newborn and childhood. Course content includes aspects of growth and development, health teaching, health promotion and prevention. Nutrition and pharmacology are integrated. Upon completion of this course, the student will demonstrate the knowledge necessary to deliver safe and effective nursing care. CORE

PREREQUISITE: LPN 104, LPN 105, LPN 113

This course is designed to provide the student with an opportunity to explore physiological, psychosocial, cultural and developmental needs of the geriatric client. Content will include physical and psychosocial needs unique to the geriatric client; methods of health promotion, maintenance, and restoration; issues related to death and dying; long-term care; and pharmacological considerations. Upon completion of the course, the student will demonstrate knowledge and skills necessary to provide effective care to the geriatric client. (REQUIRED)

PREREQUISITE: Determined by Instructor

This course is designed to provide the student with the knowledge and skills necessary to make the transition from student to LPN practitioner. Content includes the professional responsibilities of the LPN, leadership skills, quality assurance, fiscal management, professional accountability, resume preparation, job interviewing skills, obtaining/resigning employment, and preparation for the NCLEX-PN. Upon completion of this course the student will demonstrate knowledge and skills necessary for entry into Practical Nursing. CORE

PREREQUISITE: LPN 104, LPN 105 and LPN 113

This course is a study in application of the nursing process. It provides the student with the knowledge and skills necessary to meet the needs of individuals experiencing acute and chronic alterations in health throughout the adult life span. Emphasis is placed on utilizing the nursing process as a focus for clients experiencing diseases/disorders involving immune, oncological, musculoskeletal, cardiovascular, respiratory, surgery, fluid and electrolyte disturbances, integumentary and gastrointestinal systems. Concepts of nutrition, pharmacology and therapeutic communication are integrated. Upon completion the student will demonstrate knowledge and skills necessary to provide safe and effective care. CORE
**MACHINE TOOL TECHNOLOGY (MTT)**

Machinists use tools such as lathes, drill presses, and milling machines to produce precision metal parts. They use their knowledge of the working properties of metals such as steel, cast iron, aluminum, and brass and their skill with machine tools to plan and carry out the operations needed to make machined products that meet precise specifications. Increasingly, the machine tools are computer numerically controlled (CNC), which means that the controllers are computers. These machines enable machinists to be more productive and to produce parts with a level of precision that is not possible with traditional machining techniques.

### COURSES ONLY

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTT 101 Basic Machining Technology</td>
<td>2 4 3</td>
</tr>
<tr>
<td>MTT 102 Intermediate Machining Technology</td>
<td>2 4 3</td>
</tr>
<tr>
<td>MTT 104 Basic Machining Calculations</td>
<td>2 4 3</td>
</tr>
<tr>
<td>MTT 111 Introduction to Computer Numerical Control</td>
<td>1 3 2</td>
</tr>
<tr>
<td>MTT 112 Basic Computer Numerical Control Turning</td>
<td>2 4 3</td>
</tr>
<tr>
<td>MTT 113 Basic Computer Numerical Control Milling</td>
<td>2 4 3</td>
</tr>
<tr>
<td>MTT 121 Basic Blueprint Reading for Machinists</td>
<td>2 4 3</td>
</tr>
<tr>
<td>MTT 122 Advanced Blueprint Reading for Machinists</td>
<td>2 4 3</td>
</tr>
<tr>
<td>MTT 131 Introduction to Metrology</td>
<td>2 4 3</td>
</tr>
<tr>
<td>MTT 142 Advanced Machining Calculations</td>
<td>1 3 2</td>
</tr>
<tr>
<td>MTT 201 Advanced Machining Technology</td>
<td>2 8 5</td>
</tr>
<tr>
<td>MTT 212 Advanced Computer Numerical Control Turning</td>
<td>1 3 2</td>
</tr>
<tr>
<td>MTT 213 Advanced Computer Numerical Control Milling</td>
<td>1 3 2</td>
</tr>
<tr>
<td>MTT 214 Computer Numerical Control Graphics Programming Turning</td>
<td>6 3</td>
</tr>
<tr>
<td>MTT 215 Computer Numerical Control Graphics Programming Milling</td>
<td>6 3</td>
</tr>
</tbody>
</table>

### COURSE DESCRIPTIONS

**MTT 101 BASIC MACHINING TECHNOLOGY**

3 Credit Hours

COREQUISITE: MTT 104 or Determined by Instructor

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon course completion, a student should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. **CORE**

**MTT 102 INTERMEDIATE MACHINING TECHNOLOGY**

3 Credit Hours

PREREQUISITE: MTT 101 and MTT 104 or Determined by Instructor

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon course completion, a student should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling. **CORE**

**MTT 104 BASIC MACHINING CALCULATIONS**

3 Credit Hours

COREQUISITE: MTT 101 or Determined by Instructor

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 course completion, a student should be able to perform basic shop calculations.

**MTT 111 INTRODUCTION TO COMPUTER NUMERICAL CONTROL**

3 Credit Hours

PREREQUISITE: MTT 101 and MTT 104 or Determined by Instructor

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon course completion, a student should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

**MTT 112 BASIC COMPUTER NUMERICAL CONTROL TURNING**

3 Credit Hours

PREREQUISITE: MTT 111 or Determined by Instructor

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon course completion, a student should be able to manufacture simple parts using CNC turning centers. **CORE**

**MTT 113 BASIC COMPUTER NUMERICAL CONTROL MILLING**

3 Credit Hours

PREREQUISITE: MTT 111 or Determined by Instructor

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon course completion, a student should be able to manufacture simple parts using CNC machining centers.

**MTT 121 BASIC BLUEPRINT READING FOR MACHINISTS**

3 Credit Hours

PREREQUISITE: Regular Admission Status

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon course completion, a student should be able to interpret basic drawings, visualize parts, and make pictorial sketches. **CORE**

**MTT 122 ADVANCED BLUEPRINT READING FOR MACHINISTS**

3 Credit Hours

PREREQUISITE: MTT 121 or Determined by Instructor

This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon course completion, a student should be able to read and interpret complex industrial blueprints.

**MTT 131 INTRODUCTION TO METROLOGY**

3 Credit Hours

PREREQUISITE: Regular Admission Status

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon course completion, a student should be able to demonstrate the correct use of measuring instruments. **CORE**

**MTT 142 ADVANCED MACHINING CALCULATIONS**

2 Credit Hours

PREREQUISITE: MTT 104 or Determined by Instructor

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the
OFFICE ADMINISTRATION (SET)

The Office Administration program prepares a student for a career as an office support specialist in today's electronic office. Students develop skills in keyboarding, word processing, spreadsheet management, and records/information management. To foster scholastic achievement and develop leadership skills, students are encouraged to join an affiliate of the on-campus student organization-Phi Beta Lambda (PBL).

A student in the Office Administration associate degree program is eligible to sit for the Certified Professional Secretaries' (CPS) exam, the hallmark of success in this profession.

OFFICE ADMINISTRATION
ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

Course No./Title Theory/Lab/Credit Hours

SET 101 Beginning Keyboarding 2 3 3
SET 104 Advanced Keyboarding 2 3 3
SET 110 Navigating Windows 2 3 3
SET 125 Basic Word Processing 2 3 3
SET 126 Advanced Word Processing 2 3 3
SET 130 Electronic Calculations 2 3 3
SET 133 Business Communications 3 0 3
SET 138 Records and Information Management 2 3 3

Select 6 credit hours from the following programs:

ACT Accounting Technology
DPT Computer Science
REM Retail Merchandising

General Education Requirements:

ENG 101 English Composition I 3 0 3
ENG 102 English Composition II 3 0 3
CIS Computer Science Course* 3
CIS Computer Science Course* 3
MTH 116 Mathematical Applications* or MTH 126 Mathematics of Finance* 3 0 3
PSY 270 Business and Industrial Psychology* or ECO 231 Principles of Macroeconomics* 3 0 3
SPC 106 Fundamentals of Oral Communication 3 0 3

Total Credit Hours: 72

OFFICE ADMINISTRATION SHORT CERTIFICATE

Course No./Title Theory/Lab/Credit Hours

SET 101 Beginning Keyboarding 2 3 3
SET 104 Advanced Keyboarding 2 3 3
SET 125 Basic Word Processing 2 3 3
SET 138 Records and Information Management 2 3 3
SET 217 Office Management 3 0 3
SET 243 Spreadsheet Applications 2 3 3
SET Office Administration Elective 3 0 3

General Education Requirement:

ENG 101 English Composition I 3 0 3
Total Credit Hours: 24

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

Course Description

SET 101 BEGINNING KEYBOARDING
3 Credit Hours
PREREQUISITE: Regular Admissions Status

This course is designed to enable a student to use the touch method of keyboarding. Emphasis is on speed and accuracy in keying alphabetic symbols and numeric information using the typewriter or microcomputer keyboard. Upon course completion, a 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 memos, letters, reports, and tables. CORE

SET 104 ADVANCED KEYBOARDING
3 Credit Hours
PREREQUISITE: SET 101 or Determined by Instructor

This course teaches the touch system. Emphasis is on speed and accuracy in keying alphabetic symbols and numeric information using the typewriter or microcomputer keyboard. Upon course completion, a student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy in the production of business documents. CORE

SET 110 NAVIGATING WINDOWS
3 Credit Hours
PREREQUISITE: Regular Admissions Status

This course is designed to introduce a student to the Windows environment. Emphasis is on Windows as a graphical user interface and includes operations and applications that use the Windows environment. Upon course completion, a student should be able to demonstrate proficiency in the operation and management of applicable hardware and software.

SET 125 BASIC WORD PROCESSING
3 Credit Hours
PREREQUISITE: SET 101 or Determined by Instructor

This course is designed to provide a student with basic word processing skills. Emphasis is on using software features to create, edit, and print documents. Upon course completion, a student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters, and reports. CORE

SET 126 ADVANCED WORD PROCESSING
3 Credit Hours
PREREQUISITE: SET 125 or Determined by Instructor

This course is designed to increase student proficiency in using advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon course completion, a student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

SET 130 ELECTRONIC CALCULATIONS
3 Credit Hours
PREREQUISITE: Regular Admissions Status

This course focuses on business correspondence. Emphasis is on correspondence and reports. Upon course completion, a student should be able to produce effective business correspondence.

SET 132 BUSINESS CORRESPONDENCE
3 Credit Hours
PREREQUISITE: Determined by Instructor

This course focuses on business correspondence. Emphasis is on correspondence and reports. Upon course completion, a student should be able to produce effective business correspondence.

SET 133 BUSINESS COMMUNICATIONS
3 Credit Hours
PREREQUISITE: Determined by Instructor

This course is designed to provide a student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically organized business communications. Upon course completion, a student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communications.
SET 125
LEGAL TRANSCRIPTION
3 Credit Hours
PREREQUISITE: SET 101 and SET 201 or Determined by Instructor
This course is designed to familiarize a student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon course completion, a student should be able to communicate effectively using medical terminology.

SET 201
LEGAL TERMINOLOGY
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course is designed to familiarize a student with the common legal terms. Emphasis is on the word root building system combining Greek and Latin prefixes, suffixes, word roots, and forms that make legal terms easy to use. Upon course completion, a student should be able to understand and use legal terminology.

SET 202
LEGAL TRANSCRIPTION
3 Credit Hours
PREREQUISITE: SET 101 and SET 201 or Determined by Instructor
This course is designed to familiarize a student with medical terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and outside lab. Emphasis is on transcribing legal documents from dictated recordings. Upon course completion, a student should be able to transcribe legal documents.

SET 203
LEGAL OFFICE PROCEDURES
3 Credit Hours
PREREQUISITE: SET 125 or Determined by Instructor
This course focuses on the responsibilities of professional support personnel in a legal environment. Emphasis is on legal terminology, the production of appropriate forms and reports, and office procedures and practices. Upon course completion, a student should be able to perform office support tasks required for employment in a legal environment.

SET 211
MEDICAL TERMINOLOGY
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course is designed to familiarize a student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon course completion, a student should be able to communicate effectively using medical terminology.

SET 212
MEDICAL TRANSCRIPTION
3 Credit Hours
PREREQUISITE: SET 101 and SET 211 or Determined by Instructor
This course introduces a student to standard medical reports, correspondence, and related documents transcribed in a medical environment. Emphasis is on transcribing medical records and operating a transcription machine. Upon course completion, a student should be able to accurately transcribe medical documents from dictated recordings.

SET 213
ADVANCED MEDICAL TRANSCRIPTION
3 Credit Hours
PREREQUISITE: SET 212 or Determined by Instructor
This course is designed to develop skills in medical transcription. Emphasis is on diagnostic studies and laboratory, radiology, and pathology reports. Upon course completion, a student should be able to demonstrate proficiency in the preparation of a variety of reports and forms used in the medical environment.

SET 214
MEDICAL OFFICE PROCEDURES
3 Credit Hours
PREREQUISITE: SET 125 or Determined by Instructor
This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and office procedures and practices. Upon course completion, a student should be able to perform office support tasks required for employment in a medical environment.

SET 217
OFFICE MANAGEMENT
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course is designed to develop skills necessary for supervising office functions. Emphasis is on achieving the goals of business in a culturally diverse workplace, office organization, teamwork, workplace ethics, office politics, and conflict resolution. Upon course completion, a student should be able to demonstrate skills needed to effectively supervise people and technology in the modern office. CORE

SET 218
OFFICE PROCEDURES
3 Credit Hours
PREREQUISITE: SET 101 or Determined by Instructor
This course is designed to develop an awareness of the responsibilities and opportunities of the office professional. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon course completion, a student should be able to demonstrate the ability to effectively function in an office support role. CORE

SET 227
INFORMATION PROCESSING CONCEPTS
3 Credit Hours
PREREQUISITE: SET 101 or Determined by Instructor
This course introduces the basic concepts and applications of office information systems. Emphasis is on the components and capabilities of systems used to produce, communicate and manage information. Upon course completion, a student should be able to use office information systems.

SET 230
ELECTRONIC PUBLISHING
3 Credit Hours
PREREQUISITE: Determined by Instructor
This course introduces each student to page design, layout, and typography. Emphasis is on the use of
RETAIL MERCHANDISING SHORT CERTIFICATE
Course No./Title Theory/Lab/Credit Hours

REM 111 Introduction to Retail 3 0 3
REM 121 Applied Advertising 3 0 3
REM 141 Credit and Collections 3 0 3
REM 173 Fundamentals of Selling 3 0 3
REM 212 Retail Buying 3 0 3
REM 213 Visual Merchandising 2 2 3
BUS 261 Business Law I 3 0 3
BUS 275 Principles of Management 3 0 3

Total Credit Hours: 24
The Retail Merchandising Short Certificate does not require general education courses.

COURSE DESCRIPTIONS
REM 111
INTRODUCTION TO RETAIL
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon course completion, a student should be able to demonstrate an understanding of the basic principles of retailing.

REM 121
APPLIED ADVERTISING
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course is a study of advertising, its influence on consumer awareness and the purchase of products, and the fundamental principles associated with advertising activities. Topics include the purpose of advertising and other sales promotional techniques, principles of advertising, budgeting marketing and advertising plans, regulations and controls of advertising, media evaluation, target marketing and selection, campaign planning, and trends in advertising. Upon course completion, a student should be able to identify the functions and purposes of advertising and develop a comprehensive advertising campaign. CORE

REM 141
CREDIT AND COLLECTIONS
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course covers areas of collection that provide an understanding of the expertise needed to manage collection operations. Topics include principles and practices in the extension of credit, collection procedures, and laws pertaining to credit extension and collection. Upon course completion, a student should be able to demonstrate an understanding of the concepts covered. CORE

REM 150
RETAILING INTERNSHIP
3 Credit Hours
PREREQUISITE: Determined by Instructor
This course is designed to provide a student with experience in the retail or merchandising business. Emphasis is placed on retail experience gained on the job in a supervised internship. A student should develop an understanding of the retail market by participating in a business setting.

REM 173
FUNDAMENTALS OF SELLING
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course emphasizes sales strategy and techniques and effective communications with customers, supervisors and co-workers. Topics include customer relations, customer motives, positive and professional image, product/service knowledge, selling techniques and procedures, sales presentations, and the ethics of selling. Upon course completion, a student should be able to analyze customer needs and wants and close a sale based on customer responses. CORE

REM 212
RETAIL BUYING
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course introduces the fundamental principles of buying, merchandising, and accounting for products and services. Topics include assortment planning, locating resources, ordering merchandise, pricing for profit, and financial statements and ratios. Upon course completion, a student should be able to identify important factors to consider when determining type, quantity, and price of merchandise to be purchased. CORE

REM 213
VISUAL MERCHANDISING
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course focuses on the components of display necessary for the effective visual presentation of goods and services, including the principles and techniques common to display work in various types of businesses. Topics include display planning, design, and color principles, tools and materials of the trade, props and fixtures, lighting and signing, installation of displays, store planning, and safety. Upon course completion, a student should be able to design and construct effective visual merchandising displays.

REM 223
CONSUMER BEHAVIOR
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course is designed to describe consumer behavior as applied to the exchange process involved in acquiring, consuming, and disposing of goods and services. Topics include an analysis of basic and environmental determinants of consumer behavior with emphasis on the decision-making process. Upon course completion, a student should be able to analyze concepts related to the study of the individual consumer.

REM 250
ADVANCED RETAILING INTERNSHIP
3 Credit Hours
PREREQUISITE: REM 150 or Determined by Instructor
This is a continuation of REM 150. Emphasis is placed on retail experience gained on the job in a supervised internship. A student should develop an understanding of the retail market by participating in a business setting.

BUS 261
BUSINESS LAW I
3 Credit Hours
PREREQUISITE: BUS 261 or Determined by Instructor.
This course provides an overview of legal principles affecting businesses. Topics include contract law, agency and employment, negotiable instruments, bailments, and sales of goods.

BUS 262
BUSINESS LAW II
3 Credit Hours
PREREQUISITE: BUS 261 or Determined by Instructor.
This course is a continuation of BUS 261. Topics include legal principles related to partnerships, corporations, real property and leases, insurance, security devices, bankruptcy, trust and estates; government regulations of business and labor; civil and criminal liability; and business security.

BUS 275
PRINCIPLES OF MANAGEMENT
3 Credit Hours
PREREQUISITE: Regular Admission Status
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.
BUS 276
HUMAN RESOURCE MANAGEMENT
3 Credit Hours
PREREQUISITE: Regular Admission Status
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.

BUS 279
SMALL BUSINESS MANAGEMENT
3 Credit Hours
PREREQUISITE: Regular Admission Status
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.

ECO 231
PRINCIPLES OF MACROECONOMICS
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include 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. CORE

SPEECH GENERAL EDUCATION (SPC)

SPC 106
FUNDAMENTALS OF ORAL COMMUNICATION
3 Credit Hours
Recommendation: Successful completion of COM 101
Fundamentals of Oral Communication is a performance course that includes the principles of human communication: interpersonal, intergroup, and public. It surveys current communication theory and provides practical application. CORE

SPC 116
INTRODUCTION TO INTERPERSONAL COMMUNICATION
3 Credit Hours
PREREQUISITE: Regular Admission Status
This course is an introduction to the basic principles of interpersonal communication. CORE

STUDY SKILLS GENERAL EDUCATION (BSS)

BSS 118
COLLEGE STUDY SKILLS
3 Credit Hours
PREREQUISITE: As Required by the College
This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other techniques to the development of an effective study plan. CORE

WELDING (WDT)

Students seeking to learn the skills of a professional welder have the opportunity to earn a 24 credit hour Short Certificate, Diploma and Associate of Occupational Technology Degree (AOT) at Bessemer State Technical College. The Welding Program provides students with the opportunity to acquire the skills, knowledge, and experience necessary for a career in this rapidly growing field. Emphasis is placed on the technical aspects of welding. Instruction and lab experiences are offered in the welding of carbon steel, stainless steel, and aluminum. Specialized classes are also conducted in oxyfuel, plasma cutting, torch burning, joint preparation, layout/fitting, and welding inspection and testing.

WELDING DIPLOMA

Course No./Title Theory/Lab/Credit Hours

WDT 111 Cutting Processes 1 4 3
WDT 112 Shielded Metal Arc Fillet 1 4 3
WDT 113 Blueprint Reading 3 0 3
WDT 114 Gas Metal Arc Fillet 1 4 3
WDT 153 Shielded Metal Arc Groove 0 6 3
WDT 158 Consumable Welding Processes Certification 0 6 3
WDT 166 Flux Core Arc Welding 0 6 3
WDT 167 Flux Core Arc Welding Certification 0 6 3
WDT 218 Certification 1 4 3
WDT 219 Welding Inspection and Testing 3 0 3
WDT 223 Blueprint Reading for Fabrication 2 4 3
WDT 225 Gas Metal Arc Groove 0 6 3
WDT 227 Gas Tungsten Arc Groove 0 6 3
WDT 228 Gas Tungsten Arc Fillet 1 4 3
WDT 281 Aluminum Mig Arc Welding: Special Topics 1 4 3

General Education Requirements:
COM 131 Applied Writing I 3 0 3
CIS 196 Commercial Software Application 2 2 3
MTH 116 Mathematical Applications 3 0 3
SPC 116 Introduction to Interpersonal Communication 3 0 3
Total Credit Hours: 57

All courses in this program are creditable toward an Associate in Occupational Technology Degree (AOT).

Optional Related courses:
WDT 217 Shielded Metal Arc Welding Carbon Pipe 1 4 3
INT 233 Industrial Maintenance Metal Welding and Cutting Techniques 1 4 3
APPLICATION FOR ADMISSION
Bessemer State Technical College
Admissions Office
P.O. Box 308, Bessemer, AL 35021
(205) 428-6391 or 800-235-5368
www.bessemerTech.com

Full legal name: ___________________________ Preferred first name: ___________________________

Last First Middle

Birth name or other names under which your records may appear: ____________________________ SSN: ____________________________

Current Address: __________________________ Permanent Address: __________________________

Street Street

City State ZIP County City State ZIP County

Home Work E-mail

Phone: __________________________ Phone: __________________________ Address:

Have you or will you have resided in Alabama for the twelve-month period immediately preceding the date you plan to enroll at Bessemer State Technical College? O Yes O No Are you a veteran? O Yes O No

Are you a U.S. citizen? O Yes O No Country of Citizenship: ____________________________

If you are a resident alien, please check box and provide number: O Resident Alien No.: ____________________________

If you are a foreign student, please list source(s) of funds:

The following information is for federal/state reporting requirements. The information provided below will not in any way affect the admission decision. Date of Birth: ____________

Gender: O Male Ethnic Group: O Black O White O Asian or Pacific Islands

O Female O Hispanic O American Indian O Other

O Have you ever applied to this college? O yes O no Have you ever attended this college? O yes O no

Are you a graduate of this college? O yes O no

Classification: O 1st time student (at any college) O Re-entry O Transfer (have attended another college) O Transient

Your planned enrollment date: O Fall O Spring O Summer O Mini-Term A O Mini-Term B

Class time preferred: O Day O Night O Saturday O Sunday

Program of study: __________________________ Educational goal at Bessemer State Technical College: ____________

O Associate Degree O Occupational Enhancement

O Diploma O Personal Enrichment

O Certificate O Temporary Student O Undecided

Planned length of stay: O 1 semester/term O 1 year O 2 years

High School:

Name: __________________________ City: __________________________ State: __________________________

Check the status which applies to you: O Regular High School Diploma (passed exit exam) Graduation Date: ____________

O Occupational Diploma Graduation Date: ____________

O Certificate of Completion Date Received: ____________

O GED -- Test location: __________________________ Date Received: ____________

O Not a High School Graduate

NOTE: You must contact your high school and request a transcript be sent to Bessemer State Technical College, Admissions Office, P.O. Box 308, Bessemer, AL 35021. If you have a GED Certificate, please provide the Admissions Office with a copy of it for your permanent files.

List all schools or colleges attended since leaving high school, including a current or anticipated enrollment, if applicable. If you have not attended any colleges since leaving high school, check the block marked NONE. O NONE

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>City &amp; State</th>
<th>Dates Attended</th>
<th>Graduate Y/N</th>
<th>Degree Earned</th>
</tr>
</thead>
</table>

Are you on probation ( O Yes O No) or suspension ( O Yes O No) from last college/university attended?

NOTE: You must have official transcripts sent from each college attended to Bessemer State Technical College, Admissions Office, P.O. Box 308, Bessemer, AL 35021. Most schools charge a nominal fee for transcripts.