WHERE
LEARNING
MEETS
OPPORTUNITY
## Fall Semester 2002

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>August 23</td>
</tr>
<tr>
<td>Classes Meet</td>
<td>August 26-30</td>
</tr>
<tr>
<td>Holiday</td>
<td>September 2</td>
</tr>
<tr>
<td>Classes Meet</td>
<td>September 3-30</td>
</tr>
<tr>
<td>Holiday</td>
<td>October 1-31</td>
</tr>
<tr>
<td>Classes Meet</td>
<td>November 1-8</td>
</tr>
<tr>
<td>Holiday</td>
<td>November 11</td>
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<tr>
<td>Faculty Professional Development</td>
<td>November 12-22</td>
</tr>
<tr>
<td>Holiday</td>
<td>November 25-27</td>
</tr>
<tr>
<td>Classes Meet</td>
<td>November 28-29</td>
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<tr>
<td>Final Exams</td>
<td>November 12-22</td>
</tr>
<tr>
<td>Holiday</td>
<td>December 16-20</td>
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<tr>
<td>Classes Meet</td>
<td>December 23-31</td>
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## Spring Semester 2003

<table>
<thead>
<tr>
<th>Event</th>
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<tr>
<td>Holidays</td>
<td>January 1-3</td>
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<tr>
<td>Registration</td>
<td>January 7</td>
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<tr>
<td>Classes Meet</td>
<td>January 8-17</td>
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<tr>
<td>Holiday</td>
<td>January 20</td>
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<td>Classes Meet</td>
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<tr>
<td>Holidays</td>
<td>March 24-28</td>
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<tr>
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<td>March 31-April 28</td>
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<td>Final Exams</td>
<td>April 29-May 5</td>
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## Summer Semester 2003

<table>
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<tr>
<td>Registration</td>
<td>May 12</td>
</tr>
<tr>
<td>Classes Meet</td>
<td>May 13-23</td>
</tr>
<tr>
<td>Holiday</td>
<td>May 26</td>
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<tr>
<td>Classes Meet</td>
<td>May 27-30</td>
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<tr>
<td>Holiday</td>
<td>June 2-28</td>
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<tr>
<td>Classes Meet</td>
<td>July 1-3</td>
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<tr>
<td>Holiday</td>
<td>July 4</td>
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<tr>
<td>Classes Meet</td>
<td>July 7-August 1</td>
</tr>
<tr>
<td>Final Exams</td>
<td>August 4-6</td>
</tr>
</tbody>
</table>
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 for 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.

W. Michael Bailey, Ed.D
President, Bessemer State Technical College
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GENERAL INFORMATION

HISTORY

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

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

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

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

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

PHILOSOPHY

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

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

There are three primary groups served by the college.

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

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

MISSION STATEMENT

Bessemer State Technical College is a comprehensive, public, urban two-year technical college serving the citizens of Jefferson and neighboring counties. The college promotes the economic development of this region through a variety of programs and services that address current and emerging employment needs. These programs and services provide affordable and accessible technical and academic lifelong learning opportunities which (1) prepare customers for employment or advancement; (2) provide courses for transfer to senior colleges and universities; (3) assist customers in achieving professional and personal goals, and (4) customize training needs for business and industry. The college offers the Associate degree in Applied Technology, the Associate degree in Occupational Technology, the diploma, the certificate, and the short certificate.

VISION STATEMENT

Bessemer State Technical College strives to exceed the expectations of our constituents for technical education and lifelong learning opportunities. Our faculty and staff are committed to respect for individuals, continuous quality improvement, and the efficient use of resources. The organization is guided by the following core values.

VALUE STATEMENTS

Institutional values represent a set of cultural criteria that describes the beliefs held by a college community. At Bessemer State Technical College, each member of the college community is committed to the following beliefs from which our vision, mission and goals evolve:

The Bessemer State Technical College community believes that each individual has the capacity for learning and success.

We believe that technical training and academic preparation must be relevant, adequate, and timely, and that excellence must permeate all educational endeavors.

We believe that community and business participation is vital to all of our educational ventures.

We believe that, in addition to quality technical training and academic preparation, we must promote among our customers attitude of life-long learning along with the development of strong interpersonal skills including:

- Critical and creative thinking and problem solving
- Personal and workplace ethics
- Verbal and written communication skills
- Employability skills
- Team building skills
- Goal-oriented action

We believe that all of our activities must be planned and executed with customer service in mind.

We believe in and encourage the on-going professional development of our faculty and staff.
THE CAMPUS

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

CAMPUS BUILDINGS AND FACILITIES

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

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

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

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

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

Ethel H. Hall Automotive Technology Center is a facility housing four automotive classrooms/labs and an auditorium for satellite telecasts. The President's Office, the Dean of Instruction's Office, the Assistant Dean of Instruction and the Human Resource Office are also located in this building.

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

Millsap Industrial Training Center is designed to provide classroom and laboratory instruction for apprenticeship and multi-craft training for business and industry. The One-Stop Career Center, Corporate Services, Adult Education and Skills Training, Public Relations, and the State Vocational Rehabilitation Office are located in this building.

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

WORKFORCE DEVELOPMENT

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

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

A Quality Product—Bessemer State Technical College provides educational programs that span the occupational spectrum. Training begins with entry-level skills, moves into specialized technologies, and includes retraining that provides for individual advancement.

Start-Up Training—The college offers start-up training which is implemented before, or immediately after, the employee is hired. The program assures quality training standards that will provide for a productive employee without additional on-the-job training or a time consuming break-in period.

Program Flexibility—On-site training is just one aspect that has earned Bessemer State Technical College a reputation of flexibility in meeting the needs of business and industry in Alabama. Scheduling, location, and instructor utilization are all tailored to specific needs. One-time sessions, on-going instruction, or around-the-clock training can be provided by the college.

Enrichment Programs—Bessemer State Technical College offers programs to enrich employee skills in traditional or non-traditional areas. Training in CPR, first aid, management, technical areas, word processing, and the like, are just a few of the topics of interest and benefits available to both the employee and the employer.

Saving Dollars—One of the best characteristics of Bessemer State Technical College's program is its reasonable cost. The College is nationally recognized for its long-standing commitment to quality and low-cost business and industry training programs.

For More Information...

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

Contact the Corporate Services office at (205) 428-6391, ext. 367.
ADMISSIONS POLICIES

ADMISSION OF FIRST-TIME 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.

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 ADMISSION 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.

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.

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 for transfer to the 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. No transfer student shall be allowed to enroll for a second semester/term unless all required admissions records have been received by the college prior to registration for the second semester/term.

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

Initial Academic Status of Transfer Students

1. A transfer student whose Cumulative Grade Point Average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on CLEAR academic status.

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

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

General Principles for Transfer of Credits

1. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate formal 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.

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

1. A completed BSTC application

2. An original certified, and English translated copy of his/her high school or secondary school transcript(s), and college transcripts, if applicable

3. An original copy of his/her Test of English as a Foreign Language (TOEFL) scores showing a minimum of 500 to the Admissions Office or designated advisor

4. A current, signed notarized statement of financial support. The student will be responsible for all college related expenses while attending Bessemer State Technical College

5. The policy/contract number and expiration date as well as the name, address, and telephone number of the student's accident and health insurance company

Early Admission for Accelerated High School Students

Bessemer State Technical College offers qualified high school juniors 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 Tech or transfer courses to another postsecondary institution, if applicable. An important point to remember is that the content and teaching methodology of classes will be at the college level.

Eligibility

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

1. The student must have successfully completed the 10th grade.

2. Each term the student must provide a certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative "B" average and recommending that the student be admitted under this policy.

3. The student may enroll only in postsecondary courses for which high school prerequisites have been completed. (For example: 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.
On April 24, 1997, the Alabama State Board of Education approved the Dual Enrollment Program. This program allows qualified high school students to enroll in postsecondary courses provided by Bessemer State Technical College. An applicant accepted for admission will be exempt.

### Dual Enrollment

On April 24, 1997, the Alabama State Board of Education authorized local boards of education to establish dual enrollment with Bessemer State Technical College. The Board of Education authorized local boards of education to offer dual enrollment with Bessemer State Technical College.

A student is eligible for the dual enrollment 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.

### Procedure for Admission

- 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.

- 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.

- A transfer student must request colleges or universities previously attended to mail official transcript(s) of academic records directly to the Admissions Office.

- 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.

- Upon receipt and review of the application, the Admissions Office schedules each applicant to take the ACT/ASSET or Compass unless he/she is exempt.

- An applicant who needs accommodations to take the ACT/ASSET or Compass should contact the Retention and Assessment Coordinator at least two weeks in advance of the testing date.

- An applicant accepted for admission will be notified and provided directions for registration.

### Assessment ACT/ASSET, COMPASS

- 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.

### Assessment ACT WorkKeys

The ACT WorkKeys assessment is designed to identify a student’s level of skill in Applied Mathematics, Applied Technology, Reading for Information, and Locating Information. Each program’s advisory committee determined the skill levels a student should accomplish before graduation, in order to be successful on the job. The college has developed courses, BSS 115 and BSS 118, to help students achieve the recommended skill levels. New students are required to take the ACT WorkKeys assessment when they enter college and then again one term prior to graduation. The two courses, or the department’s equivalency, are designed to help students achieve their recommended ACT WorkKeys skill levels.

- Students enrolled in a short certificate program that score below the required ACT WorkKeys Skill assessment level in at least one of the four skill areas will be required to take BSS 118 or the department equivalency. However, these students will be required to review only the sections of material where they scored below the target level for their program of study. If a new student fails to take the skill assessments during his/her first term in college they will be flagged during registration for the second term. If a student elects not to take the assessments prior to graduation, their transcript will be held by the college.

### 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 Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>History and Social Sciences</td>
<td>PSY 200</td>
<td>3</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>ECO 231</td>
<td>3</td>
</tr>
<tr>
<td>Composition</td>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>Science and Mathematics</td>
<td>MTH 110, MTH 112</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 courses 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 CMOS 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.

ALLIED HEALTH PROGRAMS

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

ADMISSION REQUIREMENTS

Each applicant must:

1. Have a high school diploma or GED Certificate.
2. Complete an application to Bessemer State Technical College.
3. Submit official transcripts from all high schools and colleges attended.
4. Take the ACT/ASSET or Compass exam and score appropriately for the specific program.

Additional Information Related to Application/Admission Procedures

Transfer credit may be approved for selected courses with an official transcript and a grade of “C” or better in each course. Anatomy and physiology, nursing, and allied health courses must be completed within two (2) years of application date. The Director of Admissions and the department chair of Allied Health will evaluate applicants' transcripts on an individual basis.

1. Present proof of CPR certification prior to entering the clinical area.
2. Each student must be able to provide his/her own transportation to clinical facilities.
3. Each student should have medical insurance prior to the clinical experience. The college assumes no liability in the event of injury/illness.
4. Admission to an Allied Health program is on a space-available basis and will be based on a comparative evaluation of all test scores, transcripts, and application information.
5. Applicants should review the list of the essential functions that identifies program specific job performance requirements.
6. Each applicant accepted into a program will be
required to complete medical requirements as identified on the Allied Health program's Physical Examination form.

7. An applicant who is not accepted into his or her preferred program of study is encouraged to see an advisor, who will assist him/her with other career options and/or taking additional courses to improve the chances of acceptance for the next term.

8. Prior convictions (excluding traffic violations) may affect licensure eligibility.

9. Each student accepted into an Allied Health program must purchase liability insurance.

LICENSED PRACTICAL NURSING PROGRAM

Mission Statement

The mission of the Licensed Practical Nursing (LPN) program is to assist students in developing the knowledge, skills, and attitudes necessary for successful licensure and practice as an LPN and to encourage graduates to continually seek personal and professional growth opportunities. The LPN program offers the diploma.

Curriculum Outcomes

The LPN Program has adopted the following NLN Entry-Level Competencies for Licensed Practical Nurses as the program's Curriculum Outcomes

The graduate practical nurse will demonstrate the following entry-level competencies:

Assessment

- Assesses basic physical, emotional, spiritual, and socio-cultural needs of the health care client.
- Collects data within established protocols and guidelines from various sources:
  a. client interviews;
  b. observations/measurements;
  c. health care team members, family, and significant others;
  d. health records.
- Utilizes knowledge of normal values to identify deviations in health status.
- Documents data collection.
- Communicates findings to appropriate health care personnel.

Planning

- Contributes to the development of nursing care plans utilizing established nursing diagnoses for clients with common, well-defined problems.
- Prioritizes nursing care needs of clients.
- Assists in the review and revision of nursing care plans to meet the changing needs of clients.

Implementation

- Provides nursing care according to:
  a. accepted standards of practice;
  b. priority of client needs;
  c. individual and family rights to dignity and privacy.
- Utilizes effective communication in:
  a. recording and reporting;
  b. establishing and maintaining therapeutic relationships with clients, families, and significant others.
  c. Collaborates with health care team members to coordinate the delivery of nursing care.
  d. Instructs clients regarding health maintenance based on client needs and nurse's knowledge level.

Evaluation

- Seeks guidance as needed in evaluating nursing care.
- Modifies nursing approaches based on evaluation of nursing care.
- Collaborates with other health team members in the revision of nursing care plans.

Member of the Discipline

- Complies with the scope of practice as outlined in the Nurse Practice Act of the state in which licensed.
- Describes the role of the licensed practical nurse in the health care delivery system.
- Utilizes educational opportunities for continued personal and professional growth.
- Identifies personal strengths and weaknesses for the purpose of improving performance.
- Adheres to a nursing code of ethics.
- Functions as an advocate for the health care consumer.

Managing/Supervision

- Assumes responsibility for managing his/her own actions when providing nursing care for individuals and groups of clients.
- Is accountable for nursing care delegated to unlicensed health care providers.

Political Activism

- Is aware that the practical nurse, through political, economic, and societal activities, can affect nursing and health.

DEFINITIONS

Basic: A word synonymous with fundamental, initial, elementary, essential, and necessary.

Client: A person who is a recipient of nursing care.

Competency: Cognitive, affective, and/or psychomotor capability demonstrated in various roles in the practice setting.

Nursing Care Plan: Written plan incorporating data obtained from utilization of the nursing process.

Nursing Diagnosis: A statement that describes an existing or potential health problem that nurses can treat separately from physician orders.

Nursing Process: The nursing process is the core of the practice of nursing. The four phases of the nursing process—assessment, planning, implementation, and evaluation—are the framework around which competencies have been developed.

Practical Nursing Program: An educational program under the control of a hospital, vocational-technical institute, community college, or in some instances independently incorporated that awards a certificate or diploma in practical nursing and prepares the graduate to be eligible for licensure as a practical nurse.

Structured Care Setting: An environment in which the policies, procedures, and protocols for provision of health care are established. The amount of structure may vary among individual agencies, such as hospitals, nursing homes, and more health settings.

Source: NLN Membership Councils: Council of Practical Nursing Programs (CPNP) "Entry-Level Competencies of Graduates of Educational Programs in Practical Nursing" (www.nlm.org/membership/cpnp.html)

Adopted 10/27/99
Reviewed 11-07-01

LPN PROGRAM PHILOSOPHY

The Licensed Practical Nursing Program of Bessemer State Technical College promotes the mission and goals of the college. The program provides a curriculum to develop knowledge, skills, and attitudes necessary for a successful career within the nursing profession. In addition, the program strives to prepare graduates for meaningful employment, leadership, and citizenship. The program is committed to the development of the individual's ability to think critically, communicate effectively, and utilize the nursing process in the delivery of health care.

We believe that, although many human responses are general and predictable, each individual is unique, valuing, and constantly interacting with the environment. As biophysical, psychosocial, and spiritual beings, individuals possess adaptive mechanisms through which they develop. We view individuals as adaptive beings and recognize that most health problems are the result of the individual's physical, emotional, and mental response to stressors. This belief serves to establish the purpose of nursing; that is, nursing promotes harmonious interaction between individuals and their environment by channeling human energies and environmental resources for achievement of self-care.

We believe that society is multi-cultural and is composed of individuals, families, groups, and communities, and that society possesses structure, values, beliefs and mores, which influence human behavior. In attempting to maintain stability, society responds to changes in knowledge, technology, values, and the environment. A reciprocal process exists between individuals and society in which each is altered by the other.

We believe that health is an optimal state of being, not merely the absence of disease. Access to health care is a basic human right. The goals of health care
commonly occurring stressors. Practical nursing education focuses on the uniqueness of the learner. We believe that nurses promote their professional leadership, self-awareness, and continued development.

The focus of practical nursing is to restore health, relieve suffering, promote health, and prevent disease. Practical nurses are a vital part of the health care delivery system and function ethically and within the scope of practice as defined by the Nurse Practice Act. The care given by the practical nurse includes utilization of the nursing process in collaboration with other health professionals and in the performance of basic nursing skills.

We believe that teaching/learning, a function of human development, proceeds from simple to complex and is a life-long process of adaptation regulated by the learner. Individuals are unique with respect to cognitive structures, affectivity, and psychomotor skills and use multiple modes of learning. Characteristics and needs of learners change as society changes. Facilitators of the teaching/learning process provide opportunities for learners to interact with selected environments in order to experience and to construct new concepts, principles, and skills appropriate to the learner's unique level of development.

We believe that practical nursing education guides the learner to attain competencies required to practice nursing. Nursing practice is based on mastery of theoretical knowledge, critical thinking, and lifelong inquiry. Preparation for the practice of nursing includes experiences in primary, secondary, and tertiary health care settings with clients of various age groups and socioeconomic levels. Interdisciplinary collaboration is promoted through shared learning experiences among members of the health profession. Practical nursing education provides a curriculum of study which emphasizes use of the nursing process in the care of clients with commonly occurring stressors. Practical nursing education focuses on the uniqueness of the learner and fosters commitment, accountability, autonomy, leadership, self-awareness, and continued professional development.

We believe that nurses promote their professional development through continuing education, and that continuing education in nursing seeks the constructive, effective, and socially relevant modifications of human behavior. In continuing education, learning is best achieved in an atmosphere where the individual is respected and given freedom to express opinions and where self-direction is supported. The continuing education program is responsible for enhancing the professional and personal growth of nurses. We believe that these services should bring the benefits of new knowledge to the practitioners and teachers of nursing as well as to its consumers. We also believe that continuing education is especially important in providing upward mobility in the individual's nursing career.

NURSING ACTIVITY EXAMPLES (NON-INCLUSIVE)

Visual ability sufficient for observation and assessment of health status. Visual ability to measure, calculate, comprehend, interpret, evaluate, and revise nursing care plans; set priorities.

PERFORMANCE Critical thinking

STANDARD Critical thinking ability sufficient for clinical judgment

NURSING ACTIVITY EXAMPLES (NON-INCLUSIVE)

Ongoing capacity to acquire new information and skills to provide nursing care. This process involves the ability to measure, calculate, comprehend, analyze, and evaluate objective and subjective data.

PERFORMANCE Cognitive

STANDARD Ongoing capacity to acquire new information and skills to provide nursing care. This process involves the ability to measure, calculate, comprehend, analyze, and evaluate objective and subjective data.

PERFORMANCE Motor Skills

STANDARD Gross and fine motor abilities sufficient to provide safe and effective nursing care.

NURSING ACTIVITY EXAMPLES (NON-INCLUSIVE)

Perform CPR, physical assessment, tube feedings, take vital signs, use equipment, and administer medications. Write or type documentation of nursing care.

PERFORMANCE Visual

STANDARD Visual ability sufficient for observation and assessment necessary in nursing care.
Tactile dexterity sufficient for physical assessment for help by clients/patients or staff. Converse with accountability, integrity, and honesty. Demonstrate therapeutic interventions.

ADMISSION AND TRANSFER POLICIES

Perform palpation, functions of physical assessment and therapeutic interventions.

PERSONAL BEHAVIORS

Maintains personal behaviors consistent with the Practical Nurses' Code of Ethics and licensure requirements of the Alabama Board of Nursing.

NURSING ACTIVITY EXAMPLES (NON-INCLUSIVE)

Demonstrate personal responsibility to include: accountability, integrity, and honesty. Demonstrate respect for clients/patients and their rights. Avoids behavior inconsistent with professional standards such as chemical dependency and/or abuse or engaging in or supporting criminal acts.

NURSING ACTIVITY EXAMPLES (NON-INCLUSIVE)

Demonstrate the applicant must:

1. Be able to provide his/her own transportation to clinical facilities.
2. Understand that admission to the LPN program is on a space-available basis and is based on a comparative evaluation of all test scores, transcripts, and application information.
3. Review the LPN Program Core Performance Standards for Admissions and Progression to determine if he or she possesses the physical, emotional, social, intellectual, and communication skills necessary to provide safe nursing care for the client/patient, themselves, and other health care professionals.

Policies related to Clinical Participation:

Because participation in clinical is an integral part of the LPN program curriculum, each student is required to comply with all policies and procedures of the contracted clinical agencies. Therefore, each student is expected to uphold the contractual terms designated in these contracts prior to being admitted to a course with a clinical component. Clinical agencies reserve the right to amend a contract and ask for additional requirements to be met as deemed necessary to maintain the safety and welfare of the patient, student, and/or agency employee.

The following is a list of examples of clinical agency contractual policies that must be completed and on file prior to students being allowed to participate in clinical experiences.

1. Proof that the student has undergone physical examination and is free from disease that may be transmitted to patients, families, and employees. This process includes having the LPN Program's Health Form properly completed by MD or Nurse Practitioner and proof of TB skin testing and follow-up, Hepatitis B vaccination series, MMR and Chickenpox vaccinations or proof of immunity. Health forms must be updated annually and are kept on file in the Allied Health Programs Office.

2. Proof of malpractice insurance coverage in amounts required by the agencies (copy of policy) and evidence that all students purchase the malpractice insurance prior to participating in their first clinical experience. The college therefore requires all students to purchase malpractice insurance when registering for the first clinical course at the college. [Fundamentals for new students and Adult Health IV for students who received transfer credit for Fundamentals of Nursing]. Malpractice insurance must be kept in force for the designated amount of coverage during the time a student is enrolled in a course with a clinical component.

3. Proof of accident insurance coverage to cover the cost of medical care for a student who might receive an injury at the clinical agency and require care. Agencies also recommend students carry health insurance to cover the cost of medical care should a student become sick while at the clinical agency. The clinical agency does not provide free or discounted medical care to students participating in clinical experiences.

4. Proof that students have undergone drug and alcohol testing as a precondition to beginning clinical experiences and that results indicate that the student is drug and alcohol free.

5. Proof of current BLS (Basic Life Support) certification for Health Care Providers.

6. Proof that students have been instructed in hospital policies including, but not limited to, issues of confidentiality, OSHA policies and procedures, Fire and Safety procedures, and documentation policies and procedures.

RETENTION/PROGRESSION CRITERIA

1. The minimum passing grade for all LPN theory courses is 75 percent, "C".
2. Clinical competencies will be evaluated and a grade will be assigned according to the following scale.
   - A: 90-100; B: 80-90; C: 70-79; D: 60-69; F: 59 and below
3. The grading scale for all LPN courses is.
4. Courses with theory and clinical components are evaluated according to the course syllabus and students must satisfactorily complete both components in order to pass the course.
5. The LPN student has seven consecutive semesters in which to complete the program. The total number of nursing course withdrawals is limited to three (3) throughout the program and only one withdrawal allowed for each nursing course. Students who fail a nursing course (do not attain at least a grade of "C" 75%) may repeat the course only once. Students who fail a nursing course the second time or who fail two (2) separate nursing courses will be suspended from the nursing program for one calendar year. Students who have two nursing course academic failures will be eligible to re-apply as a new student one calendar year from their drop date and will be required to repeat all core nursing courses. If a student receives a WF in any course, it is considered an academic failure.
6. Admission/progression may be denied if a student's level of health is unsatisfactory or if physical limitations prevent a student from maintaining personal or patient safety during class or clinical labs.
7) During clinical experiences in affiliated health care agencies, students must abide by the same regulations and policies as employees of those agencies as well as college and program policies.

8) Students are required to demonstrate competence in dosage calculations by making a grade of 90% or better on one of two dosage calculation examinations in order to pass pharmacology. Failure to acquire a 90 percent or better on one of the two dosage calculation examinations will result in course failure.

9) Competency in pharmacology must be maintained and will be assessed at the beginning of each clinical course. Failure to demonstrate competency in dosage calculation will result in an unsatisfactory clinical grade.

10) A student who demonstrates significant problems during the course of the program may be asked to undergo evaluation, including drug or alcohol screening to determine his/her ability to continue in the program.

11) Due to the limited number of spaces available within nursing courses and in clinical areas at affiliated health-care agencies, the program reserves the right to give registration preference to students in regular progression. Students who are out of progression must apply for re-admission and must have program approval to alter their curricular sequence.

LPN PROGRAM POLICIES

The intensity of the nursing curriculum and the development of acceptable workplace habits mandate that the LPN program establish departmental policies regarding absences and tardiness, professional and ethical conduct, uniform and dress code, and testing. Since nursing is a profession that holds nurses to high ethical and professional standards, success in nursing depends on the nurse's ability to provide safe effective care while demonstrating acceptable workplace habits. Departmental policies promote the development of acceptable workplace habits and are consistently enforced. Attendance policies are included on each course syllabus and dress code and other policies related to clinical are included on the syllabus of courses with a clinical component.

LPN Program Uniform Policies

The uniforms are purchased through Bessemer State Technical College. Uniforms will be measured and ordered during the first week of Level I. There is a 20 percent non-refundable deposit required at time of order. In order to assure that students purchase the correct uniforms and that the college approves them, students must purchase their uniforms through the college bookstore.

The male uniform consists of white trousers, white jacket with the school emblem, and white shoes and white socks. The female uniform consists of white dress or pantsuit with the school emblem. Students will need one pair of white professional nurse shoes. Shoes should be clean, comfortable and give good support. Cloth, suede, or athletic shoes with colored decorations or writing, open toes, or open backs are not acceptable. If unsure if shoes are acceptable, have instructor approve them prior to wearing them. Uniforms must be worn only during clinical experiences and at approved college functions.

Professional and Ethical Conduct Policy

The LPN student’s behavior, appearance, and attitude shall reflect respect for and accountability to the nursing profession at all times. Inappropriate conduct may result in termination from the nursing program. Students must not represent themselves as nursing students or engage in patient/client care as nursing students except when participating in an assigned, planned learning activity in a practice setting integral to the curriculum. Students who are prohibited from participating in a clinical agency utilized by the program for clinical learning experiences or who is withdrawn from a clinical agency due to unprofessional and/or unethical conduct will be suspended from the program and be required to petition the college for readmission. Some examples of unprofessional unethical conduct are:

1) use of profanity.
2) dishonesty - either by telling a falsehood or taking something that does not belong to you.
3) unprofessional verbal and/or physical confrontations.
4) display of inappropriate physical contact.
5) failure to follow college, LPN program, and/or clinical agency dress codes and policies.
6) not following appropriate channels of command.
7) unlawful and/or unethical behavior.
8) breach of confidentiality.
9) unsafe clinical practices.

LPN Program Accident Policy

All accidents or incidents should be reported immediately to the course instructor and college operator whether or not injury has occurred. If an accident or needle stick occurs while a student is participating in an off-campus clinical experience, the policy of the clinical agency will supersede the policy of the college. However, faculty and/or student must complete the required accident form and notify the college as soon as possible.

LPN Blood-Born Pathogen Policies

Policies regarding the prevention and management of parenteral and mucus membrane exposure to Blood Born Pathogens including Human Immunodeficiency Virus (HIV), Hepatitis B, and other infectious diseases and information relative to OSHA requirements are provided to the students during the Fundamentals of Nursing course and are continuously reinforced throughout the curriculum. During Fundamentals of Nursing, students are also provided with written handouts that outline OSHA requirements and the Allied Health Programs LPN Program's Guidelines for the Management of Parenteral and Mucous Membrane Exposure to Blood Born Pathogens including Human Immunodeficiency Virus (HIV) and Hepatitis B and a copy of the CDC's "Recommendations for Prevention of HIV Transmission in Health Care Setting." MMWR 36 (2), 1601/S, 9/93.

For more information on the Licensed Practical Nursing program, the Emergency Medical Technician program, or Dental Assisting program contact the Allied Health office.
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.

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.

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. A student will not be approved for more than 24 credit hours in any one term for any reason.

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</td>
<td>Excellent</td>
<td>4 points</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3 points</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2 points</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1 point</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0 points</td>
</tr>
</tbody>
</table>

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

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

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

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

Official withdrawal (after three weeks) from a course in which a student is failing at the time of withdrawal. Credit hours will be averaged into the Grade Point Average. 0 points

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>

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

As an example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
<th>Hrs</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>3</td>
<td>B (3 points)</td>
<td>3x3</td>
</tr>
<tr>
<td>MTH 110</td>
<td>3</td>
<td>3</td>
<td>C (2 points)</td>
<td>3x2</td>
</tr>
<tr>
<td>BSS 118</td>
<td>1</td>
<td>1</td>
<td>A (4 points)</td>
<td>1x4</td>
</tr>
<tr>
<td>SET 101</td>
<td>3</td>
<td>3</td>
<td>B (3 points)</td>
<td>3x3</td>
</tr>
<tr>
<td>CIS 146</td>
<td>3</td>
<td>3</td>
<td>B (3 points)</td>
<td>3x3</td>
</tr>
</tbody>
</table>

Total Credit Hours 13
Total Quality Points 37

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

STANDARDS OF ACADEMIC PROGRESS

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

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

1. A student who has attempted 12-21 semester credit hours at the college must maintain a 1.5 Cumulative Grade Point Average.
2. A student who has attempted 22-32 semester credit hours at the college must maintain a 1.75 Cumulative Grade Point Average.
3. A student who has attempted 33 or more semester credit hours at the college must maintain a 2.0 Cumulative Grade Point Average.

Exceptions

Programs within the institution which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters 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 number of credit hours attempted at the institution, a student is placed on Academic Probation. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution but the semester GPA is 2.0 or above, a student remains on Academic Probation.

When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution and the semester GPA is below 2.0, a student is suspended for one term. The transcript will read: SUSPENDED--ONE SEMESTER.

3. A student who is suspended for one semester may appeal. If, after appeal, a student is readmitted without serving the one semester suspension, the transcript will read: SUSPENDED--ONE SEMESTER/READMITTED UPON APPEAL.

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

4. A student who is on Academic Probation after being suspended for one semester (whether a student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose semester GPA is 2.0 or above will remain on Academic Probation until a student achieves the required GPA for the total number of hours attempted.

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

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

7. The permanent student record will reflect the student's status (except when the status is Clear). When appropriate, the record will reflect ACADEMIC PROBATION, ACADEMIC SUSPENSION -- ONE TERM, ACADEMIC PROBATION -- ONE YEAR, ACADEMIC SUSPENSION -- READMITTED ON APPEAL, or ACADEMIC SUSPENSION -- READMITTED ON APPEAL.

Process for Appeal for Readmission

If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, he/she may submit a request in writing for an "appeal for readmission" to the Admissions Committee for the institution within a designated, published number of days of receipt of the notice of suspension. During the meeting of the Admissions Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, a student shall be given an opportunity to present a rationale and/or a statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, together with the materials presented by a student, shall be placed in the college's official records. Additionally, a copy of the written decision shall be provided to a student. Equity, reasonableness, and consistency will be the standards by which such decisions are measured.

Definition of Terms

Grade Point Average (GPA)
The Grade Point Average based on all hours attempted during any one semester/term at the institution based on a 4-point scale.

Cumulative Grade Point Average (GPA)
The Grade Point Average based on all hours attempted at the institution based on a 4-point scale.

Clear Academic Status
The status of a student whose Cumulative Grade Point Average (GPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.

Academic Probation
1. The status of a student whose Cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at the institution; or
The process by which an institution shall allow a student to request readmission without having to re-enroll in the course.

**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.

**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 academic bankruptcy, a student may declare academic bankruptcy on all coursework taken during one 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 or more calendar years have elapsed since the most recent semester/term for which a student wishes to declare academic bankruptcy, a student may declare academic bankruptcy on all coursework taken during 1-3 semester/term 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 the 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 in which its implementation and the transcript will be stamped Academic Bankruptcy Implemented.

3. A student may declare academic bankruptcy only once.

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

**ACADEMIC HONORS**

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

**Dean's List**

The Dean's List is compiled at the end of each semester. 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 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. 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 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

Students successfully completing their course requirements will be awarded either an Associate in Applied Technologies degree, Associate in Occupational Technology 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 Cashiers Office before a student is granted an Associate in Applied Technology degree, Associate in Occupational Technologies degree, diploma, or certificate.

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

Associate in Applied Technology Degree Requirements

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

1. Satisfactorily complete 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 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.

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 perform the following:

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 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.
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:
$60 per credit hour
$76 per credit hour for Distance Learning*
*Includes facility renewal and technology fees

Fees:
- Facility Renewal Fee $4 per credit hour
- Technology Fee $4 per credit hour
- Late Registration Fee* $25
- Returned Check Fee $25
- Diploma Fee $10
- Student Accident Insurance $8 per 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
*Assessed on the first day of term

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

NOTE: Tuition for an out-of-state and an international student is double ($120 per credit hour) that for an in-state student. Fees remain the same.

BOOKS AND SUPPLIES

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

Addition of Classes

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

Return of Title IV Funds Federal Policy

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

In essence, these provisions say that a student is not entitled to 100 percent of his or her federal grants (Pell Grant and/or Supplemental Grant) until he or she has completed 60 percent of the semester, which is about 9 1/2 weeks. In most cases, the student will have received 100 percent of his or her grant before that time. Therefore, if a student receives a federal grant and withdraws before 60 percent 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.

STUDENT FINANCIAL SERVICES

General Statement

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

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.

How Financial Need is Determined

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

The less a family can contribute, the more financial need a student will have. Financial need may be met with grants, work-study, scholarships, veterans benefits, 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.

Application Process for Federal Student Aid

The paper version of the Free Application for Federal Student Aid (FAFSA) is available through the BSTC Office of Student Financial Services, a local high school guidance counselor, or the public library. It should be completed at least six weeks before the beginning of the semester/term in which a student will be entering school. 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 2002-2003 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 is money from the federal government awarded each term to eligible students. Eligibility is based on the cost of attendance at the college, the student's enrollment level, and the family's expected family contribution (EFC) as determined by the Free Application for Federal Student Aid. The federal Pell Grant ranges in value from $400 to $4,000 for a 12-month period at Bessemer Tech. It must be used toward the costs of tuition, fees, books, and supplies. Any balance is given to the student approximately fourteen (14) days into the semester to be used for other school related expenses such as transportation and living expenses.
Federal Supplemental Educational Opportunity Grant (FSEOG) is a limited amount of money from the federal government for "exceptionally needy" Pell Grant recipients. FSEOG is awarded each term. Student awards range in value from $100 to $900 per year.

Leveraging Educational Assistance Partnership (LEAP) is a limited amount of money from the federal and state governments for the most needy Pell Grant recipients. LEAP is awarded during the fall and spring terms. Student awards range in value from $100 to $600 per year. Nonresidents must apply for LEAP funds from the State Agency in their home state. The Office of Student Financial Services will provide students with procedures and addresses upon request.

Federal Work-Study Program (FWSP) is a job program, which provides part-time employment opportunities to students who show financial need. All eligible students indicating an interest in FWS can be considered for these limited funds. Most job placements are on campus, and work hours are usually after classes each day. Students earn minimum wage while working 8-15 hours each week. Job placement is based on job application for the scholarship by March 15. Applicants for each day. Students earn minimum wage while working 8-15 hours each week. Job placement is based on job application for the scholarship by March 15. Applicants for each day. Students earn minimum wage while working 8-15 hours each week. Job placement is based on job application for the scholarship by March 15. Applicants for each day. Students earn minimum wage while working 8-15 hours each week. Job placement is based on job application for the scholarship by March 15. Applicants for each day. Students earn minimum wage while working 8-15 hours each week. Job placement is based on job application for the scholarship by March 15. Applicants for each day. Students earn minimum wage while working 8-15 hours each week. Job placement is based on job application for the scholarship by March 15. Applicants for each day. Students earn minimum wage while working 8-15 hours each week. Job placement is based on job application for the scholarship by March 15. Applicants for each day. Students earn minimum wage while working 8-15 hours each week. Job placement is based on job application for the scholarship by March 15.

Other Financial Assistance

Bessemer Tech Scholarships, which cover the cost of tuition and most fees, are available to outstanding current-ly enrolled students (Presidential Scholarships and the Joe Phillips Memorial Scholarships), high school seniors (Achievement Scholarships) and VICA tournament winners (VICA Scholarship). Applicants for the Presidential Scholarships must have completed at least 12 credit hours at BSTC, must have at least a 3.5 grade point average, and must submit to the Office of Student Financial Services both a letter of recommendation from an instructor and an application for the scholarship by March 15. Applicants for the Achievement Scholarship must have an overall grade point average of 3.0 ("B") in high school, must have successfully completed the High School Exit Exam, and must submit both a letter of recommendation and an application by April 15. VICA scholarship recipients must place 1st or 2nd in the District or State VICA tournament in an area for which BSTC has a program of study. Technical Discovery Scholarships covering only one term's tuition and fees are awarded as available to high school seniors with GPA of 2.5 or better who are recommended by a counselor or principal.

Senior Adult Scholarships

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

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.

Veterans Benefits

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

Other Options

Workforce Investment ACT (WIA) Contact the Student Development Services Office for more information.

Part-time job opportunities are available for students wanting to earn money to help with college expenses. Contact Career Services Office for more information.

Other Possibilities

Vocational Rehabilitation (for students with documented disabilities) Contact a State Vocational Rehabilitation Counselor (426-1284) for more information.

Employer Educational Assistance (for students who work for companies providing educational benefits). Documentation of this benefit from the company Personnel or Benefits Office should be provided to BSTC's cashier for billing purposes.

External Scholarships (such as hospital scholarships for LPNs or Dental Society Scholarships for Dental Assisting majors). Listings of scholarships from external organizations, foundations, or companies are available at local libraries, through the Office of Student Financial Services, and various websites on the Internet.

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:

The student has the right to ask the college:

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

Student Responsibilities

It is a student's responsibility to:

- Review and consider all information about a school's program before enrolling.
- Pay special attention to the application for student financial aid. Complete it accurately and submit it, on time to the right place. Errors can result in delays in a student's receipt of financial aid.
- Intentional reporting of false information on application forms for federal financial aid is a violation of law and is considered a criminal offense, subject to penalties under the Criminal Code of the United States. The Inspector General's office will be notified in such cases.
- Return all additional documentation, corrections, and/or new information requested by either the Office of Student Financial Services or the agency to which the application is submitted.
- Read and understand all forms that he/she is asked to sign and keep copies of them.
- Accept responsibility for all agreements he/she signs.
- Notify the lender of changes in his/her name, address, or school status for each loan.
- Perform the work that is agreed upon in a satisfactory manner when accepting a Federal Work Study assignment.
A student applying for financial assistance may be required to submit copies of tax returns, proof of financial independence from parents, household size, number of family members in college, and any other information identified by the Office of Student Financial Services.

Return of Title IV Federal Policy

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

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

Any grant money a student has to pay back is considered a federal overpayment. The student must either repay that amount in full or make satisfactory arrangements with either Bessemer State or the Department of Education to repay the amount. The repayment or arrangements for the repayment must be made within 45 days of the date the student is notified of the overpayment or the student will lose further eligibility for all federal aid for attendance at ANY college until the debt is paid in full.

Satisfactory Academic Progress Policy

Students receiving federal financial aid through the Federal Pell Grant, Federal Supplemental Opportunity Grant (FSEOG), Leveraging Educational Assistance Partnership (LEAF), and/or Federal Work Study Program (F-WS) must make satisfactory progress toward a degree, diploma, or certificate according to federal regulations to receive and retain eligibility for these funds. There are three components to satisfactory academic progress as explained below:

1. Students must maintain a grade point average each term of at least 2.0 (C) overall for all classes attempted.
2. Students must successfully complete at least 67% (2/3) of the classes attempted each term.

A student in violation of either of these two components will be placed on probation for one term. During this probationary term, the student will continue to receive federal aid but must improve his/her academic record so that the grade point average and hours completed are in compliance with policy. Failure to do so will result in suspension of financial aid. To be reinstated on financial aid, the student must attend full-time for at least one term at his/her own expense and bring his/her academic record into compliance record into compliance with the policy. When policy requirements are met, the student must request in writing that his/her academic record be reviewed for reinstatement. If unusual circumstances contributed to the students inability to make satisfactory academic progress, the student may appeal the decision to suspend federal aid (see Appeal Process*).

3. Students must also complete program requirements within a certain time frame. Bessemer State will allow students to receive federal financial aid for up to 1.5 times the normal number of terms required for the degree, diploma, certificate. Part-time student's terms will be prorated. Example:

<table>
<thead>
<tr>
<th>Normal Length of Program</th>
<th>Number of Terms Allowed on Financial Aid to Complete Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>5</td>
<td>7.5</td>
</tr>
<tr>
<td>4</td>
<td>4.5</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

Other Important Information

1. Excessive withdrawals, incompletes, and/or repeated classes may also result in a probationary term or suspension of federal financial aid.
2. Appeal Process*: Students wishing to appeal the decision to suspend federal financial aid may do so by completing the Satisfactory Academic Progress Appeal form and submitting it to the Director of Student Financial Services. The student must explain the reason(s) for failure to meet the requirements, and submit a plan for improvement.

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.

Benefits for veterans include:

- The Montgomery GI Bill (Ch 34, Ch 30, Ch 1606, Ch 35), VEA (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.

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.

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.

Important Information

- Notify the Registrar's Office, in writing, whenever there is a change of name or address.
- Know and comply with the school's refund procedure.

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.

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.
STUDENT DEVELOPMENT SERVICES

The Student Development Services Division is committed to helping each student meet his/her goals. The division assists students with admissions, advisement, registration, orientation, academic support services, special needs, intervention services, student activities, and career planning. For information about services and student activities, contact the Dean of Students.

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 arrange a schedule of classes for the subsequent semester/term. Visits with the academic advisor not only facilitate matching a student's interests, strengths, and goals with career needs, but also provides the advisor an opportunity to become familiar with each student enrolled in the major area.

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

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

The responsible student should:

1. Be familiar with the contents of the Bessemer State Technical College Catalog/Student Handbook.

2. Be familiar with written college policy statements that must be followed in order to complete the degree, diploma, or certificate requirements.

3. Verify that his/her high school and/or college transcripts have arrived in the Registrar's Office and that appropriate written requests have been compiled 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 ensure 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 Student Development Services if he/she is unable to keep scheduled appointments or if he/she is unable to contact his/her advisor for assistance.

The responsible advisor will:

1. Post specific office hours.

2. Be familiar with the contents of the Bessemer State Technical College Catalog/Student Handbook.

3. Be available to listen to a student's concerns and to discuss options with a student.

4. Provide guidance and referrals as he/she assists a student with choices of a major and career options.

5. Provide information about the requirements for the major program, curriculum options, and graduation.

6. Verify that each student is eligible to enroll and provide guidance in course selections, as they relate to a student's ASSET placement scores and completion of prerequisites.

7. Approve and sign schedules for the upcoming semester/term.

8. Provide interpretation and clarification of college policies.

9. Act as a referral agent to other college support services.

10. Assist with job placement and follow-up.

ACCOMMODATIONS FOR THE DISABLED

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

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

ACTIVITIES AND ORGANIZATIONS

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

AWS (American Welding Society)

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

American Dental Assistants Association

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

**PBL (Phi Beta Lambda)**

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

**SME (Society of Manufacturing Engineers)**

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

**Student Activities Team**

The Student Activities Team consists of students, faculty, and staff who facilitate campus activities programming and encourage student participation in these extracurricular activities. Student activities programming includes Technology Day, Graduating Student Receptions, Spring Fling, Summer Chill, and Health Awareness. These activities are organized to promote leadership development and encourage individual initiative and cooperation among students. Students in all major programs are invited to get involved in campus activities programming by becoming a member of the Student Activities Team.

**SKILLS USA (MCA)**

The SKILLS USA 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. 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, career fairs, on-campus interviews and job search workshops. Students or former students in need of assistance should contact the Career Services Office in the Student Service Center, Building A, Room 194.

**COUNSELING AND GUIDANCE OF STUDENTS**

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

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

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

**RETENTION/INTERVENTION SERVICES**

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

**ORIENTATION**

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

**STUDENT AMBASSADORS**

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

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

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

**Student Ambassador Criteria**

1. Student must have a 2.5 Grade Point Average.

2. Student must complete and submit an Ambassador application.

3. Student must be recommended by a faculty or staff member of the college.
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 faculty/staff or other security personnel who will inform by dialing “0” for the college operator. The operator will notify the 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)

Textbooks purchased must be in the same condition as when purchased. Used books must be in resalable condition. Textbook 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. The following are non-returnable: study guides, examination booklets, special orders, sale merchandise, and opened packages.

CAMPUS SAFETY AND SECURITY

The college shall provide a safe environment for students, faculty, staff and other campus visitors.

A person who is not a student, officer, or employee of the college, who is not authorized by employment or by status as a student of the college to be on campus or at any other facility owned, operated, or controlled by the governing board of the college, or who does not have legitimate business on the campus or facility, or any other authorization, license or invitation to enter or remain at the facility, or who is committing any act tending to interfere with the normal, orderly, peaceful, or efficient conduct of activities of such facility, may be directed by an official of the college to leave the campus or facility. If the person fails to do so, trespassing charges may be made by the college through the appropriate local law enforcement agency or court. A student must have a valid student ID in his/her possession when on campus.

The college maintains a staff of uniformed security officers 24 hours a day for everyone's protection. Selected areas on campus are under video surveillance as well. A student should report any suspicious activity to the college telephone operator or a security officer. Security officers are radio dispatched.

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

PROTECTION OF VALUABLES

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

CHANGE OF NAME OR ADDRESS

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

DRESS CODE

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

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

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

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

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

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

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

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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.
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 eyeglasses and protective footwear are required.

Clothing should be appropriate and 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 is prohibited.

**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 established Emergency Procedures and Evacuations Plans is to provide a system of alerting and moving students and employees to safe areas during a fire, impending tornado, or any situation that may occur that poses a threat of bodily harm.

Note: All faculty members will be responsible for notifying and/or assisting the hearing, visually, or physically impaired of the evacuation signal.

**Fire Evacuation Procedures**

Evacuation Routes are posted throughout the campus and identify the location of fire exits; become familiar with Evacuation Routes and fire extinguisher usage instructions.

Fire drills will be conducted in each building at least once per term by the Safety Officer. When a fire alarm signal is heard, each person should immediately make his or her way to the nearest exit and meet. A brief check of the building will be conducted to determine compliance with the fire exit procedures. At the conclusion of the drill, an "All Clear" signal will be given, and participants may return to the building. All students, faculty, staff, and guests are required to participate in the fire exit drills.

The Diesel Shop, Ethel Hall Building, Jess Lanier Building, Library, Millsap Industrial Training Center, and Student Services Center are equipped with zoned fire alarm systems. A verbal command will be used to signal the evacuation of all remaining buildings on campus.

**When a fire occurs**

Report the fire to the college operator at extension 25. The college operator will call (a) the Besserv Fire Department, (b) the Director of Plant Operations, (c) campus Security or Safety Officer, and the (d) Dean of Instruction or President's Office.

Activate the building alarm. If the building is not equipped with an alarm/signal, notify by voice.

Begin evacuation of the immediate area. The instructor is responsible for evacuating the classroom, turning off all equipment and lights, and closing all doors and windows before leaving the classroom, lab, or shop, when feasible. DO NOT LOCK DOORS!

Assist the disabled in exiting the building! Remember, smoke is the greatest danger in a fire, so stay near the floor where the air is less toxic.

Students involved in the evacuation are to assemble in groups by classes at least 50 yards away in designated safe locations. Safe locations are predetermined by each instructor. Once assembled, the instructor will call roll and report any missing students to the administrator on the scene. Students must remain clear of fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

Do not return to an evacuated building unless told to do so by the campus Security Officer or designated.

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

If trapped in a building during a fire and a window is available, place an article of clothing outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. REMAIN CALM!

**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.

**Building A Other BSTC Buildings:**

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

**Tornado Evacuation Procedure**

The college will utilize the E-Warn notification system as the primary source of information regarding dangerous weather conditions. This system notifies selected administrators via e-mail and radio as dangerous weather conditions develop. However, close attention should be paid to the Emergency Management sirens, which are sounded for any severe weather warning or other emergencies that require shelter.

In order of priority, the following individuals will implement the Tornado Evacuation Procedure: (1) Ron Moon, (2) Marilyn Creagh, (3) Dennis Winn. The college operator, security guard, or administrator will alert the faculty and staff, visitors, etc., in the event of a tornado warning. Should it be necessary to evacuate some areas of the campus, a verbal command will be issued, and students and employees will 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 and the Student Services Center to the interior class rooms and hallway on the first floor of Building A.
4. Upper floor of Building B to the bottom floor hallway of Building B.

The shelter areas designated are all below ground level. Student and instructors should proceed to these areas in groups and remain in groups until notified by the operator, security guard, or administration to return to classes.

Everyone should be familiar with the Emergency Evacuation Procedures and safe locations within each department/building. Remember, a safe location is the predetermined area decided upon by the instructor. If unaware of the predetermined area, get as far away from the affected building as possible. For persons with disabilities, the landings inside each stairwell and protected elevator lobbies are considered safe areas. It is routine procedure for emergency personnel (i.e., fire department and police) to check these areas for individuals with disabilities and/or injured persons. Individuals with disabilities should be escorted to the closest stairwell, and a staff member should remain with that person until emergency personnel arrive.
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 Accident/Incident Report Form. To proceed with the correction of any safety hazards or deficiencies, the instructor or responsible person must complete the form quickly and accurately.

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

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

Every student is expected to comply with all emergency procedures.

FOOD SERVICES

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

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

INCLEMENT WEATHER

Policy Statement

The safety and well-being of students and employees are primary considerations during inclement weather. The college has established a procedure to be followed during adverse weather conditions. However, weather, road conditions, and power outages tend to vary within the college's service area. Accordingly, the final decision to travel during adverse weather conditions when the college remains open must be made by the individual college employee or student. The President of the college is the only person authorized to close the college. 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 of dismissing evening classes early after receiving approval from the President or Dean of Instruction.

The evening security guard will observe and monitor weather conditions at the college and contact Dean Ron Moon by 5 a.m. if conditions become inclement. The security guard will extend his/her time on post until he/she is relieved. Dean Moon will remain in contact with the security guard via radio.

Utility Failure

1. In the event of a utility failure occurring during regular working hours, immediately notify the college operator at extension "0."
2. If the utility failure occurs after hours, weekends, or holidays, notify the contracted security company.
3. If an emergency exists, activate the building alarm. If the building is not equipped with an alarm, notify by voice, and begin evacuations.
4. Assist disabled persons in exiting the building!
5. Once outside move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes, and hydrants clear for emergency crews.
6. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business. Do not return to an evacuated building unless told to do so by the security guard or designated college official.

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. If a student is uncertain of the status of the college (open or closed), he/she should call the college for current information.

IDENTIFICATION CARDS

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

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

1. A student can use the center to improve proficiency in any subject for which software is available. The center houses multi-media workstations; Internet access is available.
In addition to computers, software, and reference materials, the center provides a quiet place for a student to study. A coin-operated copy machine is also available for student use.

**STUDENT SUCCESS CENTER**

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

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

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

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

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

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

**LOCKERS**

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

**LOST AND FOUND**

The college's central Lost and Found Service is located in the Bookstore. Articles found and left with Lost and Found will be inventoried, dated, and held for a period of 30 calendar days during which time they may be claimed upon identification. After 30 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; stripes; handicapped parking or any other indications of driving/parking limitations.

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

1. A student to whom the vehicle is registered will be responsible for all citations issued to his/her vehicle.
2. Payment of fines will be due within three days. Delinquent fines will be doubled and added to a student's financial account with the college. A student will not be permitted to re-enroll until fines are paid.
3. A citation will be issued for failure to display the registration permit. A $3 fine for each violation will be charged.
4. A student parking in loading zones or faculty/reserved parking spaces will be charged a fine of $3.
5. A student charged with speeding or reckless driving will be charged a fine of $15.
6. A student charged with a handicapped violation will be charged a fine of $15.
7. An individual may appeal his/her parking or traffic fee assessment and have the appeal heard by the Chief Financial Officer.

**STUDENT RESPONSIBILITIES**

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

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

**TELEPHONES**

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

**VISITORS**

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

CATALOG/HANDBOOK DISCLAIMER

Failure to read the Catalog/Student 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/Student Handbook are subject to change without prior notice.

CHANNELS OF COMMUNICATION

Each student has the right to express opinions, 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/Student Handbook. 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 and displayed on the video information centers. 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 Computer 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 a college counselor.

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

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

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. 319.

HARASSMENT

Bessemer State Technical College prohibits harassment of employees or students. Any form of harassment related to employees’ or 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 Students 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 a safe environment for all students, faculty, and staff. Policy guidelines are as follows:

1. BSTC will not undertake programs of mandatory testing of either employees or students for the presence of indicators of LTI. For health status testing and/or counseling, students, faculty, and staff should be aware of appropriate community health agencies.

2. The existence of conditions related to LTI in an applicant for BSTC admission or employment will not be considered in the initial admission or employment decisions.

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

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

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

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

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

8. Any breach of the above guidelines will be handled as follows:

   a. Breaches of these guidelines involving students, staff, or faculty should be reported to the office of the Dean of Instruction.

   b. Complaints regarding such breaches should be made in writing within seven (7) days of their occurrence.

RELEASE OF STUDENT RECORDS

Protection of Privacy

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

While allowable under the law, the college DOES NOT release students' addresses and telephone numbers, since release of such information may result in solicitations. Grades and/or other details of a student's academic record are not released without the expressed/written consent of the student. The only exceptions to the previously described policies are in the case of legal action involving a student. Any questions regarding college policies on the release of directory information should be referred to the Dean of Students.

Retention of Student Records

Each student transcript is a permanent document of Bessemer State Technical College and will be maintained indefinitely. All other student records are maintained in accordance with the Alabama College System General Records Schedule approved by the State Records Commission.

Family Educational Rights and Privacy Act of 1974

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

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

SAFETY POLICY

Safety Goggles

Alabama Law: SS16-1-7

Eye protective devices for pupils and teachers participating in certain courses.

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

1. Vocational or industrial arts, shops, or laboratories involving experience with:

   a. Hot molten metals;

   b. Milling, sawing, turning, shaping, cutting or stamping of any solid materials;

   c. Heat treatment, tempering or kiln firing of any metal or other materials;

   d. Gas or electric arc welding;

   e. Repair or servicing of any vehicle;

   f. Caustic or explosive materials.

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.

STUDENT CONDUCT

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

Student Code of Conduct

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

College Documents and Policies

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

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

3. Disclosing or otherwise misusing college computer access codes.

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

College Sponsored Activities

1. Engaging in or sponsoring as an individual student or group of students any college activity off the campus that represents a clear and present danger to the normal educational process of the college.

2. Gambling in any form on campus or at any social function approved by the college.

3. Violating college policies, procedures or regulations concerning registration of student organizations, the use of college facilities, or the time, place, and manner of public expression.

4. Soliciting and/or selling on campus unless approved by the President.

5. Entering or occupying college buildings or property without proper authorization or bringing a guest or visitor to the college or to an approved college activity who fails to abide by the rules and regulations of the college. A student is responsible for obtaining a visitor's pass from the business office for any guest or visitor he/she may bring on campus.

College and Personal Property

1. Defacing, damaging, or maliciously destroying any college, faculty, or student property or the attempt to do such destruction. Violators may be required to make appropriate financial restitution.

2. Stealing property of the college or other individuals for personal use.

3. Selling stolen property of the college or other individuals to a member of the college community or a visitor to the campus.

4. Eating or drinking in unauthorized areas, especially in classrooms, shops, and laboratories.

College Instruction

1. Conducting an activity on the part of any individual or group that causes disruption or interference with the teaching-learning environment or the regular operation of the college, including:
   a. occupying any building or campus areas for the purpose of disruption or interference.
   b. preventing or attempting to prevent the entrance or exit of students, faculty, administration, staff, or authorized visitors to and from the campus or buildings.
   c. failing to obey directions of faculty, administrators, or security officers in situations relating to the regular operation of the college.

2. Displaying any inflammatory or incendiary signs, posters or banners, or the distribution of literature, or the circulation of petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment.

3. Failing to comply with a request to report to a faculty or staff member for a conference.

4. Failing to follow department rules, directives of instructors, or failure to carry out assignments.

5. Leaving scheduled classes or training 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. Duty 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 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 and/or illegal drugs 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.

2. Probation
   
   A student who has been placed on probation shall be monitored for a specified period of time and shall observe the restrictions specified by the President.

3. Suspension
   
   A student who has been suspended shall be excluded from the campus for a specified period of time. All privileges of the college shall be denied during the period of suspension, except for the right to participate in final examinations.

4. Expulsion
   
   A student who has been expelled may be barred from the campus for a specified period of time and all privileges of the college shall be denied. The expelled student shall be ineligible to return to the college until an application is presented and granted by the President.

5. Appeal
   
   A student who has been disciplined may appeal the decision to the President or the Board of Trustees. The appeal shall be in writing and must be presented within ten days of the receipt of the notice of disciplinary action.

6. Retention
   
   A student who has been retained shall be required to complete a specified number of credits before being eligible to return to the college.
c. The restriction is generally for an indefinite period of time, but not less than one academic semester/term.

d. Termination of the restriction is generally based upon a student's cooperative attitude, academic progress, and positive contributions of service to the college.

2. Probation:

A strong restriction designed to encourage and require a student to cease and desist from violating college regulations. A student under this restriction is notified in writing. A student on Disciplinary Probation is warned that:

a. Any further violations on his/her part while under probation will lead to an extension of his/her restriction, Disciplinary Suspension, or Disciplinary Dismissal.

b. He/she may not hold any office, elective or appointive, in any student organization.

c. The probation restriction is generally not less than one academic semester/term.

3. Immediate Temporary Suspension: Immediate, temporary suspension is 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
procedure for conducting the hearing

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

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

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

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

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 working days 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 dean of students office.
THE ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

The Associate in Applied Technology degree is awarded to students who complete the requirements of specific programs outlined in this catalog. The Associate of Applied Technology degree programs may contain no less than 60 and no more than 76 semester hours. Of the total hours in a program, 35-40 percent must be courses chosen to ensure competency in reading, writing, oral communication, computers, and mathematics and to satisfy Bessemer Tech core requirements. The remaining hours must be taken in the specific area of concentration and may include related courses and electives. This area of concentration must include 15 semester hours of concentration and may include related courses and electives. This area of concentration must include 15 semester hours of coursework, with appropriate prerequisites, above the level of elementary courses. In addition coursework in the area of concentration must follow an orderly identifiable sequence. All Associate of Applied Technology degrees will contain the following General Education requirements.

Area I:
English Composition
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 credit hours in Area I and II that should include 6 hours in Written Composition I and II and additional 3 credit hours in Humanities, Fine Arts, Literature or Philosophy; or 3 credit hours in Area I with 3 credit hours of Speech in Area II, plus 3 additional credit hours in Humanities, Fine Arts, Literature or Philosophy.

Area III:
Natural Sciences and Mathematics
9 Credit Hours

- Disciplines include: Mathematics, Physics and Computer Science*

MTH 110 Finite Mathematics 3 0 3
MTH 112 Pre-calculus Algebra 3 0 3
PHY 120 Introduction to Physics 4 0 4
CIS 130 Introduction to Information Systems 3 0 3
CIS 146 Microcomputer Applications 3 0 3

*Requirements prescribe: a minimum of one Mathematics course, and a minimum of one Computer Science course with two 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
3-6 Credit Hours

Area V:
Maximum General Education Core, Technical Concentration, and Electives
58-52 Credit Hours

Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

Maximum Program Semester Credit Hours: 76 Credit Hours
Semester Credit Hour Range by Award:
60-76 Credit Hours

THE ASSOCIATE IN OCCUPATIONAL TECHNOLOGIES DEGREE (AOT)

The Associate in Occupational Technologies degree is awarded to students who complete the requirements of specific diploma and long certificate programs outlined in this catalog. The Associate of Occupational Technology degree program may contain no less than 60 and no more than 76 semester hours. Of the total hours in a program, 35-40 percent must be courses chosen to ensure competency in reading, writing, oral communication, computers, and mathematics and to satisfy Bessemer Tech core requirements. The remaining hours must be taken in the specific area of concentration and may include related courses and electives. This area of concentration must include 15 semester hours of coursework, with appropriate prerequisites, above the level of elementary courses. In addition coursework in the area of concentration must follow an orderly identifiable sequence. All Associate of Occupational Technology degrees will contain the following General Education core requirements.

Area I:
English Composition I
3 Credit Hours

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
PHI 106 Introduction to Philosophy 3 0 3
PHI 206 Ethics and Society 3 0 3

Area III:
CIS 130 Introduction to Information Systems 3 0 3
CIS 146 Microcomputer Applications 3 0 3
MTH 110 Finite Mathematics 3 0 3

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:
Primary 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 Range by Award: 60-76 Credit Hours

THE DIPLOMA OR LONG CERTIFICATE

The Diploma and Certificate are awarded to students who complete the requirements of a specific Technical Program outlined in this catalog. These programs may contain no less than 30 no more than 60 semester hours. General Education core requirements include:

Area I:
Written Composition
3-6 Credit Hours

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

Area III:
Natural Sciences, Mathematics and Computer Science
6 Credit Hours

Requirements prescribe: Distributed in Mathematics, Science or Computer Science courses

Area IV:
History, Social, and Behavioral Science
0-3 Credit Hours

Area V:
Primary Technical Specialty
Courses appropriate to the degree requirements, primary occupational or technical specialty requirements, core courses, secondary occupational or technical specialty requirements, and electives.

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

THE SHORT CERTIFICATE

A Short Certificate is awarded to students who satisfy the requirements of a specific Short Certificate less than or equal to specific programs outlined in this catalog. All Short Certificates are 26 semester credit hours or less.
## AWARDS

Bessemer State Technical College offers the following Short Certificates which can be completed in two terms or less.

<table>
<thead>
<tr>
<th>Program</th>
<th>Prefix</th>
<th>Degree</th>
<th>Minor</th>
<th>Credit Hours</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Technology</td>
<td>ACT</td>
<td>Certificate</td>
<td></td>
<td>26</td>
<td>Business</td>
</tr>
<tr>
<td>Air Conditioning/Refrigeration</td>
<td>ACR</td>
<td>Certificate</td>
<td></td>
<td>26</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Automotive Mechanics</td>
<td>AUM</td>
<td>Certificate</td>
<td></td>
<td>26</td>
<td>Transportation</td>
</tr>
<tr>
<td>Building Construction</td>
<td>BUC</td>
<td>Certificate</td>
<td></td>
<td>26</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Commercial Art</td>
<td>CAT</td>
<td>Certificate</td>
<td></td>
<td>26</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Computer Repair</td>
<td>ILT</td>
<td>Certificate</td>
<td></td>
<td>26</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Computer Science</td>
<td>DPT</td>
<td>Certificate</td>
<td></td>
<td>26</td>
<td>Business</td>
</tr>
<tr>
<td>Diesel Mechanics</td>
<td>DEM</td>
<td>Certificate</td>
<td></td>
<td>26</td>
<td>Transportation</td>
</tr>
<tr>
<td>Electrical</td>
<td>ILT</td>
<td>Certificate</td>
<td></td>
<td>26</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Emergency Medical Technician</td>
<td>EMT</td>
<td>Certificate</td>
<td></td>
<td>10</td>
<td>Allied Health</td>
</tr>
<tr>
<td>Graphics and Prepress Communications</td>
<td>GPC</td>
<td>Certificate</td>
<td></td>
<td>26</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Horticulture</td>
<td>OHT</td>
<td>Certificate</td>
<td></td>
<td>26</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Industrial Maintenance</td>
<td>INT</td>
<td>Certificate</td>
<td></td>
<td>26</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Office Administration</td>
<td>SET</td>
<td>Certificate</td>
<td></td>
<td>26</td>
<td>Business</td>
</tr>
<tr>
<td>Photography</td>
<td>CAT</td>
<td>Certificate</td>
<td></td>
<td>26</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Turf Management</td>
<td>OHT</td>
<td>Certificate</td>
<td></td>
<td>26</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Welding</td>
<td>WDT</td>
<td>Certificate</td>
<td></td>
<td>26</td>
<td>Career/Technical</td>
</tr>
</tbody>
</table>

Bessemer State Technical College offers both a Diploma and Certificate which are less than one and a half years in length in the following programs.

<table>
<thead>
<tr>
<th>Program</th>
<th>Prefix</th>
<th>Degree</th>
<th>Minor</th>
<th>Credit Hours</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Conditioning/Refrigeration</td>
<td>ACR</td>
<td>Diploma</td>
<td></td>
<td>55</td>
<td>Career/Technical</td>
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<tr>
<td>Automotive Mechanics</td>
<td>AUM</td>
<td>Diploma</td>
<td></td>
<td>52</td>
<td>Transportation</td>
</tr>
<tr>
<td>Commercial Art</td>
<td>CAT</td>
<td>Diploma</td>
<td></td>
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<td>Career/Technical</td>
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<tr>
<td>Dental Assisting</td>
<td>DAT</td>
<td>Diploma</td>
<td></td>
<td>47</td>
<td>Allied Health</td>
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<td>Diesel Mechanics</td>
<td>DEM</td>
<td>Diploma</td>
<td></td>
<td>55</td>
<td>Transportation</td>
</tr>
<tr>
<td>Drafting and Design</td>
<td>DDT</td>
<td>Certificate</td>
<td></td>
<td>48</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Electrical</td>
<td>ILT</td>
<td>Certificate</td>
<td></td>
<td>55</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Electronics</td>
<td>ILT</td>
<td>Certificate</td>
<td></td>
<td>58</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Industrial Maintenance</td>
<td>ILT</td>
<td>Certificate</td>
<td></td>
<td>48</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Graphics and Prepress Communications</td>
<td>GPC</td>
<td>Diploma</td>
<td></td>
<td>54</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Licensed Practical Nursing</td>
<td>LPN</td>
<td>Diploma</td>
<td></td>
<td>47</td>
<td>Allied Health</td>
</tr>
<tr>
<td>Welding</td>
<td>WDT</td>
<td>Diploma</td>
<td></td>
<td>54</td>
<td>Career/Technical</td>
</tr>
</tbody>
</table>

Bessemer State Technical College offers the Associate in Applied Technology (A.A.T.) Degree in the following two-year programs.

<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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</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>ACT</td>
<td>A.A.T.</td>
<td></td>
<td>64</td>
<td>Business</td>
</tr>
<tr>
<td>Automotive Service Technology (Ford, GM, and Toyota)</td>
<td>ASE</td>
<td>A.A.T.</td>
<td></td>
<td>75</td>
<td>Transportation</td>
</tr>
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<td>Building Construction</td>
<td>BUC</td>
<td>A.A.T.</td>
<td></td>
<td>66</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Computer Science</td>
<td>DPT</td>
<td>A.A.T.</td>
<td></td>
<td>67</td>
<td>Business</td>
</tr>
<tr>
<td>Drafting and Design (CAD)</td>
<td>DDT</td>
<td>A.A.T.</td>
<td></td>
<td>69</td>
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<tr>
<td>Electronics</td>
<td>ILT</td>
<td>A.A.T.</td>
<td></td>
<td>76</td>
<td>Career/Technical</td>
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<tr>
<td>Horticulture</td>
<td>OHT</td>
<td>A.A.T.</td>
<td></td>
<td>66</td>
<td>Career/Technical</td>
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<tr>
<td>Office Administration</td>
<td>SET</td>
<td>A.A.T.</td>
<td></td>
<td>72</td>
<td>Business</td>
</tr>
</tbody>
</table>

Bessemer State Technical College offers the Associate in Occupational Technology (A.O.T.) Degree in the following two-year programs.

<table>
<thead>
<tr>
<th>Program</th>
<th>Prefix</th>
<th>Degree</th>
<th>Minor</th>
<th>Credit Hours</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Mechanics</td>
<td>AUM</td>
<td>A.O.T.</td>
<td>DEM</td>
<td>73</td>
<td>Transportation</td>
</tr>
<tr>
<td>Commercial Art</td>
<td>CAT</td>
<td>A.O.T.</td>
<td>GPC</td>
<td>75</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>DAT</td>
<td>A.O.T.</td>
<td>SET</td>
<td>68</td>
<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>
<td>Graphics and Prepress Communications</td>
<td>GPC</td>
<td>A.O.T.</td>
<td>CAT</td>
<td>75</td>
<td>Career/Technical</td>
</tr>
<tr>
<td>Welding</td>
<td>WDT</td>
<td>A.O.T.</td>
<td>INT</td>
<td>75</td>
<td>Career/Technical</td>
</tr>
</tbody>
</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.

ABBREVIATIONS AND AWARDS

Accounting Technology .................................. ACT
Short Certificate, AAT Degree

Air Conditioning/Refrigeration .......................... ACR
Short Certificate, Certificate

Automotive Mechanics ................................. AUM
Short Certificate, Diploma, AOT Degree

Automotive Service Technology
Ford ASSET ......................................... ASE
AAT Degree

General Motors ASE ................................... ASE
AAT Degree

Toyota T-TEN ........................................ ASE
AAT Degree

Building Construction Technology ..................... BUC
Short Certificate, AAT Degree

Building Maintenance .................................. BLM
Courses Only

Commercial Art/Photography ........................ CAT
Short Certificate, Diploma, AOT Degree

Computer Science .................................... DPT
Short Certificate, AAT Degree

Dental Assisting ...................................... DAT
Diploma, AOT Degree

Diesel Mechanics ..................................... DEM
Short Certificate, Diploma, AOT Degree

Drafting and Design Technology ....................... DDT
Certificate, AAT Degree

Electronics ........................................... JLT
Short Certificate, Certificate, AAT Degree

Electrical ............................................. JLT
Short Certificate, Certificate

Emergency Medical Technician ......................... EMT
Short Certificate

Graphics and Prepress Communications .................. GPC
Short Certificate, Diploma, AOT Degree

Horticulture, Ornamental ................................ OHT
Short Certificate, AAT Degree

Industrial Maintenance Technician .................... INT
Short Certificate

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

Machine Tool Technology ................................ MTT
Courses Only

Office Administration .................................. SET
Short Certificate, AAT Degree

Retail Merchandising .................................. REM
Courses Only

Welding ................................................ WDT
Short Certificate, Diploma, AOT Degree

The following are the official catalog course abbreviations for general education courses used by Bessemer State Technical College.

Art .................................................... ART

Computer Information .................................. CIS

Economics ............................................. ECO

English ................................................ BSR, COM, ENG, SSS

Humanities ........................................... HUM

Mathematics .......................................... MAH, MTH, SSS

Philosophy ........................................... PHL

Physics ............................................... PHY

Psychology ........................................... PSY

Speech ................................................ SPH

Study Skills .......................................... BSS
# Accounting (ACT)

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

## Short Certificate

**Course No./Title** | **Theory/Lab/Credit Hours**
---|---
ACT 104 | Introduction to Business 3 0 3
ACT 115 | Introduction to Accounting Computer Resources 3 0 3
ACT 141 | Basic Accounting Principles 3 0 3
ACT 142 | Advanced Accounting Principles 3 0 3
ACT 146 | Microcomputer Accounting 3 0 3
ACT 148 | Managerial Accounting 3 0 3
ACT 153 | Individual Income Tax 3 0 3
BUS 261 | Business Law I 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

## Associate in Applied Technology Degree

**Course No./Title** | **Theory/Lab/Credit Hours**
---|---
ACT 104 | Introduction to Business 3 0 3
ACT 141 | Basic Accounting Principles 3 0 3
ACT 142 | Advanced Accounting Principles 3 0 3
ACT 146 | Microcomputer Accounting 3 0 3
ACT 148 | Managerial Accounting 3 0 3
ACT 153 | Individual Income Tax 3 0 3
BUS 261 | Business Law I 3 0 3

Select 19 credit hours from the following courses:

- ACT 115 Introduction to Accounting Computer Resources 3 0 3
- ACT 193 Accounting Co-op* 0 5 1
- ACT 194 Accounting Co-op* 0 10 2
- ACT 195 Accounting Co-op* 0 15 3
- ACT 247 Advanced Accounting Applications on the Microcomputer 3 0 3
- ACT 249 Payroll Accounting 3 0 3
- ACT 251 Intermediate Accounting 3 0 3
- ACT 252 Accounting Case Studies 3 0 3
- ACT 254 Business Income Tax 3 0 3

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 256</td>
<td>Cost Accounting</td>
<td>3 0 3</td>
</tr>
<tr>
<td>ACT 257</td>
<td>Governmental and Not-for-Profit Accounting</td>
<td>3 0 3</td>
</tr>
<tr>
<td>ACT 260</td>
<td>Directed Studies*</td>
<td>1 0 1</td>
</tr>
<tr>
<td>ACT 261</td>
<td>Directed Studies*</td>
<td>2 0 2</td>
</tr>
<tr>
<td>ACT 262</td>
<td>Directed Studies*</td>
<td>3 0 3</td>
</tr>
<tr>
<td>ACT 270</td>
<td>Special Topics*</td>
<td>1 0 1</td>
</tr>
<tr>
<td>ACT 271</td>
<td>Special Topics*</td>
<td>2 0 2</td>
</tr>
<tr>
<td>ACT 272</td>
<td>Special Topics*</td>
<td>3 0 3</td>
</tr>
</tbody>
</table>

Select 3 credit hours from the following programs:

- ACT Accounting Technology 3 0 3
- DPT Computer Science 3 0 3
- SET Office Administration 3 0 3

## General Education Requirements:

**Area I**

- ENG 101 English Composition I 3 0 3
- 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 II**

- 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

**Area III**

- CIS 146 Microcomputer Applications 3 0 3
- MTH 110 Finite Mathematics 3 0 3
- CIS 130 Introduction to Information Systems 3 0 3
- MTH 112 Pre-Calculus Algebra 3 0 3

**Area IV**

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

**Total Credit Hours:** 64

**Optional Related Course:**

- ACT 145 Basic Accounting Procedures 3 0 3
  * Must be approved in advance by a student's faculty advisor.

## 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, management, production factors, personnel, labor, finance, and taxation. Upon course completion, a student should be able to discuss and apply the basic business principles. 

**Core:**

### 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
BASIC ACCOUNTING PROCEDURES
3 credit hours
PREREQUISITE: Determined by instructor
This course focuses on basic bookkeeping procedures and elementary accounting principles. Emphasis is on analyzing and recording financial transactions, classifying and summarizing data, and preparing financial statements. Upon completion of this course, the student will be able to apply basic bookkeeping procedures and elementary accounting principles.

ACT 146
MICROCOMPUTER ACCOUNTING
3 credit hours
PREREQUISITE: ACT 141 or determined by instructor
This course utilizes the microcomputer in the study of financial accounting principles and practices. Emphasis is placed on the use of software programs for financial accounting applications. Upon course completion, a student should be able to use software programs for financial accounting applications. CORE

ACT 148
MANAGERIAL ACCOUNTING
3 credit hours
PREREQUISITE: ACT 142 or determined by instructor
This course introduces a student to management concepts and techniques of industrial accounting procedures. Emphasis is on cost behavior, contribution analysis. cost-volume-profit analysis, and cost accounting principles. Emphasis is placed on integrating classroom learning with related work experience. 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 laws 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 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
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.

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

ACT 257
GOVERNMENTAL AND NOT-FOR-PROFIT ACCOUNTING
3 credit hours
PREREQUISITE: 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.
I

This course provides an overview of legal principles affecting businesses. Topics include contracts, agency and employment, negotiable instruments, bailments, and sale of goods.

This course allows for specialized, in-depth study. Emphasis is placed on subject relevance 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 relevance 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.

BUS 261
BUSINESS LAW I
3 Credit hours
This course provides an overview of legal principles affecting businesses. Topics include contracts, agency and employment, negotiable instruments, bailments, and sale of goods.

AIR CONDITIONING/REFRIGERATION (ACR)

The mission of the Air Conditioning and Refrigeration program is to prepare students to successfully 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 courses are mastered students will take the 13 advanced courses in the sequence that fits their individual schedule. Each course offers specific skills needed by technicians on the job. Students receive assignments and job sheets through each phase of study and all hands-on learning occurs on industry standard equipment.

SHORT CERTIFICATE
Course No./Title Theory/Lab/Credit Hours
ACR 111 Refrigeration Principles 1 4 3
ACR 112 HVAC Service Procedures 1 4 3
ACR 113 Refrigeration Piping Practices 1 4 3
ACR 115 Heating Systems 1 4 3
ACR 121 Principles of Electricity for HVAC 1 4 3
ACR 122 HVACR Electrical Circuits 1 4 3
ACR 123 HVACR Electrical Components 1 4 3
ACR 132 Residential Air Conditioning 1 4 3
ACR 182 Work Keys Skills 0 2 1

Total Credit Hours: 26

LONG CERTIFICATE
Course No./Title Theory/Lab/Credit Hours
ACR 111 Refrigeration Principles 1 4 3
ACR 112 HVAC Service Procedures 1 4 3
ACR 113 Refrigeration Piping Practices 1 4 3
ACR 115 Heating Systems 1 4 3
ACR 117 Heat Pumps 1 4 3
ACR 121 Principles of Electricity for HVAC 1 4 3
ACR 122 HVACR Electrical Circuits 1 4 3
ACR 123 HVACR Electrical Components 1 4 3
ACR 130 Computer Assisted HVAC Troubleshooting 0 2 1
ACR 144 Basic Drawing and Blueprint Reading in HVAC 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
ACR 132 Residential Air Conditioning 1 4 3
ACR 134 Ice Machines 1 4 3

Total Credit Hours: 55

Optional Related Courses:
ACR 192 HVAC Internship 0 15 3
ACR 200 Review for Contractors Exam 3 0 3

COURSE DESCRIPTIONS
ACR 111
REFRIGERATION PRINCIPLES
3 credit hours
PREREQUISITE: Regular admission status
This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration, heat transfer, refrigeration system components, the mechanical cycle of operation, and refrigeration characteristics. Upon course completion, a student should understand the functions of major systems components, terminology, heat transfer, safety, and the use and care of tools and equipment. CORE

ACR 112
HVAC SERVICE PROCEDURES
3 credit hours
PREREQUISITE: ACR 111 and ACR 121 or determined by instructor
This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon course completion, a student should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures that comply with the no-venting laws. CORE
ACR 113  
REFRIGERATION PIPING PRACTICES  
3 credit hours  
PREREQUISITE: ACR 111 and ACR 121 or determined by instructor  
This course introduces a student to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning and refrigeration industry. This course includes various methods of working with and joining tubing. Upon course completion, a student should understand related terminology and be able to identify ACR pipe, tubing, and various fittings. CORE

ACR 115  
HEATING SYSTEMS  
3 credit hours  
PREREQUISITE: ACR 111 and ACR 121 or determined by instructor  
This course covers the fundamentals of gas and electrical furnaces. Emphasis is placed on components, operational sequences, industry codes, general service procedures, system diagnosis, repair, and basic installation procedures. Upon course completion, a student should be able to install and service gas and electric furnaces.

ACR 117  
HEAT PUMPS  
3 credit hours  
PREREQUISITE: ACR 111 and ACR 121 or determined by instructor  
This course covers the basic theory and application of heat pump systems. Topics include reverse cycle refrigeration, four-way valve operation, industry codes, system components and troubleshooting. Upon completion, a student should be able to install and service heat pumps.

ACR 121  
PRINCIPLES OF ELECTRICITY FOR 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 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 HVACR controls. Upon course completion, a student should be able to understand motor theory and control functions in HVACR 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  
EMPLOYMENT SKILLS  
3 credit hours  
PREREQUISITE: Determined by instructor  
This is an introductory study skills course designed to promote and develop independent adaptive learning strategies and self-confidence. The course offers opportunities to learn a variety of in-class techniques to help meet the challenges of academic, interpersonal, and work situations.

ACR 182  
WORK KEYS SKILLS  
3 credit hours  
PREREQUISITE: Determined by instructor  
This course covers skills and strategies designed to improve Work Keys Skill Assessment scores. Topics include computer-based learning opportunities in applied mathematics, reading for information, locating information, and applied technology.

ACR 192  
HVAC INTERNSHIP  
3 credit hours  
PREREQUISITE: Determined by instructor  
This course is designed to provide basic hands-on experience in the work place. The student is provided with a training plan developed by the employer and instructor working together to guide the learning experience. Upon course completion, students should be able to work independently and apply related skills and knowledge.

ACR 200  
REVIEW FOR CONTRACTORS EXAM  
3 credit hours  
PREREQUISITE: Determined by instructor  
This course prepares students 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 completion, students should be prepared to take the contractors exam.

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.
AUTOMOTIVE MECHANICS (AUM)

The mission of the Automotive Mechanics program is to prepare students for successful employment or advancement as automotive technicians. The Automotive Mechanics program awards the short certificate, diploma, and Associate in Occupational Technology.

The Automotive Mechanics program prepares students 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 participating in cooperative work experiences in the automotive industry.

SHORT CERTIFICATE

Course No./Title  Theory/Lab/Credit Hours
AUM 101 Fundamentals of Automotive Technology 1 4 3
AUM 111 Automotive Electrical Systems 1 4 3
AUM 121 Automotive Braking Systems 1 4 3
AUM 122 Automotive Steering, Suspension and Alignment 1 4 3
AUM 131 Powertrain Fundamentals 1 4 3
AUM 132 Automotive Heating and Air Conditioning 1 4 3
AUM 181 Employment Skills 0 2 1
AUM 182 Work Keys Skills 0 2 1
AUM 211 Automotive Electronics 1 4 3
AUM 221 Engine Repair 1 4 3
Total Credit Hours: 26

DIPLOMA

Course No./Title  Theory/Lab/Credit Hours
AUM 101 Fundamentals of Automotive Technology 1 4 3
AUM 111 Automotive Electrical Systems 1 4 3
AUM 121 Automotive Braking Systems 1 4 3
AUM 122 Automotive Steering, Suspension and Alignment 1 4 3
AUM 123 Engine Principles 1 4 3
AUM 131 Powertrain Fundamentals 1 4 3
AUM 132 Automotive Heating and Air Conditioning 1 4 3
AUM 191 Work Experience 0 10 2
AUM 211 Automotive Electronics 1 4 3
AUM 212 Fuel Systems 1 4 3
AUM 214 Ignition Systems 1 4 3
AUM 221 Engine Repair 1 4 3
AUM 231 Automatic Transmission/Transaxle 1 4 3
AUM 291 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 I* 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 130 Introduction to Information Systems* 3 0 3
CIS 146 Microcomputer Applications* 3 0 3

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

*Approved for the Associate in Occupational Technologies degree
This course provides a study of the principles of electricity, operation, and service, and identification of engine components, systems and subsystems. Topics include the operation, service and repair of the lubricating and cooling systems. Upon course completion, a student should be able to perform basic repairs on a variety of engines. CORE

AUM 131

POWERTRAIN FUNDAMENTALS
3 credit hours
PREREQUISITE: Regular admission status
This course provides a study of the automotive power flow from the transmission to the drive wheels. Topics include drivelines, gear ratios, differentials, drive axles, troubleshooting, and diagnostics. Upon course completion, a student should be able to troubleshoot, diagnose and repair automatic and manual powertrains. CORE

AUM 132

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

AUM 181

EMPLOYMENT SKILLS
1 credit hour
PREREQUISITE: Determined by instructor
This is an introductory study skills course designed to promote and develop independent adaptive learning strategies and self-confidence. The course offers opportunities to learn a variety of in-class and out-of-class techniques to help meet the challenges of academic, interpersonal, and work situations.

AUM 182

WORK KEYS SKILLS
1 credit hour
PREREQUISITE: Determined by instructor
This course covers skills and strategies designed to improve Work Keys Skill Assessment scores. Topics include computer-based learning opportunities in applied mathematics, reading for information, locating information and applied technology.

AUM 191

ENGINE REPAIR
3 credit hours
PREREQUISITE: AUM 123 or determined by instructor
This course provides an 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
AUTOMOTIVE SERVICE TECHNOLOGY (ASE)
FORD, GM, AND TOYOTA

The mission of the Automotive Service program is to prepare students for successful employment or advancement in either the Ford, General Motors, or Toyota automotive technology field through various instructional methods including theory classes, practical laboratory, and shop experiences, and cooperative education work experience with area dealerships. The Automotive Services program awards the Associate in Applied Technology degree.

The Ford Motor Company Automotive Student Service Educational Training program (ASSET), the General Motors Automotive Service Education Program (ASEP), and the Toyota Technical Education Network (T-TEN) program are two-year automotive technology programs designed to provide students with the technical competence and professionalism expected of the incoming dealership technician. With a curricula designed by Ford, GM, and Toyota, the programs involve attending on-campus laboratory sessions and on-the-job work experiences through sponsoring dealerships.

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 MOTORS ASEP
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
PHL 206 Ethics and Society 3 0 3
SPH 106 Fundamentals of Oral Communication 3 0 3

Area III
CIS 146 Microcomputer Applications 3 0 3
MTH 110 Finite Mathematics 3 0 3
PHY 120 Introduction to Physics 3 2 4

Area IV
PSY 200 General Psychology 3 0 3

Total Credit Hours: 75
### ASE 101 TREN
#### ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

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### General Education Requirements:

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<td>SPR 106</td>
<td>Fundamentals of Oral Communication</td>
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<td>3 0 3</td>
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<td>MTH 110</td>
<td>Finite Mathematics</td>
<td>3 0 3</td>
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<td>PHY 120</td>
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Area IV

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<tr>
<td>PSY 200</td>
<td>General Psychology</td>
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**Total Credit Hours:** 75

### COURSE DESCRIPTIONS

#### 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, and 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 admissions 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 powertrains. **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 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. 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.
circuits. Upon course completion, a student should be able to calculate, build and measure circuits.

**ASE 212**

**FUEL SYSTEMS**

3 credit hours

PREREQUISITE: ASE 111 or determined by instructor

This course focuses on fuel delivery system operation, 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

**ASE 214**

**IGNITION SYSTEMS**

3 credit hours

PREREQUISITE: ASE 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

**ASE 221**

**ENGINE REPAIR**

3 credit hours

PREREQUISITE: ASE 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.

**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 of 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 diagnostic and repair procedures must be accomplished in accordance with manufacturer 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)**

The mission of the Building Construction program is to prepare students for successful employment in residential and commercial construction and to offer continuing education courses. The Building Construction program awards the Short Certificate and the Associate in Applied Technology degree.

Bessemer State Technical College teaches the skills, when coupled with building construction field experience, permits graduates to advance to project managers, appraisers, first-line supervisors, estimators, expeditors 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. 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.

**SHORT CERTIFICATE**

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUC 110 Basic Construction Tools and Materials</td>
<td>2 2 3</td>
</tr>
<tr>
<td>BUC 111 Basic Construction Layout</td>
<td>2 2 3</td>
</tr>
<tr>
<td>BUC 112 Construction Measurements and Calculations</td>
<td>2 2 3</td>
</tr>
<tr>
<td>BUC 113 Basic Construction Blueprint</td>
<td>3 0 3</td>
</tr>
<tr>
<td>BUC 122 Intermediate Construction Blueprint</td>
<td>3 0 3</td>
</tr>
</tbody>
</table>

Select two of the following courses:

<table>
<thead>
<tr>
<th>Course No./Title</th>
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</thead>
<tbody>
<tr>
<td>BUC 115 Roof and Ceiling Framing</td>
<td>2 2 3</td>
</tr>
<tr>
<td>BUC 121 Foundations, Floors and Walls</td>
<td>2 2 3</td>
</tr>
<tr>
<td>BUC 131 Interior and Exterior Finishes</td>
<td>2 2 3</td>
</tr>
<tr>
<td>BUC 141 On-Grade Concrete Applications</td>
<td>2 2 3</td>
</tr>
<tr>
<td>BUC 143 Above-Grade Concrete Applications</td>
<td>2 2 3</td>
</tr>
</tbody>
</table>

Select one of the following courses:

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<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUC 133 Planning Codes and Scheduling</td>
<td>3 0 3</td>
</tr>
<tr>
<td>BUC 142 Planning/Estimating I</td>
<td>2 2 3</td>
</tr>
<tr>
<td>BUC 220 Special Problems in Building Construction</td>
<td>2 2 3</td>
</tr>
</tbody>
</table>

**Study Skills Requirements:**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSS 115</td>
<td>Success and Study Skills</td>
<td>0 2 1</td>
</tr>
<tr>
<td>BSS 118</td>
<td>College Study Skills</td>
<td>0 2 1</td>
</tr>
</tbody>
</table>

**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 Blueprint 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 Blueprint 3 0 3
BUC 131 Interior and Exterior Finishes 2 2 3
BUC 132 Advanced Construction Blueprint 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 152 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
DIT 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
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
Area III
Select three of the following courses:
CIS 130 Introduction to Information Systems 3 0 3
CIS 146 Microcomputer Applications 3 0 3
MTH 110 Finite Mathematics 3 0 3
MTH 112 Pre-calculus Algebra 3 0 3
Area IV
Select one of the following courses:
PSY 200 General Psychology 3 0 3
ECO 231 Principles of Macroeconomics 3 0 3
Total Credit Hours: 66

COURSE DESCRIPTIONS
BUC 110 BASIC CONSTRUCTION TOOLS AND MATERIALS 3 credit hours
PREREQUISITE: Regular admission status
This course provides a student basic building layout skills. Topics include the builder's level, transit and basic site layout techniques. Upon course completion, a student should be able to solve differential leveling problems, set up and operate the builder's level and transit, build batter boards, and perform basic construction layout procedures. CORE

BUC 111 BASIC CONSTRUCTION LAYOUT 3 credit hours
PREREQUISITE: BUC 110 or determined by instructor
This course introduces students to construction blueprints. Topics include interior and exterior wall framing. Upon course completion, a student should be able to frame comices and apply interior and exterior finishes to walls, overhangs, and doors. CORE

BUC 112 CONSTRUCTION MEASUREMENTS AND CALCULATIONS 3 credit hours
PREREQUISITE: BUC 110 or determined by instructor
This course focuses on the mathematics and calculations required to perform general building construction functions. Topics include direct and computed measurements and practical applications of mathematical formulas. Upon course completion, a student should be able to measure and mathematical formulas used in building construction. CORE

BUC 113 BASIC CONSTRUCTION BLUEPRINT 3 credit hours
PREREQUISITE: Regular admission status
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 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 foundation systems and construction framing. Topics include site identification, excavation, and foundation framing procedures for 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 an in-depth understanding of interior framing for finishes and finish applications. Topics include interior and exterior wall coverings, comices, gable-end framing, interior and exterior finishes for comices, doors, and hardware installation. Upon course completion, a student should be able to frame comices and apply interior and exterior finishes to walls, overhangs, and doors.

BUC 132 ADVANCED CONSTRUCTION BLUEPRINT 3 credit hours
PREREQUISITE: BUC 122 or determined by instructor
This course prepares students 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.

BUC 141
ON-GRADE CONCRETE APPLICATIONS
3 credit hours
PREREQUISITE: BUC 110 or determined by instructor
This course emphasizes techniques and principles required to design on-grade concrete forms. Topics include concrete curbs, edge forms, footing forms, concrete wall forms, concrete piers and columns, and templates with anchor bolts and dowels. Upon course completion, a student should be able to perform on-grade concrete slab forming, wall forming, curb forming, and set templates with anchor bolts.

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

BUC 143
ABOVE-GRADE CONCRETE APPLICATIONS
3 credit hours
PREREQUISITE: BUC 110 or determined by instructor
This course emphasizes techniques and principles required to build above grade forms and to provide practice in constructing above-grade form systems. Topics include beam forms, slab forms, flying-form tables, crane-set wall panels, and gang-form system for walls and stair forms. Upon course completion, a student should be able to build above-grade concrete form systems, flying-form tables for slabs, and build gang-form systems for walls and stairs.

BUC 162
BASIC CONSTRUCTION METALWORKING
2 credit hours
PREREQUISITE: BUC 110 or determined by instructor
This course introduces oxyacetylene cutting and basic electric arc welding. Topics include oxyacetylene cutting, electric arc welding, electrode identification and welding symbols. Upon course completion, a student should be able to set up and cut metal with the oxyacetylene torch and perform basic electric arc welding.

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 course completion, a student should be able to perform basic construction sketching and drafting functions to include a drafting project relevant to the student's area of specialization.

BUC 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. Emphasis is on new technology and procedures. Upon course completion, a student should be able to apply new technologies and procedures.
# 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.

| COURSE |
|------------------|--------------|---------------|
| **No.** | **Title** | **Theory/Lab/Credit Hours** |
| BLM 110 | Principles of Electricity for HVAC | 1 5 3 |
| BLM 112 | Refrigeration Principles | 1 5 3 |
| BLM 114 | HVACR Service Procedures | 1 5 3 |
| BLM 116 | Heating System Maintenance | 1 5 3 |
| BLM 118 | Basic Plumbing, Repair, Maintenance, and Installation | 1 5 3 |
| BLM 120 | Introduction to Blueprint Reading | 1 5 3 |
| BLM 122 | Introduction to Electricity | 1 5 3 |
| BLM 124 | Basic Electrical Wiring | 1 5 3 |
| BLM 126 | Construction Basics | 1 5 3 |
| BLM 128 | Interior Maintenance | 1 5 3 |
| BLM 130 | Exterior Maintenance | 1 5 3 |
| BLM 141 | Pipes and Fittings | 1 5 3 |
| BLM 142 | Pressure and Non-pressure Plumbing Systems | 1 5 3 |

## COURSE DESCRIPTIONS

### BLM 110

**PRINCIPLES OF ELECTRICITY FOR HVAC**

**3 credit hours**

**PREREQUISITE:** Regular admission status

This course is designed to provide a student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. 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 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
COMMERCIAL ART (CAT)

The mission of the Commercial Art program is to prepare students for employment or advancement as practitioners in the field of commercial art. Additionally, the program prepares students to become respected and responsible members of society by stressing good work habits, excellent craftsmanship, and ethical conduct. The Commercial Art program awards the short certificate, diploma, and the Associate in Occupational Technologies degree.

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

COMMERCIAL ART SHORT CERTIFICATE

Course No./Title Theory/Lab/Credit Hours
CAT 111 Introduction to Computers in Commercial Art 1 4 3
CAT 112 Color Theory and Design Graphics 1 4 3
CAT 114 Introduction to Computer Graphics 1 4 3
CAT 118 Design Drawing 1 4 3
CAT 128 Basic Electronic Page Layout and Assembly 1 4 3
CAT 130 Principles of Design 1 4 3
CAT 132 Basic Advertising Design 1 4 3
CAT 152 Digital Photography 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

PHOTOGRAPHY SHORT CERTIFICATE

Course No./Title Theory/Lab/Credit Hours
CAT 111 Introduction to Computers Graphics 1 4 3
CAT 114 Introduction to Computer Graphics 1 4 3
CAT 140 Photography 1 4 3
CAT 152 Digital Photography 1 4 3
CAT 154 Basic Photography Studio 1 4 3
CAT 157 Photo Marketing 1 4 3

Select two of the following courses:
CAT 120 Computer Graphics 1 4 3
CAT 153 Black and White Photography 1 4 3
CAT 155 Photography Fashion Studio 1 4 3
CAT 156 Advertising Photography Studio 1 4 3
CAT 158 Photojournalism 1 4 3
CAT 180 Current Topics 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

COMMERCIAL ART 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 Graphics 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 Electronic Page Layout and Assembly 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 152 Digital Photography 1 4 3
CAT 170 Web Site Development 1 4 3

Select 6 credit hours from the following:
CAT 120 Computer Graphics 1 4 3
CAT 126 Typesetting Fundamentals 1 4 3
CAT 140 Photography 1 4 3
CAT 150 Advanced Advertising Design 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 180 Current Topics in Commercial Art 1 4 3
CAT 182 3D Graphics and Animation 1 4 3
CAT 191 Work Experience 0 5 1
CAT 192 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 I* 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 130 Introduction to Information Systems* 3 0 3
CIS 146 Microcomputer Applications* 3 0 3
Select one of the following courses:
- MAH 100 Intermediate College Algebra 3 0 3
- MTH 110 Finite Mathematics* 3 0 3
- MAH 116 Mathematical Applications 3 0 3

Total Credit Hours 54

*Approved for the Associate in Occupational Technologies degree

ASSOCIATE IN OCCUPATIONAL TECHNOLOGIES DEGREE
General Education Requirements:
Areas I and II
- ENG 101 English Composition I 3 0 3

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 130 Introduction to Information Systems 3 0 3
- CIS 146 Microcomputer Applications 3 0 3
- MTH 110 Finite Mathematics 3 0 3
- MTH 112 Pre-calculus Algebra 3 0 3

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: Commercial Art Diploma

Minor: Graphics and Prepress
Select 12 credit hours from the following courses:
- 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 160 Portfolio 3
- GPC 180 Current Topics in Graphics and Prepress 3
- GPC 191 Work Experience 1
- GPC 192 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. (Photoshop)

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 120
COMPUTER GRAPHICS
3 credit hours
PREREQUISITE: CAT 114
This course introduces students to digital imaging software. Emphasis is placed on printing and editing, creating special effects, basic image corrections, photo retouching, preparing images for web publications, and creating color separations. Upon completion, students should be able to identify the different tools, work with multiple layer images, retouch a photograph, create special effects, and prepare an image for a web publication (Photoshop).

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 comprehensive 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.

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 (Illustrator).

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 typography 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, text-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**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
<th>PREREQUISITE:</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT 150</td>
<td>ADVANCED PHOTOGRAPHY STUDIO FASHION</td>
<td>3 credit</td>
<td>CAT 140 and CAT 154 or determined by instructor</td>
<td>This course provides an introduction to advanced fashion photography, abstract still life, product advertising, and photographic lighting techniques. Upon course completion, a student should be able to create dramatic portraiture, and design, style, and shoot magazine “mock-up” advertising.</td>
</tr>
<tr>
<td>CAT 150</td>
<td>ADVANCED PHOTOGRAPHY STUDIO</td>
<td>3 credit</td>
<td>CAT 140 or determined by instructor</td>
<td>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 9cm or 4 x 5cm camera</td>
</tr>
<tr>
<td>CAT 150</td>
<td>ADVANCED PHOTOGRAPHY STUDIO</td>
<td>3 credit</td>
<td>CAT 140 or determined by instructor</td>
<td>This course provides an introduction to advanced advertising photography. Emphasis is placed on the technical application of the camera and digital photographic lighting equipment. Upon course completion, a student should be able to determine the need for digital photography versus reproduction, quality advertising photography, and understand both concepts.</td>
</tr>
<tr>
<td>CAT 150</td>
<td>ADVANCED PHOTOGRAPHY STUDIO</td>
<td>3 credit</td>
<td>CAT 140 or determined by instructor</td>
<td>This course is an introduction to advanced printing methods and techniques. Topics include printing with filters and high contrast and fine art photographic paper. Upon course completion, a student should be able to apply special effects such as post-visit, photo masking, sandwich negatives, and superimposed images.</td>
</tr>
<tr>
<td>CAT 150</td>
<td>ADVANCED PHOTOGRAPHY STUDIO</td>
<td>3 credit</td>
<td>CAT 140 or determined by instructor</td>
<td>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.</td>
</tr>
<tr>
<td>CAT 150</td>
<td>ADVANCED PHOTOGRAPHY STUDIO</td>
<td>3 credit</td>
<td>CAT 140 or determined by instructor</td>
<td>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.</td>
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</tbody>
</table>
CAT 182
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 191
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 192
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.

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

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

COMPUTER APPLICATIONS SHORT CERTIFICATE
Course No./Title Theory/Lab/Credit Hours
DPT 110 Computer Program Logic 3 0 3
DPT 119 Introduction to Computers 3 0 3
DPT 120 Introduction to Windows 2 2 3
DPT 143 Introduction to Multimedia Development 2 2 3
DPT 150 Micro Operating Systems 2 2 3
DPT 198 Commercial Software Application 2 2 3
DPT 230 Database 2 2 3
DPT 245 Spreadsheets 2 2 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

COMPUTER PROGRAMMING SHORT CERTIFICATE
Course No./Title Theory/Lab/Credit Hours
DPT 110 Computer Program Logic 3 0 3
DPT 111 COBOL Programming 2 2 3
DPT 150 Micro Operating Systems 2 2 3
DPT 181 Special Topics in Computer Science 2 2 3
DPT 211 Advanced COBOL Programming 2 2 3
DPT 230 Database 2 2 3
DPT 231 Advanced Database 2 2 3
DPT 258 Visual BASIC 2 2 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

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE
Course No./Title Theory/Lab/Credit Hours
DPT 110 Computer Program Logic 3 0 3
DPT 119 Introduction to Computers 3 0 3
DPT 113 Networking Technologies 3 0 3
DPT 120 Introduction to Windows 2 2 3
DPT 121 Network Administration 2 2 3
DPT 143 Introduction to Multimedia Development 2 2 3
DPT 150 Micro Operating Systems 2 2 3
DPT 181 Special Topics in Computer Science 2 2 3
DPT 198 Commercial Software Application 2 2 3
DPT 211 Advanced COBOL Programming 2 2 3
DPT 230 Database 2 2 3
DPT 231 Advanced Database 2 2 3
DPT 245 Spreadsheets 2 2 3
DPT 258 Visual BASIC 2 2 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
Select one of the following courses:

DPT 110  INTRODUCTION TO COMPUTERS
3 credit hours
PREREQUISITE: Regular admission status
This course is an introduction to computers. The course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies. It also introduces programming and computer operating systems. A student who completes this course should have basic knowledge of computer technology. CORE

DPT 119  INTRODUCTION TO MULTIMEDIA DEVELOPMENT
3 credit hours
PREREQUISITE: DPT 150 or determined by instructor
This course introduces the student to the use of an authoring package to develop a variety of multimedia presentations/illustrations. The course is designed for people with or without programming skills who wish to create their own multimedia applications. Topics include screen design principles, multimedia concepts, operation of authoring software, and development of multimedia applications.

DPT 120  NETWORK ADMINISTRATION
3 credit hours
PREREQUISITE: DPT 150
This course is designed to introduce basic network administration. The basics of network administration, installing and maintaining network software on a server, installation of applications on the server, and how networks are made ready for users are covered. Upon course completion, a student should demonstrate the ability to administer a computer network.

DPT 111  COBOL PROGRAMMING
3 credit hours
PREREQUISITE: 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

DPT 113  NETWORKING TECHNOLOGIES
3 credit hours
PREREQUISITE: Regular admission status
This course covers protocols such as IPX, TCP/IP, SNA, and the like in the framework of the OSI and DOD protocol models. The course should include coverage of Internet working equipment. Upon course completion, a student should have the appropriate theoretical background to analyze Internet-Working scenarios and to recognize different potential solutions and their respective strengths and weaknesses.

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

DPT 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, a student should demonstrate a mastery of microcomputer operation. CORE

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 105  Introduction to Philosophy
3 0 3
PHL 205  Ethics and Society
3 0 3

Area III

MTH 110  Finite Mathematics
3 0 3
MTH 112  Pre-calculus Algebra
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
ENG 251  American Literature
3 0 3
HUM 101  Introduction to Humanities
3 0 3

Total Credit Hours: 67
DENTAL ASSISTING (DAT)

The mission of the Dental Assisting program is to provide the academic and clinical learning experiences that assist students in developing the knowledge, attitudes, and skills necessary for successful and effective functioning in the biological, behavioral, and clinical aspects of dental assisting and to encourage graduates to continually seek personal and professional growth opportunities.

Upon successful completion of the Dental Assisting program, students exhibit proficiency in office management skills, laboratory procedures, radiography, infection control, manipulation of dental materials, and the provision of patient care. Clinical experience is facilitated through internships at the University of Alabama School of Dentistry, Veteran's Hospital, and private dental offices. The Dental Assisting program awards the diploma and the Associate in Occupational Technologies degree and is accredited by the Commission on Dental Accreditation of the American Dental Association, Council on Occupational Education, and the State Board of Dental Examiners. Graduates are eligible to write the national certification examination administered by the Dental Assisting National Board.

DIPLOMA

Course No./Title Theory/Lab/Credit Hours
DAT 103 Introduction to Dental Assisting 2 0 2
DAT 101 Pre-Clinical Procedures 2 3 3
DAT 102 Dental Materials 2 3 3
DAT 103 Anatomy and Physiology for Dental Assisting 2 2 3
DAT 104 Basic Sciences for Dental Assisting 2 0 2
DAT 112 Dental Radiology 2 3 3
DAT 113 Dental Health Education 2 0 2
DAT 115 Clinical Practicum I 0 15 5
DAT 116 Pre-Clinical Procedures II 2 0 2
DAT 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
DAT 131 Business and Industrial Psychology for Dental Assisting 1 0 1

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

ASSOCIATE IN OCCUPATIONAL TECHNOLOGIES DEGREE

General Education Requirements:
Area I and II
ENG 101 English Composition I 3 0 3
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 three of the following courses:
CIS 146 Microcomputer Applications* 3 0 3
MAH 100 Intermediate College Algebra 3 0 3
MTH 110 Finite Mathematics* 3 0 3
MAH 116 Mathematical Applications 3 0 3

Total Credit Hours: 47

*Approved for the Associate in Occupational Technologies Degree

MOORCROFTH 7111
COURSE DESCRIPTIONS

DAT 101
INTRODUCTION TO DENTAL ASSISTING
2 credit hours
PREREQUISITE: Regular admission status
This course is designed to provide an introduction to the history of dentistry, dental equipment, dental auxiliaries, psychology application to dentistry, personal and certification requirements, legal and ethical considerations, 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 102
PRE-CLINICAL PROCEDURES I
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 103
DENTAL MATERIALS
3 credit hours
PREREQUISITE: Regular admission status
This course is designed to study clinical dental materials, 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 104
ANATOMY AND PHYSIOLOGY FOR DENTAL ASSISTING
3 credit hours
PREREQUISITE: Regular admission status
This course is designed to study anatomy and physiology in the structure of the head and neck with a basic understanding of basic structure and function. Emphasis is placed on tooth and root morphology, and histological correlations. 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 112
DENTAL RADIOLOGY
3 credit hours
PREREQUISITE: Regular admission status
This course is designed to cover the essential knowledge of radiographic techniques for the practice of dentistry. Each student should be taught to produce technically acceptable intra-oral and extra-oral radiographs with emphasis being placed on x-ray properties, generation of x-rays, film processing, infection control, quality assurance, intra-oral and extra-oral radiographic techniques, 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 is 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 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 I. Emphasis is placed on dental specialties. Upon course completion, students should be able to discuss and identify dental specialty procedures and instrumentation.

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 successfully complete the Dental Assisting National Board Examination to become a Certified Dental Assistant. CORE

DAT 124
CLINICALLY APPLIED INFECTION CONTROL AND OSHA STANDARDS
1 credit hour
PREREQUISITE: Regular admission status
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

DAT 131
BUSINESS AND INDUSTRIAL PSYCHOLOGY FOR DENTAL ASSISTING
1 credit hour
PREREQUISITE: Regular admission status
This course is a study of interpersonal relations in the working environment, interpersonal communications, and techniques for supervision of personnel. The course is held one day per week to accommodate students enrolled in the Dental Assisting program.
### DIESEL MECHANICS (DEM)

The mission of the Diesel Mechanics program is to prepare students for successful employment or advancement as heavy-duty diesel technicians. The Diesel Mechanics program awards the short certificate, diploma, and Associate in Occupational Technologies degree.

The Diesel Mechanics program prepares students to diagnose mechanical problems and to make repairs to components of diesel- and gasoline-powered heavy-duty trucks and equipment. The program involves attending on-campus classroom and laboratory sessions as well as the opportunity to reinforce skills through cooperative work experiences in the diesel mechanics industry.

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**SHORT CERTIFICATE**

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<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
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<td>DEM 105 Preventive Maintenance</td>
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<td>DEM 111 Safety, Tools and Management</td>
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<td>DEM 122 Heavy Vehicle Brakes</td>
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<td>DEM 125 Heavy Vehicle Drive Trains</td>
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<td>DEM 135 Heavy Vehicle Steering</td>
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<td>DEM 136 Electrical Systems</td>
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<td>DEM 137 Heating and A/C Systems</td>
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<td>DEM 181 Employment Skills</td>
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<td><strong>Total Credit Hours:</strong></td>
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**DIPLOMA**

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<td>DEM 124 Electronic Engine Systems</td>
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<td>INT 233 Industrial Maintenance Metal</td>
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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 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 130 Introduction to Information Systems 3 0 3
- CIS 146 Microcomputer Applications 3 0 3

**Total Credit Hours:** 55

**Optional Related Course:**

- DEM 156 CDL License Test Preparation 3 0 3

**ASSOCIATE IN OCCUPATIONAL TECHNOLOGIES DEGREE**

**General Education Requirements:**

**Area I and II**

- ENG 101 English Composition 3 0 3

**Area III**

Select three of the following courses:

- CIS 130 Introduction to Information Systems 3 0 3
- CIS 146 Microcomputer Applications 3 0 3
- MTH 110 Finite Mathematics 3 0 3
- MTH 112 Pre-calculus Algebra 3 0 3

**Area IV**

Select one of the following courses:

- PSY 200 General Psychology 3 0 3
- ECO 231 Macroeconomics 3 0 3

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### COURSE DESCRIPTIONS

**DEM 104**

**BASIC ENGINES**

**3 credit hours**

**PREREQUISITE:** Regular admission status

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

**DEM 105**

**PREVENTIVE MAINTENANCE**

**3 credit hours**

**PREREQUISITE:** Determined by instructor

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

**DEM 111**

**SAFETY, TOOLS, AND MANAGEMENT**

**3 credit hours**

**PREREQUISITE:** Regular admission status

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

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 manufacturer 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, 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
WORK EXPERIENCE
2 credit hours
PREREQUISITE: Determined by instructor
This course provides an opportunity for each student to return to industry work under the supervision of a student work coordinator. He/She is expected to complete work assignments that will reinforce and parallel the course work just completed at the college. The supervisor completes an evaluation of each student's work performance.
DRAFTING AND DESIGN TECHNOLOGY (DDT)

The mission of the Drafting and Design program is to prepare students as drafting technicians using state-of-the-art software and positioning them to become members of successful design and production teams while encouraging them to maintain competence through continuing education opportunities. The Drafting and Design program awards the long certificate and Associate in Applied Technology degree.

Computer Aided Drafting (CAD) technicians serve as the critical link between an engineer and the manufacturer. As members of design and production teams, drafting technicians contribute the detail and layout drafting, design, and development skills necessary for production. The technician's career can move into advanced design, and development skills necessary for production. The Associate Degree program begins with an introduction to computers and basic drafting skills. Advanced students have the opportunity to study manufacturing process, Computer Aided Manufacturing (CAM), solids modeling, architectural, Graphics Information Systems (GIS), mechanical, structural, and 3D graphics and animation.

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

LONG CERTIFICATE

Course No./Title Theory/Lab/Credit Hours

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Select 3 credit hours from the following:

DDT 206 Fundamentals of Oral Communication 3 0 3
DDT 116 Art Appreciation 3 0 3

Select one of the following courses:

MTH 110 Finite Mathematics 3 0 3
MTH 112 Pre-calculus Algebra 3 0 3

Total Credit Hours: 48

*Approved for the Associate in Applied Technology degree.

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

Course No./Title Theory/Lab/Credit Hours

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<td>DDT 206</td>
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</table>

Total Credit Hours: 48

COURSE DESCRIPTIONS

DDT 103 INTRODUCTION TO COMPUTER AIDED DRAFTING (CAD)
3 credit hours

PREREQUISITE: Regular admission status

This course provides an introduction to basic Computer Aided Design (CAD). Topics include terminology, hardware, operation system functions, file manipulation, and basic CAD software applications. Upon course completion, a student should be able to identify and select CAD hardware, employ basic operating system functions, and produce CAD drawings using basic two dimensional (2D) draw and edit commands. 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 is 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 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, and basic manufacturing processes and to express and interpret material specifications.

DDT 118
BASIC ELECTRICAL DRAFTING
3 credit hours
PREREQUISITE: DDT 103, 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, 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 112 or determined by instructor
This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include auxiliary views, basic space geometry, pictorial drawings, and basic charts and graphs. Upon course completion, a student should be able to project and develop auxiliary views, locate and specify points, lines, and planes in space, develop axonometric, oblique, and perspective drawings, and draw basic charts and graphs. CORE

DDT 122
ADVANCED TECHNICAL DRAWING
3 credit hours
PREREQUISITE: DDT 103, DDT 112 or determined by instructor
This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis is 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 is placed on intermediate-level features, commands, and applications of CAD software. Upon course completion, a student should be able to develop and use external references and paper space, apply higher-level block creation techniques and usage, including attributes, and apply basic-level customization techniques to CAD software. CORE

DDT 131
MACHINE DRAFTING BASICS
3 credit hours
PREREQUISITE: DDT 121, DDT 122, 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 is placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working drawings. Upon course completion, a student should be able to organize, layout, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

DDT 132
ARCHITECTURAL DRAFTING
3 credit hours
PREREQUISITE: DDT 131 or determined by instructor
This course in architectural design and drafting introduces basic terminology, concepts, and principles of architectural design and drawing. Topics include design considerations, lettering, terminology, site plans, and construction drawings. Upon completion, a student should be able to design and specify basic residential architectural construction drawings.

DDT 211
INTERMEDIATE MACHINE DRAFTING
3 credit hours
PREREQUISITE: DDT 131 or determined by instructor
This second course in machine drafting and design provides more advanced instruction in the largest specialty area of drafting. Topics include applications of previously developed skills in the organization and development of more complex working drawings, use of vendor catalogs and the Machinist's Handbook for developing specifications, and the use of precision measuring instruments.

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

DDT 228
GEOGRAPHIC INFORMATION SYSTEM (GIS)
3 credit hours
PREREQUISITE: Determined by instructor
This course is designed as an introduction and an explanation of GIS. Emphasis will be placed on utilizing GIS software in conjunction with a CAD program to produce "intelligent" maps tied to a database in solving complex projects and problems. Upon completion, students should be able to manipulate attributed objects drawn on CAD/GIS software and accurately produce basic GIS drawings.

DDT 232
CAD CUSTOMIZATION
3 credit hours
PREREQUISITE: DDT 123 or determined by instructor
This course introduces the various methods of customizing CAD software to meet individual or company needs. Topics include menu customizing, programming, custom command macros, script files, slides, and slide libraries. Upon course completion, a student should be able to customize and write menus, write programming routines, and write script files for the purpose of increasing the proficiency of the CAD operator.
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 238**

PIPE/WELDING: SPECIAL TOPICS IN CAD

3 credit hours

PREREQUISITE: DDT 123 or determined by instructor

This course will introduce the elements of welding applications and symbols along with basic piping fundamentals as related to a refinery 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 267**

CO-OP WORK EXPERIENCE

1 credit hour

PREREQUISITE: Determined by instructor

This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

**DDT 268**

CO-OP WORK EXPERIENCE

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.

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**ELECTRONICS (ILT)**

The mission of the Industrial Electronics program is to prepare students for employment and advancement in industrial electronics, personal computers, microelectronics, and electrical or industrial maintenance. Additionally, the program provides training for local industries and assists students in achieving their personal and professional goals. The program awards short certificates, long certificates, and an Associate in Applied Technology degree.

Individuals with an advanced education in the many fields of electronics/electrical, and maintenance are in high demand in the greater Birmingham area. To meet this demand, the college offers a wide range of educational opportunities and awards for students who want to move into, or advance in one of these exciting and demanding careers. The college offers specialized career tracks. Each track is reviewed and approved by the program's advisory committee whose members include major employers in the greater Birmingham area.

A 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 specialization.

For students interested in courses beyond an Associate Degree, the college offers an Advanced Certificate in Microelectronics. The certificate is designed to focus the expertise of the graduate toward a career in semiconductor manufacturing.

**COMPUTER REPAIR SHORT CERTIFICATE**

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETC 111 DC Fundamentals</td>
<td>2 2 3</td>
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<tr>
<td>ETC 112 DC Fundamentals Lab</td>
<td>0 6 3</td>
</tr>
<tr>
<td>ELT 223 Cable Splicing &amp; Installation</td>
<td>2 3 3</td>
</tr>
<tr>
<td>ILT 129 Personal Computer Hardware</td>
<td>2 2 3</td>
</tr>
<tr>
<td>ILT 135 Local Area Networks (LANS)</td>
<td>2 2 3</td>
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<tr>
<td>ILT 181 Employment Skills</td>
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<td>ILT 182 Work Keys Skills</td>
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</tr>
<tr>
<td>ILT 229 PC Repair (A+ Certification)</td>
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<td>ILT 230 PC Repair Lab (A+ Certification)</td>
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<td>ILT 232 PC Repair Clinic</td>
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<td>ILT 280 A+ Operating Systems</td>
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**Total Credit Hours 26**

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**ELECTRICAL SHORT CERTIFICATE**

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<td>ETC 111 DC Fundamentals</td>
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<td>ETC 112 DC Fundamentals Lab</td>
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<tr>
<td>ETC 123 Principles of Electronics AC</td>
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<tr>
<td>ILT 154 Residential Wiring</td>
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<tr>
<td>ILT 170</td>
<td>AC/DC Machinery &amp; Controls</td>
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<tr>
<td>ILT 180</td>
<td>Rotating Machinery &amp; Controls</td>
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<tr>
<td>ILT 181</td>
<td>Employment Skills</td>
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<td>Commercial/Industrial Wiring I</td>
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<tr>
<td>ELT 192</td>
<td>Practicum</td>
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**Total Credit Hours: 26**

### Electrical Long Certificate

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<tr>
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<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
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<tr>
<td>ETC 123</td>
<td>Principles of Electronics AC</td>
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<tr>
<td>ETC 141</td>
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<td>ILT 170</td>
<td>AC/DC Machinery &amp; Controls</td>
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<td>ILT 172</td>
<td>Programmable Logic Controllers</td>
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<td>ILT 173</td>
<td>Programmable Logic Controllers Lab</td>
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<tr>
<td>ILT 176</td>
<td>Solid State Devices</td>
<td>3</td>
<td>0</td>
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<tr>
<td>ILT 177</td>
<td>Solid State Devices Lab</td>
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**Total Credit Hours: 58**

*Approved for the Associate in Applied Technology degree.*

### INDUSTRIAL MAINTENANCE LONG CERTIFICATE

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<td>DC Fundamentals Lab</td>
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<tr>
<td>ETC 123</td>
<td>Principles of Electronics AC</td>
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<td>3</td>
</tr>
<tr>
<td>ILT 170</td>
<td>AC/DC Machinery &amp; Controls</td>
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<tr>
<td>ILT 180</td>
<td>Special Topics: Rotating</td>
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<td>ELT 131</td>
<td>Commercial/Industrial Wiring I</td>
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<td>3</td>
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<tr>
<td>INT 111</td>
<td>Industrial Mechanics</td>
<td>3</td>
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<td>INT 113</td>
<td>Fundamentals of Industrial Hydraulics</td>
<td>2</td>
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<td>INT 114</td>
<td>Mechanical Measurements and Technical Drawings</td>
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<tr>
<td>INT 123</td>
<td>Industrial Pumps and Piping Systems</td>
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<td>INT 124</td>
<td>Production Equipment Layout and Installation</td>
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<tr>
<td>INT 233</td>
<td>Industrial Maintenance Metal Welding and Cutting Techniques</td>
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**Total Credit Hours: 48**

*Approved for the Associate in Applied Technology degree.*

### Industrial Electronics

<table>
<thead>
<tr>
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<tr>
<td>ILT 169</td>
<td>Hydraulics/Pneumatics</td>
<td>2</td>
<td>3</td>
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<tr>
<td>ILT 176</td>
<td>Solid State Devices Lab</td>
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<td>ILT 177</td>
<td>Solid State Devices</td>
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<td>ILT 178</td>
<td>Solid State Devices Lab</td>
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<tr>
<td>ILT 179</td>
<td>Solid State Devices Lab</td>
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**Total Credit Hours: 26**

*Approved for the Associate in Applied Technology degree.*

### Electrical

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<td>ILT 154</td>
<td>Residential Wiring</td>
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<td>ILT 155</td>
<td>Residential Wiring Lab</td>
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<td>ILT 227</td>
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<td>National Electric Code</td>
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<tr>
<td>ELT 131</td>
<td>Commercial/Industrial Wiring I</td>
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<tr>
<td>ELT 192</td>
<td>Practicum</td>
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**Total Credit Hours: 26**

*Approved for the Associate in Applied Technology degree.*

### Additional Options

<table>
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<tr>
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<th>Course Title</th>
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<th>Credits</th>
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<tr>
<td>ILT 162</td>
<td>Industrial Mechanics</td>
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<td>ILT 163</td>
<td>Industrial Mechanics Lab</td>
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<tr>
<td>ILT 164</td>
<td>Basic Hydraulics</td>
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<td>ILT 165</td>
<td>Basic Hydraulics Lab</td>
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<tr>
<td>ILT 166</td>
<td>Basic Mechanics</td>
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<td>ILT 167</td>
<td>Basic Mechanics Lab</td>
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<td>Independent Study (F.D.O.E.)</td>
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**Total Credit Hours: 48**

*Approved for the Associate in Applied Technology degree.*

### INDUSTRIAL ELECTRONICS ASSOCIATE DEGREE IN APPLIED TECHNOLOGY

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<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ETC 111</td>
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<td>ETC 112</td>
<td>DC Fundamentals Lab</td>
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</tr>
<tr>
<td>ETC 123</td>
<td>Principles of Electronics AC</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>ETC 141</td>
<td>Digital Fundamentals</td>
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<tr>
<td>ILT 122</td>
<td>Programmable Logic Controllers</td>
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<td>ILT 129</td>
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<td>ILT 135</td>
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<td>ILT 136</td>
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<td>ILT 141</td>
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<td>ILT 142</td>
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<td>6</td>
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<td>ILT 154</td>
<td>Commercial/Industrial Wiring I</td>
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<td>Hydraulics/Pneumatics</td>
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<td>ILT 177</td>
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</table>

**Total Credit Hours: 26**

*Approved for the Associate in Applied Technology degree.*
COURSE DESCRIPTIONS

ELT 131
COMMERCIAL/INDUSTRIAL WIRING
3 credit hours
PREREQUISITE: Determined by instructor
COREQUISITE: ETC 192
This course teaches the student the principles and applications of commercial and industrial wiring methods. Emphasis is placed on blueprint symbols, calculations and the NEC code requirements as it applies to commercial and industrial wiring and the lab will reinforce the knowledge in this class. Upon completion, students should be able to read electrical plans, know most electrical symbols, load calculations for commercial industrial applications, and interpret the NEC code requirements.

ELT 192
PRACTICUM
1 credit hour
COREQUISITE: ETC 131
This course provides practical experience in the field early in the student’s training as an electrician’s helper on the job, working a special project or conducting research-study in a directed area of the field. Emphasis is placed on gaining hands-on experience with tools of the trade as well as a better understanding of NEC directives. Upon completion, students should possess a higher state of proficiency in the basic skills of connecting electrical wiring and conduit; this course may be repeated with the instructor’s permission.

ELT 223
CABLE SPICALING AND INSTALLATION; SPECIAL TOPIC
3 credit hours
PREREQUISITE: Regular admission status
This course provides instruction in splicing and installing low and medium voltage power cable, hi-voltage cable, fiber optic cable, communication and voltage wiring systems. Emphasis is placed on sizes conductors and use of proper connectors and materials used in splicing and connecting. Upon completion, students should be able to properly size, splice, connect and insulate all types of cables.

ETC 112
DC FUNDAMENTALS LAB
3 credit hours
PREREQUISITE: Regular admission status. 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.

ETC 141
DIGITAL FUNDAMENTALS
3 credit hours
PREREQUISITE: ETC 142
This course focuses on digital circuit fundamentals. Topics include numbering systems, Boolean Algebra, gates, registers, counters, and decoders. Upon completion, students should be able to use the numbering systems to convert from binary, hexadecimal, octal, and decimal.

ETC 142
DIGITAL FUNDAMENTALS LAB
3 credit hours
COREQUISITE: ETC 141
This course 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 089
PREPARATION FOR ELECTRONICS
2 credit hours
PREREQUISITE: Regular admission status.
This course is an entry-level elective for students who want help with the math skills needed for initial success in electronics or similar programs. Topics include decimal numbering system, fractions, scientific notation, negative numbers, trigonometric functions and the right triangle and use of the scientific calculator. All topics will be addressed in electronic contexts. Upon course completion, a student should be able to perform the basic math calculations necessary for entry into electronics.
ILT 121
SEMICONDUCTOR ELECTRONIC CIRCUITS
3 credit hours
PREREQUISITE: Determined by instructor
This course provides a study of electronic circuits. Topics include blueprint reading, load calculations, heating systems, service entrance, circuit design and layout, safety, and tools. Upon course completion, a student should be able to apply circuit design and layout of residential wiring with National Electrical Code application.

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

ILT 129
PERSONAL COMPUTER (PC) HARDWARE
3 credit hours
PREREQUISITE: Regular admission status
This course covers PC hardware terminology, component purpose, configuration, and pricing. Selecting and identifying computer systems and components for assembly and upgrading IBM compatible computers. Upon course completion, a student should be able to describe the basic systems of a PC and to perform disassembly and assembly of same.

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

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

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

ILT 162
INDUSTRIAL MECHANICS
3 credit hours
COREQUISITE: ILT 163
This course includes bench work, machinery installation, and pipefitting. Topics include rigging, abrasives, heat treatment of seals, and analysis of vibrations. Upon course completion, a student should be able to demonstrate principles of bench work, machinery installation, and pipefitting.

ILT 163
INDUSTRIAL MECHANICS LAB
2 credit hours
COREQUISITE: ILT 162
This lab includes rigging, abrasives, heat treatment of seals, and analysis of vibrations. Upon course completion, a student should be able to demonstrate principles of bench work, machinery installation, and pipefitting.

ILT 164
BASIC HYDRAULICS
3 credit hours
COREQUISITE: ILT 165
This course is a study in the properties of fluids, force and motion. Topics include calculations of volume, area and displacement, components for power transfer, and methods of joining pipe and controlling flow. Upon course completion, a student should be able to perform pertinent calculations, identify components for power transfer, and perform methods of joining pipe and controlling flow.

ILT 165
BASIC HYDRAULICS LAB
2 credit hours
COREQUISITE: ILT 164
This lab includes calculations of volume, area and displacement, components for power transfer, and methods of joining pipe and controlling flow. Upon course completion, a student should be able to perform pertinent calculations, identify components for power transfer, and perform methods of joining pipe and controlling flow.

ILT 166
BASIC MECHANICS
3 credit hours
COREQUISITE: ILT 167
An introductory course for milwrights and mechanics, this course includes topics such as 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 milwrights and mechanics.

ILT 167
BASIC MECHANICS LAB
2 credit hours
COREQUISITE: ILT 166
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 milwrights and mechanics.

ILT 168
HYDRAULICS/PNEUMATICS
3 credit hours
COREQUISITE: ILT 169
This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors, and work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon course completion, a student should be able to apply principles of hydraulics/pneumatics.

ILT 169
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.

ILT 170
AC/DC MACHINERY AND CONTROLS
3 credit hours
PREREQUISITE: ETC 111 or determined by instructor
This course provides a student with knowledge in AC/DC machinery and controls. Topics include the characteristics and operating principles of the different types of AC/DC generators and motors, manual and automatic starters, and controllers. Upon course completion, a student should be able to apply practical skills in AC/DC machinery.

ILT 172
PROGRAMMABLE LOGIC CONTROLLERS
3 credit hours
PREREQUISITE: ILT 170 or determined by instructor
COREQUISITE: ILT 173
This course focuses on the use of PLCs. Topics include operations, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. Upon completion, a student should be able to apply principles of operation and programming of programmable logic controllers.
This course covers atomic structure, covalent bonding, semiconductor device construction, characteristics of such as LEDs and photo-diodes. Upon course completion, a student should be able to identify solid-state devices and explain their operation.

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 National Electrical Code. 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.

This course introduces students to the National Electrical 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.
ILT 232
PC Repair Clinical
3 credit hours
PREREQUISITE: Determined by instructor
This course allows the student to work in the technical capacity as a PC technician at the college or other local sites as approved by the college. Upon completion, the student should be able to perform specific job related skills associated with PC repair.

ILT 272
INDEPENDENT STUDY (EROE)
3 credit hours
PREREQUISITE: Determined by instructor
The course is designed to allow students to independently study various topics related to electronics. Emphasis is placed on the refinement or advancement of particular skills. Upon completion, students should be able to perform specific job related functions according to standard operating procedures.

ILT 280
A+ OPERATING SYSTEMS: SPECIAL TOPICS
3 credit hours
PREREQUISITE: Regular admission status
This course covers the installation, use, and configuration of the Microsoft operating systems covered on the A+ certification examination. Upon completion of this course, the student should be able to install, use, and perform basic configuration of MS-DOS and Microsoft Windows.

ILT 291
COOPERATIVE EDUCATION
1 credit hour
PREREQUISITE: Determined by instructor
This course provides work experience with a college-approved employer in an area directly related to a students program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon course completion, a student should be able to evaluate career selection, demonstrate employability skills, and perform work-related competencies.

ILT 292
COOPERATIVE EDUCATION
2 credit hours
PREREQUISITE: Determined by instructor
This course provides work experience with a college-approved employer in an area directly related to a students program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon course completion, a student should be able to evaluate career selection, demonstrate employability skills, and perform work-related competencies.

ILT 293
COOPERATIVE EDUCATION
3 credit hours
PREREQUISITE: Determined by instructor
This course provides work experience with a college-approved employer in an area directly related to a students program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon course completion, a student should be able to evaluate career selection, demonstrate employability skills, and perform work-related competencies.

ILT 247
SEMICONDUCTOR MANUFACTURING TECHNOLOGY
3 credit hours
PREREQUISITE: Prior completion of electronics certificate or degree
A study of the processes, materials, and equipment used in the manufacturing of semiconductors, including an overview of the semiconductor industry, related technology, and standard safety practice. Laboratory fee charged.

ILT 215
VACUUM/RF PRINCIPLES
3 credit hours
PREREQUISITE: Prior completion of electronics certificate or degree
A study of vacuum principles and RF plasma systems in the semiconductor manufacturing industry. Vacuum topics include principles, components, systems, leak detection and safety practices. RF plasma topics include plasma, physics, RF power amplification and oscillators, transmission lines, impedance matching, and safety. Laboratory fee charged.

ILT 259
ELECTRO-MECHANICAL SYSTEMS
3 credit hours
PREREQUISITE: Prior completion of electronics certificate or degree
A study of devices and components that translate electrical energy into mechanical motion. Emphasis is on the semiconductor industry. Topics include DC and AC motors and controllers, servo motors, stepping motors, solenoids, linear motors, and actuators. Introduction to pneumatic principles, components, control systems, and mass flow controllers. Principles of robotics, types of robots, and common applications. Programmable logic controllers and ladder logic. Open and closed control principles, PID controllers. Laboratory fee charged.

EMERGENCY MEDICAL TECHNICIAN (EMT)

The Emergency Medical Technician (EMT) program is designed to prepare students to provide basic health care assistance at the scene of an illness or traumatic injury. EMT classes are offered during the evening hours. The Basic Level can be completed in one semester. 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 Examination. 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
Total Credit Hours: 10

COURSE DESCRIPTIONS
EMT 100 CARDIOPULMONARY RESUSCITATION I
1 credit hour
PREREQUISITE: Regular admission status
This course provides a student with concepts related to areas of basic life support to include coronary artery disease, pruident 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 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 vitals and SAMPLE history; lifting and moving; airway management; ambulance operations; gaining access; an overview of hazardous materials, incident management systems, mass casualty situations, and triage; and 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 scene size-up; initial assessment; focused history and physical exam; medical and trauma; detailed physical exam; on-going assessment; communications; documentation; bleeding and shock; soft tissue injuries; musculoskeletal care; and injuries to the head and spine. Computer use in simulated scenarios is also included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies is required in this course. CORE

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

EMT 143
EMT BASIC CLINICAL COMPETENCIES
1 credit hour
PREREQUISITE: Regular 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

GENERAL EDUCATION COURSES

ART 100
ART APPRECIATION
3 credit hours
Prerequisite: Regular admission status
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

CIS 130
COMPUTER SCIENCE (CIS)
INTRODUCTION TO INFORMATION SYSTEMS
3 credit hours
Prerequisite: Regular admission status
This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present, and future impact on society. Topics include computer hardware, various types of computer software, communication technologies, and program development using computers to execute software packages. Upon completion, students should be able to describe and use the major components of selected computer software and hardware. Code B

CIS 146
MICROCOMPUTER APPLICATIONS
3 credit hours
Prerequisite: Regular admission status
This course is an introduction to the most common software applications of microcomputers and includes "hands-on" use of microcomputers and some of the major commercial software. These software packages should include typical features of office suites, such as word processing, spreadsheets, database systems, and other features found in current software packages. Upon completion, students will understand common applications and be able to utilize selected features of these packages. Code B

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 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.

SSS 082

BASIC COMMUNICATION SKILLS

3 credit hours

Prerequisite: Appropriate college placement test score

This course is designed to prepare eligible students to perform satisfactorily or above in various major and related courses. Diagnostic testing is done to assess specific needs in reading, writing, and/or grammar. A small-group instructional approach is employed to improve the student's ability in vocabulary, spelling, reading comprehension, grammar, and writing. NCA

COM 092

BASIC ENGLISH I

3 credit hours

Prerequisite: Appropriate college placement test score

This course is a review of 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 093

BASIC ENGLISH II

3 credit hours

Prerequisite: A grade of "C" or better in COM 092 or appropriate college placement test score

This course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays.

COM 100

INTRODUCTORY TECHNICAL ENGLISH I

3 credit hours

Prerequisite: Satisfactory completion of 092 or appropriate college placement score

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. NCA

COM 131

APPLIED WRITING I

3 credit hours

Prerequisite: Appropriate college placement test score

This course is a study of various types of written documents required in scientific, technical, and other specialized fields. Emphasis is placed on the production of such documents, including research, documentation, graphical displays, the abstract, appropriate diction, grammar, punctuation, and audience. Students will demonstrate the ability to produce effective reports, letters, memoranda, and similar documents. Code C

ENG 101

ENGLISH COMPOSITION I

3 credit hours

Prerequisite: Successful completion of COM 093 or appropriate college placement score

English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage. Code A

ENG 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 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

HUM 101

INTRODUCTION TO HUMANITIES

3 credit hours

Prerequisite: Regular admission status

This course offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy that relate to a unifying theme. Code A

MATHEMATICS (SSS, MAH, MTH)

SSS 080

BASIC MATHEMATICS

3 credit hours

Prerequisite: Regular admission status

This course prepares an eligible student for various major and general education courses as well as everyday situations by developing and strengthening essential mathematical competencies. Diagnostic testing is done to assess a student's specific needs in mathematics. Each student is provided individual and group instruction. Topics include whole numbers, fractions, decimals and measurement, and other basic topics depending on the student's needs. NCA

SSS 081

BASIC ALGEBRA

3 credit hours

Prerequisite: Regular admission status

This course prepares an eligible student for various major and general education courses by developing and strengthening essential mathematical competencies. Diagnostic testing is done to assess a student's specific needs in mathematics. Each student is provided individual and group instruction. Topics include signed numbers, exponents, evaluating literal expressions, and solving equations as well as other basic algebraic topics. NCA

MAH 090

BASIC MATHEMATICS

3 credit hours

Prerequisite: Appropriate mathematics placement test score

This is a developmental course reviewing arithmetic principles and computations designed to help a student's mathematical proficiency for selected curriculum entrance. NCA
MAH 091
DEVELOPMENTAL ALGEBRA I
3 credit hours
Prerequisite: MAH 090 or appropriate mathematics placement test score
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 Developmental Algebra II or Intermediate College Algebra depending upon the mathematics placement score, NCA

MAH 092
DEVELOPMENTAL ALGEBRA II
3 credit hours
Prerequisite: MAH 091 or appropriate mathematics placement test score
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 Intermediate College Algebra. NCA

MAH 100
INTERMEDIATE COLLEGE ALGEBRA
3 credit hours
Prerequisite: MAH 092 or appropriate mathematics placement test score
This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, linear equations, and problem solving. I

MAH 105
MATH FOR NURSES
3 credit hours
This course is a comprehensive review of arithmetic with basic algebra and introduces calculations of solutions and systems of measurement to meet the practical nursing program requirement. Topics include a review of basic arithmetic, metric system conversions, ratio and proportion, and conversions among and between the metric, apothecaries, and household unit systems and intravenous infusion rates as well as ethical, cultural, and legal aspects of accurate mathematical skills. Upon completion, students will demonstrate proficiency in calculating drug dosages and IV infusion rates for adults and children. NCD

MTH 110
FINITE MATHEMATICS
3 credit hours
Prerequisite: MTH 100
This course is intended to give an overview of topics in finite mathematics together with their applications and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). The course includes sets, counting, permutations, combinations, basic probability (including Baye’s Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains, and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method, and applications. Code A

MTH 112
PRE CALCULUS ALGEBRA
3 Credit Hours
PREREQUISITE: Appropriate mathematics placement score
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.

MAH 116
MATHEMATICAL APPLICATIONS
3 Credit Hours
PREREQUISITE: Appropriate mathematics placement score
This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving.

ORN 103
ORIENTATION TO COLLEGE
Prerequisite: Regular admission status
This course offers topics on studying, test anxiety, note taking, memory improvement, time management, and organizational skills.

PHL 106
INTRODUCTION TO PHILOSOPHY
3 credit hours
Prerequisite: Regular admission status
This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision-making. The student should have an understanding of major philosophical ideas in the historical survey from the early Greeks to the modern era. Code A

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

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

BSS 118
COLLEGE STUDY SKILLS
1 credit hours
Prerequisite: As required by college
This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other techniques to develop skills in applied math, applied technology, reading for information, and locating information. Code C
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.

GRAPHICS AND PREPRESS COMMUNICATIONS (GPC)

The mission of the Graphics and Prepress program is to prepare students for employment in graphic design, prepress operations, printing, desktop publishing, and web page development using industry standard software applications and equipment. The program also offers continuing education opportunities in emerging technologies. The Graphics and Prepress program awards the short certificate, diploma, and Associate in Occupational Technologies degree.

Bessemer State Technical College provides education opportunities 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. Graduates of the program find rewarding careers in traditional and electronic publishing, advertising, web design, and print production. Advanced students can participate in cooperative work courses that offer valuable field experience and allow for career exploration.

SHORT CERTIFICATE

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPC 111</td>
<td>Introduction to Computers in Graphics and Prepress 1 4 3</td>
</tr>
<tr>
<td>GPC 114</td>
<td>Introduction to Computer Graphics 1 4 3</td>
</tr>
<tr>
<td>GPC 122</td>
<td>Technical Processes 1 4 3</td>
</tr>
<tr>
<td>GPC 124</td>
<td>Computer Drawing 1 4 3</td>
</tr>
<tr>
<td>GPC 126</td>
<td>Typesetting Fundamentals 1 4 3</td>
</tr>
<tr>
<td>GPC 128</td>
<td>Basic Electronic Page Layout and Assembly 1 4 3</td>
</tr>
<tr>
<td>GPC 130</td>
<td>Electronic Page Production 1 4 3</td>
</tr>
<tr>
<td>GPC 134</td>
<td>Digital Prepress 1 4 3</td>
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Study Skills Requirements:

<table>
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<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
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<tbody>
<tr>
<td>BSS 115</td>
<td>Success and Study Skills 0 2 1</td>
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<tr>
<td>BSS 118</td>
<td>College Study Skills 0 2 1</td>
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<td>Total Credit Hours</td>
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DIPLOMA

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<th>Theory/Lab/Credit Hours</th>
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<tbody>
<tr>
<td>GPC 111</td>
<td>Introduction to Computers in Graphics and Prepress 1 4 3</td>
</tr>
<tr>
<td>GPC 112</td>
<td>Introduction to the Graphic Communications Industry 1 4 3</td>
</tr>
<tr>
<td>GPC 114</td>
<td>Introduction to Computer Graphics 1 4 3</td>
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<td>Typesetting Fundamentals 1 4 3</td>
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<tr>
<td>GPC 128</td>
<td>Basic Electronic Page Layout and Assembly 1 4 3</td>
</tr>
<tr>
<td>GPC 130</td>
<td>Electronic Page Production 1 4 3</td>
</tr>
<tr>
<td>GPC 132</td>
<td>Advanced Electronic Page Production 1 4 3</td>
</tr>
<tr>
<td>GPC 134</td>
<td>Digital Prepress 1 4 3</td>
</tr>
<tr>
<td>GPC 170</td>
<td>On-Line Graphic Communications 1 4 3</td>
</tr>
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Select 9 credit hours from the following:

<table>
<thead>
<tr>
<th>Course No./Title</th>
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<tbody>
<tr>
<td>GPC 116</td>
<td>Technical Graphics 1 4 3</td>
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<tr>
<td>GPC 120</td>
<td>Computer Graphics 1 4 3</td>
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<tr>
<td>GPC 136</td>
<td>Estimating Costs In Printing and Graphics 1 4 3</td>
</tr>
<tr>
<td>GPC 150</td>
<td>Basic Printing and Press Operations 1 4 3</td>
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<tr>
<td>GPC 152</td>
<td>Advanced Printing and Press Operations 1 4 3</td>
</tr>
<tr>
<td>GPC 160</td>
<td>Portfolio 1 4 3</td>
</tr>
<tr>
<td>GPC 180</td>
<td>Current Topics in Graphics and Printing Communications 1 4 3</td>
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<tr>
<td>GPC 182</td>
<td>3D Graphics and Animation 1 4 3</td>
</tr>
<tr>
<td>GPC 191</td>
<td>Cooperative Work Experience 0 5 1</td>
</tr>
<tr>
<td>GPC 192</td>
<td>Cooperative Work Experience 0 10 2</td>
</tr>
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</table>

General Education Requirements:

Area I

Select one of the following courses:

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>COM 131</td>
<td>Applied Writing 3 0 3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition 3 0 3</td>
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</table>

Area II

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>SPH 106</td>
<td>Fundamentals of Oral Communication 3 0 3</td>
</tr>
<tr>
<td>SPH 116</td>
<td>Introduction to Interpersonal Communication 3 0 3</td>
</tr>
</tbody>
</table>

Area III

Select one of the following courses:

<table>
<thead>
<tr>
<th>Course No./Title</th>
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<tbody>
<tr>
<td>CIS 130</td>
<td>Introduction to Information Systems 3 0 3</td>
</tr>
<tr>
<td>CIS 146</td>
<td>Microcomputer Applications 3 0 3</td>
</tr>
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Select one of the following courses:

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<th>Course No./Title</th>
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<tbody>
<tr>
<td>MAH 100</td>
<td>Intermediate College Algebra 3 0 3</td>
</tr>
<tr>
<td>MTH 110</td>
<td>Finite Mathematics 3 0 3</td>
</tr>
<tr>
<td>MAH 116</td>
<td>Mathematical Applications 3 0 3</td>
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</table>

Total Credit Hours 54

*Approved for the Associate In Occupational Technologies degree
ASSOCIATE IN OCCUPATIONAL TECHNOLOGIES DEGREE

General Education Requirements:

Areas I and II

ENG 101 English Composition I 3 0 3

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 146 Microcomputer Applications 3 0 3

MTH 110 Finite Mathematics 3 0 3

MTH 112 Pre-calculus Algebra 3 0 3

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:

Graphics and Prepress Diploma

Minor:

Commercial Art

Select 12 credit hours from the following courses:

CAT 112 Color Theory and Design 3

CAT 118 Design Drawing 3

CAT 130 Principles of Design 3

CAT 132 Basic Advertising Design 3

CAT 140 Photography 3

CAT 142 Intermediate Advertising Design 3

CAT 150 Advanced Advertising Design 3

CAT 152 Digital Photography 3

CAT 154 Basic Photography Studio 3

CAT 180 Current Topics in Commercial Art 3

COURSE DESCRIPTIONS

GPC 111
INTRODUCTION TO COMPUTERS IN GRAPHICS AND PREPRESS 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 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 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 114
INTRODUCTION TO COMPUTER GRAPHICS

3 credit hours

PREREQUISITE: GPC 111 or determined by instructor

This course introduces students to computer applications in graphics production. Topics include production terms, image editing, manipulation, and output. Upon completion, a student should be able to use the industry standard image editing software package (Photoshop).

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 include 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 the software to include painting, editing, creating special effects, basic image corrections, photo retouching, and preparing images for web publications and printed publications. Upon course completion, a student should be able to name and identify the different tools, work with multiple layer images, create special effects, and prepare an image for a web publication (Photoshop).

GPC 122
TECHNICAL PROCESSES

3 credit hours

PREREQUISITE: Regular admission status

This course introduces a student to the basic concepts and skills of image and page production and assembly necessary to produce print-ready publications and web publishing. Topics include equipment, materials and techniques used to produce comprehensive and mechanical, basic scanning, and digital images. 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 a student with a technical background in computer graphics. Emphasis is placed on the different drawing, modification, and editing tools associated with industry-standard software. Upon course completion, a student should be able to identify the different tools associated with the software, create, edit, and manipulate text, alter elements using the transformation tools, create charts and graphs, and design custom process colors (Illustrator).

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, text type specifications, measurements, and text proofing. CORE
GPC 128
BASIC ELECTRONIC PAGE LAYOUT AND ASSEMBLY
3 credit hours
PREREQUISITE: GPC 111 or determined by instructor
This course provides an introduction to electronic page layout using computer software. Topics include importing, combining and manipulating text and graphic elements for composite page layout and production. Upon course completion, a student should be able to produce simple, single-page, spread-page, and continuous-page digital documents suitable for low- or high-resolution output as well as electronic prepress file submission. CORE

GPC 130
ELECTRONIC PAGE PRODUCTION
3 credit hours
PREREQUISITE: GPC 128 or determined by instructor
This course provides an opportunity to expand a student's knowledge and technical expertise in electronic page production. Topics include production of magazines, newspapers, books, catalogues, and other high-volume, multi-page production environments. Upon course completion, a student should be able to complete multi-page projects as members of production teams, and have enhanced organization, communication, and problem-solving skills. CORE

GPC 132
ADVANCED ELECTRONIC PAGE PRODUCTION
3 credit hours
PREREQUISITE: GPC 130 or determined by instructor
This course provides a student with relevant work experience in the industry. Emphasis is placed on subjects such as typography and font management, advanced computer graphics or drawing, digital imaging, computer animation, and presentation graphics. Upon course completion, a student should be able to perform skills in the newest industry technology.

GPC 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 pre-flight 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 136
ESTIMATING COSTS IN PRINTING
3 credit hours
This course provides students with a thorough understanding of the cost and dynamics of running a profitable graphics and printing business. Emphasis is placed on computer software to estimate jobs and produce competitive bids. Upon completion, students should be able to estimate the cost of producing a variety of projects, apply essential problem-solving techniques, exercise self-management techniques, and be able to work in a group or team environment.

GPC 150
BASIC PRINTING AND PRESS OPERATIONS
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 152
ADVANCED PRINTING AND PRESS OPERATIONS
3 credit hours
PREREQUISITE: GPC 150 or determined by instructor
This course provides a student with relevant work experience in the industry. Emphasis is placed on subjects such as typography and font management, advanced computer graphics or drawing, digital imaging, computer animation, and presentation graphics. Upon course completion, a student should be able to perform skills in the newest industry technology.

GPC 154
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 the 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.
## HORTICULTURE, ORNAMENTAL (OHT)

The mission of the Horticulture program is to educate students in the areas of horticulture science and practice through various delivery systems including regular courses, distance learning, cooperative experiences, and seminars. The Horticulture program awards the short certificate and the Associate in Applied Technology degree.

The Horticulture program prepares students for successful employment or advancement in the horticulture industry. Students receive instruction in the areas of soils, fertilizers, plant propagation, and horticultural science. Courses in landscaping, landscape maintenance, pest control, turfgrass management, and nursery and greenhouse production are also offered to provide students with the knowledge necessary for a rewarding career.

### HORTICULTURE SHORT CERTIFICATE

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHT 110</td>
<td>Introduction to Horticultural Science 2 2 3</td>
</tr>
<tr>
<td>OHT 115</td>
<td>Soils and Fertilizers 2 2 3</td>
</tr>
<tr>
<td>OHT 135</td>
<td>Ornamental Plant Identification and Culture 1 4 3</td>
</tr>
<tr>
<td>OHT 201</td>
<td>Horticultural Business Management 3 0 3</td>
</tr>
</tbody>
</table>

Select 12 credit hours from the following:

<table>
<thead>
<tr>
<th>Course No./Title</th>
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<tbody>
<tr>
<td>OHT 120</td>
<td>Plant Propagation 1 4 3</td>
</tr>
<tr>
<td>OHT 130</td>
<td>Nursery Production 1 4 3</td>
</tr>
<tr>
<td>OHT 136</td>
<td>Residential Landscape Design 2 4 4</td>
</tr>
<tr>
<td>OHT 140</td>
<td>Ornamental Plant Pest Management 2 2 3</td>
</tr>
<tr>
<td>OHT 151</td>
<td>Irrigation Systems 1 2 2</td>
</tr>
<tr>
<td>OHT 211</td>
<td>Greenhouse Crop Production 1 4 3</td>
</tr>
<tr>
<td>OHT 215</td>
<td>Landscape Maintenance 1 2 2</td>
</tr>
<tr>
<td>OHT 220</td>
<td>Seminar in Horticulture 1 0 1</td>
</tr>
<tr>
<td>OHT 221</td>
<td>Seminar in Horticulture 2 0 2</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

### TURF MANAGEMENT SHORT CERTIFICATE

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>OHT 116</td>
<td>Soils and Fertilizers 2 2 3</td>
</tr>
<tr>
<td>OHT 216</td>
<td>Landscape Maintenance 1 2 2</td>
</tr>
<tr>
<td>TRF 110</td>
<td>Introduction to Horticultural Science 2 2 3</td>
</tr>
<tr>
<td>TRF 125</td>
<td>Turf Management 3 0 3</td>
</tr>
<tr>
<td>TRF 141</td>
<td>Pesticides 2 2 3</td>
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Select 10 credit hours from the following:

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRF 123</td>
<td>Turf Machinery 1 2 2</td>
</tr>
<tr>
<td>OHT 151</td>
<td>Irrigation Systems 1 2 2</td>
</tr>
<tr>
<td>OHT 220</td>
<td>Seminar in Horticulture 1 0 1</td>
</tr>
<tr>
<td>OHT 221</td>
<td>Seminar in Horticulture 2 0 2</td>
</tr>
<tr>
<td>TRF 151</td>
<td>Golf Course Management 1 4 3</td>
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<tr>
<td>TRF 181</td>
<td>Special Topics in Turf Management 3 0 3</td>
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<tr>
<td>TRF 281</td>
<td>Special Topics in Turf Management 3 0 3</td>
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### ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

**Course No./Title**

<table>
<thead>
<tr>
<th>Theory/Lab/Credit Hours</th>
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<tbody>
<tr>
<td>OHT 110 Introduction to Horticultural Science 2 2 3</td>
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<tr>
<td>OHT 115 Soils and Fertilizers 2 2 3</td>
</tr>
<tr>
<td>OHT 120 Plant Propagation 1 4 3</td>
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<tr>
<td>OHT 130 Nursery Production 1 4 3</td>
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<td>OHT 135 Ornamental Plant Identification and Culture 1 4 3</td>
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<td>OHT 136 Residential Landscape Design 2 4 4</td>
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<td>OHT 140 Ornamental Plant Pest Management 2 2 3</td>
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<tr>
<td>OHT 201 Horticultural Business Management 3 0 3</td>
</tr>
<tr>
<td>OHT 211 Greenhouse Crop Production 1 4 3</td>
</tr>
<tr>
<td>OHT 215 Landscape Maintenance 1 2 2</td>
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<tr>
<td>OHT 222 Advanced Studies in Horticulture 0 6 2</td>
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<tr>
<td>TRF 125 Turf Management 3 0 3</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>OHT 220 Seminar in Horticulture 1 0 1</td>
<td></td>
</tr>
<tr>
<td>OHT 221 Seminar in Horticulture 2 0 2</td>
<td></td>
</tr>
<tr>
<td>OHT 230 Vegetable and Orchard Crops 1 4 3</td>
<td></td>
</tr>
<tr>
<td>OHT 291 Cooperative Education in Horticulture 0 15 3</td>
<td></td>
</tr>
<tr>
<td>OHT 292 Cooperative Education in Horticulture 0 15 3</td>
<td></td>
</tr>
<tr>
<td>TRF 151 Golf Course Management 1 4 3</td>
<td></td>
</tr>
</tbody>
</table>

### COURSE DESCRIPTIONS

**OHT 110**

**INTRODUCTION TO HORTICULTURAL SCIENCE**

3 credit hours

PREREQUISITE: Regular admission status

This course introduces a student to botany, genetics, and plant nomenclature. Topics include an overview of the horticultural industry and career opportunities. Upon course completion, a student should be able to perform basic tasks associated with employment in the horticultural industry. CORE

**OHT 115**

**SOILS AND FERTILIZERS**

3 credit hours

PREREQUISITE: Regular admission status

This course is a study of soil properties and the science and practice of soil fertility management programs. CORE

**OHT 116**

**SPECIAL TOPICS IN HORTICULTURAL SCIENCE**

1 credit hour

PREREQUISITE: Regular admission status

This lab-oriented course is designed to enhance skills needed to perform specific tasks related to ornamental horticulture. Topics are based on the season of the year in which the course is taught and the activities currently being performed by workers in the industry. Students are given the opportunity to demonstrate their ability to perform the seasonal application taught in the course.
OHT 117 SPECIAL TOPICS IN HORTICULTURAL SCIENCE 1 credit hour
PREREQUISITE: Regular admission status
This lab-oriented course is designed to enhance skills needed to perform specific tasks related to ornamental horticulture. Topics are based on the season of the year in which the course is taught and the activities currently being performed by workers in the industry. Students are given the opportunity to demonstrate their ability to perform the seasonal application taught in the course.

OHT 120 PLANT PROPAGATION 3 credit hours
PREREQUISITE: Regular admission status
This course is a study of seed production, root formation, wound healing, and other practical phases of plant reproduction. Methods commonly used to reproduce plants by sexual and assexual means are emphasized. Upon course completion, a student should be able to identify and demonstrate appropriate methods of reproducing plants from seeds, cuttings, and layering. CORE

OHT 123 TURF MACHINERY 2 credit hours
PREREQUISITE: Regular admission status
This course focuses on the use and maintenance of golf course machinery. Topics include greens mowers, cultivation equipment, and fairway mowers. Upon course completion, a student should be able to evaluate new equipment, analyze the cost effectiveness of repairing existing machinery, and operate and service turf machinery.

OHT 130 NURSERY PRODUCTION 3 credit hours
PREREQUISITE: OHT 115 or determined by instructor
This course focuses on all aspects of producing plants in a nursery. Topics include soil and other media for plant growth, container selection, plant propagation, watering and fertilization, pest control, and production practices commonly used by commercial growers. Upon course completion, a student should be able to demonstrate proficiency in all phases of nursery plant productions. CORE

OHT 135 ORNAMENTAL PLANT IDENTIFICATION AND CULTURE 3 credit hours
PREREQUISITE: Regular admission status
This course focuses on the identification and growth requirements of ornamental plants. Topics include identification, habits of growth, cultural requirements, and landscape use of ornamental plants of the southeastern United States. Upon course completion, a student should know common and botanical names of landscape plants and will know the appropriate use of each plant. CORE

OHT 136 RESIDENTIAL LANDSCAPE DESIGN 4 credit hours
PREREQUISITE: Regular admissions status
This course provides an overview of the fundamentals of residential site design. Topics include site measuring and base map preparation, functional diagrams, landscape design principles, drafting and drawing procedures, design principles, appropriate use of plant materials, planting, site preparation, and spatial composition. Upon course completion, a student should be able to develop a master plan for a residential property.

OHT 140 ORNAMENTAL PLANT PEST MANAGEMENT 3 credit hours
PREREQUISITE: Regular admission status
This course is a study of plant pests affecting the production and maintenance of ornamental plants. Emphasis is on 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 be able to develop appropriate pest control plans.

OHT 151 IRRIGATION SYSTEMS 2 credit hours
PREREQUISITE: Regular admission status
This course is designed to provide students with the information needed to design, layout, and install an irrigation system on residential and commercial properties. Topics of discussion include system design, cost estimating, installation techniques, and electronic control devices. Upon course completion, a student should be able to design and install residential and commercial irrigation systems.

OHT 201 HORTICULTURAL BUSINESS MANAGEMENT 3 credit hours
PREREQUISITE: Regular admission status
This course covers the essential information needed to establish and maintain a horticulture-related business. Topics will include the basic principles of business and personnel management, customer service, insurance, finance, and record keeping. Upon course completion, a student should demonstrate an understanding of the requirements to comply with mandated state and federal regulations, manage employees, and meet consumer demands.

OHT 211 GREENHOUSE CROP PRODUCTION 3 credit hours
PREREQUISITE: OHT 115 or determined by instructor
This is an introductory course in the use of greenhouse facilities for the production of foliage and flowering plant crops. Topics include propagation, scheduling, soils and media, crop selection, pest management, and methods of production. Upon course completion, a student should be able to produce a wide range of commercial greenhouse crops.

OHT 215 LANDSCAPE MAINTENANCE 2 credit hours
PREREQUISITE: Regular admission status
This course focuses on maintaining plant materials and turf in an existing landscape. Topics include pruning, moving, preparation, and spatial composition. Upon course completion, a student should be able to perform labor-time estimates and cost analysis for maintaining landscapes.

OHT 216 SPECIAL TOPICS IN HORTICULTURAL SCIENCE 1 credit hour
PREREQUISITE: Determined by Instructor
This lab-oriented course is designed to enhance skills needed to perform specific tasks related to ornamental horticulture. Topics are based on the season of the year in which the course is taught and the activities currently being performed by workers in the industry. Students are given the opportunity to demonstrate their ability to perform the seasonal application taught in the course.

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 taught 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 taught to ensure that a student remains current in the field.
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 projects goals and outcomes.

**OHT 222**  
**ADVANCED STUDIES IN HORTICULTURE**  
3 credit hours  
**PREREQUISITE:** Regular admission status  
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 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 231**  
**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 232**  
**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 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 181**  
**SPECIAL TOPICS IN TURF MANAGEMENT**  
3 credit hours  
**PREREQUISITE:** Regular admission status  
These courses provide specialized instruction in various areas related to turf management. Emphasis is placed on meeting students' needs.

**TRF 291**  
**SPECIAL TOPICS IN TURF MANAGEMENT**  
3 credit hours  
**PREREQUISITE:** Regular admission status  
These courses provide specialized instruction in various areas related to turf management. Emphasis is placed on meeting students' needs.

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**INDUSTRIAL MAINTENANCE TECHNICIAN (INT)**

The mission of the Industrial Maintenance program is to prepare students for employment and advancement in industrial maintenance. Additionally, the program provides training for local industries and assists students in achieving their personal and professional goals. The program awards a short certificate.

The Industrial Maintenance Technician program prepares a student to install and maintain all types of industrial equipment. Graduates will interpret prints, and schematics, properly use burning and welding equipment, and identify equipment components and their applications in industrial environments. The program is usually completed in five semesters/terms.

**SHORT CERTIFICATE**

<table>
<thead>
<tr>
<th>Course No/Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT 111 Industrial Mechanics</td>
<td>2 3 3</td>
</tr>
<tr>
<td>INT 112 Industrial Maintenance Safety Procedures</td>
<td>2 3 3</td>
</tr>
<tr>
<td>INT 113 Fundamentals of Industrial Hydraulics</td>
<td>2 3 3</td>
</tr>
<tr>
<td>INT 114 Mechanical Measurements and Technical Drawing</td>
<td>2 3 3</td>
</tr>
<tr>
<td>INT 123 Industrial Pumps and Piping Systems</td>
<td>1 4 3</td>
</tr>
<tr>
<td>INT 124 Production Equipment Layout and Installation</td>
<td>1 4 3</td>
</tr>
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<td>WOT 223 Blueprint Reading for Fabrication</td>
<td>2 4 3</td>
</tr>
<tr>
<td>INT 233 Industrial Maintenance Metal Welding/Cutting Techniques</td>
<td>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

**Optional Related Courses:**

- INT 105 Introduction to Process Technology: 3 0 3
- INT 106 Introduction to Process Technology Lab: 0 9 3
- INT 109 Industrial Process Equipment and Fittings: 3 0 3
- INT 110 Industrial Process Equipment and Fittings Lab: 0 9 3
- INT 112 Industrial Maintenance Safety Procedures: 3 0 3
- INT 115 Industrial Measurements: 3 0 3
- INT 116 Industrial Measurements Lab: 0 9 3
- INT 121 Industrial Hydraulics Troubleshooting: 1 4 3
INT 122 Preventive and Predictive Maintenance 2 3 3
INT 207 Industrial Automatic Controls 3 0 3
INT 208 Industrial Automatic Controls Lab 0 0 3
INT 215 Troubleshooting Techniques 1 4 3
INT 232 Manufacturing Plant Utilities 2 2 3
INT 242 Fundamentals of Industrial Pneumatics 2 3 3

COURSE DESCRIPTIONS

INT 105
INTRODUCTION TO PROCESS TECHNOLOGY
3 credit hours
PREREQUISITE: Determined by instructor
This course is designed to provide a student with an introduction to process technology and the role of the technician in industry. Topics include plant safety, piping and instrument diagrams, pressures, levels, flows, temperatures, gaskets, packing, lubricants, sealants, and cleaners. Upon course completion, a student should be able to understand process technology concepts and practices. CORE

INT 106
INTRODUCTION TO PROCESS TECHNOLOGY LAB
3 credit hours
PREREQUISITE: INT 105
This course provides a student with practical experience in the use of shop tools and equipment to perform preventive maintenance and light-duty service procedures. Upon course completion, a student should be able to select and use hand and power tools in accordance with OSHA standards. CORE

INT 109
INDUSTRIAL PROCESS EQUIPMENT AND FITTINGS
3 credit hours
PREREQUISITE: INT 105 or determined by instructor
This course is designed to teach a student how to install instruments in various mountings. Topics include instrument fitting techniques such as layout, measuring, bending, supporting, leak testing, and craft related trigonometry. Upon course completion, a student should be able to mount instruments and apply various fitting techniques. CORE

INT 110
INDUSTRIAL PROCESS EQUIPMENT AND FITTINGS LAB
3 credit hours
PREREQUISITE: INT 109
This course provides a student with practical experience related to instrument mounting. Emphasis is placed on instrument fitting techniques. Upon course completion, a student should be able to mount instruments and apply various fitting techniques. CORE

INT 111
INDUSTRIAL MECHANICS
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
PREREQUISITE: 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; 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/control 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

INT 233
INDUSTRIAL MAINTENANCE METAL WELDING AND CUTTING TECHNIQUES
3 credit hours
PREREQUISITE: Regular admission status
This course provides instruction in the fundamentals of acetylene cutting and the basics of SMAW welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, a student should be able to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. CORE

INT 242
FUNDAMENTALS OF INDUSTRIAL PNEUMATICS
3 credit hours
PREREQUISITE: Regular admission status
This course provides instruction in fundamental concepts and theories for the safe operation of pneumatic components and systems used with industrial production equipment. Topics include the physical concepts, theories, laws, and the application of these concepts to perform work; airflow characteristics; actuators; valves; accumulators; symbols and circuitry; filters; servicing safety; and preventive maintenance. Upon course completion, a student should be able to troubleshoot, repair, and maintain industrial pneumatic systems. CORE

LICENSED PRACTICAL NURSING (LPN)

The mission of the Licensed Practical Nursing (LPN) program is to assist students in developing the knowledge, skills, and attitudes necessary for successful licensure and practice as an LPN and to encourage graduates to continually seek personal and professional growth opportunities. The LPN program offers the diploma.

The program prepares graduates 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 fostering excellence in student achievement and lifelong learning pursuit through both academic and clinical learning experiences.

DIPLOMA
Course No/Title Theory/Lab/Credit Hours
Level I
HPS 104 General Pharmacology for the Health Sciences 1 3 2
LPN 105 Fundamentals of Nursing 3 9 6
LPN 110 Introduction to Nursing 1 3 2
LPN 113 Body Structure & Function 4 0 4

Level II
LPN 116 Nutrition 2 0 2
LPN 117 Mental Health and Geriatrics 1 3 2
LPN 152 Adult Nursing IV 3 15 8

Level III
LPN 124 Family Centered Nursing 3 9 6
LPN 142 Adult Nursing III 3 12 7
LPN 145 Current Issues/Role Transition 2 0 2

General Education Requirements:
COM 100 Introductory Technical English 1 3 0 3
MAH 105 Math for Nursing 2 2 3

Total Credit Hours 47
This course introduces the student to the role of the practical nurse as a member of the health care team. Content includes basic knowledge related to the student family during antepartal, intrapartal, 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 knowledge necessary for initial practical nursing role enactment. CORE

LPN 113

BODY STRUCTURE & FUNCTION
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 relationships 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 116

NUTRITION
2 credit hours
PREREQUISITE: MAH 105 or higher and COM 103
This course introduces the student to basic principles of nutrition and the role of nutrition in promotion and maintenance of health. Emphasis is placed on the functions of nutrients and their requirements through the life span. Upon completion of this course, the student will demonstrate knowledge of basic nutrition principles necessary for health promotion, health maintenance, and modifications required for therapeutic diets.

LPN 117

MENTAL HEALTH AND GERIATRICS
2 credit hours
PREREQUISITE: LPN 104, LPN 105, LPN 113
This course is designed to provide the student with the knowledge and skills necessary for entry into Practical Nursing. CORE

LPN 124

FAMILY CENTERED NURSING
6 credit hours
PREREQUISITE: Determined by instructor
This course utilizes 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 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.

LPN 142

ADULT NURSING III
7 credit hours
PREREQUISITE: LPN 152
This course provides expanded concepts related to nursing care of adults experiencing alterations in health. Content focuses on the nurse’s role in meeting needs of clients experiencing disorders/diseases involving the nervous and sensory, reproductive, endocrine, and gastrointestinal systems. Concepts of nutrition, pharmacology, and therapeutic communication are integrated. Upon completion, the student should be able to provide comprehensive nursing care in a safe and effective manner. CORE

LPN 152

ADULT NURSING IV
8 credit hours
PREREQUISITE: LPN 104, LPN 105 and LPN 113
This course is a study in application of the nursing process. It provides the student with the knowledge and skills necessary to meet the needs of individuals experiencing acute and chronic alterations in health throughout the adult life span. Emphasis is placed on utilizing the nursing process as a focus for clients experiencing diseases/disorders involving immune, ontological, musculoskeletal, cardiovascular, respiratory, surgery, fluid and electrolyte disturbances, integumentary and genitourinary systems. Concepts of nutrition, pharmacology and therapeutic communication are integrated. Upon completion the student will demonstrate knowledge and skills necessary to provide safe and effective care. CORE
MACHINE TOOL TECHNOLOGY (MTT)

Machinists use tools such as lathes, drill presses, and milling machines to produce precision metal parts. They use their knowledge of the working properties of metals such as steel, cast iron, aluminum, and brass and their skill with machine tools to plan and carry out the operations needed to make machined products that meet precise specifications. Increasingly, the machine tools are computer numerically controlled (CNC), which means that the controllers are computers. These machines enable machinists to be more productive and to produce parts with a level of precision that is not possible with traditional machining techniques.

COURSES ONLY

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Theory/Lab/Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIT 101</td>
<td>Basic Machining Technology</td>
<td>2 4 3</td>
</tr>
<tr>
<td>MIT 102</td>
<td>Intermediate Machining Technology</td>
<td>2 4 3</td>
</tr>
<tr>
<td>MIT 104</td>
<td>Basic Machining Calculations</td>
<td>2 4 3</td>
</tr>
<tr>
<td>MIT 111</td>
<td>Introduction to Computer Numerical Control</td>
<td>1 3 2</td>
</tr>
<tr>
<td>MIT 112</td>
<td>Basic Computer Numerical Control Milling</td>
<td>2 4 3</td>
</tr>
<tr>
<td>MIT 113</td>
<td>Basic Computer Numerical Control Turning</td>
<td>2 4 3</td>
</tr>
<tr>
<td>MIT 121</td>
<td>Basic Blueprint Reading for Machinists</td>
<td>2 4 3</td>
</tr>
<tr>
<td>MIT 122</td>
<td>Advanced Blueprint Reading for Machinists</td>
<td>2 4 3</td>
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<tr>
<td>MIT 123</td>
<td>Advanced Blueprint Reading for Machinists</td>
<td>2 4 3</td>
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<tr>
<td>MIT 131</td>
<td>Introduction to Metrology</td>
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<td>MIT 132</td>
<td>Advanced Machining Calculations</td>
<td>1 3 2</td>
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<td>Advanced Machining Technology</td>
<td>1 8 5</td>
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<td>MIT 202</td>
<td>Advanced Computer Numerical Control Milling</td>
<td>1 3 2</td>
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<td>MIT 203</td>
<td>Advanced Computer Numerical Control Turning</td>
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<td>MIT 204</td>
<td>Computer Numerical Control Graphics Programming Turning</td>
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<tr>
<td>MIT 205</td>
<td>Computer Numerical Control Graphics Programming Milling</td>
<td>1 6 3</td>
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</tbody>
</table>

COURSE DESCRIPTIONS

MIT 101
BASIC MACHINING TECHNOLOGY
3 credit hours
COREQUISITE: MIT 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

MIT 102
INTERMEDIATE MACHINING TECHNOLOGY
3 credit hours
COREQUISITE: MIT 101 and MIT 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

MIT 104
BASIC MACHINING CALCULATIONS
3 credit hours
COREQUISITE: MIT 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.

MIT 111
INTRODUCTION TO COMPUTER NUMERICAL CONTROL
3 credit hours
COREQUISITE: MIT 101 and MIT 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.

MIT 112
BASIC COMPUTER NUMERICAL CONTROL TURNING
3 credit hours
COREQUISITE: MIT 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.

MIT 113
BASIC COMPUTER NUMERICAL CONTROL MILLING
3 credit hours
COREQUISITE: MIT 111 or determined by instructor
This course introduces the 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.

MIT 114
ADVANCED MACHINING CALCULATIONS
2 credit hours
COREQUISITE: MIT 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.

MIT 201
ADVANCED MACHINING TECHNOLOGY
5 credit hours
COREQUISITE: MIT 101, MIT 102, and MIT 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
OFFICE ADMINISTRATION (SET)

The mission of the Office Administration program is to prepare students for employment or advancement in office support positions by providing learning experiences in word processing, spreadsheet management, database management, written and oral communications, administrative office procedures, and Internet usage, along with critical thinking and problem-solving experiences. The Office Administration program awards the short certificate and Associate in Applied Technology degree.

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 participate in one of the on-campus student organizations, such as the office administration. Students are eligible to sit for the Certified Professional Secretaries (CPS) exam, the hallmark of success in this profession.

SHORT CERTIFICATE
Course No/Title Theory/Lab/Credit Hours
SET 101 Beginning Keyboarding 2 2 3
SET 104 Advanced Keyboarding 2 3 3
SET 125 Basic Word Processing 2 3 3
SET 138 Records and Information Management 2 3 3
SET 181 Employment Skills 0 2 1
SET 182 Work Keys Skills 0 2 1
SET 217 Office Management 3 0 3
SET 218 Office Procedures 2 2 3
SET 243 Spreadsheet Applications 2 3 3
SET Elective 3

General Education Requirement:
ENG 101 English Composition I 3 0 3

Total Credit Hours: 25

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE
Course No/Title Theory/Lab/Credit Hours
SET 101 Beginning Keyboarding 2 2 3
SET 104 Advanced Keyboarding 2 3 3
SET 125 Basic Word Processing 2 3 3
SET 130 Electronic Calculations 2 3 3
SET 133 Business Communications 3 0 3
SET 138 Records and Information Management 2 3 3
SET 200 Machine Transcription 2 3 3
SET 202 Legal Transcription 2 3 3
SET 212 Medical Transcription 2 3 3
SET 217 Office Management 3 0 3
SET 218 Office Procedures 2 2 3
SET 222 The Electronic Office 2 3 3
SET 243 Spreadsheet Applications 2 3 3
SET 244 Database Concepts 2 3 3
SET 247 Special Projects 3 0 3

Select 6 credit hours from the following:
SET 126 Advanced Word Processing 2 3 3
SET 134 Career and Professional Development 3 0 3
SET 139 Office Practice 0 3 1
SET 201 Legal Terminology 3 0 3
SET 203 Legal Office Procedures 2 3 3
SET 211 Medical Terminology 3 0 3
SET 213 Advanced Medical Transcription 2 3 3
SET 214 Medical Office Procedures 2 3 3
SET 215 Health Information Management 2 3 3
SET 230 Electronic Publishing 2 3 3
SET 231 Office Applications 2 3 3
SET 233 Trends in Office Technology 3 0 3
SET 240 Certified Professional Secretary Review 2 3 3
SET 246 Office Graphics and Presentations 2 3 3
SET 248 Advanced Office Practice 0 3 1
SET 291 Office Internship Co-op 0 5 1
SET 292 Office Internship Co-op 0 10 2

Select 6 credit hours from the following courses:
ACT Accounting 3
BUS 261 Business Law I 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

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 105 Introduction to Philosophy 3 0 3
PHL 206 Ethics and Society 3 0 3

Area III
Select three of the following courses:
CIS 130 Introduction to Information Systems 3 0 3
CIS 146 Microcomputer Applications 3 0 3
MTH 110 Finite Mathematics 3 0 3
MTH 112 Pre-calculus Algebra 3 0 3

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

Total Credit Hours: 72

*Must be approved in advance by a student's faculty advisor.
This course is designed to enable a student to use the accuracy in keying alphabetic symbols and numeric information using the typewriter or microcomputer keyboard. Upon course completion, a student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables. CORE

**SET 101**
**BEGINNING KEYBOARDING**
3 credit hours
PREREQUISITE: Regular admissions status
This course is designed to assist a student in continuing to develop speed and accuracy in the production of business documents 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 104**
**ADVANCED KEYBOARDING**
3 credit hours
PREREQUISITE: SET 101 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 use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters, and reports. 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 proficiency and an acceptable rate of speed and accuracy in the production of business documents. 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 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 136**
**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 181**
**EMPLOYMENT SKILLS**
1 credit hour
PREREQUISITE: SET 101 or determined by instructor
This is an introductory study skills course designed to promote and develop independent adaptive learning strategies and self-confidence. The course offers opportunities to learn a variety of in-class techniques to help meet the challenges of academic, interpersonal, and work situations.

**SET 182**
**WORK KEYS SKILLS**
1 credit hour
PREREQUISITE: SET 101 or determined by instructor
This course covers skills and strategies designed to improve Work Keys Skill Assessment scores. Topics include computer-based learning opportunities in applied mathematics, reading for information, locating information, and applied technology.

**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 legal environment. Emphasis is on legal terminology, the production of forms and reports, and office procedures and practices. Upon completion, a student should be able to perform office support tasks required for employment in a legal office.
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 125 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 transcription and office procedures; and the legal aspects of medical records. Upon course completion, a student should be able to perform office support tasks required for employment in a medical environment.

SET 213
ADVANCED MEDICAL TRANSCRIPTION
3 credit hours
PREREQUISITE: SET 212 or determined by instructor
This course is designed to develop skills in medical transcription. Emphasis is on diagnostic studies and laboratory, radiology, and pathology reports. Upon course completion, a student should be able to accurately transcribe medical documents from dictated recordings.

SET 214
MEDICAL OFFICE PROCEDURES
3 credit hours
PREREQUISITE: SET 125 or determined by instructor
This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and office procedures and practices. Upon course completion, a student should be able to perform office support tasks required for employment in a medical environment.

SET 215
HEALTH INFORMATION MANAGEMENT
3 credit hours
PREREQUISITE: Determined by instructor
This course focuses on the structure, analysis, and management of medical records. Emphasis is on filing and maintaining medical records; coding of diseases, operations, and procedures; and the legal aspects of medical records. Upon course completion, a student should be able to maintain medical records.

SET 217
OFFICE MANAGEMENT
3 credit hours
PREREQUISITE: Regular admission status
This course is designed to develop skills necessary for supervising office functions. Emphasis is on achieving the goals of business in a culturally diverse workplace, office organization, teamwork, workplace ethics, office politics, and conflict resolution. Upon course completion, a student should be able to demonstrate skills needed to effectively supervise people and technology in the modern office.

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 placed 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.

SET 219
OFFICE MANAGEMENT
3 credit hours
PREREQUISITE: Determined by instructor
This course introduces each student to page design, layout, and typography. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input-output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon course completion, a student should be able to utilize proper layout and design concepts.

SET 220
ELECTRONIC PUBLISHING
3 credit hours
PREREQUISITE: Determined by instructor
This course is designed to provide a student with a foundation in the use of computerized equipment and application software as tools in the performance of a variety of office tasks. Emphasis is on the role of the office professional in the selection and application of appropriate technology to the specific task or combination of tasks. Upon course completion, a student should be able to demonstrate proficiency in the selection of appropriate computerized tools to complete designated tasks.

SET 221
OFFICE APPLICATIONS
3 credit hours
PREREQUISITE: Determined by instructor
This course is designed to provide a student with a foundation in the use of computerized equipment and application software as tools in the performance of a variety of office tasks. Emphasis is on the role of the office professional in the selection and application of appropriate technology to the specific task or combination of tasks. Upon course completion, a student should be able to demonstrate proficiency in the selection of appropriate computerized tools to complete designated tasks.

SET 222
THE ELECTRONIC OFFICE
3 credit hours
PREREQUISITE: SET 125 or 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.
SET 247
SPECIAL PROJECTS
3 credit hours
PREREQUISITE: SET 125 or determined by instructor
This course is an in-depth study of topics of special interest under the direct supervision of an 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.

SET 248
ADVANCED 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 291
OFFICE INTERNSHIP 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.

SET 292
OFFICE INTERNSHIP 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 completion, a student should be able to evaluate employability skills, and satisfactorily perform work-related competencies.

RETAIL MERCHANDISING (REM)

Retail Merchandising courses provide educational experiences for a student whose career objectives are in marketing and sales. Effective selling, advertising as it relates to retailing, buying merchandise for resale, consumer and commercial credit management, and organizational and supervisory management are emphasized. Each major subject is complemented with case analysis and/or computer simulation, enabling a student to gain the practical application of theory learned in classroom lectures.

COURSES ONLY

Course No./Title                      Theory/Lab/Credit Hours
REM 111 Introduction to Retail       3 0 3
REM 114 Small Business Management    3 0 3
REM 118 Principles of Economics      3 0 3
REM 121 Applied Advertising          3 0 3
REM 141 Credit and Collections       3 0 3
REM 143 Business Law I               3 0 3
REM 150 Retailing Internship         0 15 3
REM 173 Fundamentals of Selling      3 0 3
REM 203 Principles of Management     3 0 3
REM 212 Retail Buying                3 0 3
REM 213 Visual Merchandising         2 2 3
REM 223 Consumer Behavior            3 0 3
REM 234 Human Resource Management    3 0 3
REM 250 Advanced Retailing Internship 0 15 3

COURSE DESCRIPTIONS

REM 111 INTRODUCTION TO RETAIL
3 credit hours
PREREQUISITE: Regular admission status
This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon course completion, a student should be able to demonstrate an understanding of the basic principles of retailing.

REM 114 SMALL BUSINESS MANAGEMENT
3 credit hours
PREREQUISITE: Regular admission status
This course offers a detailed analysis of the creation and management of small business entities. Entrepreneurial opportunities, new venture processes, and small business managerial activities are emphasized. The student will be required to demonstrate ability to create and manage a small business entity.

REM 118 PRINCIPLES OF ECONOMICS
3 credit hours
PREREQUISITE: Regular admission status
This course provides a study of micro and macro economic principles, policies, and application. Topics include supply and demand, money and the banking system, the business cycle, and the economic system. Upon completion, the student should be able to identify economic concepts that affect business decisions.

REM 121 APPLIED ADVERTISING
3 credit hours
PREREQUISITE: Regular admission status
This course is a study of advertising, its influence on consumer awareness and the purchase of products, and the fundamental principles associated with advertising activities. Topics include the purpose of advertising and other sales promotional techniques; principles of advertising, budgeting, marketing, and advertising plans; regulations and controls of advertising; media evaluation; target marketing and selection; campaign planning; and trends in advertising. Upon course completion, a student should be able to identify the functions and purposes of advertising and develop a comprehensive advertising campaign. CORE

REM 141 CREDIT AND COLLECTIONS
3 credit hours
PREREQUISITE: Regular admission status
This course covers areas of collection that provide an understanding of the expertise needed to manage collection operations. Topics include principles and practices in the extension of credit, collection procedures, and laws pertaining to credit extension and collection. Upon course completion, a student should be able to demonstrate an understanding of the concepts covered. CORE

REM 143 BUSINESS LAW I
3 credit hours
PREREQUISITE: Regular admission status
This course is a study of the influence of past and present governmental regulations in today's economy and the concepts and terminology germane to the field of business law. Topics include personal and employer liability, negligence, product liability, computer law, the Uniform Commercial Code, sales contracts, and commercial papers. Upon completion, students should be able to identify laws, liabilities, and risks associated with conducting daily business transactions.
REM 150  
RETAILING INTERNSHIP  
3 credit hours  
PREREQUISITE: Determined by instructor  
This course is designed to provide a student with experience in the retail or merchandising business. Emphasis is placed on retail experience gained on the job in a supervised internship. A student should develop an understanding of the retail market by participating in a business setting.

REM 173  
FUNDAMENTALS OF SELLING  
3 credit hours  
PREREQUISITE: Regular admission status  
This course emphasizes sales strategy and techniques and effective communications with customers, supervisors, and co-workers. Topics include customer relations, customer motives, positive and professional image, product/service knowledge, selling techniques and procedures, sales presentations, and the ethics of selling. Upon course completion, a student should be able to analyze customer needs and wants and close a sale based on customer responses. CORE.

REM 203  
PRINCIPLES OF MANAGEMENT  
3 credit hours  
PREREQUISITE: Regular admission status  
This course focuses on personnel management, the basic supervisory functions, supervisory skills and techniques, and the special challenges and demands of supervising employees. Topics include management theories, employee morale, supervision techniques, functions of management, and motivating, supervising and evaluating employees. Upon course completion, students should be able to effectively supervise employees or processes using appropriate planning, organizing, influencing, and control principles.

REM 212  
RETAIL BUYING  
3 credit hours  
PREREQUISITE: Regular admission status  
This course introduces the fundamental principles of buying, merchandising, and accounting for products and services. Topics include assortment planning, locating resources, ordering merchandise, pricing for profit, and financial statements and ratios. Upon course completion, a student should be able to identify important factors to consider when determining type, quantity, and price of merchandise to be purchased. CORE.

REM 213  
VISUAL MERCHANDISING  
3 credit hours  
PREREQUISITE: Regular admission status  
This course focuses on the components of display necessary for the effective visual presentation of goods and services, including the principles and techniques common to display work in various types of businesses.

Topics include design and color principles, tools and materials of the trade, props and fixtures, lighting and signage, installation of displays, store planning, and safety. Upon course completion, a student should be able to design and construct effective visual merchandising displays.

REM 223  
CONSUMER BEHAVIOR  
3 credit hours  
PREREQUISITE: Regular admission status  
This course is designed to describe consumer behavior as applied to the exchange processes involved in acquiring, consuming, and disposing of goods and services. Topics include an analysis of basic and environmental determinants of consumer behavior with emphasis on the decision-making process. Upon course completion, a student should be able to analyze concepts related to the study of the individual consumer.

REM 234  
HUMAN RESOURCE MANAGEMENT  
3 credit hours  
PREREQUISITE: Regular admission status  
This course is a study of recruiting, training, and directing personnel within the business environment. Topics include the daily problems facing supervisors, store managers, and personnel managers, along with practical solutions. Upon course completion, students should be able to describe good human relations techniques.

REM 250  
ADVANCED RETAILING INTERNSHIP  
3 credit hours  
PREREQUISITE: REM 150 or determined by instructor  
This is a continuation of REM 150. Emphasis is placed on retail experience gained on the job in a supervised internship. A student should develop an understanding of the retail market by participating in a business setting.

WELDING (WDT)  
The mission of the Welding program is to prepare a skilled craftsman for employment in Welding and fabricating industries. The program also provides specialized courses for welders desiring to upgrade their skills or to learn new skills. The Welding Program awards a short certificate, diploma, and Associate in Occupational Technologies degree.

The Welding Program provides students with the opportunity to acquire the skills, knowledge, and experience necessary for a career in this rapidly growing field. Emphasis is placed on the technical aspects of welding. Instruction and lab experiences are offered in the welding of carbon steel, stainless steel, and aluminum. Specialized classes are also conducted in oxyfuel, plasma cutting, joint preparation, layout/fitting, and welding inspection and testing.

SHORT CERTIFICATE  
Course No./Title  
WDT 111 Cutting Processing  
WDT 112 Shielded Metal Arc Fillet  
WDT 113 Blueprint Reading  
WDT 114 Gas Metal Arc Fillet  
WDT 115 Shielded Metal Arc Grooves  
WDT 116 Flux Core Arc Welding  
WDT 118 Certification  
INT 233 Industrial Maintenance  
Metal Welding and Cutting Techniques

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

DIPLOMA  
Course No./Title  
WDT 111 Cutting Processes  
WDT 112 Shielded Metal Arc Fillet  
WDT 113 Blueprint Reading  
WDT 114 Gas Metal Arc Fillet  
WDT 115 Shielded Metal Arc Groove  
WDT 118 Consumable Welding Processes Certification  
WDT 166 Flux Core Arc Welding  
WDT 167 Flux Core Arc Welding Certification  
WDT 218 Certification  
WDT 219 Welding Inspection and Testing  
WDT 223 Blueprint Reading for Fabrication  
WDT 225 Gas Metal Arc Groove  
WDT 227 Gas Tungsten Arc Groove  
WDT 228 Gas Tungsten Arc Fillet
Area I
Select one of the following courses:

- COM 131 Applied Writing 3 0 3
- ENG 101 English Composition I 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:

- MAH 100 Intermediate College Algebra 3 0 3
- MTH 110 Finite Mathematics* 3 0 3
- MAH 116 Mathematical Applications 3 0 3

Total Credit Hours 54

Optional Related courses:

- WDT 180 Submerged Arc Welding: Special Topic 3 0 3
- WDT 217 Shielded Metal Arc Welding: Carbon Pipe 1 4 3
- WDT 221 Pipelining and Fabrication 2 2 3
- WDT 226 Exploring Metal Working Theory 3 0 3
- WDT 281 Aluminum Mig Arc Welding: Special Topics 1 4 3
- INT 233 Industrial Maintenance Metal Welding and Cutting Techniques 1 4 3

ASSOCIATE IN OCCUPATIONAL TECHNOLOGIES DEGREE

General Education Requirements:

Areas I and II

- ENG 101 English Composition I 3 0 3

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
- PHI 106 Introduction to Philosophy 3 0 3
- PHI 206 Ethics and Society 3 0 3

General Education Requirements:

Area III
Select three of the following courses:

- CIS 130 Introduction to Information Systems 3 0 3
- CIS 146 Microcomputer Applications 3 0 3
- MTH 110 Finite Mathematics 3 0 3
- MTH 112 Pre-calculus Algebra 3 0 3

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:
- Welding Diploma

Minor:
- Industrial Maintenance

Select 12 credit hours from the following courses:

- INT 111 Industrial Mechanics 3
- INT 113 Fundamentals of Industrial Hydraulics 3
- INT 114 Mechanical Measurements 3
- INT 123 Industrial Pumps and Piping Systems 3
- INT 124 Production Equipment Layout 3
- INT 233 Industrial Maintenance Welding 3

COURSE DESCRIPTIONS

WDT 111 CUTTING PROCESSES
3 credit hours
PREREQUISITE: Regular admission status
This course provides instruction and demonstrations in the use of oxy-fuel and plasma arc cutting, including the safe operation of oxy-fuel cutting, carbon arc cutting, and plasma arc cutting. Topics include the selection of appropriate cutting methods, equipment setup, and the interpretation of cutting symbols. Upon course completion, a student should be able to identify safety hazards and equipment components, and be able to perform cutting operations with proper equipment.

WDT 113 BLUEPRINT READING
3 credit hours
PREREQUISITE: Regular admission status
This course provides a student with the understanding and knowledge necessary for the safe operation of oxy-fuel cutting, carbon arc cutting, and plasma arc cutting. Topics include safety, equipment setup, and the interpretation of cutting symbols. Upon course completion, a student should be able to interpret welding symbols and blueprints as they apply to welding and fabrication.

WDT 114 GAS METAL ARC FILLET
3 credit hours
PREREQUISITE: Regular admission status
This course introduces a student to the gas metal arc welding process. Emphasis is placed on safe operating practices, equipment setup, and the interpretation of welding symbols. Upon course completion, a student should be able to identify safety hazards and equipment components, and be able to perform welding operations with proper equipment.

WDT 153 SHIELDED METAL ARC GROOVE
3 credit hours
PREREQUISITE: WDT 112 or determined by instructor
This course provides instruction and demonstrations in the use of shielded metal arc welding processes, including the safe operation of shielded metal arc welding on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints using various size F3 and F4 group electrodes in all positions. Upon course completion, a student should be able to identify safety hazards, equipment setups, and related information in the shielded metal arc welding process. Upon course completion, a student should be able to perform groove welds with the prescribed electrodes and transfer modes in various positions.

WDT 158 CONSUMABLE WELDING PROCESSES CERTIFICATION
3 credit hours
PREREQUISITE: Determined by instructor
This course is designed to teach students the practical application of the various welding theories: shielded metal arc welding, gas metal arc welding, and flux core arc welding. Topics included are safety, equipment setup, joint design and preparation, and gas flow rates. Upon course completion, a student should be able to perform groove welds with the prescribed electrodes and transfer modes in various positions.
WDT 166
FLUX CORE ARC WELDING
3 credit hours
PREREQUISITE: Regular admission status
This course deals with flux-core arc welding, 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 the 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.

WDT 217
SHIELDED METAL ARC WELDING CARBON PIPE
3 credit hours
PREREQUISITE: Regular admission status
This course introduces a student to the practices and procedures of welding carbon steel pipe using the shielded metal arc welding (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit up. Upon course completion, a student should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit up in accordance with applicable code.

WDT 218
CERTIFICATION
3 credit hours
PREREQUISITE: Determined by instructor
This course covers certification requirements for industry to the applicable code for the prescribed welding process. Topics include certification requirements for pre-qualified welding procedures. Upon course completion, a student should be able to identify certification and code requirements for the applicable welding process.

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 221
PERFITTING AND FABRICATION
3 credit hours
PREREQUISITE: Determined by instructor
This course provides the student with skills and practices necessary for fabricating pipe plans using butt welded fittings. Emphasis is placed on butt-welded fittings to include 45 and 90 degree angles, flanges, reducers, and tees. Upon completion, students should be able to fit butt-welded fittings and cut and fabricate tees, laterals, and assorted angles.

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 AWS code D1.1. Topics include 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 226
EXPLOREING METAL WORKING THEORY
3 credit hours
PREREQUISITE: Determined by instructor
This course provides construction details on selected projects using alternate designs and variations which help students design their own projects. Topics include careers in metal working, types of metals, planning and designing a project, safety, measurements, tools and equipment, and fasteners. Upon completion, students should be able to design their own projects.

WDT 227
GAS TUNGSTEN ARC 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 operating practices, joint and groove design, flowmeter operation, and amperage settings for each size and type of tungsten. Upon completion, students should be able to explain safe operating practices, purpose of the various tungsten end shapes, and determine correct amperage and flow times and rates.

WDT 228
GAS TUNGSTEN ARC FILLER
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.
FACULTY

Rand Ambrester .......................................................... Accounting
A.A.T., Accounting, Bessemer State Technical College; B.S., M.A., Business Administration/Accounting, Samford University

Tom Berryman .......................................................... Ford
B.S., Industrial Technology, Western Kentucky University

Al Blethen ............................................................... Toyota
B.S., Industrial Arts Education, University of Alabama

Steve Burgett .......................................................... Diesel Mechanics
B.A., History/Religion, University of Mobile

Eric Creekmore ......................................................... General Motors
A.A.T., Automotive Service Education, Bessemer State Technical College

Melissa Crusoe ......................................................... Office Administration
B.S., M.A., Education, University of Alabama at Birmingham

Bobbie Daniel ........................................................ Allied Health
B.S., Nursing, Athens State College; M.A., University of Alabama at Birmingham; M.S.N., Nursing, University of South Alabama

Melanie Daniel ........................................................ Allied Health
B.S.N., M.S.N., University of Alabama at Birmingham

Leveell Dansby ........................................................ General Motors
B.S., Vocational Education, Athens State College

Joy Davis ................................................................. General Education
B.A., English, University of Montevallo; M.A., Higher Education Administration, University of Alabama

Larry Eaves ............................................................. Air Conditioning/Refrigeration
Certificate, Air Conditioning/Refrigeration, Hinds Community College; B.S., Industrial/Technical Education, Mississippi State University

Charles Fowler ......................................................... General Education
B.S., Physics, Georgia Institute of Technology; M.S., Agronomy, University of Georgia; Ph.D., Agronomy, University of Nebraska

Cindy Grimes Robinson ............................................. Licensed Practical Nursing
B.S., Nursing, University of Alabama at Birmingham; B.A., Sociology, University of Alabama; Certificate FNP, University of Alabama, Huntsville;
M.S.N., Nursing/Education, Troy State University; M.S. Ed., Secondary Education; University of Montevallo

Patricia Handley ....................................................... General Education
A.A., English, Walker College; B.A., English, Samford University; M.A., English, University of Alabama

Francesca Hitchcock ................................................ General Education
A.S., Medical Lab Technology, Jefferson State Community College; B.A., M.A., English, University of Alabama at Birmingham; Ph.D., English, University of Alabama

Tommy Hobbs ........................................................ Automotive
A.A.T., Automotive Service Education, Bessemer State Technical College

Judy Kehr ................................................................. Office Administration
A.A. General Studies, Walker College; B.S., Secretarial Education, University of Alabama; M.A., High School Education, University of Alabama at Birmingham

Craig Lawrence ....................................................... Accounting
B.S., Secondary Education, Tennessee, Temple; M.A., Accounting, Samford University
FACULTY

Roy Ledford .................................................Welding Diploma, Welding, Bessemer State Technical College; B.S., Vocational Education, Athens State College

Larry Marshall ...........................................Automotive Mechanics B.S., Vocational Education, Athens State College


Brian Moore ..............................................Air Conditioning/Refrigeration Diploma, Air Conditioning/Refrigeration, Bessemer State Technical College

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

Donnell Perry .............................................CAD/CAM Certificate, Drafting, Jefferson State Community College; A.A.T., Engineering Technology, Jefferson State Community College; B.S., Business, 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

Carol Singletary .........................................Psychology B.S., General Studies, Auburn University-Montgomery; M.S., Counseling/Psychology, Troy State University

Bill Stanfield ...........................................Computer Science B.A., Political Science, Jacksonville State University; M.B.A., Business Administration, Samford University

Laura Steadman ..........................................Licensed Practical Nursing B.S., Nursing, Auburn University Montgomery; M.S.N., Troy State University; F.N.P., Nursing, University of Alabama at Birmingham

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

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

Mary Stringfellow .......................................Mathematics B.S., Mathematics, University of Alabama; M.A., Secondary Education, University of Alabama at Birmingham

Jeff Sweatmon ...........................................Air Conditioning/Refrigeration Certificate, Air Conditioning/Refrigeration, Wallace State Community College

Trey Tarrant .............................................Horticulture B.S., M.S., Horticulture, Auburn University

Tehela Taylor ............................................Office Administration A.S., Business, Gadsden State Community College; B.S., Accounting, M.B.A., Business, Jacksonville State University
FACULTY

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

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

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

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

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

Allen Young ................................................................. Retail Merchandising
B.S., Management, East Tennessee State University; M.A., Education, University of Montevallo
APPLICATION FOR ADMISSION

Return to:
Bessemer State Technical College
Admissions Office
P.O. Box 308, Bessemer, AL 35021
(205) 428-6391 or 1-800-235-5368
www.bessemer.tech.com

Please print clearly and in ink.

Full Legal Name:  |  Last  |  First  |  Middle

Birth name or other names under which your records may appear:  |  E-mail address:  

Current address:  |  Permanent address:

City  |  State  |  Zip  |  County  |  City  |  State  |  Zip  |  County

Home telephone number:  |  Your daytime telephone number:

Your employer:  |  Your date of birth:  |  SSN:

Circle or complete each item as it applies to you:

Gender:  |  Male  |  Female
Citizenship:  |  U.S. Citizen  |  Non U.S. Citizen  |  Resident Alien Number:

Race:  |  Black  |  Hispanic  |  White  |  American Indian  |  Asian-Pacific  |  Other  |  Veteran Status:  |  U.S. Veteran

Educational Goal:  |  Associate  |  Diploma  |  Certificate  |  Personal Enrichment  |  Undecided  |  Occupational Enhancement  |  Transient

Program of study:  |  Term you plan to enroll:  |  Fall  |  Spring  |  Summer  |  Term

Planned length of study:  |  1 term  |  1 year  |  2 years

Have you or will you have resided in Alabama for 12 months immediately preceding the date you plan to enroll at Bessemer State Technical College?  |  Yes  |  No
Did you graduate from high school?  |  Yes  |  No

Name of your high school:  |  Name  |  City  |  State

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:  

Have you attended any colleges since graduating high school?  |  Yes  |  No
Are you currently on probation or suspension from the last college you attended?  |  Yes  |  No

Below, please list all colleges you have attended since graduating high school, including a current enrollment, if applicable.

Note:  Official transcripts from your high school and all colleges you may have attended must be mailed from each institution to our Admissions Office. If you have a GED, please request a copy of it for our file. Documents must be mailed to the address shown at the top of the page.

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

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Financial Assistance

Do you plan to apply for financial aid? _yes _ no  If yes, please circle the appropriate items below:

WIA  Vocational Rehabilitation  Veterans Benefits  Other  Pell Grant  Scholarship  Veterans Dependent

NOTE:  If you answered yes, contact the Office of Student Financial Services immediately. If you have attended another college during the current academic year, the institution must mail an official financial aid transcript to us whether or not you received aid there. FAILURE TO SUBMIT OFFICIAL ACADEMIC AND FINANCIAL AID TRANSCRIPTS PRIOR TO REGISTRATION WILL NEGATIVELY AFFECT YOUR FINANCIAL AID. Students enrolled at Bessemer State Technical College for occupational, personal, or temporary reasons are ineligible for financial aid. Therefore, under those 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). Please check the response that applies to you.

_____ 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: _______________________________  Telephone number: _______________________________

Address: ______________________________________

Street  City  State  Zip  County

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 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 #: ____________________________

Employment

Are you employed? _yes _ no  Full-time _  Part-time __

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 or dismissal from the college.

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 subjected 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.
Enrollment Checklist-Bessemer State Technical College

If you would like to visit an admissions counselor to discuss your potential enrollment, please call 426-7332. Office hours are 8:00 a.m. - 6:30 p.m. Monday-Thursday or from 8:00 a.m. - 4:00 p.m. on Fridays. Campus and/or departmental tours are also available. To schedule a tour, please call 426-7412.

**Definition of admissions classifications under educational goal found on page 1 of the admissions application:**

- **Associate:** Under this classification, you intend to earn an associate degree.
- **Diploma:** Under this classification, you intend to earn a diploma.
- **Certificate:** Under this classification, you intend to earn a certificate.
- **Personal Enrichment:** Under this classification, you enroll to enhance your personal skills or for personal enjoyment. Financial Aid is not available to those admitted as Personal Enrichment.
- **Undecided:** Under this classification, you are unsure of your educational goal and intend to declare your program of study later.
- **Occupational Enhancement:** Under this classification, you enroll to enhance your occupational skills. Financial Aid is not available to those admitted as Occupational Enhancement.
- **Transient:** Temporarily taking classes at Bessemer State with the intention of transferring back to your home institution.

**Applying for Admission**

- Submit a completed application form and State of Alabama Residency Certification form to the Admissions Office.
- By contacting your high school, request a copy of your official high school transcript be mailed to the Admissions Office. If you earned a GED, ask that a copy of your GED be mailed to the Admissions Office. Transcripts should be presented using only the English language, please. Your graduation date must appear on your high school transcript.
- If applicable, request official transcripts from your high school and the college(s) you attended. These must be mailed from other institutions to our Admissions Office. (Your high school transcript or GED is also required even though you attended college. Please note: If you completed an associate degree or higher, you need only request a transcript from the college that awarded your degree.
- Documents must be mailed to: Bessemer State Technical College, P.O. Box 308, Bessemer, AL 35020, Attn: Admissions Office.
- Applicants must complete the ASSET/Compass placement exam unless previous college level Math and/or English courses transfer to Bessemer State. The ASSET/Compass placement test is a series of short tests developed by ACT to help identify your strengths and weaknesses in specific subject areas.
- ASSET / Compass has three tests of basic skills in writing, reading, and numerical reasoning plus a more advanced test in algebra. If your ACT composite score is 20 or higher and the Math and English section scores are 20 or higher, or you completed college-level English and Math courses, the placement exam may be waived.
- Some programs, such as LPN, require the ASSET/Compass test regardless of the aforementioned conditions. Please contact the Admissions Office to determine exceptions to this policy.
- ASSET tests are scheduled each Monday at 9:00 a.m., Thursday at 1:00 p.m. or 6:00 p.m. and at 9:00 a.m. on the first Saturday of each month*. *This is subject to change during holidays. During months with multiple holidays, specifically November, December, and March, please confirm test days by calling the Admissions Office.
- If special accommodations in testing are required due to special needs, please contact the Coordinator of Retention and Assessment by calling 426-7335 to discuss your request.
- Study Guides as well as supplementary materials by subject area may be obtained prior to taking the placement exam. Please call 426-7332 for additional information.

**Financial Aid**

- The Office of Student Financial Services will assist you or answer your questions if you call 428-6391, ext. 357 or toll free in Alabama at 1-800-235-5368.
- Tuition and fees must be paid before students can attend classes so begin the financial aid application process without delay!
Registration

- An acceptance letter, including a permit to register, is mailed to each accepted student. The acceptance letter indicates the days and times available for pre-registration. The permit to register tells your advisor you have been accepted and may register for classes. You may not register until you receive the permit to register from the Admissions Office.

- Students are encouraged to pre-register for classes as early as possible as this is helpful in class scheduling. Please consult with your academic advisor if you have questions regarding your class schedule or requirements for your program of study.

Tuition/Fees

- State board of education regulations require that tuition and fees must be paid before students can attend classes.

- In-state tuition is $60 per credit hour. Distance Learning $76 per credit hour no fees. Facility Renewal Fee: $4 per credit hour. Technology Fee: $4 per credit hour. Accident Insurance (required for all students): $8 per term. *Tools and supplies may be in addition to tuition and fees. For a tool and supply list, please contact the instructor for the appropriate program. Tuition and fees are subject to change on an annual basis.

Catalogs

- The catalog is available on our web site at: www.bessemertech.com or stop by the Admissions Office to obtain one. Annually, the catalog provides curriculum information for programs of study as well as important policy information.

Academic Advising/Pre-Admissions Counseling/Counseling

- During pre-admissions counseling, we will discuss your academic options, financial aid opportunities, and you may even tour the college or a specific department. After your application has been approved, you will be referred to an academic advisor (see list below) for assistance with your class schedule and additional information about your program of study. To arrange a pre-admissions appointment, please call 426-7332.

<table>
<thead>
<tr>
<th>Program / Department</th>
<th>Advisor</th>
<th>Telephone Number</th>
<th>Building/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting (ACT)</td>
<td>Rand Armbrester</td>
<td>426-7339</td>
<td>A-361</td>
</tr>
<tr>
<td>Air Conditioning &amp; Refrigeration (ACR)</td>
<td>Jeff Sweatmon</td>
<td>426-7401, 7340</td>
<td>B-101, B-107</td>
</tr>
<tr>
<td>Automotive Mechanics (AUM)</td>
<td>Larry Marshall</td>
<td>426-7393</td>
<td>C-100</td>
</tr>
<tr>
<td>Building Construction (BUC)</td>
<td>Gorden Thomason</td>
<td>426-7336</td>
<td>North Campus-100</td>
</tr>
<tr>
<td>Building Maintenance (BLM)</td>
<td>Gorden Thomason</td>
<td>426-7336</td>
<td>North Campus-100</td>
</tr>
<tr>
<td>Commercial Art (CAT)</td>
<td>Beverly McCracy</td>
<td>426-7354</td>
<td>B-206</td>
</tr>
<tr>
<td>Computer Science (DPT)</td>
<td>Rick Partain</td>
<td>426-7414</td>
<td>A-153</td>
</tr>
<tr>
<td>Dental Assisting (DAT)</td>
<td>Jane Wright</td>
<td>426-7326</td>
<td>A-107</td>
</tr>
<tr>
<td>Diesel Mechanics (DEM)</td>
<td>Steve Burgett</td>
<td>426-7252</td>
<td>D-100 or Ethel Hall</td>
</tr>
<tr>
<td>Drafting &amp; Design (DDT)</td>
<td>Donnell Perry</td>
<td>426-7444</td>
<td>B-212</td>
</tr>
<tr>
<td>Electronics (ILT)</td>
<td>Rich Raymond</td>
<td>426-7318</td>
<td>A-250</td>
</tr>
<tr>
<td>Nancy Wilson</td>
<td>426-7404</td>
<td>A-200</td>
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<tr>
<td>Paul Terrell</td>
<td>426-7304</td>
<td>A-208</td>
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<tr>
<td>Emergency Medical Technician (EMT)</td>
<td>Jim St. John</td>
<td>426-7327</td>
<td>A-113</td>
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<tr>
<td>Ford ASSET (ASE)</td>
<td>Tom Berryman</td>
<td>426-7347</td>
<td>D-100</td>
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<tr>
<td>General Motors ASEP (ASE)</td>
<td>Leevell Dansby</td>
<td>426-7406</td>
<td>Ethel Hall 201</td>
</tr>
<tr>
<td>Graphics and Printing (GPC)</td>
<td>Jill West-Tolbert</td>
<td>426-7322</td>
<td>B-207</td>
</tr>
<tr>
<td>Horticulture (OHT)</td>
<td>Trey Tarrant</td>
<td>426-7364</td>
<td>A-207</td>
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<tr>
<td>Charles Fowler</td>
<td>426-7382</td>
<td>A-255</td>
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<tr>
<td>Industrial Maintenance (ILT)</td>
<td>Nancy Wilson</td>
<td>426-7404</td>
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<tr>
<td>Licensed Practical Nursing (LPN)</td>
<td>Bobbie Daniel</td>
<td>426-7348</td>
<td>A-110</td>
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<tr>
<td>Machine Tool Technology (INT)</td>
<td>Dennis Winn</td>
<td>426-7320</td>
<td>A-Administration</td>
</tr>
<tr>
<td>Office Administration (SET)</td>
<td>Judy Kehr</td>
<td>426-7392</td>
<td>A-364</td>
</tr>
<tr>
<td>Melissa Crusoe</td>
<td>426-7376</td>
<td>A-360</td>
<td></td>
</tr>
<tr>
<td>Student Support Services (SSS)</td>
<td>Elijah Anthony</td>
<td>426-7329</td>
<td>A-212</td>
</tr>
<tr>
<td>Toyota T-TEN (ASE)</td>
<td>Al Beihen</td>
<td>426-7343</td>
<td>B-209</td>
</tr>
<tr>
<td>Sherry Quan</td>
<td>426-7353</td>
<td>A-184</td>
<td></td>
</tr>
<tr>
<td>Undeclared (UND)</td>
<td>Carolina Singletary</td>
<td>426-7334</td>
<td>A-183</td>
</tr>
<tr>
<td>Welding (WDT)</td>
<td>Roy Ledford</td>
<td>426-7345</td>
<td>B-111</td>
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<tr>
<td>Pre-Admissions Counseling</td>
<td>Sherry Quan</td>
<td>426-7353</td>
<td>A-184</td>
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<tr>
<td>Rick Sandretto</td>
<td>426-7412</td>
<td>A-Admissions Office</td>
<td></td>
</tr>
<tr>
<td>Carol Singletary</td>
<td>426-7334</td>
<td>A-185</td>
<td></td>
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<tr>
<td>Jeff Shelley</td>
<td>426-7359</td>
<td>A-Admissions Office</td>
<td></td>
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<tr>
<td>Renay Hamond</td>
<td>426-7335</td>
<td>A-194, Suite F</td>
<td></td>
</tr>
</tbody>
</table>

Special Needs / Retention
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. 312
Student Financial Aid and Veteran’s Affairs ...................... 428-6391, ext. 357

ADMINISTRATION/STUDENT SERVICES OFFICES

Admissions ................................................................. Student Services 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 ....................................................... Students Services Center
Student Financial Services ........................................... Students 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 which 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.