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 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.

Mike Bailey
CORRESPONDENCE DIRECTORY

Administrative Affairs .......................................................... 428-6391, ext. 375
Admissions ............................................................................ 428-6391, ext. 332
Career Services ....................................................................... 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 SERVICES OFFICES

Admissions ............................................................................. Student Service Center
Allied Health Department Chair .............................................. Building A
Bookstore/Cashier ................................................................ Building A
Business Office .................................................................... Building A
Career Services ..................................................................... Student Services Center
Community Relations ............................................................ Millsap Building
Counseling ........................................................................... Student Services Center
Comptroller .......................................................................... Building A
Short Term and Continuing Education .................................. Building A
Business Department Chair ................................................... Building A
General Education Department Chair .................................. Building A
High School Programs .......................................................... Student Services Center
Retention and Assessment Specialist ..................................... Student Services Center
Library/Learning Resource Center ......................................... Building A
Personnel Office ................................................................... Ethel Hall Building
President’s Office .................................................................. Ethel Hall Building
Registrar’s Office .................................................................. Student Services Center
Student Financial Services .................................................... Student Services Center
Student Success Center ........................................................ Building A
Student Support Services Program ....................................... Building A
Technical Department Chair ................................................ Ethel Hall Building
Transportation Department Chair .......................................... Building D

Mailing Address
Bessemer State Technical College
P.O. Box 308
Bessemer, Alabama 35021-0308
(205) 428-6391
1-800-235-5368

The catalog/student handbook of Bessemer State Technical College is published annually by the college U.S. Highway 11 South, Interstate 20/59, Bessemer, Alabama.
Bessemer State Technical College reserves the right to revise contents of this publication periodically without giving prior notice.
The college also reserves the right to make adjustments to each term’s schedule and to cancel classes where there is not sufficient enrollment. The information contained in this catalog can be provided in an accessible format upon request. Please notify the college’s Retention and Assessment Coordinator for assistance.
ADMISSIONS POLICIES

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 Public 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 Public 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.

Conditional Admission of First-Time College Students

A first-time college applicant who does not have on file at the college at least one of the following will be granted conditional admission:

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 Public 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 transfer student does not hold an Associate Degree or higher, 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 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 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. The college, may be granted conditional admission. The transcript will read ADMITTED ON ACADEMIC PROBATION. 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 satisfactory toward a certificate, diploma, or degree.

**EARLY ADMISSION FOR ACCELERATED HIGH SCHOOL STUDENTS**

Bessemer State Technical College offers qualified high school junior and seniors the opportunity to enroll in a special academic program. During the junior 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 Technical College and be admitted under this policy.

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 with programs allowing qualified high school students to enroll in postsecondary institutions in order to dually earn credits 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 or Compass placement instrument according to the State Board Policy.
5. An applicant accepted for admission will be notified and provided directions for registration.

**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 license/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 or Compass exam and score appropriately for the specific program.

**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 Licensed Practical Nurse Program, the Emergency Medical Technician program, or other Allied Health programs, contact the Allied Health Programs Department Chair.

**ASSESSMENT-ACT/ASSET, COMPASS**

**Placement**

Each student who enrolls for more than four semester credit hours or eight weekly contact hours per semester/term will be administrated 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-ACT WORKKEYS**

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 115 and 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>CLEP Subject</th>
<th>BSTC Equivalent</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>History and Social Sciences</td>
<td>PSY 270</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>ECO 231</td>
<td>3</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, WIA, 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 tenth 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, 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. 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 recommendation of the Administrator in Admissions and 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>

IP Failure for lack of attendance as determined by college policy. Credit hours will be averaged into the Grade Point Average. 0 points

W Official withdrawal from a course within three weeks of the semester/term. Credit hours will not be averaged into the Grade Point Average. 0 points

WF Official withdrawal (after three weeks) from a course in which a student is passing at the time of withdrawal. Credit hours will not be averaged into the Grade Point Average. 0 points

I Incomplete. Required work must be made up no later than the first four weeks of the following semester/term, or the "I" becomes an "F" 0 points

AU Audit. Course taken for no credit. Must be declared by the end of the drop/add period and may not be changed thereafter. 0 points

Bessemer State Technical College computes semester/term and Cumulative Grade Point Averages on a 4.0 scale. The grade points for each course is equal to the number of credit hours for the course times the quality points for the letter grade earned in the course.

As an example:

Course | Hr | Grade | Grade Points |
-------|----|-------|--------------|
English Composition I | 3 | B (3 points) | 3 x 3 = 9 |
Intermediate Algebra | 3 | C (2 points) | 3 x 2 = 6 |
BSS 118 | 1 | A (4 points) | 1 x 4 = 4 |
Beginning Keyboarding | 3 | B (3 points) | 3 x 3 = 9 |
Computer Fundamentals 3 | 3 | B (3 points) | 3 x 3 = 9 |

Total Credit Hours | 13 | Total Grade Points | 37 |

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.)

<table>
<thead>
<tr>
<th>Grade</th>
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<tr>
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</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>FA Failure for lack of attendance as determined by college policy. Credit hours will be averaged into the Grade Point Average. 0 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WF Official withdrawal from a course within three weeks of the semester/term. Credit hours will not be averaged into the Grade Point Average. 0 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I Incomplete. Required work must be made up no later than the first four weeks of the following semester/term, or the &quot;I&quot; becomes an &quot;F&quot; 0 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AU Audit. Course taken for no credit. Must be declared by the end of the drop/add period and may not be changed thereafter. 0 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W Official withdrawal from a course within three weeks of the semester/term. Credit hours will not be averaged into the Grade Point Average. 0 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP Official withdrawal (after three weeks) from a course in which a student is passing at the time of withdrawal. Credit hours will not be averaged into the Grade Point Average. 0 points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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>

Exclusions

Programs within the institution which are subject to external licensure, certification, and/or accreditation 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.

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 total 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 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.

3. 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.

4. A student who is on Academic Probation after...
The 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;

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 without having achieved Clear academic status and whose Cumulative GPA for 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.

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 for 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

1. A student may request in writing to the Registrar to declare academic bankruptcy under the following conditions:

a. If fewer than three (3) calendar years have elapsed since the semester/term for which a student wishes to declare bankruptcy, a student may declare academic bankruptcy on all coursework taken during that semester/term provided a student has taken a minimum of 18 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 that action. This determination will be made by the respective transfer institutions.

Academic Failure

The college wants every student to be successful in his/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 Cashier's Office before a student is granted an Associate in Applied Technology degree, Associate in Occupational Technologies degree, diploma, or certificate.

The last day a student can apply to be a candidate for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.

3. Complete at least 25 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. Transfer coursework that is acceptable for credit toward an undergraduate degree and relevant to the degree, 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 degree program. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

6. Complete and submit an Application for Graduation form to the Registrar's Office prior to application deadline.

7. Fulfill all financial obligations to the college.

Associate in Occupational Technologies Degree Requirements

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

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. The calculation of the Grade Point Average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.

3. Complete at least 25 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. Transfer coursework that is acceptable toward an undergraduate program and relevant to the program, 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 program. In assessing and documenting equivalent learning and qualified faculty, and institution may use recognized guides which aid in the evaluation for credit. Such Guides include those published by the American Council on Education, The American Association of Collegiate registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

6. Complete and submit an Application for Graduation form to the Registrar’s Office prior to the application deadline.

7. 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. The calculation of the Grade Point Average for graduation shall not include grades earned in institutional credit courses. All grades in repeated courses shall be averaged into the grade point average; however, a course may be counted only once for purposes of meeting graduation requirements.

3. Complete at least 25 percent 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

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

Graduation Honors for Other Formal Awards

(Diploma or Certificate)

Graduation with Distinction 3.50 to 4.00 GPA

NOTE: Calculation of the Grade Point Average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, diploma, or certificate being earned. In addition, in order to be eligible for a graduation honor, a student must have completed a minimum of 32 semester credit hours at the college conferring the degree or other formal award.

REPEITION OF COURSES

A student may repeat the same course a second time after receiving a satisfactory grade on the first attempt. However, it is not the intent of this policy to provide a student with multiple opportunities to repeat the same course after receiving a satisfactory grade on the first attempt.

A student desiring to repeat a course after receiving a satisfactory grade on the first attempt must request and receive approval from the President or his designee for such course repetition. A student requesting permission to repeat a course must provide sound academic justification for the request.

COURSE FORGIVENESS POLICY

If a student repeats a course, the last grade awarded (excluding grades of W and WP) replaces the previous grade in the computation of the Cumulative Grade Point Average. The Grade Point Average during the semester/term in which the course was first attempted will not be affected.

When a course is repeated more than once, all grades for the course - excluding the first grade - will be employed in computation of the Cumulative Grade Point Average. Official records at the institution will list each course in which a student has enrolled.

It is the student’s responsibility to request that the course forgiveness policy be implemented. The student must submit his/her written request to the Registrar.
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:

$52 per credit hour
$76 per credit hour for Distance Learning

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
- 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

Definition of Refund Date

Refund Policy

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

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 one or more credit hours during the drop/add period will be charged additional tuition at the applicable rate.

Refund for Alabama National Guard and Reservists Called to Active Duty

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 9½ 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.

NOTE: Tuition for an out-of-state student is double ($104 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.
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 be reasonably expected to make available from personal income and assets to meet those costs.

The less a family can contribute, the more financial aid a student may receive. Financial need may be met with grants, work-study, scholarships, veterans benefits, Workforce Investment Act (WIA), 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 enrolling. 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.

If help is needed in completing the Free Application for Federal Student Aid, a student may bring the application and the previous year's tax return to the Office of Student Financial Services during office hours.

General Eligibility Criteria

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

Federal 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 pre-registration. 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 financial aid. Complete it accurately and submit it on time to the right place. Errors can result in delays in the 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.

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 financial aid but may not be required to receive 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.

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

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

2. A student must successfully complete with a grade of "D" or better at least 67 percent of the classes 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 period, 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</th>
<th>Number of Terms Allowed on Program</th>
<th>Financial Aid to Complete Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>9</td>
<td>7 1/2</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
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</tr>
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<td>4</td>
<td>4 1/2</td>
<td>4 1/2</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
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</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 Workstudy, 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), NOBE (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.

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.

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-entry 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.
STUDENT
DEVELOPMENT
SERVICES

The Student Development Services Division is committed to helping each student meet his/her goals. The division assists 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.

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 ADVISEMENT

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 schedule a study plan 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 the academic calendar 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 Bessmer 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. (Reference: ASSET or Compass planning sheet that was enclosed with his/her acceptance letter from the Admissions Office.)
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 Bessmer 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...
competence, and influence of secretaries throughout the world. Membership offers opportunities for professional development at the local and international levels, research, and scholarship.

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 national 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 related 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 work days 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 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.
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)
- Combination Lockers

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 Refund (receipt required)

Merchandise in new condition must be returned within ten (10) calendar days from purchase date. Merchandise in used condition must be returned within fifteen (15) calendar days from purchase date. The college Bookstore will not accept textbooks returned with torn off

CHANGE OF NAME OR ADDRESS

A student who changes his/her name residence or mailing address is expected 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.

**ELECTRONIC DEVICES**

Using devices such as tape players, radios, beepers, cell phones, or other electronic devices in the student center, hallways, lecture rooms, classrooms, library, or any other place which will interfere with normal activity of the college.

**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 Chief Financial 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.

**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 an 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 regulations apply to 10 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 or 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:

1. 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.

2. 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.

3. 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.

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

5. 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.
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 President’s 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.

DRUG- AND ALCOHOL-FREE CAMPUS

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 away 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.

EQUAL 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.

Bessemer State Technical College complies with nondiscriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964, as amended by 1972 and 1991; Title IX of the Educational Amendment of 1972; Section 504 of the Rehabilitation Act of 1973; Pregnancy Discrimination
Act of 1978, and the Americans with Disabilities Act of 1990, as provided in federal and state laws and in accordance with Alabama State policy.

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 other 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 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 scheduled. 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:
   - Hot molten metals
   - Milling, sawing, turning, shaping, cutting or stamping of any solid materials
   - Heat treatment, tempering or kiln firing of any metal or other materials
   - Gas or electric arc welding
   - Repair or servicing of any vehicle
   - Caustic or explosive materials.

2. Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.

BSTC Policy

It shall be the policy of Bessemer State Technical College that all persons, instructors as well as students, wear protective eye wear while participating in laboratory/shop experiences as described in Alabama Law SS16-1-7.

<table>
<thead>
<tr>
<th>STUDENT CONDUCT</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Code of Conduct</th>
</tr>
</thead>
<tbody>
<tr>
<td>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:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College Documents and Policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Furnishing false or misleading information and/or forging, altering, or misusing college documents, records, or identification cards.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College Sponsored Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>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:</td>
</tr>
</tbody>
</table>

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 session 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 or 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 imposed 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 a 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.

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.

STUDENT GRIEVANCE PROCEDURE

Policy

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 charges(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 chairperson 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 the 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 work days 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.
CURRICULUM
AWARD REQUIREMENTS

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE (AAT)

THE GENERAL EDUCATION CORE FOR ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

Area I:
Written Composition I and II
3-6 Credit Hours

Area II:
Humanities and Fine Arts
3-6 Credit Hours
- Disciplines include: Speech, Fine Arts, Humanities, Literature, and Philosophy
  Requirements prescribe: Minimum of 9 hours in Area I and Area II that could include 6 hours in Written Composition I and II and an additional 3 hours in Humanities, Fine Arts, Literature or Philosophy; or 3 hours in Area I with 3 hours of Speech in Area II, plus 3 additional hours in Humanities, Fine Arts, Literature or Philosophy.

Area III:
Natural Sciences and Mathematics
9 Credit Hours
- Disciplines include: Mathematics and Physics
  Requirements prescribe: Distributed in Mathematics or Science or Computer Science. Minimum of 3 hours in Mathematics is required. One Computer Science course (2 are preferred) or demonstrated computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s) is recommended. Appropriate 100 level courses (or higher) as denoted in The Alabama College System Course Directory may be substituted.

Area IV:
History, Social, and Behavioral Science
3-6 Credit Hours
- Disciplines include: Economics and Psychology.

Minimum General Education Requirements: 18-24 Credit Hours

Area V:
Primary Technical Specialty/Secondary Technical Specialty
58-52 Credit Hours
- Courses appropriate to the degree requirements, primary occupational or technical specialty requirements, core courses, secondary occupational or technical specialty requirements, and electives.

Primary Technical Specialty (Major): A minimum of 28 credit hours in a single content area.
Secondary Technical Specialty (Minor): A minimum of 12 credit hours in another related technical area.

Maximum Program:
Semester Credit Hours: 76 Credit Hours

Semester Credit Hour: 60-76 Credit Hours

DIPLOMA OR LONG CERTIFICATE

The General Education Core for the Diploma or Long Certificate

Area I:
Written Composition I and II
3-6 Credit Hours

Area II:
Humanities and Fine Arts
3-6 Credit Hours
- Speech is required in the diploma program unless provisions for addressing Oral Communication Competencies represent an integral module in a required discipline-specific course.

Area III:
Natural Sciences and Mathematics
6 Credit Hours
- Requirements prescribe: Distributed in Mathematics or Science or Computer Science course (2 are preferred) or demonstrated computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s).

Area IV:
History, Social, and Behavioral Science
0 Credit Hours

Minimum General Education Requirements: 12-18 Credit Hours

General Studies Curricula: 60 Credit Hours

Area V:
Maximum General Education Core, Technical Concentration, and Electives
48-42 Credit Hours
- Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

Maximum Program:
Semester Credit Hours: 60 Credit Hours

Semester Credit Hour: Range by Award 30-60 Credit Hours

SHORT CERTIFICATE

Area I:
Technical Concentration: <26 Credit Hours

General Studies Curricula: 76 Credit Hours

Maximum Program:
Semester Credit Hours: 76 Credit Hours

Semester Credit Hour: 60-76 Credit Hours
## Awards

<table>
<thead>
<tr>
<th>Program</th>
<th>Prefix</th>
<th>Degree</th>
<th>Minor</th>
<th>Credit Hours</th>
<th>Division</th>
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<tbody>
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<td>Accounting Technology</td>
<td>ACT</td>
<td>Certificate</td>
<td>26</td>
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<td></td>
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<tr>
<td>Air Conditioning/Refrigeration</td>
<td>ACR</td>
<td>Certificate</td>
<td>26</td>
<td>Career/Technical</td>
<td></td>
</tr>
<tr>
<td>Automotive Mechanics</td>
<td>AUM</td>
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<td>Transportation</td>
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<tr>
<td>Building Construction</td>
<td>BUC</td>
<td>Certificate</td>
<td>26</td>
<td>Career/Technical</td>
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<tr>
<td>Commercial Art</td>
<td>CAT</td>
<td>Certificate</td>
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<tr>
<td>Computer Science</td>
<td>DPT</td>
<td>Certificate</td>
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<td>Business</td>
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<td>Clerical</td>
<td>CLR</td>
<td>Certificate</td>
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<td>Business</td>
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<td>Diesel Mechanics</td>
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<td>Electrical</td>
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<td>Certificate</td>
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<td>Emergency Medical Technician</td>
<td>EMT</td>
<td>Certificate</td>
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<td>Allied Health</td>
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<tr>
<td>Graphics and Prepress Communications</td>
<td>GPC</td>
<td>Certificate</td>
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<tr>
<td>Horticulture</td>
<td>OHT</td>
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<tr>
<td>Industrial Maintenance</td>
<td>INT</td>
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<tr>
<td>Nursing Assistant</td>
<td>NAS</td>
<td>Certificate</td>
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<td>Office Administration</td>
<td>SET</td>
<td>Certificate</td>
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<td>Welding</td>
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### Two-Year Programs

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<th>Program</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
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<td>67</td>
<td>Business</td>
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<tr>
<td>Automotive Service Technology (Ford, GM, and Toyota)</td>
<td>ASE</td>
<td>A.A.T.</td>
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<td>75</td>
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</tr>
<tr>
<td>Building Construction</td>
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<td>Drafting and Design (CAD)</td>
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### Occupational Technology Programs

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<tr>
<td>Air Conditioning/Refrigeration</td>
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<td>Allied Health</td>
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<tr>
<td>Diesel Mechanics</td>
<td>DEM</td>
<td>A.O.T.</td>
<td>AUM</td>
<td>76</td>
<td>Transportation</td>
</tr>
<tr>
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<td>GPC</td>
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<td>CAT</td>
<td>72</td>
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<td>A.O.T.</td>
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<td>75</td>
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</tbody>
</table>

### Technical and Practical Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Prefix</th>
<th>Degree</th>
<th>Minor</th>
<th>Credit Hours</th>
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<tr>
<td>Air Conditioning/Refrigeration</td>
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</tr>
<tr>
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<td></td>
<td>58</td>
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<tr>
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<td>WDT</td>
<td>Diploma</td>
<td></td>
<td>57</td>
<td>Career/Technical</td>
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</table>
**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.

**PROGRAM ABBREVIATIONS AND AWARDS**

<table>
<thead>
<tr>
<th>Accounting Technology</th>
<th>ACT</th>
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<tbody>
<tr>
<td>Short Certificate, AAT Degree</td>
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<tr>
<td>Short Certificate, Diploma, AOT Degree</td>
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<td>AUM</td>
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<td>Short Certificate, AAT Degree</td>
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<td>General Motors ASEP</td>
<td>ASEP</td>
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<td>Toyota T-TEN</td>
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<td>Industrial Maintenance</td>
<td>ILT</td>
</tr>
<tr>
<td>Certificate, AAT Degree</td>
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</tr>
<tr>
<td>Emergency Medical Technician</td>
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<td>Short Certificate</td>
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<td>Diploma</td>
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<td>Machine Tool Technology</td>
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<td>WDT</td>
</tr>
<tr>
<td>Short Certificate, Diploma, AOT Degree</td>
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</tbody>
</table>

**ACCOUNTING (ACT)**

The Accounting 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.

**SHORT CERTIFICATE**

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
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<tbody>
<tr>
<td>ACT 104 Introduction to Business</td>
<td>3 0 3</td>
</tr>
<tr>
<td>ACT 115 Introduction to Accounting Computer Resources</td>
<td>3 0 3</td>
</tr>
<tr>
<td>ACT 141 Basic Accounting Principles</td>
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<tr>
<td>ACT 142 Advanced Accounting Principles</td>
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<tr>
<td>ACT 146 Microcomputer Accounting</td>
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<tr>
<td>ACT 148 Managerial Accounting</td>
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<tr>
<td>ACT 153 Individual Income Tax</td>
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<td>ACT Elective</td>
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**ASSOCIATE IN APPLIED TECHNOLOGY DEGREE**

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
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<tr>
<td>ACT 104 Introduction to Business</td>
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<tr>
<td>ACT 141 Basic Accounting Principles</td>
<td>3 0 3</td>
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<tr>
<td>ACT 142 Advanced Accounting Principles</td>
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<tr>
<td>ACT 146 Microcomputer Accounting</td>
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<td>ACT 148 Managerial Accounting</td>
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<td>ACT 153 Individual Income Tax</td>
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<td>Select 25 credit hours from the following courses:</td>
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<td>ACT 115 Introduction to Accounting Computer Resources</td>
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</tr>
<tr>
<td>ACT 193 Accounting Co-op*</td>
<td>0 5 1</td>
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<tr>
<td>ACT 194 Accounting Co-op*</td>
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<tr>
<td>ACT 195 Accounting Co-op*</td>
<td>0 15 3</td>
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<tr>
<td>ACT 247 Advanced Accounting Applications on the Microcomputer</td>
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<td>ACT 249 Payroll Accounting</td>
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<tr>
<td>ACT 251 Intermediate Accounting</td>
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<tr>
<td>ACT 252 Accounting Case Studies</td>
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<tr>
<td>ACT 254 Business Income Tax</td>
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<tr>
<td>ACT 256 Cost Accounting</td>
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<tr>
<td>ACT 257 Governmental and Not-for-Profit Accounting</td>
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<tr>
<td>ACT 260 Directed Studies*</td>
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<tr>
<td>ACT 262 Directed Studies*</td>
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</tr>
</tbody>
</table>
This course acquaints a student with American business and taxation. Upon course completion, a student should be able to discuss and apply the basic business principles and competencies, employability skills, and satisfactorily perform work-related competencies.

**COURSE DESCRIPTIONS**

**ACT 104**
**INTRODUCTION TO BUSINESS**
3 credit hours
PREREQUISITE: Regular admission status
This course acquaints a student with American business as a dynamic process. Topics include the private enterprise system, forms of business ownership, marketing, production factors, personnel, labor, finance, and taxation. Upon course completion, a student should be able to discuss and apply the basic business principles.

**ACT 115**
**INTRODUCTION TO ACCOUNTING COMPUTER RESOURCES**
3 credit hours
PREREQUISITE: Regular admission status
This course introduces a student to the computer resources available for use with the accounting program. Emphasis is placed on accounting spreadsheets and financial accounting software packages. Upon course completion, a student should be able to use the computer resources in the accounting program.

**ACT 141**
**BASIC ACCOUNTING PRINCIPLES**
3 credit hours
PREREQUISITE: Regular admission status
This course provides a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is on financial accounting, including the accounting cycle, and financial statement preparation and analysis. Upon course completion, a student should be able to apply basic accounting principles and practices used by service and merchandising enterprises. CORE

**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 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 194**
**ACCOUNTING CO-OP**
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.

**ACT 195**
**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, LLPs and LLCs. Upon course completion, a student should be able to apply federal income tax laws concerning business entities.

ACT 256
COST ACCOUNTING
3 credit hours
PREREQUISITES: 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. 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 relevancy 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 relevancy and student interest and need.

ACT 262
DIRECTED STUDIES
3 credit hours
PREREQUISITE: Determined by instructor
This course is an independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need.

ACT 270
SPECIAL TOPICS
1 credit hour
PREREQUISITE: Determined by instructor
This course allows for specialized, in-depth study. Emphasis is placed on individualized instruction.

ACT 271
SPECIAL TOPICS
2 credit hours
PREREQUISITE: Determined by instructor
This course allows for specialized, in-depth study. Emphasis is placed on individualized instruction.

ACT 272
SPECIAL TOPICS
3 credit hours
PREREQUISITE: Determined by instructor
This course allows for specialized, in-depth study. Emphasis is placed on individualized instruction.

ACT 276
DIRECTED STUDIES
3 credit hours
PREREQUISITE: ACT 152 or determined by instructor
This course allows for specialized, in-depth study. Emphasis is placed on subject relevancy 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 13 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 26-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.

SHORT CERTIFICATE
Course No./Title Theory/Lab/Credit Hours
ACR 111 Refrigeration Principles 1 4 3
ACR 112 HVACR Service Procedures 1 4 3
ACR 115 Heating Systems 2 2 3
ACR 117 Heat Pumps 2 2 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

Study Skills Requirements:
BSS 115 Success and Study Skills 0 2 1
BSS 118 College Study Skills 0 2 1
Total Credit Hours: 26

DIPLOMA
Course No./Title Theory/Lab/Credit Hours
ACR 111 Refrigeration Principles 1 4 3
ACR 112 HVACR Service Procedures 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 130 Computer Assisted HVAC Troubleshooting 0 2 1
ACR 132 Residential Air Conditioning 1 4 3
ACR 134 Ice Machines 1 4 3
ACR 144 Basic Drawing and Blueprint Reading 3 0 3
ACR 203 Commercial Refrigeration 1 4 3
ACR 204 Commercial Air Conditioning 1 4 3
ACR 205 System Sizing/Air Distribution 1 4 3
ACR 206 System Troubleshooting 1 4 3
General Education Requirements:

Area I
Select one of the following courses:
- COM 131 Applied Writing 3 0 3
- ENG 101 English Composition 3 0 3

Area II
Select one of the following courses:
- SPH 106 Fundamentals of Oral Communication 3 0 3
- SPH 116 Introduction to Interpersonal Communication 3 0 3

Area III
- CIS 104 Computer Fundamentals 2 3 3

Optional Related Courses:
- ACR 181 Review for Contractors Exam 3 0 3
- ACR 192 HVAC Internship 0 15 3

Associate of Occupational Technology Degree

General Education Requirements:

Area I
Select one of the following courses:
- ENG 101 English Composition 3 0 3
- COM 131 Applied Writing 3 0 3

Area II
Select one of the following courses:
- SPH 106 Fundamentals of Oral Communication 3 0 3
- SPH 116 Introduction to Interpersonal Communication 3 0 3
- ART 100 Art Appreciation 3 0 3

Select one of the following courses:
- HUM 101 Introduction to Humanities 3 0 3
- PHL 106 Introduction to Philosophy 3 0 3
- PHL 206 Ethics and Society 3 0 3

Area III
Select three of the following courses:
- CIS 104 Computer Fundamentals 2 3 3
- CIS 196 Commercial Software Applications 2 2 3
- MTH 100 Intermediate College Algebra 3 0 3
- MTH 117 College Mathematics with Applications 3 0 3
- VAAH 104 Plane Trigonometry 3 0 3
- PHY 120 Introduction to Physics 3 2 4

Area IV
Select one of the following courses:
- PSY 200 General Psychology 3 0 3
- ECO 231 Principles of Macroeconomics 3 0 3

Area V

Major - Diploma
- Major - 12 Credit Hours
  - Industrial Electronics

Select 12 credit hours from the following courses:
- ETC 111 DC Fundamentals 3
- ETC 112 DC Fundamentals Lab 2
- ILT 154 Residential Wiring 3
- ILT 155 Residential Wiring Lab 2
- ILT 156 Commercial Wiring 3
- ILT 157 Commercial Wiring Lab 2
- LT 170 AC/DC Machinery and Controls 3
- ILT 172 Programmable Logic Controllers 3
- ILT 173 Programmable Logic Controllers Lab 2

Total Credit Hours 55

COURSE DESCRIPTIONS

ACR 117 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 121 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. The 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 HVACR 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 HVAC controls. Upon course completion, a student should be able to understand motor theory and control functions in HVAC equipment. CORE

ACR 130 COMPUTER ASSISTED HVAC TROUBLESHOOTING
1 credit hour
PREREQUISITE: Regular admission status
This course focuses on troubleshooting procedures. Emphasis is placed on the proper use of test equipment and machine/electrical malfunction. Upon completion, students should be able to diagnose and repair service problems in HVAC equipment.
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 144
BASIC DRAWING AND BLUEPRINT READING IN HVAC
3 credit hours
PREREQUISITE: Regular admission status
This course covers basic drawing and blueprint reading as applied to the HVAC industry. Emphasis is on three-view drawings, basic duct systems and isometric piping. Upon course completion, students should be able to perform basic drawings related to HVAC systems and read pertinent blueprints.

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, psychrometrics, installation 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 workplace. 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 204
COMMERCIAL AIR CONDITIONING
3 credit hours
PREREQUISITE: ACR 111
This course focuses on commercial air conditioning systems. Topics include maintenance, repair, and troubleshooting. Upon course completion students should be able to service and repair commercial air conditioning 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.

SHORT CERTIFICATE

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Study Skills Requirements:
BSS 115 Success and Study Skills 0 2 1
BSS 118 College Study Skills 0 2 1
Total Credit Hours: 26

DIPLoma

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General Education Requirements:

Area I
Select one of the following courses:
COM 131 Applied Writing 3 0 3
ENG 101 English Composition 3 0 3
Area I
Select one of the following courses:

- ENO 100 English Composition 3 0 3
- COM 131 Applied Writing 3 0 3

Area II
Select one of the following courses:

- SPH 106 Fundamentals of Oral Communication 3 0 3
- SPH 116 Introduction to Interpersonal Communication 3 0 3

Area III
Select one of the following courses:

- CIS 104 Computer Fundamentals 2 3 3

Select 12 credit hours from the following courses:

- DEM 104 Basic Engines 3
- DEM 105 Preventive Maintenance 3
- DEM 122 Heavy Vehicle Brakes 3
- DEM 123 Pneumatics and Hydraulics 3
- DEM 125 Heavy Vehicle Drive Trains 3
- DEM 126 Advanced Engine Analysis 3
- DEM 127 Fuel Systems 3
- DEM 135 Heavy Vehicle Steering and Suspension 3

**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, safety, service procedures, and the use of shop manuals. Upon course completion, a student should be able to use basic tools and equipment safely 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 electrical service manuals and troubleshooting and diagnostics. Upon course completion, a student should be able to troubleshoot and repair automotive and manual power trains. CORE

AUM 121
BRAKING SYSTEMS
3 credit hours
PREREQUISITE: AUM 111 or determined by instructor
This course provides a detailed study of the principles of hydraulic and mechanical brake 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, 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 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 laws 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

AUM 231
AUTOMATIC TRANSMISSION/TRANSAXLE
3 credit hours
PREREQUISITE: AUM 131 or determined by instructor
This course is designed to provide a working knowledge of the construction and operation of automatic transmissions/transaxles. Topics include the study of torque converters, gear and clutch assemblies, hydraulic and mechanical power flow, and electronic controls. Upon course completion, a student should be able to remove, install and perform basic repairs on automatic transmissions/transaxles.

AUM 291
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 292
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

AUTOMOTIVE SERVICE TECHNOLOGY (ASE)
FORD, GM, AND TOYOTA

The General Motors Automotive Service Education Program (ASEP), the Toyota Technical Education Network (T-TEN) Program, and the Ford Motor Company Automotive Student Service Educational Training Program (ASSET), are two-year automotive programs designed to upgrade the technical competence and professional level of the incoming dealership technician. The curriculum is designed by Ford, GM, and Toyota and Bessemer State Technical College and leads to an Associate in Applied Technology Degree. The program involves attending on-campus classroom and laboratory sessions and on-the-job work experience through a sponsoring dealership. Content of the courses differs in product-specific application as it relates to Ford, GM, and Toyota models.

FORD ASSET
ASSOCIATE IN APPLIED TECHNOLOGY DEGREE
Course No./Title Theory/Lab/Credit Hours
ASE 101 Fundamentals of Automotive Technology 1 4 3
ASE 111 Automotive Electrical Systems 1 4 3
ASE 112 Starting, Charging Systems and Accessories 1 4 3
ASE 121 Braking Systems 1 4 3
ASE 122 Steering, Suspension and Alignment 1 4 3
ASE 123 Engine Principles 1 4 3
ASE 131 Powertrain Fundamentals 1 4 3
ASE 132 Automotive Heating and Air Conditioning 1 4 3
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

General Education Requirements:
Areas I and II
ENG 101 English Composition I 3 0 3

Select one of the following courses:
ENG 102 English Composition II 3 0 3
SPH 106 Fundamentals of Oral Communication 3 0 3
SPH 116 Introduction to Interpersonal Communication 3 0 3
Select one of the following courses:

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<td>PHL 106 Introduction to Philosophy</td>
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Area III

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<tr>
<td>MTH 117 College Mathematics with Applications</td>
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<tr>
<td>PHY 120 Introduction to Physics</td>
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Area IV

Select one of the following courses:

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<td>PSY 200 General Psychology</td>
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<tr>
<td>ECO 231 Principles of Macroeconomics</td>
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Total Credit Hours: 75

**GENERAL MOTORS ASEP**

**ASSOCIATE IN APPLIED TECHNOLOGY DEGREE**

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**TOYOTA T-TEN**

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**TOTAL CREDIT HOURS:** 75

**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**

**ASE 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**
ASE 112
STARTING, CHARGING SYSTEMS AND ACCESSORIES
3 credit hours
PREREQUISITE: Regular admission status
This course is designed to provide the basic knowledge of troubleshooting, maintenance and repair of automotive electrical accessories. It includes the use of special tools when servicing batteries, starting systems, charging and lighting systems. All troubleshooting and maintenance procedures must be in accordance with manufacturer's specifications. CORE

ASE 121
BRAKING SYSTEMS
3 credit hours
PREREQUISITE: ASE 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 braking fundamentals, master cylinders, power assist units, parking brake, lines and valves and anti-lock systems. Upon course completion, a student should be able to repair brake systems. CORE

ASE 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, conventional and rack and pinion steering systems. Upon course completion, a student should be able to make repairs and adjustments to suspension systems. CORE

ASE 123
ENGINE PRINCIPLES
3 credit hours
PREREQUISITE: Regular admission status
This course provides a study of engine construction, operation and service, 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

ASE 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 drivelines, gear ratios, differentials, drive axles, troubleshooting and diagnostics. Upon course completion, a student should be able to troubleshoot, diagnose and repair automotive and manual power trains. CORE

ASE 132
AUTOMOTIVE HEATING AND AIR CONDITIONING
3 credit hours
PREREQUISITE: ASE 111 or determined by instructor
This course covers nomenclature, theory of operation, repairs and service procedures, 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.

ASE 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. Although indicated as 10 contact hours, each student generally works on a full-time basis (40 hours per week) at the dealership. The dealership supervisor completes an evaluation of each student's in-dealership work performance.

ASE 180
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. Although indicated as 10 contact hours, each student generally works on a full-time basis (40 hours per week) at the dealership. The dealership supervisor completes an evaluation of each student's in-dealership work performance.

ASE 222
MANUAL TRANSMISSION/TRANSAXLE
3 credit hours
PREREQUISITE: ASE 131 or determined by instructor
This course includes a study of manual transmission/transaxle components, gear ratios and power flow. Topics include manual and hydraulic clutches and their service and repair. Upon course completion, a student should be able to remove, repair and replace manual transmission/transaxle components.

ASE 223
ENGINE MANAGEMENT SYSTEMS
3 credit hours
PREREQUISITE: ASE 111, ASE 112 and ASE 211 or determined by instructor
This course is designed to provide a working knowledge of the principles or operation, diagnosis and repair of computerized engine control systems. This includes a study of microprocessors, sensors, actuators, and emission control devices and their interaction. All diagnostics and repair procedures must be accomplished in accordance with manufacturer's specifications. CORE

ASE 231
AUTOMATIC TRANSMISSION/TRANSAXLE
3 credit hours
PREREQUISITE: ASE 131 or determined by instructor
This course is designed to provide a working knowledge of the construction and operation of automatic transmissions/transaxles. Topics include the study of torque converters, gear and clutch assemblies, hydraulic and mechanical power flow, and electronic controls. Upon
course completion, a student should be able to remove, install and perform basic repairs on automatic transmissions/transaxles.

ASE 250
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. Although indicated as 10 contact hours, each student generally works on a full-time basis (40 hours per week) at the dealership. The dealership supervisor completes an evaluation of each student’s in-dealership work performance.

ASE 260
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. Although indicated as 10 contact hours, each student generally works on a full-time basis (40 hours per week) at the dealership. The dealership supervisor completes an evaluation of each student’s in-dealership work performance.

BUILDING CONSTRUCTION (BUC)

Bessemer State Technical College teaches the skills, and when coupled with building construction field experience permits graduates to advance to project managers, appraisers, first-line supervisors, estimators, expedients and building inspectors. The Associate Degree in Building Construction Technology begins with blueprint reading, and basic tools and materials. Classes provide opportunities to work on foundations, floors, walls and roofs before moving into commercial construction processes. Students can also select to participate in a cooperative work experience that provides valuable field experience with some of the state’s leading commercial contractors.

In addition to the Associate Degree, the college also offers a 25 credit hour Short Certificate designed to provide entry-level skills in basic construction. Students needing only basic skills can typically accomplish the Short Certificate in two terms. Each of the courses in the certificate program applies toward the Associate Degree if a student decides to continue his or her education.

SHORT CERTIFICATE:
Course No/Title Theory/Lab/Credit Hours
BUC 110 Basic Construction Tools and Materials 2 2 3
BUC 111 Basic Construction Layout 2 2 3
BUC 112 Construction Measurements and Calculations 2 2 3
BUC 113 Basic Construction Blueprint 3 0 3
BUC 122 Intermediate Construction Blueprint 3 0 3

Select two of the following courses:
BUC 115 Roof and Ceiling Framing 2 2 3
BUC 121 Foundations, Floors and Walls 2 2 3
BUC 131 Interior and Exterior Finishes 2 2 3
BUC 141 On-Grade Concrete Applications 2 2 3
BUC 143 Above-Grade Concrete Applications 2 2 3

Select one of the following courses:
BUC 133 Planning Codes and Scheduling 3 0 3
BUC 142 Planning/Estimating I 2 2 3
BUC 220 Special Problems in Building Construction 2 2 3

Study Skills Requirements:
RSS 115 Success and Study Skills 0 2 1
BSS 118 College Study Skills 0 2 1
Total Credit Hours: 26

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE
Course No/Title Theory/Lab/Credit Hours
BUC 110 Basic Construction Tools and Materials 2 2 3
BUC 111 Basic Construction Layout 2 2 3
BUC 112 Construction Measurements and Calculations 2 2 3
BUC 113 Basic Construction Blueprints 3 0 3
BUC 115 Roof and Ceiling Framing 2 2 3
BUC 121 Foundations, Floors and Walls 2 2 3
BUC 122 Intermediate Construction Blueprints 3 0 3
BUC 131 Interior and Exterior Finishes 2 2 3
BUC 132 Advanced Construction Blueprints 3 0 3
BUC 133 Planning, Codes and Scheduling 3 0 3
BUC 141 On-Grade Concrete Applications 2 2 3
BUC 142 Planning/Estimating I 2 2 3
BUC 143 Above-Grade Concrete Applications 2 2 3

Select 6 credit hours from the following:
BUC 162 Basic Construction Metal Working 1 2 2
BUC 210 Current Topics in Building Construction 2 2 3
BUC 212 Basic Construction Drafting 2 2 3
BUC 213 Intermediate Construction Drafting 2 2 3
BUC 220 Special Problems in Building Construction 2 2 3
BUC 236 Cooperative Work Experience 0 5 1
BUC 238 Cooperative Work Experience 0 10 2
DDT 103 Introduction to Computer Aided Drafting 1 4 3

General Education Requirements:
Areas I and II
ENG 101 English Composition I 3 0 3

Select one of the following courses:
ENG 102 English Composition II 3 0 3
SPH 106 Fundamentals of Oral Communication 3 0 3
SPH 116 Introduction to Interpersonal Communication 3 0 3

Area III
Select one of the following courses:
ART 100 Art Appreciation 3 0 3
ENG 251 American Literature 3 0 3
HUM 101 Introduction to Humanities 3 0 3
PHL 106 Introduction to Philosophy 3 0 3
PHL 206 Ethics and Society 3 0 3

Select three of the following courses:
CIS 104 Computer Fundamentals 2 3 3
CIS 196 Commercial Software Applications 2 2 3
MTH 100 Intermediate College Algebra 3 0 3
MAH 104 Plane Trigonometry 3 0 3
MAH 112 Pre-calculus Algebra 3 0 3
MTH 117 College Mathematics with Applications 3 0 3
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

BUC 115

ROOF AND CEILING FRAMING
3 credit hours
PREREQUISITE: BUC 110 or determined by instructor
This course focuses on construction framing above the wall-plate line. 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

BUC 121

FOUNDATIONS, FLOORS AND WALLS
3 credit hours
PREREQUISITE: BUC 110 or determined by instructor
This course focuses on the basic foundation systems and construction framing. Topics include site identification, installation of foundations, wooden floors and wall systems. Upon course completion, a student should be able to properly locate a structure, layout a foundation excavation, and perform basic construction framing procedures for wooden floors and wall systems. CORE

BUC 122

INTERMEDIATE CONSTRUCTION BLUEPRINT
3 credit hours
PREREQUISITE: BUC 113 or determined by instructor
This course emphasizes advanced residential and basic commercial blueprints. Topics include construction materials and specifications for light-frame construction and various commercial applications. Upon course completion, a student should be able to read, with an advanced level of understanding, sets of residential blueprints and possess basic knowledge relative to multiple commercial applications.

BUC 131

INTERIOR AND EXTERIOR FINISHES
3 credit hours
PREREQUISITE: BUC 110 or determined by instructor
This course is designed to provide a student an in-depth understanding of interior framing for finishes and finish applications. Topics include interior and exterior wall coverings, cornices, gable-end framing, interior and exterior finishes for cornices, doors, and hardware installation. Upon course completion, a student should be able to frame cornices and apply interior and exterior finishes to walls and overheads and doors.

BUC 132

ADVANCED CONSTRUCTION BLUEPRINT
3 credit hours
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 town houses, 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.

BUC 133

PLANNING, CODES AND SCHEDULING
3 credit hours
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.
Emphasis is on new technology and procedures. Upon course completion, a student should be able to apply new technologies and procedures.

**BUC 236**  
**COOPERATIVE WORK EXPERIENCE**  
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.

**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.

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**BUC 210**  
**CURRENT TOPICS IN BUILDING CONSTRUCTION**  
3 credit hours  
PREREQUISITE: Determined by instructor  
This course focuses on current trends and emerging technologies in construction trades. Emphasis is placed on, but not limited to, field engineering, ironwork, concrete system design, materials and methods of construction, supervision, construction scheduling, sketching for builders, craft foremanship, and the total station. Upon completion, students should have developed new skills in areas of specialization.

**BUC 212**  
**BASIC CONSTRUCTION DRAFTING**  
3 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 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 213**  
**INTERMEDIATE CONSTRUCTION DRAFTING**  
3 credit hours  
PREREQUISITE: BUC 111 or determined by instructor  
This course introduces basic planning and detailing for residential and light commercial construction. Topics include structural member selection, drafting expressions and special detailing. Upon course completion, a student should be able to produce a set of working drawings for a small residence.

**BUC 220**  
**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.

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**BUILDING MAINTENANCE (BLM)**

Building Maintenance courses include theory, laboratory experiences and live-work projects relative to the repair, alteration and modernization of existing structures. These courses do not require a high school diploma or GED.

**COURSES ONLY**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLM 110</td>
<td>Principles of Electricity for HVACR</td>
<td>1 5 3</td>
</tr>
<tr>
<td>BLM 112</td>
<td>Refrigeration Principles</td>
<td>1 5 3</td>
</tr>
<tr>
<td>BLM 114</td>
<td>HVACR Service Procedures</td>
<td>1 5 3</td>
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<tr>
<td>BLM 116</td>
<td>Heating System Maintenance</td>
<td>1 5 3</td>
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<tr>
<td>BLM 118</td>
<td>Basic Plumbing, Repair, Maintenance, and installation</td>
<td>1 5 3</td>
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<tr>
<td>BLM 120</td>
<td>Introduction to Blueprint Reading</td>
<td>1 5 3</td>
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<tr>
<td>BLM 122</td>
<td>Introduction to Electricity</td>
<td>1 5 3</td>
</tr>
<tr>
<td>BLM 124</td>
<td>Basic Electrical Wiring</td>
<td>1 5 3</td>
</tr>
<tr>
<td>BLM 126</td>
<td>Construction Basics</td>
<td>1 5 3</td>
</tr>
<tr>
<td>BLM 128</td>
<td>Interior Maintenance</td>
<td>1 5 3</td>
</tr>
<tr>
<td>BLM 130</td>
<td>Exterior Maintenance</td>
<td>1 5 3</td>
</tr>
<tr>
<td>BLM 141</td>
<td>Pipes and Fittings</td>
<td>1 5 3</td>
</tr>
<tr>
<td>BLM 142</td>
<td>Pressure and Non-pressure Plumbing Systems</td>
<td>1 5 3</td>
</tr>
</tbody>
</table>

**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. NDC

**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. NDC
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/refill refrigerants and demonstrate safe, correct service procedures, which comply with the no-venting laws. NDC

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. NDC

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. NDC

BLM 120
INTRODUCTION TO BLUEPRINT READING
3 credit hours
PREREQUISITE: Regular admission status
This 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, scale various drawings, and identify different types of lines, symbols and notations. NDC

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. NDC

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; over current 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. NDC

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. Upon course completion, a student should be able to identify construction tools, materials, equipment and safety procedures. NDC

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. NDC

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. NDC

BLM 141
PIES AND FITTINGS
3 credit hours
PREREQUISITE: BLM 118 or determined by instructor
This course focuses on joining and installing pipe and fittings. Topics include methods of joining pipe and fittings, sanitary drainage, vent piping and methods of securing piping. Upon course completion, a student should be able to install pipes and fittings, identify and properly care for tools and use various types of pipe securing and drainage devices. NDC

BLM 142
PRESSURE AND NON-PRESSURE PLUMBING SYSTEMS
3 credit hours
PREREQUISITE: BLM 141 or determined by instructor
This course covers pressure and non-pressure systems including piping for potable water, drainage, waste, vent, gas, and air and water. Topics include types of plumbing systems and system design and size. Upon course completion, a student should be able to install, test, service and repair liquid and gas supply systems, including plumbing fixtures and related appliances. NDC
The Clerical/Data Entry program can be completed in two terms. The program is designed to prepare students for employment in the data entry area. The courses offer hands-on training on several popular software packages. These courses do not require a high school diploma or GED.

### SHORT CERTIFICATE

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLR 100 Basic Keyboarding</td>
<td>2 4 3</td>
</tr>
<tr>
<td>CLR 104 Advanced Keyboarding</td>
<td>2 4 3</td>
</tr>
<tr>
<td>CLR 130 Electronic Calculations</td>
<td>2 4 3</td>
</tr>
<tr>
<td>CLR 232 Electronic Office</td>
<td>2 4 3</td>
</tr>
<tr>
<td>CLR 243 Spreadsheet Applications</td>
<td>2 4 3</td>
</tr>
<tr>
<td>CLR 244 Database Concept</td>
<td>2 4 3</td>
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<tr>
<td>CLR 245 Data Entry</td>
<td>2 4 3</td>
</tr>
<tr>
<td>CLR 247 Special Projects</td>
<td>2 4 3</td>
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</tbody>
</table>

Study Skills Requirements:
- BSS 115 Success and Study Skills 0 2 1
- BSS 118 College Study Skills 0 2 1
- Total Credit Hours 26

Optional Related Course:
- CLR 116 Microcomputer Applications 2 4 3

### COURSE DESCRIPTIONS

#### CLR 100
**Basic Keyboarding**
3 credit hours
**PREREQUISITE:** Regular admission status
This course is designed to develop touch keyboard 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. 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. NDC

#### CLR 116
**Microcomputer Applications**
3 credit hours
**PREREQUISITE:** Regular admission status
This introductory course is designed to explore the most common software applications for microcomputers. Emphasis is on commercial software used for business applications. Upon course completion, a student should be able to demonstrate the ability to use applicable software. NDC

#### CLR 130
**Electronic Calculations**
3 credit hours
**PREREQUISITE:** Determined by instructor
This course teaches the ten-key touch system. Emphasis is on basic mathematical functions. Upon completion, the student should be able to demonstrate an acceptable rate of speed and accuracy to solve problems based on typical business applications. NDC

#### CLR 232
**Electronic Office**
3 credit hours
**PREREQUISITE:** Determined by instructor
This course is designed to enable a student to develop skill in the use of integrated software through classroom instruction and outside lab. Emphasis is on the use of computerized equipment, software, networking, and communications technology. Upon course completion, a student should be able to satisfactorily perform a variety of office tasks using current technology. 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

#### CLR 245
**Data Entry**
3 credit hours
**PREREQUISITE:** Determined by instructor
This course focuses on the use of computerized equipment and software in performing data-entry tasks. Emphasis is on the basic features of data-entry software, terminology, and proper file and disk management procedures. Upon course completion, the student should be able to perform data-entry applications. NDC

#### CLR 247
**Special Projects**
3 credit hours
**PREREQUISITE:** Determined by instructor
This course is an in-depth study of topics of special interest under the direct supervision of instructor. Emphasis is on the use of modern technology to study, research and improve skills in a specialized office support area. Upon course completion, a student should be able to demonstrate enhanced knowledge and/or skills gained through an individualized project. NDC
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 freelance 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 take students to another skill level in print and digital advertising. Advanced students can also participate in cooperative work experiences that provide valuable field experience in Birmingham area companies.

The college also offers a 26 credit hour Short Certificate in intensive program of study in advertising design that can usually be completed in two terms.

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.

<table>
<thead>
<tr>
<th>SHORT CERTIFICATE</th>
<th>Course No./Title Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT 111</td>
<td>Introduction to Computers in Commercial Art 1 4 3</td>
</tr>
<tr>
<td>CAT 112</td>
<td>Color Theory and Design 1 4 3</td>
</tr>
<tr>
<td>CAT 114</td>
<td>Introduction to Computer Graphics 1 4 3</td>
</tr>
<tr>
<td>CAT 122</td>
<td>Technical Processes 1 4 3</td>
</tr>
<tr>
<td>CAT 128</td>
<td>Basic Electronic Page Layout 1 4 3</td>
</tr>
<tr>
<td>CAT 130</td>
<td>Principles of Design 1 4 3</td>
</tr>
<tr>
<td>CAT 132</td>
<td>Basic Advertising Design 1 4 3</td>
</tr>
<tr>
<td>CAT 142</td>
<td>Intermediate Advertising Design 1 4 3</td>
</tr>
</tbody>
</table>

Study Skills Requirements:

BSS 115 Success and Study Skills 0 2 1
BSS 118 College Study Skills 0 2 1

Total Credit Hours: 26

DIPLOMA

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 118 | Design Drawing 1 4 3 |
| CAT 122 | Technical Processes 1 4 3 |
| CAT 123 | Computer Drawing 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 |
| CAT 150 | Advanced Advertising Design 1 4 3 |

Select 9 credit hours from the following:

| CAT 126 | Typesetting Fundamentals 1 4 3 |
| CAT 140 | Photography 1 4 3 |
| CAT 152 | Digital Photography 1 4 3 |
| CAT 153 | Black and White Photography 1 4 3 |
| CAT 154 | Basic Photography Studio 1 4 3 |
| CAT 155 | Photography Studio Fashion 1 4 3 |
| CAT 156 | Advertising Photography Studio 1 4 3 |
| CAT 157 | Photo Marketing 1 4 3 |
| CAT 158 | Photojournalism 1 4 3 |
| CAT 160 | Portfolio 1 4 3 |
| CAT 162 | Basic Photo Airbrush 1 4 3 |
| CAT 164 | Advanced Photo Airbrush 1 4 3 |
| CAT 170 | Web Site Development 1 4 3 |
| CAT 180 | Current Topics in Commercial Art 1 4 3 |
| CAT 182 | 3D Graphics and Animation 1 4 3 |
| CAT 191 | CO-OP Work Experience 0 5 1 |
| CAT 192 | CO-OP Work Experience 0 10 2 |

General Education Requirements:

Area I

Select one of the following courses:

| COM 131 | Applied Writing 3 0 3 |
| ENG 101 | English Composition 3 0 3 |

Area II

Select one of the following courses:

| SPH 106 | Fundamentals of Oral Communication 3 0 3 |
| SPH 116 | Introduction to Interpersonal Communication 3 0 3 |

Area III

Select one of the following courses:

| MTH 100 | Intermediate College Algebra 3 0 3 |
| MTH 117 | College Mathematics with Applications 3 0 3 |

Area IV

Select one of the following courses:

| MAH 104 | Plane Trigonometry 3 0 3 |
| PHY 120 | Introduction to Physics 3 2 4 |

Area V

Major - Diploma

Commercial Art

Minor - 12 Credit Hours Graphics and Prepress

Select 12 Credit Hours

| GPC 112 | Introduction to the Graphic Industry 3 |
| GPC 116 | Technical Graphics 3 |
| GPC 120 | Computer Graphics 3 |
| GPC 130 | Electronic Page Production 3 |
| GPC 132 | Advanced Electronic Page Production 3 |
| GPC 134 | Digital Prepress 3 |
| GPC 150 | Basic Printing and Press Operations 3 |
| GPC 152 | Advanced Printing and Press Operations 3 |
| GPC 156 | Portfolio 3 |
| GPC 180 | Current Topics in Graphics and Printing Communications 3 |
| GPC 191 | Cooperative Work Experience 1 |
| GPC 192 | Cooperative Work Experience 2 |

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 CMYK 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, manipulation and output. Upon completion students should be able to use the industry standard image editing software package.

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. CORE

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 print-ready publications and web publishing. Topics include equipment, materials and techniques used to produce comprehensives and mechanicals, basic scanning, and digital image creating. Upon course completion, a student should be able to recognize and evaluate quality line art and halftone representations for film, prints, transfers, and scans for use in traditional press production, electronic prepress applications and web publishing. CORE

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 edit 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 development of the typography form-from historic pictography representation to modern type styles and high-resolution electronic image setting. Upon course completion, a student should be able to demonstrate basic keyboarding skills for computer typesetting systems and applications, type-type specifications, measurement and text proofing.

CAT 128
ELECTRONIC PAGE LAYOUT AND ASSEMBLY
3 credit hours
PREREQUISITE: CAT 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.

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. CORE

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. CORE

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 advance design concepts and assignments. Emphasis is placed on various 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. CORE

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 introduces a student to advanced printing methods and techniques. Topics include printing with filters, high contrast and fine art photographic papers. Upon course completion, a student should be able to apply special effects such as posterization, 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 photographic lights, electronic flash systems, hot-shoe and strobe lighting. Upon course completion, a student should be able to demonstrate single-portrait posing, couple posing, glamour portraiture 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
3 credit hours
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
ADVANCED PHOTO AIRBRUSH
3 credit hours
PREREQUISITE: CAT 140 and CAT 162 or determined by instructor
This course is an introduction to manual 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 160
PORTFOLIO
3 credit hours
PREREQUISITE: CAT 150 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 quality work for job interviews.

CAT 161
BASIC PHOTO AIRBRUSH
3 credit hours
PREREQUISITE: Regular admission status
This course is an introduction to manual 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 162
ADVANCED PHOTO AIRBRUSH
3 credit hours
PREREQUISITE: CAT 140 and CAT 162 or determined by instructor
This course is a study of photo retouching and manipulation and advanced airbrush techniques. Emphasis is placed on color "block-out," dye spotting techniques, and dry painting methods. Upon course completion, a student should be able to manipulate photographs for advertising purposes and use special effects for fine art photography.

CAT 163
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 164
CURRENT TOPICS IN COMMERCIAL ART
3 credit hours
PREREQUISITE: Regular admission status
This course provides a survey of current trends in the commercial art industry. Emphasis is placed on perspective drawing, watercolor and medical illustration, typography design and font management, comic art and computer animation, digital graphics and advanced computer graphics. Upon course completion, a student should be able to demonstrate skills in graphic illustration and the newest technology for the industry.

CAT 165
3D GRAPHICS AND ANIMATION
3 credit hours
PREREQUISITE: CAT 111 or determined by instructor
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 166
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.

CAT 167
CO-OP WORK EXPERIENCE
2 credit hours
PREREQUISITE: Determined by instructor
This course provides work experience with a college-approved employer in an area related to the 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.
**ASSOCIATE IN APPLIED TECHNOLOGY DEGREE**

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.

**SHORT CERTIFICATE**

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
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<tbody>
<tr>
<td>DPT 111 COBOL Programming</td>
<td>2 2 3</td>
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<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>
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<tr>
<td>DPT 156 Commercial Software Application</td>
<td>2 2 3</td>
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<tr>
<td>DPT 230 Database</td>
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<tr>
<td>DPT 245 Spreadsheets</td>
<td>2 3 3</td>
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<tr>
<td>DPT 258 Visual BASIC</td>
<td>2 2 3</td>
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</table>

**STUDY SKILLS REQUIREMENTS:**

- BSS 115 Success and Study Skills 0 2 1
- BSS 118 College Study Skills 0 2 1

Total Credit Hours: 26

<table>
<thead>
<tr>
<th>Optional Related Course</th>
<th>Theory/Lab/Credit Hours</th>
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<tbody>
<tr>
<td>DPT 152 C++ Programming</td>
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**ASSOCIATE IN APPLIED TECHNOLOGY DEGREE**

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<tr>
<td>DPT 113 Networking Technologies</td>
<td>3 0 3</td>
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<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>
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<tr>
<td>DPT 143 Introduction to Multimedia Development</td>
<td>2 2 3</td>
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<tr>
<td>DPT 150 Micro Operating Systems</td>
<td>2 2 3</td>
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<tr>
<td>DPT 156 Commercial Software Application</td>
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<td>DPT 211 Advanced COBOL Programming</td>
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<tr>
<td>DPT 224 Enterprise Network Design</td>
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<td>DPT 230 Database</td>
<td>2 2 3</td>
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<tr>
<td>DPT 231 Advanced Database</td>
<td>2 2 3</td>
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<tr>
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<tr>
<td>DPT 258 Visual BASIC</td>
<td>2 2 3</td>
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</tbody>
</table>

**GENERAL EDUCATION REQUIREMENTS:**

- Areas I and II
  - ENG 101 English Composition I 3 0 3
  - Select one of the following courses:
    - ENG 102 English Composition II 3 0 3
    - SPH 106 Fundamentals of Oral Communication 3 0 3
    - SPH 116 Introduction to Interpersonal Communication 3 0 3

**STUDY SKILLS REQUIREMENTS:**

- BSS 115 Success and Study Skills 0 2 1
- BSS 118 College Study Skills 0 2 1

Total Credit Hours: 26

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</table>

**COBOL PROGRAMMING**

3 credit hours

**PREREQUISITIE:** Determined by instructor

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

**NETWORKING TECHNOLOGIES**

3 credit hours

**PREREQUISITIE:** 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 152
C++ PROGRAMMING
3 credit hours
PREREQUISITE: MAH 090 or permission of instructor
This course introduces the fundamental concepts of basic microcomputer operation. Topics include tree structures, files, and disk utilities. Upon completion, each student should demonstrate a mastery of microcomputer operation.

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 196
COMMERCIAL SOFTWARE APPLICATION
3 credit hours
PREREQUISITE: Regular admission status
This is a "hands-on" introduction to software packages, languages, and utility programs currently in use. Each section covers one software package, with credit being received for each different package. Upon course completion, a student should demonstrate competency in selected skills for the software used in the course.

DPT 211
ADVANCED COBOL PROGRAMMING
3 credit hours
PREREQUISITE: DPT 111 or determined by instructor
This course is a continuation of DPT 111--COBOL Programming. Topics include sorts, sequential, index processing and sub-program use. This course requires outside laboratory time and each student is required to demonstrate a mastery of COBOL at the advanced level.

DPT 224
ENTERPRISE NETWORK DESIGN
3 credit hours
PREREQUISITE: DPT 121 or 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 replication 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.

DPT 245
SPREADSHEETS
3 credit hours
PREREQUISITE: Determined by instructor
This course is an introduction to spreadsheet concepts. Students learn basic editing, manipulation techniques using formulas, built-in functions, graphs and database capabilities. This course requires outside laboratory time and each student is required to demonstrate a mastery of spreadsheets.

DPT 258
VISUAL BASIC
3 credit hours
PREREQUISITE: DPT 158 or determined by instructor
This course is an introduction to the programming language Visual BASIC. Emphasis is on object oriented languages and the basic fundamentals of BASIC programming in a graphical environment. This course requires outside laboratory time. Each student is required to demonstrate a mastery of BASIC.

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

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 should learn four handed chair-side techniques, methods of sterilization and disinfecting, 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.

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 Practice 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:

<table>
<thead>
<tr>
<th>Area I</th>
<th>Select one of the following courses:</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition 3 0 3</td>
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<tr>
<td>COM 131</td>
<td>Applied Writing 3 0 3</td>
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<thead>
<tr>
<th>Area II</th>
<th>Select one of the following courses:</th>
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<tbody>
<tr>
<td>SPH 106</td>
<td>Fundamentals of Oral Communication 3 0 3</td>
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<tr>
<td>SPH 116</td>
<td>Introduction to Interpersonal Communication 3 0 3</td>
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<tr>
<th>Area III</th>
<th>Select one of the following courses:</th>
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<tbody>
<tr>
<td>MTH 100</td>
<td>Intermediate College Algebra 3 0 3</td>
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<tr>
<td>MTH 117</td>
<td>College Mathematics with Applications 3 0 3</td>
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<table>
<thead>
<tr>
<th>Area IV</th>
<th>Select one of the following courses:</th>
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<tbody>
<tr>
<td>PSY 200</td>
<td>General Psychology 3 0 3</td>
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<tr>
<td>ECO 231</td>
<td>Principles of Macroeconomics 3 0 3</td>
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<table>
<thead>
<tr>
<th>Area V</th>
<th>Major - Diploma</th>
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</thead>
<tbody>
<tr>
<td>Dental Assisting Minor - 12 Credit Hours</td>
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<tr>
<td>Office Administration</td>
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<table>
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<tr>
<th>Select 12 Credit Hours</th>
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<tr>
<td>SET 101</td>
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<td>SET 104</td>
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<th>COURSE DESCRIPTIONS</th>
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<tr>
<td>DAT 100</td>
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</tbody>
</table>

**INTRODUCTION TO DENTAL ASSISTING**

**2 credit hours**

PREREQUISITE: Regular admission status

This course is designed to provide an introduction to dentistry and the history of dentistry, dental equipment, dental auxiliaries, psychology application to dentistry, personal and certification requirements, legal and ethical considerations, and work ethics and communication skills. Emphasis is placed on the Alabama Dental Practice Act and OSHA Standards. Upon course completion, a student should be able to discuss basic aspects of dentistry. CORE

**DAT 101**

**PRE-Clinical Procedures**

**3 credit hours**

PREREQUISITE: Regular admission status

This course is designed to introduce chair side assisting including concepts of four-handed dentistry, sterilization techniques, dental instruments, anesthesia, operative dentistry, and dental specialties. Emphasis will be placed on preparation of a student for clinical dental assisting. Upon course completion, a student should be able to perform dental assisting skills in a clinical setting.

**DAT 102**

**Dental Materials**

**3 credit hours**

PREREQUISITE: Regular admission status

This course is designed to study the characteristics, manipulation, and application of dental materials ordinarily used in the dental office. Each student will be given intra- and extra-oral technical tasks to perform. Upon course completion, a student should be able to take and pour alginate impressions, trim study models, construct custom trays and temporary crowns, prepare and place restorative material, and manipulate cements and impression materials.

**DAT 103**

**Anatomy and Physiology for Dental Assisting**

**3 credit hours**

PREREQUISITE: Regular admission status

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 chair side assisting.

DAT 116  
PRE-Clinical Procedures II  
2 credit hours  
PREREQUISITE: DAT 101  
This course is a continuation of Pre-Clinical Procedures II. 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 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 provides an opportunity to develop advanced dental assisting skills in chair side 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 chair side 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 chair-side assisting. Upon course completion, a student should be able to demonstrate skills in the area of Infection Control and OSHA Guidelines. CORE

DIESEL MECHANICS (DEM)  
The Diesel Mechanics program is designed to train mechanics that 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.

SHORT CERTIFICATE  
Course No./Title Theory/Lab/Credit Hours  
DEM 104 Basic Engines 1 4 3  
DEM 105 Preventive Maintenance 1 4 3  
DEM 111 Safety, Tools and Management 1 5 3  
DEM 122 Heavy Vehicle Brakes 1 4 3  
DEM 125 Heavy Vehicle Drive Trains 1 4 3  
DEM 135 Heavy Vehicle Steering and Suspension 1 4 3  
DEM 136 Electrical Systems 1 4 3  
DEM 137 Heating and AC Systems 1 4 3  
Study Skills Requirements:  
BSS 115 Success and Study Skills 0 2 1  
BSS 118 College Study Skills 0 2 1  
Total Credit Hours: 26

DIPLOMA  
Course No./Title Theory/Lab/Credit Hours  
DEM 104 Basic Engines 1 4 3  
DEM 105 Preventive Maintenance 1 4 3  
DEM 111 Safety, Tools and Management 1 5 3  
DEM 122 Heavy Vehicle Brakes 1 4 3  
DEM 123 Pneumatics and Hydraulics 1 4 3  
DEM 124 Electronic Engine Systems 1 4 3  
DEM 125 Heavy Vehicle Drive Trains 1 4 3  
DEM 126 Advanced Engine Analysis 1 4 3  
DEM 127 Fuel Systems 1 4 3  
DEM 135 Heavy Vehicle Steering and Suspension 1 4 3  
DEM 136 Electrical Systems 1 4 3  
DEM 137 Heating and AC Systems 1 4 3  
DEM 150 Dealership Work Experience 0 10 2  
DEM 160 Dealership Work Experience 0 10 2  
DEM 170 Dealership Work Experience 0 10 2  
DEM 250 Dealership Work Experience 0 10 2  
DEM 260 Dealership Work Experience 0 10 2
Area I
Select one of the following courses:
- COM 131 Applied Writing 3 0 3
- ENG 101 English Composition 3 0 3

Area II
Select one of the following courses:
- SPH 106 Fundamentals of Oral Communication 3 0 3
- SPH 116 Introduction to Interpersonal Communication 3 0 3

Area III
Select one of the following courses:
- CIS 104 Computer Fundamentals 2 3 3
- CIS 196 Commercial Software Applications 2 2 3

Select one of the following courses:
- MTH 100 Intermediate College Algebra 3 0 3
- MTH 117 College Mathematics 3 0 3

Total Credit Hours 58

ASSOCIATE OF OCCUPATIONAL TECHNOLOGY DEGREE

General Education Requirements:

Area I
Select one of the following courses:
- ENG 101 English Composition 3 0 3
- COM 131 Applied Writing 3 0 3

Area II
Select one of the following courses:
- SPH 106 Fundamentals of Oral Communication 3 0 3
- SPH 116 Introduction to Interpersonal Communication 3 0 3

Select one of the following courses:
- ART 100 Art Appreciation 3 0 3
- HUM 101 Introduction to Humanities 3 0 3
- PHL 106 Introduction to Philosophy 3 0 3
- PHL 206 Ethics and Society 3 0 3

Area III
Select three of the following courses:
- CIS 104 Computer Fundamentals 2 3 3
- CIS 196 Commercial Software Applications 2 2 3
- MTH 100 Intermediate College Algebra 3 0 3
- MAH 104 Plane Trigonometry 3 0 3
- MTH 117 College Mathematics with Applications 3 0 3
- PHY 120 Introduction to Physics 3 2 4

COURSES DESCRIPTIONS

DEP 104
BASIC ENGINES
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 repair hydraulic system components.

DEP 105
PREVENTIVE MAINTENANCE
3 credit hours
PREREQUISITE: Determined by instructor
This course provides instruction on how to plan, develop and install preventive maintenance and reliability strategies. Descriptions of various maintenance techniques for specialized programs are discussed and emphasized. Upon completion, students should be able to diagnose, test, and repair diesel engines.

DEP 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 safety in vehicle repair.

DEP 121
EQUIPMENT SAFETY/MECHANICAL FUNDAMENTALS
3 credit hours
PREREQUISITE: Regular admission status
This course provides instruction in the fundamentals of vehicle operation and safety when basic service work is to be performed in the shop. Topics include service manuals, mechanical fundamentals, preventive maintenance, and component adjustment. Upon course completion, a student should be able to demonstrate knowledge of the fundamentals of vehicle operation and safety in the shop.

DEP 122
HEAVY VEHICLE BRAKES
3 credit hours
PREREQUISITE: DEM 136
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. CORE

DEP 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, adjust, and repair hydraulic system components.

DEP 124
ELECTRONIC ENGINE SYSTEMS
3 credit hours
PREREQUISITE: DEM 127 and DEM 136
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.
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.

DEM 125
HEAVY VEHICLE DRIVE TRAINS
3 credit hours
PREREQUISITE: DEM 136
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.

DEM 126
ADVANCED ENGINE ANALYSIS
3 credit hours
PREREQUISITE: DEM 104
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. CORE

DEM 127
FUEL SYSTEMS
3 credit hours
PREREQUISITE: DEM 104
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.

DEM 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

DEM 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.

DEM 137
HEATING AND AC SYSTEMS
3 credit hours
PREREQUISITE: DEM 136
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.

DEM 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.

DEM 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.

DEM 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. The dealership supervisor completes an evaluation of each student's in-dealership work performance.
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, manufacturing, or estimating. The Associate Degree program begins with an introduction to computers and basic drafting skills. Advanced students have the opportunity to study manufacturing processes, Computer Aided Manufacturing (CAM), solids modeling, architectural, Graphics Information System (GIS), mechanical, structural, and 3D graphics and animation.

Unique to the program is the fact that within the department a student will take an item from conception, to a 3D model, to the actual production of the item in the milling process.

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

CERTIFICATE

Course No/Title Theory/Lab/Credit Hours

DDT 103 Introduction to Computer Aided Drafting (CAD) 2 2 3
DDT 111 Fundamentals of Drafting and Design Technology 1 4 3
DDT 112 Introductory Technical Drawing 1 4 3
DDT 117 Manufacturing Processes 1 4 3
DDT 121 Intermediate Technical Drawing 1 4 3
DDT 122 Advanced Technical Drawing 1 4 3
DDT 123 Intermediate CAD 2 3 3
DDT 131 Machine Drafting Basics 1 4 3
DDT 211 Intermediate Machine Drafting 1 4 3
DDT 233 Solids Modeling 2 2 3
DDT 235 Specialized CAD/CAM Applications 2 4 3

Select 3 credit hours from the following:

DDT 118 Basic Electrical Drafting 1 4 3
DDT 132 Architectural Drafting 1 4 3
DDT 228 Geographic Information Systems (GIS) 1 4 3
DDT 238 Piping/Welding: Special Topics in CAD 1 4 3
DDT 267 Co-op Work Experience 0 5 1
DDT 268 Co-op Work Experience 0 10 2

General Education Requirements:

Area I

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
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</table>

Area II

Select one of the following courses:

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>DDT 104</td>
<td>Fundamentals of Design and Technology</td>
</tr>
<tr>
<td>DDT 112</td>
<td>Introduction to Technical Drawing</td>
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</table>

Area III

Select two of the following courses:

<table>
<thead>
<tr>
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<th>Theory/Lab/Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MTH 100</td>
<td>Intermediate College Algebra</td>
</tr>
<tr>
<td>MTH 104</td>
<td>Plane Trigonometry</td>
</tr>
<tr>
<td>PHY 120</td>
<td>Introduction to Physics</td>
</tr>
</tbody>
</table>

Total Credit Hours: 48

ASSOCIATE IN APPLIED TECHNOLOGY

Course No/Title Theory/Lab/Credit Hours

DDT 103 Introduction to Computer Aided Drafting (CAD) 2 3 3
DDT 111 Fundamentals of Design and Technology 1 4 3
DDT 112 Introduction to Technical Drawing 1 4 3
DDT 117 Manufacturing Processes 1 4 3
DDT 121 Intermediate Technical Drawing 1 4 3
DDT 122 Advanced Technical Drawing 1 4 3
DDT 123 Intermediate CAD 2 3 3
DDT 131 Machine Drafting Basics 1 4 3
DDT 211 Intermediate Machine Drafting 1 4 3
DDT 225 Structural Steel Drafting 1 4 3
DDT 232 CAD Customization 2 3 3
DDT 233 Solids Modeling 2 3 3
DDT 234 3D Graphics and Animation 2 3 3
DDT 235 Specialized CAD/CAM Applications 2 4 3

Select 6 credit hours from the following:

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</thead>
<tbody>
<tr>
<td>DDT 118</td>
<td>Basic Electrical Drafting</td>
</tr>
<tr>
<td>DDT 132</td>
<td>Architectural Drafting</td>
</tr>
<tr>
<td>DDT 228</td>
<td>Geographic Information Systems (GIS)</td>
</tr>
<tr>
<td>DDT 238</td>
<td>Piping/Welding: Special Topics in CAD</td>
</tr>
<tr>
<td>DDT 267</td>
<td>Co-op Work Experience</td>
</tr>
<tr>
<td>DDT 268</td>
<td>Co-op Work Experience</td>
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</table>

General Education Requirements:

Areas I and II

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<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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Select one of the following courses:

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<th>Theory/Lab/Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
</tr>
<tr>
<td>SPH 106</td>
<td>Fundamentals of Oral Communication</td>
</tr>
<tr>
<td>SPH 116</td>
<td>Introduction to Interpersonal Communication</td>
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</table>

Select one of the following courses:

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<td>ART 100</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>ENG 251</td>
<td>American Literature</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Introduction to Humanities</td>
</tr>
<tr>
<td>PHL 106</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>PHL 206</td>
<td>Ethics and Society</td>
</tr>
</tbody>
</table>

Area III

<table>
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<td>MAH 104</td>
<td>Plane Trigonometry</td>
</tr>
<tr>
<td>PHY 120</td>
<td>Introduction to Physics</td>
</tr>
</tbody>
</table>

Area IV

Select one of the following courses:

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 200</td>
<td>General Psychology</td>
</tr>
<tr>
<td>ECO 231</td>
<td>Principles of Macroeconomics</td>
</tr>
</tbody>
</table>

Total Credit Hours: 70

COURSE DESCRIPTIONS

DDT 103
INTRODUCTION TO COMPUTER AIDED DRAFTING
3 credit hours

PREREQUISITE: Regular admission status

This course provides an introduction to basic Computer-Aided Design and Drafting (CAD) functions and techniques, using hands-on applications. Topics include terminology, hardware, basic DOS and Windows functions, file manipulation, and basic CAD software applications in producing softcopy and hardcopy. Upon course completion, a student should be able to identify and select CAD hardware, employ basic DOS and Windows functions, handle basic text and drawing files, and produce acceptable hard copy on a CAD system. CORE

DDT 111
FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY
3 credit hours

PREREQUISITE: Regular admission status

This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching. Upon course completion, a student should develop and use safe work habits, identify and properly use common drafting tools and equipment, construct geometric figures, and sketch basic orthographic views of objects. CORE
DDT 112
INTRODUCTORY TECHNICAL DRAWING
3 credit hours
PREREQUISITE: DDT 111 or determined by instructor
This course covers drawing reproduction and orthographic projection and sectioning. Emphasis will be placed on the theory as well as the mechanics of orthographic projection and shape description, the relationship of orthographic planes and views, the views and their space dimensions, the application of the various types of sections, and drawing reproduction. Upon course completion, a student should have an understanding of orthographic projection and be able to identify orthographic planes, produce orthographic views of objects, apply the various sectioning techniques and methods, and reproduce drawings. CORE

DDT 117
MANUFACTURING PROCESSES
3 credit hours
PREREQUISITE: Regular admission status
This course in materials and processes includes the principles and methodology of material selection, application, and manufacturing processes. Emphasis is directed to solids to include material characteristics, castings, forging, and die assemblies. Upon course completion, a student should be able to discuss and understand the significance of materials properties, structure, basic manufacturing processes, and express and interpret material specifications.

DDT 118
BASIC ELECTRICAL DRAFTING
3 credit hours
PREREQUISITE: DDT 103, DDT 111, DDT 112 or determined by instructor
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.

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 tolerance practices including Geometric Dimensioning and Tolerance for 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 Tolerance, 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 121,122, DDT 123 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 dimension, and specify basic residential architectural construction drawings.
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 235
SPECIALIZED CAD/CAM APPLICATIONS
3 credit hours
PREREQUISITE: Determined by instructor
This course introduces alternative CAD application software and alternative platforms, and can serve as a means of introducing third party programs that work in conjunction with a specific CAD application. Topics include various Graphical User Interfaces (GUIs) and how to navigate them, as well as how to use a third party application to make working in a specific CAD package easier and more productive. Upon completion, students should be able to use more than one CAD software package to produce hardcopy and use third party software to make certain tasks easier with a specific CAD program.

DDT 237
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 238
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 267
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 in 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 268
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.

ELECTRONICS (ILT)
Electronics technicians are in demand and an Advisory Committee from the greater Birmingham area electronics industry approves Bessemer State Technical College's courses. 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 Microelectronics, 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. Most major computer related companies use this nationally recognized certification as hiring criteria. 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 computer specializations and all five apply toward an Associate Degree in Electronics.

SHORT CERTIFICATE (ELECTRICAL)
Course No./Title Theory/Lab/Credit Hours
ETC 111 DC Fundamentals 2 2 3
ETC 112 DC Fundamentals Lab 0 6 3
ETC 123 Principles of Electronics AC 2 3 3
ILT 154 Residential Wiring 3 0 3
ILT 155 Residential Wiring Lab 0 4 2
ILT 156 Commercial Wiring 3 0 3
ILT 157 Commercial Wiring Lab 0 4 2
ILT 158 Industrial Wiring 3 0 3
ILT 159 Industrial Wiring Lab 0 4 2
Study Skills Requirements:
BSS 115 Success and Study Skills 0 2 1
BSS 116 College Study Skills 0 2 1
Total Credit Hours: 26

CERTIFICATE (ELECTRICAL)
Course No./Title Theory/Lab/Credit Hours
ETC 111 DC Fundamentals 2 2 3
ETC 112 DC Fundamentals Lab 0 6 3
ETC 123 Principles of Electronics AC 2 2 3
ETC 141 Digital Fundamentals 3 0 3
ETC 142 Digital Fundamentals Lab 0 6 3
ILT 154 Residential Wiring 3 0 3
ILT 155 Residential Wiring Lab 0 4 2
ILT 156 Commercial Wiring 3 0 3
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<tr>
<td>ILT 158 Industrial Wiring</td>
<td>3 0 3</td>
</tr>
<tr>
<td>ILT 159 Industrial Wiring Lab</td>
<td>0 4 2</td>
</tr>
<tr>
<td>ILT 170 AC/DC Machinery and Controls</td>
<td>2 3 3</td>
</tr>
<tr>
<td>ILT 176 Solid State Devices</td>
<td>3 0 3</td>
</tr>
<tr>
<td>ILT 177 Solid State Devices Lab</td>
<td>0 4 2</td>
</tr>
<tr>
<td>ILT 172 Programmable Logic Controllers Lab</td>
<td>3 0 3</td>
</tr>
<tr>
<td>ILT 173 Programmable Logic Controllers</td>
<td>0 4 2</td>
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**General Education Requirements:**

**Area I**

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<td>ENG 101 English Composition</td>
<td>3 0 3</td>
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</table>

**Area II**

Select one of the following courses:

- SPH 106 Fundamentals of Oral Communication 3 0 3
- SPH 116 Introduction to Interpersonal Communication 3 0 3
- PHY 120 Introduction to Physics 3 2 4

**TOTAL CREDIT HOURS** 55

**ASSOCIATE IN APPLIED TECHNOLOGY DEGREE (ELECTRONICS)**

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                | 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 3 3                   |
- ILT 176 Solid State Devices                        | 3 0 3                   |
- ILT 177 Solid State Devices Lab                    | 0 4 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**

**Microelectronics**

- ILC 150 Industrial Automatic Controls              | 3 0 3                   |
- ILT 151 Industrial Automatic Controls Lab          | 0 6 3                   |
- ILC 160 Proportional Circuits                      | 3 0 3                   |
- ILC 161 Proportional Circuits Lab                  | 0 4 2                   |
- ILC 172 Programmable Logic Controllers             | 3 0 3                   |
- ILT 173 Programmable Logic Controllers Lab        | 0 4 2                   |

**Industrial Electronics**

- ILT 174 Proportional Circuits Lab                 | 0 4 2                   |

**General Education Requirements:**

**Area I**

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**Area II**

Select one of the following courses:

- SPH 106 Fundamentals of Oral Communication      | 3 0 3                   |
- SPH 116 Introduction to Interpersonal Communication 3 0 3
- PHY 120 Introduction to Physics 3 2 4

**TOTAL CREDIT HOURS** 47
This course is a study of alternating current (AC). Topics include its measurements, sine wave function 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.

**ETC 141 DIGITAL FUNDAMENTALS**
3 credit hours

PREREQUISITE: ETC 111 or determined by instructor

This course focuses on digital circuit fundamentals. Topics include number systems, Boolean Algebra, gates, registers, counters, and decoders. Upon completion, students should be able to use the numbering systems to convert from binary, 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 focus on digital circuit fundamentals. Topics include 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 test 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 test equipment.

**ETC 123 PRINCIPLES OF ELECTRONICS AC**
3 credit hours

PREREQUISITE: ETC 111 or determined by instructor

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

**ILT 151 INDUSTRIAL AUTOMATIC CONTROLS LAB**
2 credit hours

COREQUISITE: I LT 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.
This lab focuses on commercial electrical work. 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.

**COMMERCIAL WIRING**

2 credit hours

**COREQUISITE:** ILT 154

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.

**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.

**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.

**INDUSTRIAL WIRING LAB**

2 credit hours

**COREQUISITE:** ILT 158

This lab includes hand and power tools, fasteners, precision measuring tools, lubrication principles, and uses of fluids, pipe and controlling flow. Upon course completion, a student should be able to apply principles of safety with hand and power tools for millwrights and mechanics.

**INDUSTRIAL MECHANICS 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.

**INDUSTRIAL MECHANICS**

3 credit hours

**PREREQUISITE:** Regular admission status

This course includes rigging, abrasives, heat treatment of seals, and analysis of vibrations. Upon course completion, a student should be able to apply principles of extensive maintenance electricity and troubleshooting techniques.

**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.

**HYDRAULICS/PNEUMATICS LAB**

2 credit hours

**COREQUISITE:** ILT 168

This lab covers 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.

**BASIC HYDRAULICS**

3 credit hours

**PREREQUISITE:** ILT 169

This course provides a student with knowledge in AC/DC machinery. 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.
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 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 course 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: ETC 111 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 photo-diodes. 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 180
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 201
INDUSTRIAL ELECTRONICS
3 credit hours
PREREQUISITE: ETC 141 or determined by instructor
This course covers applications of electronics in the industry with a major emphasis on microprocessors as applied to data acquisition and machine control. Topics include A/D and D/A conversion, signal conditioning, sensors and transducers, control devices, stepper motors, and microprocessor interfacing. Upon course completion, a student should be able to describe the operation of various sensors, signal conditioning, A/D and D/A conversion, control devices, and perform necessary calculations.

ILT 202
INDUSTRIAL ELECTRONICS LAB
2 credit hours
COREQUISITE: ILT 201
This course demonstrates the concepts, devices, and applications of electronics in industrial processes. Upon course completion, a student should be able to construct, evaluate, and calibrate basic industrial sensing and control circuits.

ILT 207
RF COMMUNICATIONS
3 credit hours
PREREQUISITE: ILT 121 or determined by instructor
This course introduces the concepts of communications systems. Topics include: communications fundamentals, AM transmitters and receivers, FM transmitters and receivers, AM and FM transceivers, pulse modulation, antenna design, and advanced communication systems. Upon completion of this course, the student should be able to describe the operation of various RF circuits and calculate all parameters.

ILT 208
RF COMMUNICATIONS LAB
3 credit hours
COREQUISITE: ILT 207
This course verifies basic radio frequency theories through experimentation. Upon completion of this course and RF communications, students should be able to construct various RF circuits and make necessary measurements and adjustments.

ILT 211
TROUBLESHOOTING TECHNIQUES
3 credit hours
PREREQUISITE: ILT 121 or determined by instructor
This course focuses on the systematic approach to solving problems. Emphasis is placed on instrument failures and their interaction with process downtime. Upon completion, students should be able to solve problems on a process simulator or in an actual setting.

ILT 213
ADVANCED PNEUMATICS LAB
2 credit hours
COREQUISITE: ILT 212 or determined by instructor
This lab includes actuators, vacuum systems, and air-driven and motor-driven pumps. Upon course completion, a student should be able to apply principles of air valve designs and describe the physical structure of typical pneumatic systems.

ILT 227
NATIONAL ELECTRICAL CODE
2 credit hours
PREREQUISITE: Determined by instructor
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.

ILT 229
PC REPAIR (A+ Certification II)
3 credit hours
PREREQUISITE: ILT 129 or determined by instructor
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.

ILT 230
PC REPAIR (A+ Certification II Lab)
2 credit hours
COREQUISITE: ILT 229
This course allows the student to practice using the proper procedure discussed in the theory course. Students will repair computers following the proper procedures covered. This course will help prepare the student for the A+ Certification. Upon completion of this course, the student should be able to repair a personal computer.

ILT 231
NATIONAL ELECTRICAL CODE
3 credit hours
PREREQUISITE: Determined by instructor
This course introduces students to the National Electric Code. Emphasis is placed on locating 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.
EMERGENCY MEDICAL TECHNICIAN (EMT)

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 Basic and Intermediate Examinations. The Alabama Department of Postsecondary Education and the Alabama Department of Public Health approve the program.

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 1 2 2
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

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 introduction to emergency medical care; the well-being of the EMT-Basic; medical/legal and ethical issues; the human body; baseline vital signs; SAMPLE history; lifting and moving; airway management; ambulance operations; gaining access; an overview of hazardous materials, incident management systems, mass casualty situations, and triage; state and local EMS rules/regulations. 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 the following as related to the EMT-Basic: 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 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 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 general pharmacology; respiratory emergencies; cardiovascular emergencies; diabetic emergencies; including the use of a digital glucometer/altered mental status; allergic reactions; poisoning/overdose emergencies; environmental emergencies; behavioral emergencies; obstetrics; and infants/children. 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 143
EMT BASIC CLINICAL COMPETENCIES
1 credit hour
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. 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 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 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 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 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 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 183
ADVANCED PSYCHOMOTOR COMPETENCIES
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
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 students 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
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
GENERAL EDUCATION COURSES

COMPUTER SCIENCE (CIS)
CIS 104
COMPUTER FUNDAMENTALS
3 credit hours
Prerequisite: Regular admission status
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. Code C

CIS 196
COMMERCIAL SOFTWARE APPLICATIONS
3 credit hours
Prerequisite: Regular admission status
This is a ‘hands on’ introduction to software packages, languages, and utility programs currently in use. Each offering focuses on one software package, with credit being received for each different package. Upon completion, students will demonstrate competency in selected skills for the software used in the course. Code C

ECONOMICS (ECO)
ECO 231
PRINCIPLES OF MACROECONOMICS
3 credit hours
Prerequisite: Regular college admission
This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade. Code A

ENGLISH (BSR, SSS, COM, ENG)
BSR 070
ESSENTIAL READING SKILLS
2 credit hours
Prerequisite: College placement test score
This course is designed for those with limited reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, learning strategies, and decoding skills. Upon course completion, a student should be able to demonstrate competence in the skills required for BSR 090.

BSR 090
INTRODUCTION TO COLLEGE READING
2 credit hours
Prerequisite: BSR 070 or appropriate college placement test score
This course introduces effective reading and inferential thinking skills. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon course completion, each student should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context.

BSR 092
BASIC COMMUNICATION SKILLS
3 credit hours
Prerequisite: Appropriate college placement test score
This course introduces basic writing skills and basic grammar. Emphasis is placed on the composing process of sentences and paragraphs in standard American written English. Each student will demonstrate these skills chiefly through the writing of well-developed, multi-sentence paragraphs.

COM 101
ENGLISH COMPOSITION I
3 credit hours
Prerequisite: A grade of "C" or better in ENG 101 or equivalent
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. Code A

COM 102
ENGLISH COMPOSITION II
3 credit hours
Prerequisite: A grade of "C" or better in ENG 101 or equivalent
English Composition II provides instruction and practice in the writing of six (6) formal essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides the information in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage. Code A

ENG 251
AMERICAN LITERATURE I
3 credit hours
Prerequisite: ENG 102 or equivalent
This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Code A
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 100</td>
<td>ART APPRECIATION</td>
<td>3</td>
<td>Regular admission status</td>
<td>This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original works of art. Upon completion, students should understand the fundamentals of art; the materials used and have a basic overview of the history of art. Code A</td>
</tr>
<tr>
<td>ORN 103</td>
<td>ORIENTATION</td>
<td>3</td>
<td>Regular admission status</td>
<td>This course offers topics on studying, test anxiety, note-taking, memory improvement, time management and organizational skills.</td>
</tr>
<tr>
<td>MAH 090</td>
<td>BASIC MATHEMATICS</td>
<td>3</td>
<td>Appropriate mathematics placement test score</td>
<td>This is a developmental course reviewing arithmetical principles and computations designed to help a student's mathematical proficiency for selected curriculum entrance. NCA</td>
</tr>
<tr>
<td>MAH 091</td>
<td>DEVELOPMENTAL ALGEBRA I</td>
<td>3</td>
<td>MAH 090 or appropriate mathematics placement test score</td>
<td>This developmental course provides a student with a review of arithmetic and algebraic skills designed to provide sufficient mathematical proficiency necessary for entry into either Elementary Algebra or Intermediate College Algebra depending upon the mathematics placement score. NCA</td>
</tr>
<tr>
<td>MAH 092</td>
<td>DEVELOPMENTAL ALGEBRA II</td>
<td>3</td>
<td>MAH 091 or appropriate mathematics placement test score</td>
<td>This developmental course is the second in a sequence that provides a student with a review of arithmetic and algebraic skills designed to provide sufficient mathematical proficiency necessary for entry into either Elementary Algebra or Intermediate College Algebra depending upon the mathematics placement score. NCA</td>
</tr>
<tr>
<td>MTH 100</td>
<td>INTERMEDIATE COLLEGE ALGEBRA</td>
<td>3</td>
<td>MAH 092 or appropriate mathematics placement test score</td>
<td>This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. Code B</td>
</tr>
<tr>
<td>MAH 104</td>
<td>PLANE TRIGONOMETRY</td>
<td>3</td>
<td>MTH 100</td>
<td>This course emphasizes such topics as the solution of triangles, vectors, geometric concepts and complex numbers. Code C</td>
</tr>
<tr>
<td>MAH 112</td>
<td>PRECALCULUS ALGEBRA</td>
<td>3</td>
<td>MTH 100</td>
<td>This course emphasizes the algebra of functions, including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction. Code A</td>
</tr>
<tr>
<td>MTH 117</td>
<td>COLLEGE MATHEMATICS WITH APPLICATIONS</td>
<td>3</td>
<td>MAH 092 or appropriate mathematics placement score</td>
<td>This is an applied course designed to meet mathematics requirements for some students in certificate and two-year terminal programs. Emphasis is placed on percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. Code C</td>
</tr>
<tr>
<td>PHL 106</td>
<td>INTRODUCTION TO PHILOSOPHY</td>
<td>3</td>
<td>Regular admission status</td>
<td>This course offers topics on studying, test anxiety, note-taking, memory improvement, time management and organizational skills.</td>
</tr>
<tr>
<td>PHL 112</td>
<td>PRECALCULUS ALGEBRA</td>
<td>3</td>
<td>MTH 100</td>
<td>This course emphasizes the algebra of functions, including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction. Code A</td>
</tr>
</tbody>
</table>
**PHL 206**  
**ETHICS AND SOCIETY**  
3 credit hours  
Prerequisite: Regular admission status  
This course involves the study of ethical issues that confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues. Code A

**PHY 120**  
**INTRODUCTION TO PHYSICS**  
3 credit hours  
Prerequisite: Appropriate math placement  
This course provides an introduction to general physics for non-science majors. Topics include fundamentals of mechanics, properties of matter, heat, and temperature; electricity and magnetism; optics; and modern physics. Laboratory is required. Code A

**PSY 200**  
**GENERAL PSYCHOLOGY**  
3 credit hours  
Prerequisite: Regular admission status  
This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality. Code A

**SPH 106**  
**FUNDAMENTALS OF ORAL COMMUNICATION**  
3 credit hours  
Recommendation: Successful completion of ENG 101  
Speech 106 is a performance course that includes the principles of human communication: interpersonal and public. It surveys current communication theory and provides practical application. Code A

**SPH 116**  
**INTRODUCTION TO INTERPERSONAL COMMUNICATION**  
3 credit hours  
Prerequisite: Regular admission status  
This course is an introduction to the basic principles of interpersonal communication. Code A

**STUDY SKILLS (BSS)**  
**BSS 115**  
**SUCCESS AND STUDY SKILLS**  
1 credit hour  
Prerequisite: As required by college  
This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal setting, and critical thinking. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan. Code C

**GRAPHICS AND PREPRESS COMMUNICATIONS (GPC)**  
Bessemer State Technical College offers both the industry standard Diploma and a 26 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 printing. Advanced students can participate in cooperative work courses that 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.

### CODES

- **CODE A** = AGSC approved transfer courses in Areas I-IV that are common to all institutions.
- **CODE B** = Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.
- **CODE C** = Potential Area V transfer courses that are subject to approval by respective receiving institutions.

### SHORT CERTIFICATE

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
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<tbody>
<tr>
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<td>GPC 122</td>
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<td>Basic Electronic Page Layout and Assembly</td>
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<td>Electronic Page Production</td>
</tr>
<tr>
<td>GPC 134</td>
<td>Digital Prepress</td>
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**Study Skills Requirements:**  
BSS 115 Success and Study Skills 0 2 1  
BSS 118 College Study Skills 0 2 1  
**Total Credit Hours:** 26

### DIPLOMA

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<td>Advanced Electronic Page Production</td>
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<td>GPC 170</td>
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<tr>
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<tr>
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<td>Basic Printing and Press Operations</td>
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<tr>
<td>GPC 152</td>
<td>Advanced Printing and Press Operations</td>
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<tr>
<td>GPC 160</td>
<td>Portfolio</td>
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<tr>
<td>Internships</td>
<td>Select three of the following courses:</td>
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<td>GPC 191</td>
<td>Cooperative Work Experience</td>
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<td>GPC 192</td>
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<td>COM 131</td>
<td>Applied Writing</td>
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<td>ENG 101</td>
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<td>Select one of the following courses:</td>
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<td>CIS 195</td>
<td>Commercial Software Applications</td>
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<td>MTH 100</td>
<td>Intermediate College Algebra</td>
</tr>
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<td>MTH 117</td>
<td>College Mathematics with Applications</td>
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<td>Total Credit Hours</td>
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<td>ASSOCIATE OF OCCUPATIONAL TECHNOLOGY DEGREE</td>
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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 provides an introduction and overview of the graphic arts and printing 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, manipulation and output. 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 is an advanced digital imaging software course. Emphasis is placed on the various tools and capabilities of
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 techniques used to produce comprehensives and mechanicals, basic scanning, and digital image creating. Upon course completion, a student should be able to recognize and evaluate quality line art and halftone representations for film, prints, transfers, and scans for use in traditional press production, electronic prepress applications and web publishing. CORE

GPC 124
COMPUTER DRAWING
3 credit hours
PREREQUISITE: GPC 111 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, correct and preflight files; strip digital files for prepress, correct line art and grayscale images and trap color images. Upon course completion, a student should be able to demonstrate basic keyboarding skills for computer typesetting systems and applications, text/typography specifications, measurements and text proofing. CORE

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 historic pictography representations to modern type styles and high-resolution electronic image setting. Upon course completion, a student should be able to demonstrate basic keyboarding skills for computer typesetting systems and applications, text/typography 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
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, 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, correct and preflight files; strip digital files for prepress, correct line art and grayscale images and trap 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, 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.

GPC 180
CURRENT TOPICS IN GRAPHICS AND PRINTING COMMUNICATIONS
3 credit hours
PREREQUISITE: Regular admission status
This course provides a survey of current trends in the graphic communications and printing 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 182
3D GRAPHICS AND ANIMATION
3 credit hours
PREREQUISITE: GPC 111 or determined by instructor
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 that is applied to design projects. Upon course completion, a student should be able to create and animate graphics in a three-dimensional environment.
GPC 191
COOPERATIVE WORK EXPERIENCE
1 credit hour
PREREQUISITES: GPC 132 or determined by instructor
This course provides a student with relevant work experience in the industry. Emphasis is placed on production in a work setting. Upon course completion, a student should be able to understand job responsibilities, work for a company, and apply industry standards.

GPC 192
COOPERATIVE WORK EXPERIENCE
2 credit hours
PREREQUISITES: GPC 132 or determined by instructor
This course provides a student with relevant work experience in the industry. Emphasis is placed on production in a work setting. Upon course completion, a student should be able to understand job responsibilities, work for a company, and apply industry standards.

HORTICULTURE, ORNAMENTAL (OHT)

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, a 26 credit hour Short Certificate in Horticulture, and a Certificate of Completion for each Turf Management course completed. 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 culture are also offered to provide students with the knowledge necessary for a rewarding career. Laboratory experiences 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.

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:
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 139 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

Study Skills Requirements:
BSS 115 Success and Study Skills 0 2 1
BSS 118 College Study Skills 0 2 1
Total Credit Hours: 26

American Society of Horticultural Science (ASHS) Grant is available to students who are members of the Horticulture Program and who have completed the Short Certificate.

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

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 4 4
OHT 201 Horticultural Business Management 3 0 3
OHT 211 Greenhouse Crop Production 1 4 3
OHT 215 Landscape Maintenance 1 2 2
OHT 222 Advanced Studies in Horticulture 0 1 2

Select 10 credit hours from the following:
OHT 223 Turf Machinery 1 2 2
OHT 151 Irrigation Systems 1 2 2
OHT 167 Golf Course Maintenance 2 2 3
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 1 3 3
OHT 292 Cooperative Education in Horticulture 1 3 3

General Education Requirements:

Area I and II
ENG 101 English Composition I 3 0 3

Select one of the following courses:
ENG 102 English Composition II 3 0 3
SPH 106 Fundamentals of Oral Communication 3 0 3

SPH 116 Introduction to Interpersonal Communication 3 0 3

Select one of the following courses:
ART 100 Art Appreciation 3 0 3
ENS 251 American Literature 3 0 3
HUM 101 Introduction to Humanities 3 0 3
PHL 106 Introduction to Philosophy 3 0 3
PHL 206 Ethics and Society 3 0 3

Area III
Select three of the following courses:
CIS 104 Computer Fundamentals 3 0 3
CIS 196 Commercial Software Applications 2 3 3
MTH 100 Intermediate College Algebra 3 0 3
MAH 104 Plane Trigonometry 3 0 3
MAH 112 Pre-calculus Algebra 3 0 3
MTH 117 College Mathematics with Applications 3 0 3
Upon course completion, a student should be able to identify and demonstrate appropriate methods of reproducing plants from seeds, cuttings, and layering.

This course is a study of seed production, root formation, fertility management programs, wound healing, and other practical phases of plant propagation. Upon course completion, a student should be able to develop soil management practices related to the use of fertilizers. This course focuses on all aspects of producing, plants in a nursery. Topics include soil and other media for plant 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.

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.

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.

This course is a study of ornamental plant pests affecting the production and maintenance of ornamental plants. Emphasis is on arthropods, 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.

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.

This course is a study of soil properties and the needs based on current and intended use. Upon course completion, a student should be able to demonstrate the appropriate use of each plant.

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.

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.
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 221  
SEMINAR IN HORTICULTURE  
2 credit hours  
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 meets individually with the instructor and agrees on the project goals and outcomes.

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.

TRF 110  
INTRODUCTION TO HORTICULTURE SCIENCE  
3 credit hours  
PREREQUISITE: Regular admission status  
This course introduces students to botany, genetics, and plant nomenclature. Topics include an overview of the horticultural industry and career opportunities. Upon course completion, students will be able to perform basic tasks associated with employment in the horticultural industry. CORE

TRF 115  
SOIL SCIENCE AND MANAGEMENT FOR TURFGRASS PRODUCTION  
3 credit hours  
PREREQUISITE: Regular admission status  
This course is a study of soil properties and the management practices related to the production of turfgrass and landscape plants. Soil classification and mapping are emphasized in relation to fertilizer needs and current and intended use. Upon course completion, students will be able to identify problems in specific soil areas and will be able to determine how to manage these problems with minimum damage to the environment.

TRF 116  
TURF GRASS AND LANDSCAPE FERTILIZERS  
3 credit hours  
PREREQUISITE: Regular admission status  
This course is a study of the use of fertilizers on turfgrass and landscape plants. Emphasis is placed on fertilizer needs based on current use and desired level of appearance. Upon course completion, students will be able to develop fertility management programs for specific soil areas for maximum effect without environmental degradation.

TRF 125  
TURF MANAGEMENT  
3 credit hours  
PREREQUISITE: Regular admission status  
This course is the study of all major southern lawn and sport grasses, their establishment and maintenance. Topics include turf equipment, fertilizers, insect and disease problems, and mowing techniques. Upon course completion, students will be able to evaluate the quality of an existing turf area and prescribe a maintenance program for turf used for lawns, playing fields and parks. CORE

TRF 141  
PESTICIDES  
3 credit hours  
PREREQUISITE: Regular admission status  
This course is a study of chemicals commonly used to assist in the management of pest problems on crops, ornamental plants, and turf areas. Topics include selection of pesticide, storage of chemicals, state test and license, mixing of chemicals, and calibration of equipment. Upon course completion, students will be able to select and safely apply pesticides.

TRF 151  
GOLF COURSE MANAGEMENT  
3 credit hours  
PREREQUISITE: Regular admission status  
This course covers turfgrass types, mowing techniques, sodding, seeding, irrigation systems, and pest control pertinent to golf courses. Topics include fairway and green maintenance, equipment use, purchase, leasing, and maintenance. The student will learn to develop an annual calendar for scheduling the major phases of golf course management.

TRF 156  
NURSERY PRODUCTION  
3 credit hours  
PREREQUISITE: Regular admission status  
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, students will be able to demonstrate proficiency in all phases of nursery plant productions. CORE
These courses provide specialized instruction in various areas related to turf management. Emphasis is placed on meeting students' needs.

TRF 281
SPECIAL TOPICS IN TURF MANAGEMENT
3 credit hours
PREREQUISITES: Regular admission status
These courses provide specialized instruction in various areas related to turf management. Emphasis is placed on meeting students' needs.

TRF 209
PEST MANAGEMENT
3 credit hours
PREREQUISITE: Regular admission status
This course focuses on insect and disease pests affecting turfgrass. Emphasis is on pest identification, cultural control and chemical control. Upon course completion, students will be able to identify common insect pests and disease symptoms and will be able to develop appropriate pest and disease control plans. CORE

INDUSTRIAL MAINTENANCE TECHNICIAN (INT)

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 boring and welding equipment; and identify equipment components and their applications in industrial environments. The program is usually completed in five semesters/terms.

PREREQUISITE: Regular admission status

INT 100 INTRODUCTION TO PROCESS TECHNOLOGY
3 credit hours
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 101 INDUSTRIAL PROCESS EQUIPMENT AND FITTINGS
3 credit hours
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 102 INDUSTRIAL PROCESS EQUIPMENT AND FITTINGS LAB
3 credit hours
PREREQUISITE: INT 101
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 103 INDUSTRIAL PROCESS EQUIPMENT AND FITTINGS LAB
3 credit hours
PREREQUISITE: INT 101
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 104 INDUSTRIAL PROCESS EQUIPMENT AND FITTINGS LAB
3 credit hours
PREREQUISITE: INT 101
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 105 INDUSTRIAL MECHANICS
3 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 MEASUREMENTS
3 credit hours
PREREQUISITE: INT 109 or determined by instructor
This course focuses on craft-related mathematics and process control theory. Topics include elements, transistors, transducers, displacers, controllers, recorders, control valves, and actuating and electrical devices. Upon completion, a student should be able to understand process control theory and apply the related calculations. CORE

INT 116
INDUSTRIAL MEASUREMENTS LAB
3 credit hours
COREQUISITE: INT 115
This course provides a student with practical experience in process control theory. Emphasis is placed on connecting and calibrating transistors, transducers, displacers, controllers, 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 procedures needed for safe and proper repair of hydraulic systems used with industrial production equipment. Topics include maintenance and troubleshooting procedures; hydraulic system maintenance and troubleshooting techniques; effects of heat, leakage, and contamination on components and system operation; component maintenance and troubleshooting; reading and interpreting system diagrams; and design and troubleshooting of hydraulic circuits and systems. Upon course completion, 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 optic alignment equipment, vibration testing and analysis, data collection, job safety, tool safety, systems analysis, preventive maintenance procedures and tasks, and predictive maintenance concepts. Upon 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 provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation; maintenance and troubleshooting; and piping systems and their installation. Upon course completion, 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 provides instruction in the layout and installation of production equipment and the use of rigging and installation tools. Topics include the use of wire rope, chain and metal-mesh, 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 207
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 208
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 instrument failures and their interaction with process down time. 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, HVACR systems, and air compressors. Upon course completion, a student should demonstrate the ability to repair and maintain utilities systems in an industrial setting. CORE
LICENCED PRACTICAL NURSING (LPN)

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
1-800-669-1656 Ext. 153

DIPLOMA

<table>
<thead>
<tr>
<th>Course No./Title</th>
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<tr>
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<tr>
<td>LPN 105 Fundamentals of Nursing</td>
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<tr>
<td>LPN 108 Psychosocial Adaptation/</td>
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<tr>
<td>Human Relation</td>
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<tr>
<td>Medical Terminology</td>
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<td>LPN 118 Mental Health Concepts</td>
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<td>LPN 124 Family Centered Nursing</td>
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<td>LPN 133 Geriatric Nursing Concepts</td>
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<td>LPN 140 NCLEX-PN Examination Review</td>
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<td>LPN 142 Adult Health III</td>
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<td>LPN 145 Current Issues/Role Transition</td>
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<td>LPN 152 Adult Health IV</td>
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Optional Courses:

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<tr>
<td>LPN 107 Directed Study for LPN</td>
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<tr>
<td>LPN 112 Health Assessment</td>
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General Education Requirements:

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<td>COM 103 Introductory Technical English</td>
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<tr>
<td>MAH 116 Mathematical Applications</td>
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| Total Credit Hours                      | 48                      |

COURSE DESCRIPTIONS

LPN 103 NURSING INFORMATICS

2 credit hours

PREREQUISITE: Determined by instructor

Nursing informatics 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 OR CO-REQUISITE: 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.
This course is designed to provide students the 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 pre-constructed 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)

**LPN 113**  
**BODY STRUCTURE & FUNCTION/MEDICAL TERMINOLOGY**  
4 credit hours  
PREREQUISITE: Determined by instructor  
This course is designed to enable the student to acquire a basic knowledge of the normal structure and function of the human body. Major content focuses 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

**LPN 118**  
**MENTAL HEALTH CONCEPTS**  
2 credit hours  
PREREQUISITE: Determined by instructor  
This course is designed to provide an overview of psychosocial adaptation and coping concepts used throughout the life span. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, the student will demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process. CORE

**LPN 124**  
**FAMILY CENTERED NURSING**  
6 credit hours  
PREREQUISITE: LPN 104, LPN 105, LPN 113  
This course is designed to utilize the nursing process to focus on the childbearing and childrearing 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

**LPN 133**  
**GERIATRIC NURSING CONCEPTS**  
2 credit hours  
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)

**LPN 140**  
**NCLEX-PN EXAMINATION REVIEW**  
1 credit hour  
PREREQUISITE: Determined by instructor  
This course is designed to assist the student to prepare for the practical nursing licensure examination (NCLEX-PN). Emphasis is placed on test-taking skills, computer assisted simulations and practice tests, development of a prescriptive plan for remediation, and review content specific to the practice of practical nursing. (REQUIRED)
### 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>
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<tbody>
<tr>
<td>MTI 101 Basic Machining Technology</td>
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<tr>
<td>MTI 102 Intermediate Machining Technology</td>
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<tr>
<td>MTI 104 Basic Machining Calculations</td>
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<tr>
<td>MTI 111 Introduction to Computer Numerical Control</td>
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<tr>
<td>MTI 112 Basic Computer Numerical Control Turning</td>
<td>2 4 3</td>
</tr>
<tr>
<td>MTI 113 Basic Computer Numerical Control Milling</td>
<td>2 4 3</td>
</tr>
<tr>
<td>MTI 121 Basic Blueprint Reading for Machinists</td>
<td>2 4 3</td>
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<tr>
<td>MTI 122 Advanced Blueprint Reading for Machinists</td>
<td>2 4 3</td>
</tr>
<tr>
<td>MTI 131 Introduction to Metrology</td>
<td>2 4 3</td>
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<tr>
<td>MTI 142 Advanced Machining Calculations</td>
<td>1 3 2</td>
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<tr>
<td>MTI 201 Advanced Machining Technology</td>
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<tr>
<td>MTI 212 Advanced Computer Control Turning</td>
<td>1 3 2</td>
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<tr>
<td>MTI 213 Advanced Computer Control Milling</td>
<td>1 3 2</td>
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<tr>
<td>MTI 214 Computer Numerical Control Graphics Turning</td>
<td>1 6 3</td>
</tr>
<tr>
<td>MTI 215 Computer Numerical Control Graphics Milling</td>
<td>1 6 3</td>
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</tbody>
</table>

### COURSE DESCRIPTIONS

#### MTI 101

**BASIC MACHINING TECHNOLOGY**

**3 credit hours**

**COREQUISITE:** MTI 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**

#### MTI 102

**INTERMEDIATE MACHINING TECHNOLOGY**

**3 credit hours**

**COREQUISITE:** MTI 101 and MTI 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**

#### MTI 104

**BASIC MACHINING CALCULATIONS**

**3 credit hours**

**COREQUISITE:** MTI 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.

#### MTI 111

**INTRODUCTION TO COMPUTER NUMERICAL CONTROL**

**3 credit hours**

**COREQUISITE:** MTI 101 and MTI 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.

#### MTI 112

**BASIC COMPUTER NUMERICAL CONTROL TURNING**

**3 credit hours**

**COREQUISITE:** MTI 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.

#### MTI 113

**BASIC COMPUTER NUMERICAL CONTROL MILLING**

**3 credit hours**

**COREQUISITE:** MTI 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.

#### MTI 121

**BASIC BLUEPRINT READING FOR MACHINISTS**

**3 credit hours**

**COREQUISITE:** 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**

#### MTI 122

**ADVANCED BLUEPRINT READING FOR MACHINISTS**

**3 credit hours**

**COREQUISITE:** MTI 121 or determined by instructor

This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true projection, 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.

#### MTI 131

**INTRODUCTION TO METROLOGY**

**3 credit hours**

**COREQUISITE:** Regular admission status

This course introduces the use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon course completion, a student should be able to demonstrate the correct use of measuring instruments. **CORE**

#### MTI 142

**ADVANCED MACHINING CALCULATIONS**

**2 credit hours**

**COREQUISITE:** MTI 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 machine shop. Upon course completion, a student should be able to calculate solutions to machining problems.

#### MTI 201

**ADVANCED MACHINING TECHNOLOGY**

**5 credit hours**

**COREQUISITE:** MTI 101, 102 and MTI 104 or determined by instructor

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specify tolerances with special and advanced setups. Upon course completion, a student should be able to produce a part to specifications. **CORE**
This course introduces Computer Numerical Control I, feed, and cutting depth. Upon course completion, a student should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

This course covers advanced methods in setup and operation of CNC milling centers. Emphasis is placed on the interaction of programming and production of complex parts. Upon course completion, a student should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

This course introduces Computer Numerical Control Graphics Programming Turning 3 credit hours
PREREQUISITE: MTT 112 or determined by instructor
This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in graphics CAM system and to develop tool path geometry and part geometry. Upon course completion, a student should be able to develop a job plan using CAM software, including machine selection, tool selection, operational sequence, speed, feed, and cutting depth.

This course introduces Computer Numerical Control Graphics Programming Milling 3 credit hours
PREREQUISITE: MTT 113 or determined by instructor
This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon course completion, a student should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

NURSING ASSISTANT (NAS)
The Nursing Assistant program is designed to prepare students to give basic nursing care to clients requiring long-term care or home health care. This one semester program fulfills the Omnibus Budget Reconciliation Act (OBRA) federal requirements for training long-term care nursing assistants.

The faculty is committed to providing the academic and clinical learning experiences that will assist the student to develop the knowledge, attitudes and skills required of the long-term care nursing assistant and home aide. Program graduates are awarded a certificate and are eligible to take the certification examination to become a Certified Nursing Assistant (CNA). The employment opportunities for a CNA are plentiful in the Birmingham metropolitan area.

The Alabama Department of Postsecondary Education, and the Alabama Department of Public Health approve the curriculum. The nursing assistant program is offered in the fall and spring terms during the day hours. A high school diploma or GED is not required for admission.

Short Certificate
Course No./Title Theory/Lab/Credit Hours
NAS 111 Fundamentals of Long Term Care 3 6 5
NAS 112 Fundamentals of Long Term Care Clinical 0 6 2
NAS 113 Fundamentals of Health Nursing 3 6 5
NAS 114 Fundamentals of Health Nursing Clinical 0 6 2
EMT 100 Cardiopulmonary Resuscitation I 1 0 1
EMT 104 First Aid for Students of Health Related Professions 1 0 1
Total Credit Hours: 16

COURSE DESCRIPTION
NAS 111 FUNDAMENTALS OF LONG TERM CARE CARE 5 credit hours
PREREQUISITE: Regular admission status
This course provides a student with the necessary theory and laboratory experiences for the development of skills required to qualify as a Home Health Aide. Emphasis is placed on the acquisition of skills in communication, observation, mobility, personal care, and infection control that are required to care for the homebound client of all ages. Upon course completion, a student will be able to apply concepts and skills in areas required by the Omnibus Budget Reconciliation Act (OBRA) 1987 and the National Association of Home Care.

NAS 113 FUNDAMENTALS OF HOME HEALTH CARE 5 credit hours
PREREQUISITE: Regular admission status
This course provides a student with the necessary theory and laboratory experiences for the development of skills required to qualify as a Home Health Aide. Emphasis is placed on the acquisition of skills in communication, observation, mobility, personal care, and infection control that are required to care for the homebound client of all ages. Upon course completion, a student will be able to apply concepts and skills in areas required by the Omnibus Budget Reconciliation Act (OBRA) 1987 and the National Association of Home Care.

NAS 114 FUNDAMENTALS OF HOME HEALTH CARE CLINICAL 2 credit hours
PREREQUISITE: NAS 113
This course provides a student with the necessary theory and laboratory experiences for the development of skills required of the long-term care nursing assistant. Emphasis is placed on infection control, safety, body mechanics, communications, observation, and personal and restorative care. Upon completion of this course, a student will be able to apply theoretical concepts to care of the resident/client and perform skills in accordance with the Omnibus Budget Reconciliation Act (OBRA) 1987 guidelines.
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 and participate in 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.

### SHORT CERTIFICATE

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<td>SET 104 Advanced Keyboarding</td>
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<tr>
<td>SET 125 Basic Word Processing</td>
<td>2 3 3</td>
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<tr>
<td>SET 138 Records and Information Management</td>
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<tr>
<td>SET 217 Office Management</td>
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<td>SET 218 Office Procedures</td>
<td>2 2 3</td>
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<tr>
<td>SET 243 Spreadsheet Applications</td>
<td>2 3 3</td>
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<tr>
<td>SET 246 Office Graphics and Presentations</td>
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<td>SET 248 Advanced Office Practicum</td>
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<td>SET 291 Office Internship Co-op</td>
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### Study Skills Requirements:

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### General Education Requirement:

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</thead>
<tbody>
<tr>
<td>MTH 117 College Mathematics</td>
<td>3 0 3</td>
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<tr>
<td>ENG 101 English Composition I</td>
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</table>

**Total Credit Hours:** 26

### ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

<table>
<thead>
<tr>
<th>Course No./Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>SET 101 Beginning Keyboarding</td>
<td>2 2 3</td>
</tr>
<tr>
<td>SET 104 Advanced Keyboarding</td>
<td>2 3 3</td>
</tr>
<tr>
<td>SET 125 Basic Word Processing</td>
<td>2 3 3</td>
</tr>
<tr>
<td>SET 126 Advanced Word Processing</td>
<td>2 3 3</td>
</tr>
<tr>
<td>SET 130 Electronic Calculations</td>
<td>2 3 3</td>
</tr>
<tr>
<td>SET 133 Business Communications</td>
<td>3 0 3</td>
</tr>
<tr>
<td>SET 138 Records and Information Management</td>
<td>2 3 3</td>
</tr>
<tr>
<td>SET 200 Machine Transcription or</td>
<td></td>
</tr>
<tr>
<td>SET 202 Legal Transcription or</td>
<td></td>
</tr>
<tr>
<td>SET 212 Medical Transcription</td>
<td>2 3 3</td>
</tr>
<tr>
<td>SET 217 Office Management</td>
<td>3 0 3</td>
</tr>
<tr>
<td>SET 218 Office Procedures</td>
<td>2 2 3</td>
</tr>
<tr>
<td>SET 232 The Electronic Office</td>
<td>2 3 3</td>
</tr>
<tr>
<td>SET 243 Spreadsheet Applications</td>
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<tr>
<td>SET 247 Special Projects</td>
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**Select 6 credit hours from the following:**

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<thead>
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<tbody>
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<td>SET 139 Office Practicum</td>
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<tr>
<td>SET 201 Legal Terminology</td>
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<td>SET 203 Legal Office Procedures</td>
<td>2 3 3</td>
</tr>
<tr>
<td>SET 211 Medical Terminology</td>
<td>3 0 3</td>
</tr>
<tr>
<td>SET 213 Advanced Medical Transcription</td>
<td>2 3 3</td>
</tr>
<tr>
<td>SET 214 Medical Office Procedures</td>
<td>2 3 3</td>
</tr>
<tr>
<td>SET 230 Electronic Publishing</td>
<td>2 3 3</td>
</tr>
<tr>
<td>SET 231 Office Applications</td>
<td>2 3 3</td>
</tr>
<tr>
<td>SET 233 Trends in Office Technology</td>
<td>3 0 3</td>
</tr>
<tr>
<td>SET 240 Certified Professional Secretary Review</td>
<td>2 3 3</td>
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<tr>
<td>SET 244 Database Concepts</td>
<td>2 3 3</td>
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<tr>
<td>SET 246 Office Graphics and Presentations</td>
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<tr>
<td>SET 248 Advanced Office Practicum</td>
<td>0 3 1</td>
</tr>
<tr>
<td>SET 291 Office Internship Co-op</td>
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</tr>
<tr>
<td>SET 293 Office Internship Co-op</td>
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**Select 6 credit hours from the following programs:**

- ACI Accounting 3
- DPT Computer Science 3

**General Education Requirements:**

<table>
<thead>
<tr>
<th>Area I</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
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<td></td>
<td></td>
<td>3 0 3</td>
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<table>
<thead>
<tr>
<th>Area II</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<td></td>
<td>3 0 3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
</tr>
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<td></td>
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<table>
<thead>
<tr>
<th>Area IV</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>3 0 3</td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 72

*Must be approved in advance by a student's faculty advisor.

### COURSE DESCRIPTIONS

#### 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 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 is designed to assist a 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**

#### 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 common office 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 admission status

This course is designed to give students a job-level competency in using the ten-key method and will develop
competency in using the ten-key method and will develop the student's ability to solve common business problems with an electronic display-printing calculator. Emphasis is placed on basic mathematical functions in a business context. Upon completion, the student will be able to perform basic electronic calculating at an acceptable rate of speed and accuracy.

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 134
CAREER AND PROFESSIONAL DEVELOPMENT
3 credit hours
PREREQUISITE: Determined by instructor
This course is designed to assist the student in preparing for employment. Emphasis is on developing resumes and improving personal and professional image. Upon completion, the student will be able to demonstrate confidence in seeking employment and improve self-confidence.

SET 138
RECORDS AND INFORMATION MANAGEMENT
3 credit hours
PREREQUISITE: Regular admission status
This course focuses on managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon course completion, a student should be able to perform basic filing procedures. CORE

SET 139
OFFICE PRACTICUM
1 credit hour
PREREQUISITE: Determined by instructor
This course is designed to provide a student with an opportunity to develop skills in a simulated office environment. Emphasis is on the integration of classroom learning with practical experiences that relate meaningfully to office careers. Upon course completion, a student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to the office environment.

SET 200
MACHINE TRANSCRIPTION
3 credit hours
PREREQUISITE: SET 101 or determined by instructor
This course is designed to develop a student's skills in transcribing various forms of dictated information. Emphasis is on the use of microcomputers and a commercial word processing package. Upon course completion, a student should be able to accurately transcribe documents from dictated recordings.

SET 201
LEGAL TERMINOLOGY
3 credit hours
PREREQUISITE: Regular admission status
This course is designed to familiarize a student with 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 legal 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 medical 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 transcribing 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 122 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: Regular admission status
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 achievements in the goal 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
**WELDING (WDT)**

Students seeking to learn the skills of a professional welder have the opportunity to earn a 26 credit hour Short Certificate. A student should develop an understanding of 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.

**SHORT CERTIFICATE**

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDT 111 Cutting Processing</td>
<td>1 4 3</td>
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<tr>
<td>WDT 112 Shielded Metal Arc Fillet</td>
<td>1 4 3</td>
</tr>
<tr>
<td>WDT 113 Blueprint Reading</td>
<td>3 0 3</td>
</tr>
<tr>
<td>WDT 114 Gas Metal Arc Fillet</td>
<td>1 4 3</td>
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<tr>
<td>WDT 115 Shielded Metal Arc Grooves</td>
<td>0 6 3</td>
</tr>
<tr>
<td>WDT 116 Flux Core Arc Welding</td>
<td>0 6 3</td>
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<tr>
<td>WDT 117 Certification</td>
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<tr>
<td>INT 233 Industrial Maintenance</td>
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<tr>
<td>Metal Welding and Cutting Techniques</td>
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**Study Skills Requirements:**

- BSS 115 Success and Study Skills: 0 2 1
- BSS 118 College Study Skills: 0 2 1

**ASSOCIATE OF OCCUPATIONAL TECHNOLOGY DEGREE**

General Education Requirements:

<table>
<thead>
<tr>
<th>Area I</th>
<th>Select one of the following courses:</th>
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<tbody>
<tr>
<td>COM 131 Applied Writing: 3 0 3</td>
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<tr>
<td>ENG 101 English Composition: 3 0 3</td>
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<tr>
<th>Area II</th>
<th>Select one of the following courses:</th>
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<td>SPH 106 Fundamentals of Oral Communication: 3 0 3</td>
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<tr>
<td>SPH 116 Introduction to Interpersonal Communication: 3 0 3</td>
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<td>CIS 104 Computer Fundamentals: 2 3 3</td>
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<tr>
<td>CIS 196 Commercial Software Applications: 2 2 3</td>
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<th>Select one of the following courses:</th>
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<tbody>
<tr>
<td>MTH 100 Intermediate College Algebra: 3 0 3</td>
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<tr>
<td>MTH 117 College Mathematics: 3 0 3</td>
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**TOTAL CREDIT HOURS:** 57

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**BUSINESS LAW I**

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<th>Course No./Title</th>
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**BUSINESS LAW II**

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**PRINCIPLES OF MANAGEMENT**

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**HUMAN RESOURCE MANAGEMENT**

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**SMALL BUSINESS MANAGEMENT**

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**DIPLOMA**

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<tr>
<td>WDT 112 Shielded Metal Arc Fillet</td>
<td>1 4 3</td>
</tr>
<tr>
<td>WDT 113 Blueprint Reading</td>
<td>3 0 3</td>
</tr>
<tr>
<td>WDT 114 Gas Metal Arc Fillet</td>
<td>1 4 3</td>
</tr>
<tr>
<td>WDT 115 Shielded Metal Arc Groove</td>
<td>0 6 3</td>
</tr>
<tr>
<td>WDT 116 Flux Core Arc Welding</td>
<td>0 6 3</td>
</tr>
<tr>
<td>WDT 218 Certification</td>
<td>1 4 3</td>
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<tr>
<td>WDT 219 Welding Inspection and Testing</td>
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<tr>
<td>WDT 223 Blueprint Reading for Fabrication</td>
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<tr>
<td>WDT 225 Gas Metal Arc Groove</td>
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<td>WDT 227 Gas Tungsten Arc Groove</td>
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<tr>
<td>WDT 228 Gas Tungsten Arc Fillet</td>
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</tr>
<tr>
<td>WDT 281 Aluminum Mig Arc Welding: Special Topic</td>
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</tbody>
</table>

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**WELDING (WDT)**

- **PREREQUISITE:** Regular admission status
- **PREREQUISITE:** REM 150 or determined by instructor
- **PREREQUISITE:** BUS 261 or determined by instructor
- **PREREQUISITE:** BUS 261 or determined by instructor
- **PREREQUISITE:** BUS 261 or determined by instructor
- **PREREQUISITE:** BUS 261 or determined by instructor
- **PREREQUISITE:** BUS 261 or determined by instructor
related to SMAW, and know the proper clothing to wear while in a welding environment. CORE

WDT 113
BLUEPRINT READING
3 credit hours
PREREQUISITE: Regular admission status
This course deals with flux-core arc welding, and emphasizes equipment operations and weld quality, and develops manual welding skills on carbon steels using flux core electrodes in all positions with fillet and groove welds.

WDT 167
FLUX CORE ARC WELDING CERTIFICATION
3 credit hours
PREREQUISITE: Regular admission status
This course involves welding multi-pass groove joints with the flux core arc welding process in all welding positions and related information.

WDT 180
SUBMERGED ARC WELDING: SPECIAL TOPIC
3 credit hours
PREREQUISITE: Regular admission status
This course introduces the student to Submerged Arc Welding (SAW) process as described in AWS D1.1 Structural Welding Code for Fillet and Groove Welds. Emphasis is placed on safe operating practices, process principles, equipment set-up, terminology, type of electrodes, and type of fluxes. The student is also introduced to welds made utilizing positioning equipment.

COURSE DESCRIPTIONS

WDT 111
CUTTING PROCESSES
3 credit hours
PREREQUISITE: Regular admission status
This course covers the rules of safety and identification of shop equipment and provides a student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting, carbon arc cutting and plasma arc cutting. Topics include safety, proper equipment setup, and identification of oxy-fuel, carbon arc cutting and plasma arc cutting equipment. Upon course completion, a student should be able to identify safety hazards, gases, equipment and components, and set up equipment for proper application. CORE

WDT 112
SHEIELDED METAL ARC FILLET
3 credit hours
PREREQUISITE: Regular admission status
This course provides a student with instruction on safety practices and terminology in the shielded metal arc welding (SMAW) processes. Emphasis is placed on safety, welding terminology, equipment identification, set up and operation, and related information in the shielded metal arc welding process. Upon course completion, a student should be able to identify safety hazards and welding equipment, understand welding terminology
WDT 219
WELDING INSPECTION AND TESTING
3 credit hours
PREREQUISITE: Regular admission status
This course provides a student with inspection skills and knowledge necessary to evaluate welded joints and apply quality control measures as needed. Emphasis is placed on interpreting welding codes, welding procedures, and visual inspection methods. Upon course completion, a student should be able to visually identify acceptable weldments as prescribed by the code or welding specification report.

WDT 223
BLUEPRINT READING FOR FABRICATION
3 credit hours
PREREQUISITE: WED 113 or determined by instructor
This course provides a student with advanced skills in identifying and interpreting lines, views, dimensions, notes, bill of materials, and the use of tools of the trade. Emphasis is placed on figuring dimensional tolerances, layout, and fitting of different component parts. Upon course completion, a student should be able to interpret, layout, and fabricate blueprints to given tolerances and construct a bill of materials list.

WDT 225
GAS METAL ARC GROOVE
3 credit hours
PREREQUISITE: Determined by instructor
This course introduces the student to groove welding using gas metal arc welding processes as described in AMS code D1.1. Topics included are safety, joint design, groove identification, and electrode identification. Upon completion, students should be able to identify various joint and groove designs, wire composition and joint orientation.

WDT 227
GAS TUNGSTEN GROOVE
3 credit hours
PREREQUISITE: Determined by instructor
This course introduces the student to the gas tungsten arc welding process as described in AWS code D1.1 for groove welding of ferrous and non ferrous metals. Emphasis is placed on safe practices, handling of cylinders, process principles, tungsten types and shapes, and base and filler metal identification. Upon completion, students should be able to explain safe operating practices and principles, identify various tungsten types and sizes, and recognize various base and filler metals.

WDT 228
GAS TUNGSTEN ARC FILLET
3 credit hours
PREREQUISITE: Determined by instructor
This course introduces the student to the gas tungsten arc welding process as described in AWS code D1.1 for fillet welds of ferrous and non ferrous metals. Emphasis is placed on safe practices, handling of cylinders, process principles, tungsten types and shapes, and base and filler metal identification. Upon completion, students should be able to explain safe operating practices and principles, identify various tungsten types and sizes, and recognize various base and filler metals.

WDT 281
ALUMINUM MIG ARC WELDING: SPECIAL TOPICS
3 credit hours
PREREQUISITE: Regular admission status
This course is designed to prepare a student to weld with the aluminum MIG extended reach in all positions. This course is also designed to prepare a student in fast-production welding.
Full Legal Name: ________________________________

Last First Middle

Birth name or other names under which your records may appear: ________________________________ SSN: ________________________________

Current address: ________________________________ Permanent address: ________________________________

City State Zip County City State Zip County

Home Telephone number: ________________________________ Your daytime telephone number: ________________________________

E-Mail address: ________________________________ Your Employer: ________________________________

Have you or will you have resided in Alabama for the 12 month period immediately preceding the date you plan to enroll at Bessemer State Technical College? □ yes □ no

Are you a U.S. veteran? □ yes □ no Are you a United States citizen? □ yes □ no If you are a resident alien, please check the following box and provide your resident alien number: □ resident alien number: ________________________________

If you are an international student, please list source(s) of funds: ________________________________

The following information is collected for federal/state reporting requirements. In no way does this information effect your admission status.

Gender: □ Male □ Female Ethnic Group: □ Black □ Hispanic □ White □ American Indian □ Asian-Pacific □ Other: ________________________________ Date of Birth: ________________________________

Have you ever applied to this college? □ yes □ no Have you ever attended this college? □ yes □ no

Are you a graduate of this college? □ yes □ no Planned length of study: □ 1 term □ 1 year □ 2 years

What is your educational goal at Bessemer State Technical College? □ Associate degree □ Occupational □ Undecided □ Diploma □ Certificate □ Personal Enrichment □ Temporary student □ Enhancement

Program of study: ________________________________ Term you plan to enroll: □ Fall □ Spring □ Summer □ Mini term A □ Mini term B

High School:

Name: ________________________________

Check the status that applies to you:

□ Received regular high school diploma (passed the exit exam) Graduation date: ________________________________

□ Occupational diploma Graduation date: ________________________________

□ Certificate of completion Graduation date: ________________________________

□ GED - Test location: ________________________________ Date received: ________________________________

□ Did not graduate from high school

Note: Please contact your high school to request that an official transcript be mailed to Bessemer State Technical College at the address shown above. If you obtained a GED, please provide the Admissions Office with a copy of it for your permanent file.

List all colleges you have attended since leaving high school, including a current enrollment, if applicable.

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>City &amp; State</th>
<th>Dates Attended</th>
<th>Graduate Y / N</th>
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<tbody>
<tr>
<td></td>
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</table>

If you have not attended any colleges since high school mark the box marked NONE. □ NONE Are you currently on probation or suspension from the last college you attended? □ yes □ no Note: You must ask each institution you attended since high school to mail an official transcript to our Admissions Office. Please have transcripts mailed to the address shown at the top of the page.
Do you plan to apply for financial aid? □ yes □ no If yes, please check the appropriate box(es) below:

- WIA
- Vocational Rehabilitation
- Veterans
- Other:
- Pell Grant
- Scholarship
- Veterans Dependant

NOTE: If you plan to participate in financial assistance programs at Bessemer State Technical College, you should contact the Office of Student Financial Services immediately. If you have attended another college during the current academic year, you must have that college send an official financial aid transcript whether or not aid was received at that school.

FAILURE TO SUBMIT OFFICIAL ACADEMIC AND FINANCIAL AID TRANSCRIPTS PRIOR TO REGISTRATION WILL NEGATIVELY AFFECT YOUR FINANCIAL AID. Please note that students enrolled at Bessemer State Technical College for occupational, personal, or temporary reasons are ineligible for financial aid and therefore, under these classifications, financial aid transcripts are unnecessary.

The following information is required by the U.S. Treasury Department in accordance with the Taxpayer Relief Act of 1997 (the Hope Scholarship Tax Credit and Lifetime Learning Credit).

□ I am not claimed as a dependent on anyone else's tax return. My taxpayer I.D. (social security) # is: __________________

Spouse's name: ____________________________________________________________

□ I am claimed as a dependent. The tax filer's I.D. (social security) # is: __________

Parent's Name: ____________________________________________________________

Address: __________________________________________________________________

Street County

City State Zip Country of Citizenship

Selective Service Registration - Note: This certification is required by the State of Alabama Legislative Act 91-584. (Male students between the ages of 18-26) I certify that I comply with the provisions of the United States Military Selective Services Act (50 U.S.C. App 453) by having registered with the Selective Service Board or that I am not yet 18 years of age and I will register when required or that I am not required by law to register.

Signature: ______________________________ Date: __________ Registration #: __________


Hours worked per week: ______________ Name of Employer: __________________

Does your company have a tuition reimbursement plan? □ yes □ no

Emergency Contacts

In case of emergency, contact: __________________________ Telephone: __________________

Your Physician's Name: __________________________ Telephone: __________________

Permission is granted by the applicable signature(s) below for the student named in this application to receive any emergency treatment or any other medical or surgical care deemed necessary by emergency medical personnel; also, when necessary for executing such care, permission for hospitalization at any accredited hospital is granted, and I will assume responsibility for the bill for these services.

I hereby certify that the information contained in this application is accurate and complete to the best of my knowledge. I understand that submitting false, incomplete, or misrepresented information constitutes grounds for rejection of this application.

Applicant's Signature

Date

Parent / Guardian's Signature (if applicable)

Date

It is the official policy of the Department of Postsecondary Education and Bessemer State Technical College that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national, origin, or age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program, activity or employment. Bessemer State Technical College complies with non-discriminatory regulations under Title VI of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; Americans with Disabilities Act of 1990 (ADA); and Section 504 of the Rehabilitation Act of 1973.
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<td>B.S. Industrial Arts Education, University of Alabama</td>
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<td>Terry Burnback</td>
<td>A.A.T., Business, Alexander City Junior College; A.A. Calhoun Community College; B.S. Biology, Athens State College</td>
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<td>B.A. History, Mobile College</td>
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<td>Eric Creekmore</td>
<td>A.A.T., Automotive Service Education Program, Bessemer State Technical College</td>
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<td>Melissa Cruse</td>
<td>B.A., M.A. Business Education, University of Alabama at Birmingham</td>
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<td>Bobbie Daniel</td>
<td>B.S., Nursing, Athens State College; M.A.Ed, University of Alabama at Birmingham; M.S.N., Nursing, University of South Alabama</td>
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<td>Don Daniel</td>
<td>Diploma, Drafting and Design, Wallace State College; B.S., Vocational Education, Athens State College; M.A., Vocational Education, University of Alabama</td>
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<td>Leevell Dansby</td>
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<td>Joy Davis</td>
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<td>Chuck Ellison</td>
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<td>Charles Fowler</td>
<td>B.S., Physics, Georgia Institute of Technology; M.S., Agronomy, University of Georgia; Ph.D., Agronomy, University of Nebraska</td>
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<tr>
<td>Cindy Grimes</td>
<td>B.S., Nursing, University of Alabama at Birmingham; M.S., Nursing, Troy State University; F.N.P., University of Alabama</td>
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<td>Patricia Handley</td>
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<td>Francesca Hitchcock</td>
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<td>Judy Johnson</td>
<td>B.A., M.A., Fine Art, University of Montevallo</td>
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<td>Fred Kapp</td>
<td>B.S., Plant Science, Clemson University; M.A., Administration and Instructional Leadership, University of Alabama</td>
<td>Horticulture</td>
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<tr>
<td>Judy Kehr</td>
<td>B.S., Business Education, University of Alabama; M.A., Business Education, University of Alabama at Birmingham</td>
<td>Office Administration</td>
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<tr>
<td>Roy Ledford</td>
<td>B.S., Vocational Education, Athens State College</td>
<td>Welding</td>
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Faculty

Larry Marshall ............................................ Automotive
B.S., Vocational Education, Athens State College; B.S., Trade and Industrial Education, Athens State College

Rick Partain ............................................. Computer Science
B.S., Mathematics, Samford University; M.S., Computer Science, University of Alabama at Birmingham

Donnell Perry ........................................... CAD/CAM
A.S.S., Engineering Technology, Jefferson State Community College; B.S., Business Administration, Birmingham Southern College

Fred Ranelli ............................................ Computer Science
B.A., History, University of Alabama at Birmingham

Marie Ray ................................................ General Education
B.S., Secondary Education/Mathematics, University of Missouri; M.S., Teaching/Mathematics, University of Montevallo

Rich Raymond ......................................... Electronics
A.A.T., Industrial Electronics, Bessemer State Technical College

Sharon Romine ....................................... Licensed Practical Nursing
B.S., Nursing, University of Alabama; M.S., Nursing, University of Alabama at Birmingham

Robert Smith .......................................... Ford
B.B.A., Business Management, University of Montevallo

Laura Steadman ..................................... Licensed Practical Nursing
A.S., Nursing, Pensacola Junior College; B.S., M.S., F.N.P, Nursing, University of Alabama at Birmingham

Francis Stewart ...................................... General Education
B.A., English, Birmingham Southern College; M.A., English, University of Alabama at Birmingham

Judith Stowe ........................................... Licensed Practical Nursing
B.S., M.S., Nursing, University of Alabama at Birmingham

Rayburn Jeff Sweatmon ......................... Air Conditioning/Refrigeration
Diploma, HVAC, Wallace State Community College

Paul Terrell ........................................... Electronics
B.S., Electrical Engineering, University of Alabama

Gorden Thomason ................................ Building Construction
B.S., Education, Athens State College; M.A., Vocational Education, University of Alabama at Birmingham

Jill West Tolbert .................................. Graphics and Prepress Communication
B.A., Communications, Advertising and Graphic Design, University of Alabama

Nancy Wilson .......................................... Electronics
A.A.T., Industrial Electronics, Bessemer State Technical College; B.S., Criminal Justice, Athens State College

Mary Wright .......................................... Licensed Practical Nursing
B.S., Nursing, Auburn University at Montgomery; M.S., Nursing, Troy State University

Jane Wright ........................................... Dental Assisting
Diploma, Dental Assisting, Bessemer State Technical College; B.S., M.A., Elementary Education, University of Alabama at Birmingham

Allen Young .......................................... Retail Merchandising
B.S., Business Administration, East Tennessee State University
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