The key to a successful journey is knowing where to stop along the way.
GENERAL CATALOG

1996-1997

BESSEMER STATE TECHNICAL COLLEGE
Post Office Box 308
Bessemer, Alabama 35021-0308

Governed By
Alabama State Board of Education

Accredited By
COUNCIL ON OCCUPATIONAL EDUCATION
41 Perimeter Center East, NE, Suite 640
Atlanta, GA 30346
American Dental Association
Alabama Board of Nursing
National League of Nursing
National Automotive Technicians Education Foundation, Inc.
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Interstate 20/59, Bessemer, Alabama. Bessemer State Technical College reserves the right to revise contents of this catalog
periodically without giving prior notice. The college also reserves the right to make adjustments in the quarterly schedule
and to cancel classes for which there is not sufficient enrollment.
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 U.S. Highway 11 South was selected, the city of Bessemer purchased the property and deeded it to the Alabama Trade School and Junior College Authority. Construction of the new technical school began shortly thereafter.

During the first stages of growth, the college, known then as the State Vocational-Technical School, accepted its first 47 day and 30 night students on April 4, 1966, in six programs of study. Although its first official name was John R. Pelham Technical-Trade School, on August 16, 1966, the name was changed by legislative action to Bessemer State Technical Institute. Bessemer State 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 several program areas.

In order to meet the demands created by rapidly increasing student body, the City of Bessemer acquired and donated an additional 23 acres of property in 1973 to allow for future expansion of the College. Construction on the new property began in 1975 and has continued through the following decades with construction of the Jess Lanier Building, the Millsap Industrial Training Center, and the Ethel H. Hall Automotive Technology Center.

These additions have enabled the college to expand its services to business and industry by offering apprentice training, upgrade training, and multiskill training. For example, the college began developing a program of cooperative education in the fall quarter 1981. It expanded this concept in 1984 with the implementation of the General Motors-sponsored Automotive Service Educational Program (ASEP), in 1990 with the Ford Motor Company Automotive Student Service Educational Training Program (ASSET), and in 1991 with the Toyota Technical Education Network Program (T-TEN). In addition to this training, the college offers 22 programs of study in technical, health, and business careers.

Today, Bessemer State Technical College 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 obligation.

Bessemer State Technical College has the firm belief that this institution has an obligation to provide 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 which 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 is on quality instructional programs and support services.

Therefore, the institution seeks to offer training that is designed to meet the needs of students with varied educational backgrounds and wide ranges of interests, aptitudes, and abilities; to furnish a disciplined environment conducive to learning; to provide proficient instructors who offer leadership, guidance, and inspiration; and to develop a curriculum to meet the needs of business, industry, and the community.

MISSION STATEMENT
To provide technical and academic preparation and support services for individuals who seek to develop the knowledge, skills, and attitudes necessary for successful employment and future education, and to provide training, testing, and consulting services for business and industry.

VISION STATEMENT
Bessemer State Technical College intends to meet the challenges that individuals and businesses face in a competitive, global economy through corporate partnerships and technical education.

ORGANIZATIONAL GOALS
1. Instruction - To develop and maintain educational programs that prepare students for employment, job advancement, occupational change, further educational opportunities and personal growth.
2. Finance - To utilize available financial resources effectively in order to provide educational opportunities to students.
3. Student Services - To provide Student Services including pre-enrollment, enrollment, and post-enrollment activities that enable students to achieve their career goals.
4. Public Information - To inform the general public of the educational opportunities provided through Bessemer State Technical College.
5. Organizational Management - To maintain a management system that achieves institutional goals and objectives.
6. Economic Development - To enhance the college’s service to the community through advisory councils, networking, and the Business and Industry Training Division of Bessemer State Technical College.
7. Facilities/Environment - To provide buildings, grounds, and equipment to support the programs and services of the college.

THE CAMPUS
Bessemer State Technical College occupies approximately 50 acres of rolling, wooded property in southern 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, and cafeteria. Instructional programs in this building are Licensed Practical Nursing, Nursing Assistant, Emergency Medical Technology, Dental Assisting,
Computer Science, Data Entry, Air Conditioning and Refrigeration, Retailing and Merchandising, Industrial Electronics, Student Support Services, Office Administration, Horticulture, Accounting, general education courses, and the Library/Learning Resource Center.

Building B is a two-story structure located adjacent to Building A. Programs occupying the building are Graphic and Printing Communication, Air Conditioning and Refrigeration, Welding, Drafting, Commercial Art, and automotive training.

Building C is a single-story building providing facilities for automotive training.

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 five General Motors classroom-labs and a conference auditorium for satellite telecasts. The President's Office and the Dean of Instruction and Associate Dean of Transportation Technology are also located in this building.

Jess Lanita Building provides facilities for specialized automotive training programs.

Millsap Industrial Training Center is designed to provide classroom and laboratory instruction for apprenticeship, upgrade, and multi-craft training for industry. The Office of the Assistant to the Dean of Instruction (Director of Community Relations), MIRROR Program, Industrial Training Director's Office, and the State Vocational Rehabilitation Office are located in this building.

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

BUSINESS AND INDUSTRIAL TRAINING

For over twenty-one 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 Business and Industrial Training 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 is proud of its educational programs which span the occupational spectrum. Training begins with entry level skills, moves into specialized technologies, and includes retraining which 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 which 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, etc., 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. Our College is nationally recognized for its long-standing commitment to quality and low-cost business and industry training programs. All programs are economically designed.

For More Information...

The Business and Industrial Training Division at Bessemer State Technical College welcomes the opportunity to assist your company with all its training, testing, and consulting needs. Please feel free to contact the Business and Industrial Training office at (205) 428-6391, ext. 367.
 POLICY STATEMENTS 

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, Building A, Room 105, (205) 428-6391, ext. 396.

DRUG-FREE WORKPLACE POLICY

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690) and in recognition of the institution's responsibility to serve as a beneficial influence on students, employees, and the community, the following policy is in effect for Bessemer State Technical College.

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by Bessemer State Technical College or during any activity conducted, sponsored, or authorized by or on behalf of Bessemer State Technical College. A "controlled substance" shall include any substance defined as a controlled substance in section 102 of the Federal Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.).
2. Bessemer State Technical College has and shall maintain a drug-free awareness program to inform employees about:
   a. the dangers of drug abuse in the workplace;
   b. Bessemer State Technical College's policy of maintaining a drug-free workplace;
   c. any available drug counseling, rehabilitation, and employee assistance program; and
   d. the penalties that may be imposed upon employees for drug abuse violations.
3. All employees of Bessemer State Technical College shall comply with paragraph 1 above.
4. Any employee who is convicted by any Federal or State Court of an offense which constitutes a violation of Paragraph 1 shall notify President W. Michael Bailey in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in P.L. 100-690, shall mean "a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both."
5. In the event of a report of conviction pursuant to paragraph 4 where the employee is working in a project or a program funded through a Federal contract or grant, Bessemer State Technical College shall notify in writing within ten (10) days any Federal agency to whom such notification by Bessemer State Technical College is required under P.L. 100-690.
6. In the event an employee violates paragraph 1 or receives a conviction as described in paragraph 4, the respective employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. Bessemer State Technical College shall also reserve the right to require said employee, as a condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature.
7. Bessemer State Technical College shall make a good faith effort to ensure that paragraphs 1-6 are followed.
8. Each employee of Bessemer State Technical College shall receive a copy of this policy.

FAMILY EDUCATION AND PRIVACY ACT

Under the Federal Family Educational and Privacy Act, 20 U.S.C. 1232g, Bessemer State Technical College may disclose certain student information as "directory information." Directory information includes the names, addresses, telephone numbers, dates of birth, and major fields of study of students, as well as information about students' participation in officially recognized activities and sports, the weight and height of members of athletic teams, the date of attendance by students' degrees and awards received, and the most recent previous educational agency or institution attended by a respective student. If any student has an objection to any of the aforementioned information being released during any given quarter or academic year, the student should notify, in person or in writing, the Dean of Students.

HARASSMENT

Bessemer State Technical College will not tolerate harassment of employees or students. Any form of harassment related to employees and students race, color, gender, religion, national origin, age, or disability is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term "harassment" includes, but is not necessarily limited to: slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee of the college shall subject that employee to disciplinary action, up to and including discharge. Violation of this policy by a student of the college shall subject the 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 any harassment of any employee by a non-employee should report harassment to his or her supervisor and to the Dean of Instruction.
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 the students, faculty, or staff members are able to meet the same performance standards as those persons without LTI, and medical documentation indicates that their conditions are not a threat to others, administrators should be sensitive to their conditions and ensure that they are treated consistently with other students, faculty, and staff members. It is the policy of Bessemer State Technical College to provide safe environment for all students, faculty, and staff. Policy guidelines are as follows:

1. BSTC will not undertake programs of mandatory testing of either employees or students for the presence of indicators of LTI. For health status testing and/or counseling, students, faculty, and staff should be aware of appropriate community health agencies.
2. The existence of conditions related to LTI in an applicant for BSTC admission or employment will not be considered in the initial admission or employment decisions.
3. BSTC students with LTI conditions, whether or not symptomatic, will be allowed regular classroom attendance in an unrestricted manner, as long as they are able to attend classes.
4. BSTC faculty and staff who have LTI-related conditions, whether or not symptomatic, will be allowed to continue their work in an unrestricted manner, so long as they are able to perform the duties of their jobs, in compliance with BSTC employment policies and federal guidelines.
5. The access of BSTC students or employees with LTI or LTI-related conditions to BSTC public areas will not be restricted, in compliance with BSTC and Federal guidelines.
6. There will be an ongoing program to educate students, faculty, and staff in regard to LTI.
7. Information regarding a patient diagnosed as having an LTI or LTI-related conditions will be maintained in the strictest confidence. Only people within the college with a legitimate need to know should be informed of the identity of students, faculty, or staff who have LTI or LTI-related conditions; this number should be kept to an absolute minimum. Individuals should be aware that medical information cannot be released to anyone outside the college without the specific written consent of the patient, except required by law.
8. Any breach of the above guidelines will be handled as follows:
   a. Breaches of these guidelines involving students, staff or faculty should be reported to the office of the Dean of Instruction.
   b. Complaints regarding such breaches should be made in writing within seven (7) days of their occurrence.

TOBACCO POLICY
The Environmental Protection Agency has classified second-hand smoke as a human carcinogen which has been found to cause cancer in humans. Therefore, the use of tobacco (in any form) is prohibited in all buildings on campus, outside the front of Building A, in all areas containing flammable materials, and in any state vehicle. This policy shall include but not be limited to all classrooms, shops, laboratories, hallways, rest rooms, the cafeteria, and offices within all buildings on campus.

RIGHT-TO-KNOW AND CAMPUS AWARENESS
In accordance with U.S. Public Law 101-542, (Student Right-to-Know and Campus Awareness Security Act), Bessemer State Technical College is required to report graduation and safety information of our students annually. The graduation information is based on first time, full-time students who entered the college for the fall quarters, 1991, 1992 and 1993, respectively. These groups include students who have continued their enrollment, those who received a degree as well as some who transferred to other institutions one year from their initial enrollment.

The graduation/completion rate for 1992-1993 was 59.1 percent. The projected graduation/completion rate for 1993-1994 is 60.3 percent and 81.25 percent for 1994-1995. These figures do not include part-time students, who reflect a substantial percentage of our enrollment.

Bessemer State Technical College has enjoyed a crime-free environment between 1991-1994. There were three reportable accidents.
For additional information contact the Student Development Services Office, 428-6391, Ext. 351.
ADMISSIONS

ADMISSION REQUIREMENTS

ADMISSION OF FIRST-TIME COLLEGE STUDENTS

Applicants who have not previously attended any regionally accredited postsecondary institution will be designated first-time college students or native students.

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 a diploma issued by a regionally and/or state accredited high school.
2. Have attended a nonaccredited high school and can present a diploma indicating successful completion of course of study on the secondary level based on the minimum Carnegie units required by the State Education Agency at the time of award and a minimum ACT score of 16 or the equivalent score on the SAT.
3. Applicants who cannot comply with either of the above conditions may submit a Certificate of High School Equivalent (GED Certificate) issued by Alabama or other state departments of education.

Students who meet one of the above criteria shall be classified as “degree-eligible” students.

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

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

These students shall be classified as “non-degree-eligible” students 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, applicants must have on file at the college a completed application for admission and either an official transcript from the high school attended or an official GED Certificate. All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with Act 91-584.

For admission to a course not creditable toward an associate degree, applicants with less than a high school diploma or GED must also have on file documented ability-to-benefit.

Conditional Admission of First-Time College Students

Applicants who do not have on file an official transcript from the high school attended, or an official GED Certificate, may be granted conditional admission. No student shall be allowed to enroll for a second quarter unless all required admissions records have been received by the college prior to registration for the second quarter.

Initial Academic Status of Transfer Students

1. Transfer students 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. Transfer students 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.

UNCONDITIONAL ADMISSION OF TRANSFER STUDENTS

Applicants who have previously attended another regionally accredited postsecondary institution will be considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. The college may also require the transfer of student documents required of first-time college students.

Transfer students who meet requirements for admission to a course creditable toward an associate degree shall be classified as “degree-eligible” students. Transfer students who do not meet these requirements shall be classified as “non-degree-eligible” students.

Applicants who have been suspended from another institution for academic or disciplinary reasons will not be considered for admission except upon appeal to the college admissions committee.

Conditional Admissions of Transfer Students

Transfer students who do 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 quarter unless all required admissions records have been received by the college prior to registration for the second quarter.

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

ADMISSION OF TRANSFER STUDENTS

Applicants who have previously attended another regionally accredited postsecondary institution will be considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. The college may also require the transfer of student documents required of first-time college students.

Transfer students who meet requirements for admission to a course creditable toward an associate degree shall be classified as “degree-eligible” students. Transfer students who do not meet these requirements shall be classified as “non-degree-eligible” students.

Applicants who have been suspended from another institution for academic or disciplinary reasons will not be considered for admission except upon appeal to the college admissions committee.

Unconditional Admission of Transfer Students

1. For Unconditional Admission, transfer students must have submitted to the college an application for admission and official transcripts from all regionally accredited postsecondary institutions attended and, as designated by the college, any other documents required for first-time college students.
2. Transfer students who attended another postsecondary institution and who seek credit for transfer to that parent institution may be admitted to the college as transient students. The students must submit an application for admission and an official letter from the institution they have attended which certifies that the credits earned at the college will be accepted as a part of the students academic program. Such students are not required to file transcripts of their previously earned credits at other postsecondary institutions.
3. Applicants who have completed a baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

Conditional Admissions of Transfer Students

Transfer students who do 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 quarter unless all required admissions records have been received by the college prior to registration for the second quarter.

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

UNCONDITIONAL ADMISSION OF TRANSFER STUDENTS

Applicants who have previously attended another regionally accredited postsecondary institution will be considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. The college may also require the transfer of student documents required of first-time college students.

Transfer students who meet requirements for admission to a course creditable toward an associate degree shall be classified as “degree-eligible” students. Transfer students who do not meet these requirements shall be classified as “non-degree-eligible” students.

Applicants who have been suspended from another institution for academic or disciplinary reasons will not be considered for admission except upon appeal to the college admissions committee.
3. Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as transfer students only after following the appeal process established at the college for "native" students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read ADMITTED UPON APPEAL -- ACADEMIC PROBATION.

General Principles for Transfer of Credits

1. Courses completed at other regionally accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements. For students admitted on academic probation, only courses in which they have earned a course grade of "C" or better will be accepted for transfer.
2. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.
3. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

ADMISSION OF INTERNATIONAL STUDENTS

International students should have a valid passport and F-1 visa holders are required to be enrolled full-time (25 quarter credit hours) and should progress satisfactorily toward a certificate, diploma, or degree.

Bessemer State Technical College admits only students who meet the necessary academic, linguistic, and financial requirements outlined below:

1. The prospective international student must submit a completed and signed Bessemer State Technical College application to the Admissions Office;
2. The prospective international student must submit original (English) translated copies of his/her high school or secondary school transcript(s);
3. A prospective international student must submit original copies of his/her Test of English as a Foreign Language (TOEFL) scores to the Admissions Office or designated advisor;
4. A current signed and notarized letter of financial support must be submitted to the college. The student will be responsible for all college related expenses while attending Bessemer State Technical College; and
5. Each student must have adequate accident and health insurance. Documentation of the policy/contract number and expiration date as well as the name, address, and telephone number of the insurance company must be provided.

EARLY ADMISSION FOR ACCELERATED HIGH SCHOOL STUDENTS

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

1. The student has successfully completed the 10th grade.
2. The student provides a certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative "B" average and recommending the student be admitted under this policy;
3. The student may enroll only in postsecondary courses for which high school prerequisites have been completed (For example: A student may not take English Composition until all required high school English courses have been completed.)
6. Present proof of CPR certification prior to entering the clinical area.

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.

Additional Information Related To Application/Admission Procedures:
1. Students must be able to provide their own transportation to clinical facilities.
2. Students should have medical insurance prior to clinical experience. The college assumes no liability in the event of injury/illness.
3. Admission to a program is on a space-available basis and will be based on a comparative evaluation of all test scores, transcripts, and application information.
4. An applicant may be denied admission if knowledge, character, or mental and/or physical fitness cast doubt upon his/her ability to perform in the chosen program of study.
5. Students admitted into a program will be required to furnish a physical examination form completed by a physician (form supplied by the Division of Nursing/Allied Health).
6. Applicants who are not accepted into their preferred program of study are encouraged to see an advisor who will assist them with other career options and/or taking additional courses to improve the chances of acceptance for the next class.
7. Prior convictions (excluding traffic violations) may affect licensure eligibility. (Please see program descriptions for specific information.)
8. Students accepted into a program must purchase liability insurance.

Retention/Progression Criteria:
1. A grade of "C" (75%) is required in all courses for progression.
2. A minimum GPA of 2.0 is required for progression in the health programs.
3. Clinical competencies must be satisfactory in order to receive a passing grade in health program courses. Students who are not satisfactory in clinical performance will not pass the course.
4. Competency in drug calculation is mandatory to be considered satisfactory in the clinical setting (this applies to specific programs).
5. Students who receive less than a "C" grade in a health program course will not progress and must repeat the course. Each program states criteria for the number of repeats allowed in a given program and when repeats would be possible.
6. Students who demonstrate significant problems during the course of the program may be asked to undergo evaluation to determine their ability to continue in the program.

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

COURSE AUDITING
A student wishing to take college courses without credit may do so by a process called auditing. An "audit" student is required to register and pay the appropriate tuition and fees for the courses audited. Also, the student may be required to complete the regular admission process. The "Declaration of Course Audit" form must be signed by both the student and the instructor and submitted to the Registrar of the college before the end of the drop/add period (by the end of the fifth day of classes). Once a student declares a course is "not-for-credit," the student's enrollment cannot be changed to "for-credit."

An "audit" student will be listed on the official class rolls, but is not required to take tests, final examinations, or make reports. The grade for a course audited will be shown on the student's transcript as "AU." An "audit" student is not eligible for veterans benefits, JTPA, or federal financial assistance.

A student who desires to change from credit to audit, or audit to credit, must officially request a status change before the end of the drop/add period.

REGISTRATION
Each student is encouraged to pre-register each quarter. 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 Registrar's Office immediately.

Pre-registration dates for each quarter are announced in the college bulletin. For additional information, which includes the 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 the student's course of study for the quarter. Approval is indicated by the advisor's signature.

Next, each student will present his/her approved schedule to the Registrar.

Finally, registration is completed with the payment of tuition and fees. A student may be required to go to the Student Financial Services Office for payment authorization before proceeding to 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 quarter, has not been enrolled for one or more quarter, or has graduated from the college) and who wishes to re-enroll must complete a "Re-entry Form" that is available in the Admissions Office. Re-enrollment must be approved by the Director of Admissions and/or the Coordinator of Short-Term and Continuing Education.
Winter Quarter 1996-97
Pre-registration Begins ...................... October 28
Classes Begin .................................. December 4
Holidays, Christmas & New Year .............. December 23
Classes Resume ................................. January 6
Holiday, King/Lee .......................... January 20
Last Day of Classes ............................ February 25
Final Exams ...................................... February 26-28

Spring Quarter 1997
Pre-registration Begins ...................... February 3
Classes Begin .................................. March 11
Holidays, Spring Break ..................... March 31 - April 4
Last Day of Classes ............................. May 23
Final Exams ...................................... May 26 - 28

Summer Quarter 1997
Pre-registration Begins ...................... May 5
Classes Begin .................................. June 17
Holiday, Independence Day .................. July 4 & July 5
Classes Resume ................................. July 8
Last Day of Classes ............................ August 25
Final Exams ...................................... August 26-28
ATTENDANCE

Class attendance is an essential part of the educational process at Bessemer State Technical College. A student must 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.

Absences and tardies should be rare and should occur only under the most compelling circumstances.

The attendance policy for all courses is as follows:

1. Absences should not exceed 20 percent of the number of days a class meets each quarter. For example:
   - One (1) class per week: two (2) absences per quarter
   - Two (2) classes per week: four (4) absences per quarter
   - Three (3) classes per week: six (6) absences per quarter
   - Four (4) classes per week: eight (8) absences per quarter
   - Five (5) classes per week: ten (10) absences per quarter

2. Three (3) tardies count as an absence. A student is tardy when he/she is more than five (5) minutes late for a scheduled class or leaves a class before being dismissed by the instructor.

3. A student who exhibits poor attendance will be referred to meet with the college attendance counselor for a conference.

4. A student who accumulates absences in excess of 20 percent of the number of days a class meets each quarter will be terminated ("dropped") from the class by the instructor. NOTE: A student who does not officially withdraw after the drop/add period will receive an "FA" grade. It is the student's responsibility to withdraw officially from a class.

5. The decision to reinstate a student dropped due to excessive absences will be based upon the reason for the period of absences and an evaluation by the instructor to determine if the student has demonstrated the ability to complete the course requirements for the quarter. A student is responsible for any lab or class work missed when he/she is absent from class.

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 of dismissal is received.

Termination or withdrawal from a class can affect eligibility for federal financial aid. A student should consult the Office of Student Financial Services for more information.

CLASSIFICATION OF STUDENTS

A student is classified according to credit-hour loads. In order to maintain full-time status, a student must be enrolled for a minimum of 12 credit hours per quarter. A student who enrolls for less than 12 credit hours per quarter is considered a part-time student.

A student who plans to register for 21 or more credit hours must secure approval from his/her academic advisor and the Dean of Students.

EVALUATION

The instructor will evaluate students through tests, quizzes (oral or written), projects, and work assignments. Final examinations will be administered during the last week of each quarter.

Students who miss tests and examinations have the responsibility of making arrangements with their instructors regarding make-up exams.

The criteria for determining grades are outlined in the course syllabus.

GRADING SYSTEM

Bessemer State Technical College computes quarterly and cumulative grade point averages on a 4.0 scale.

Each course for which a student has registered will be assigned one of the following letter grades:

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<td>4 points</td>
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STANDARDS OF ACADEMIC PROGRESS

Standards of Progress Policy (See Definition of Terms)

Required GPA levels for each student according to number of hours attempted at the college:

1. A student who has attempted 12-32 credit hours at the college must maintain a 1.5 Cumulative Grade Point Average.
2. A student who has attempted 33-48 credit hours at the college must maintain a 1.75 Cumulative Grade Point Average.
3. A student who has attempted 49 or more credit hours at the college must maintain a 2.0 Cumulative Grade Point Average.

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, the student's status is Clear.
2. When a student's Cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on Academic Warning.
3. When the Cumulative GPA of a student who is on Academic Warning remains below the GPA required for the total number of credit hours attempted at the institution but the Quarterly GPA is 2.0 or above, the student remains on Academic Warning.
4. A student who has attempted 12-32 credit hours at the college must maintain a 1.5 Cumulative Grade Point Average.
5. The student who is suspended for one quarter may appeal. If, after appeal, the student is readmitted without serving the one quarter suspension, the transcript will read: SUSPENDED—ONE QUARTER.
6. A student who serves the calendar year suspension re-enters the institution on Academic Probation.

Intervention For Student Success

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

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, the student may submit a request in writing for an "appeal for readmission" to the Admissions Committee within a designated, published number of days of receipt of the notice of suspension. During the meeting of the Admissions Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, together with the materials presented by the student, shall be placed in the college's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

Definition of Terms

Quarterly Grade Point Average (GPA) - The grade point average based on all hours attempted during any one quarter at the institution based on a 4.0 scale.
Cumulative Grade Point Average (GPA) - The grade point average based on all hours attempted at the institution based on a 4.0 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 total number of credit hours attempted at the institution.

Academic Warning -
1. The status of a student whose academic status the previous quarter was Clear and whose Cumulative Grade Point average falls below the level required by this policy for the total number of credit hours attempted at the institution; or
2. The status of a student who was on Academic Warning the previous quarter and whose Cumulative GPA remained below the level required by this policy for the total number of credit hours attempted at the institution but whose Quarterly GPA for that quarter was 2.0 or above.

Academic Probation -
1. The status of a student who was on Academic Warning the previous quarter and whose Cumulative GPA that quarter remained below the level required by this policy for the total number of credit hours attempted at the institution and whose Quarterly GPA is 2.0 or above.
2. The status of a student who was on Academic Probation the previous quarter and whose Cumulative GPA for that quarter remained below the level required by this policy for the total number of credit hours attempted at the institution but whose Quarterly GPA is 2.0 or above will remain on Academic Probation.

A student who is on Academic Probation after being suspended for one quarter (whether the student served the suspension or was readmitted upon appeal) without having since achieved Clear academic status and whose Cumulative GPA remains below the level required for the total number of hours attempted at the institution and whose Quarterly GPA is below 2.0 will be suspended for one calendar year. The transcript will read: SUSPENDED—ONE YEAR.

The student suspended for one calendar year may appeal. If, upon appeal, the student is readmitted, the transcript will read: SUSPENDED—ONE YEAR/READMITTED UPON APPEAL.

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

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

All applicable academic designations except Clear will appear on the student's transcript.
previously attended another regionally accredited postsecondary institution:

Standards of Academic Progress: Transfer Students

One Quarter Academic Suspension - The status of a student who was on Academic Probation the previous quarter but who has never been suspended or who, since suspension, has achieved Clear Academic Status and whose Cumulative GPA that quarter was below the level required by this policy for the total number of credit hours attempted at the institution and whose Quarterly GPA for that quarter was below 2.0.

One Calendar Year Academic Suspension - The status of a student who was on Academic Probation the previous quarter and who had been previously suspended without since having achieved Clear Academic Status and whose Cumulative GPA that quarter remained below the level required by this policy for the total number of credit hours attempted at the institution and whose Quarterly GPA for that quarter was below 2.0.

Appeal of Suspension - The process by which an institution shall allow a student suspended for one quarter or one year (whether a “native” student or a transfer student) to request readmission without having to serve the suspension.

Academic Failure

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

Standards of Progress for Institutional Credit Courses

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

1. A student who is enrolled in an institutional credit course and who receives a grade of “U” or “IP” for two quarters may not take the course a third quarter 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 third quarter in which the student receives a grade of “U” or “IP” in the same course, the student must appeal through the institution’s appeal process before the student will be allowed to re-enroll in the course.

Standards of Academic Progress: Transfer Students

The following standards of progress shall apply to students who have previously attended another regionally accredited postsecondary institution:

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

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

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

ACADEMIC HONORS

Bessemer State Technical College provides selected academic honors to recognize and promote notable student achievements. These academic honors include: (1) Dean’s List and (2) President’s List.

Dean’s List

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

GRADUATION REQUIREMENTS

A student successfully completing his/her course requirements will be awarded either an Associate in Applied Technology Degree, a diploma or a certificate depending on the courses completed.

Graduation exercises are held each year at the end of Spring Quarter. All fees and bills for services rendered by the college and a $10 graduation fee must be paid to the Cashier’s Office before a student is granted an Associate in Applied Technology Degree or a diploma.

Each Associate in Applied Technology Degree, diploma or certificate will stipulate the specialty area in which it is earned.

It is the responsibility of each student to check with his/her major advisor in scheduling classes in order to complete graduation requirements.

Associate in Applied Technology Degree Requirements

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

A student must:

1. Satisfactorily complete 96 quarter hours or more of college credit in an approved program of study, including prescribed general education courses.

2. Earn a 2.0 cumulative grade point average in all courses attempted at the college. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.

3. Complete at least 24 quarter credit hours at the college granting the degree.

4. Be enrolled during the quarter in which the degree is earned; or, with approval of the Dean of Instruction, within a calendar year of the last quarter of attendance receive the degree by transferring from a regionally accredited institution no more than the last ten credit hours required for completion of the program with a minimum grade of “C” in the courses transferred.

5. Submit a formal application.

6. Fulfill all financial obligations to the college.
Diplomas and Certificates Requirements

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

A student must:

1. Satisfactorily complete an approved program of study.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the college. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. All grades in repeated courses shall be averaged into the grade point average; however, a course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least one-half of the total quarter credit hours required in the program at the college granting the award.
4. Be enrolled during the quarter in which the award is earned or, with approval of the Dean of Instruction and within a calendar year of the last quarter of attendance, transfer from a regionally accredited institution no more than the last ten hours required for completion of the program, with a minimum grade of "C" in the courses transferred.
5. Submit a formal application for graduation.
6. Fulfill all financial obligations to the college.

GRADUATION HONORS

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

Graduation Honors for Degrees

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

- Graduation with Honors (or Cum Laude) .......................... 3.50 to 3.69 GPA
- Graduation with High Honors (Magna Cum Laude) .................. 3.70 to 3.89 GPA
- Graduation with Highest Honors (Summa Cum Laude) ............... 3.90 to 4.00 GPA

Graduation Honors for Other Formal Awards (Diploma or Certificate)

Graduation with Distinction ........................................ 3.50 to 4.00 GPA

NOTE: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, diploma, or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 48 quarter credit hours at the college conferring the degree or other formal award.

FALSIFICATION OF RECORDS

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

TUITION AND FEES

The following tuition and fees are applicable to students. Tuition and fee rates are subject to change.

Tuition:
$24.00 per credit hour

Fees:
- Instructional: $3.00 per credit hour
- Facility Renewal: $1.00 per credit hour ($15.00 maximum)
- Transcript: $3.00 (three copies free)
- Student Accident Insurance: $6.00 per quarter
- Malpractice Insurance (Health Occupations Only): $15.00 per quarter
- Late Registration (Assessed after the first day of quarter): $10.00
- Returned Check: $15.00
- Graduation: $10.00

(NOTE: Tuition for out-of-state and international students is double that for in-state students and fees remain the same.)

REFUND POLICY

Students registering and paying tuition and fees will receive a refund under the following conditions:

1. A student who registers, pays tuition and fees, and does not attend any classes will be refunded the full amount paid.
2. A student who withdraws totally during the first week of classes will be refunded 75 percent of his/her tuition.
3. A student who withdraws totally during the second week of classes will be refunded 50 percent of his/her tuition.
4. A student who withdraws totally during the third week of classes will be refunded 25 percent of his/her tuition.
5. No refunds will be made after more than three weeks of attendance.
6. Late registration fees and student insurance premiums are not refundable.
7. Any student desiring a refund must make application at the Business Office within two weeks of the last day of attendance.
8. If the student received federal financial aid, a portion or all of the refund may be applied to repayment of the aid program.
9. Students who add credit hours during the drop/add period will be charged additional tuition at the applicable rate.
10. The refund policy is applicable to tuition, the instructional fee, and the facility renewal fee.

Refunds for Students Receiving Federal Financial Aid

Refunds of tuition and other school expenses for students receiving federal financial aid may be subject to a different refund calculation in accordance with federal regulations. Such funds are first returned to the program from which the expenses were paid.

For more information or examples of these calculations, please refer to the Bessemer State Technical College Financial Aid Information and Application packet or contact the Business Office.

Partial Withdrawal

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

FINANCIAL ASSISTANCE PROGRAMS

Through the Office of Student Financial Services, located in Room 106 of Building A, Bessemer State Technical College offers a variety of federal, state, and institutional financial aid programs. Financial Services Office hours are 7:30 a.m.- 4 p.m. weekdays and 5-7 p.m. Monday and Tuesday nights. Students needing financial assistance with the costs of attending college are encouraged to visit the office to obtain applications and more information.

Applying for Federal Financial Aid: Three Easy Steps!

1. Come by the Office of Student Financial Services and pick up a Free Application for Federal Student Aid which covers the academic year (Summer, Fall, Winter, and Spring terms) beginning with summer term. Be sure to read the instructions carefully while completing the application. If you need help in completing the form, bring your federal tax return to the Office of Student Financial Services for assistance.
2. After the application is completed, mail it to the Federal Student Aid Processing Center in the envelope provided. Your eligibility for the Federal Pell Grant and other federal financial aid will be assessed by using a national formula that takes into account your income, assets, family size, and, if applicable, your parent's financial information.
3. In approximately four weeks after your application has been received by the federal processor, you should receive a three-part Student Aid Report (SAR) in the mail. When you receive the SAR, contact the Office of Student Financial Services as soon as possible. You will need to complete a Student Data Form and may be asked to provide other information (copies of tax returns, verification work sheet, etc.).

NOTE: Funds received by grant and work programs are not repayable. However, if a student drops out or reduces enrollment, a grant overpayment may occur. All overpayments must be repaid before a student may re-enter the college. Funds received from loan programs must be repaid according to the terms and conditions of the loan.

General Eligibility Criteria

To receive aid from the major student aid programs, the student must:
1. Demonstrate financial need.
2. Have a high school diploma or GED Certificate or pass a test approved by the U.S. Department of Education. (NOTE: Students who do not pass the high school exit exam do not have a high school diploma.)
3. Be enrolled as a regular student working toward a degree, diploma, or certificate in an eligible program.
4. Be a U.S. citizen or eligible noncitizen.
5. Have a valid Social Security Number.
6. Make satisfactory academic progress in your program of study.
7. Sign a statement of educational purpose and a certification statement on overpayment and default.
8. Register with the Selective Service (if required).

FEDERAL AID PROGRAMS

Federal Pell Grant Program is money from the federal government for 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 $2,340 for a 12 month period at Bessemer State Technical College. It must be used toward the costs of tuition, fees, books and supplies. Any balance is given to the student approximately five weeks into the quarter 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 ranges in value from $100 to $800 per year.

State Student Incentive Grant (SSIG) is a limited amount of money from the federal and state governments for the most needy Pell Grant recipients. SSIG ranges in value from $100 to $800 per year. Nonresidents must apply for the SSIG from the State Agency in their home state. The Office of Student Financial Services can provide students with procedures and addresses.

Federal Work-Study Program (FWSP) is a job program which gives part-time employment opportunities to students who show financial need. All eligible students indicating an interest in FWSP 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 8-20 hours each week. Job placement is based on job availability and job skills as well as the student's need and desire to work.

Other Financial Assistance

Academic Scholarships which cover the cost of tuition and fees are available to outstanding currently enrolled students, high school seniors, and Vocational Industrial Clubs of American (VICA) tournament winners. The scholarships are renewable quarterly if recipients maintain an overall GPA of 3.0, (B), or above.

Senior Adult Scholarships which cover the cost of tuition are available to residents of Alabama, age 60 and above, who are taking credit courses.

Veterans Benefits are available for eligible students. See the Office of Veterans Affairs (VA) section for more information.

Job Training Partnership Act (JTPA) benefits are available for eligible unemployed or economically disadvantaged students. Students must receive approval to participate from the State Employment Service Office and be selected as a participant by the college before receiving benefits from JTPA.

Alabama National Guard Education Assistance Program (ANGEAP) provides benefits of up to $1,000 per year that are available for students in the Alabama National Guard. Applications must be obtained and completed first by a Unit Commander. Only students enrolled in Associate Degree programs are eligible.

Sears and Pat Vacca Emergency Loans are limited institutionally controlled funds which are available for prospective financial aid students needing help to pay tuition. Applicants must be determined eligible for financial aid. Repayment is due within 30 days of loan receipt.

Student Responsibilities

Students have the responsibility to:
-- Carefully review all materials related to applying for assistance
-- Complete all forms accurately and completely
-- Read and understand all forms that they are asked to sign
-- Retain copies of all forms you submit and receive

Other Important Information

1. Excessive withdrawals, incompletes, and/or repeated classes may also result in a probationary quarter or suspension of federal financial aid.
2. Students wishing to appeal the decision to terminate federal financial aid may do so by writing the Director of Student Financial Services explaining the reason(s) the student failed to meet the requirements. Documentation to support the reason(s) may be required.

**OFFICE OF VETERANS AFFAIRS**

Bessemer State Technical College maintains a full-time Office of Veterans Affairs (OVA). This office assists the veteran in minimizing the problems of adaptation to an educational environment. Services provided by the Office of Veterans Affairs include counseling, referral services, general and specific information about all available benefits, and assistance in filing claims for such benefits. The Office of Veterans Affairs is located in Room 106 of Building A.

All persons using VA educational assistance while enrolled at Bessemer State Technical College should contact the Office of Veterans Affairs as soon as initial admission requirements are completed. All questions concerning regulations governing the use of VA educational assistance should be directed to that office.

After course and beginning date have been determined, the student should come by the Office of Veterans Affairs with his/her discharge papers (DD Form 214 or NOBE), marriage license, divorce decree, if the student or spouse had previous marriages, and birth certificates of your children. If VA educational benefits have been used before, also bring the VA file number. At this time, the student will meet with the Veterans Affairs Advisor.

If your paperwork is submitted to the VA at least six weeks prior to enrollment, advance pay for the first two months of school attendance may be received. This advance pay check will be sent to the college; all other checks will go to the student's home. Monthly VA assistance is paid at the completion of one month's schooling rather than in advance. Each quarter the student will receive an enrollment certification form. He/she should sign this form and send it to the VA immediately. This form generates the next check, so it should be returned promptly.

Students going on military leave will be responsible to notify instructor(s) of their orders and will be terminated from all classes. Upon return a re-entry is processed. If the student does not return within the designated time frame, the VA is notified of the termination.

Students receiving benefits are required to pre-register for classes. Failure to meet this requirement may result in termination or delay of your monthly benefits.

VA benefits at Bessemer State Technical College are based on contact (clock) hours of attendance by the veteran if the veteran is in a diploma or certificate program. Twenty-two contact hours per week is full-time and 11 hours is half-time. Benefits are based on credit hours if the veteran is enrolled in an associate degree program. Twelve credit hours is full-time and six credit hours is half-time.

The Veterans Administration has a policy which states that a veteran is not entitled to benefits for any period for which credit toward graduation will not be received. This means should the student terminate training before the end of any quarter, he/she would be liable to repay any benefits received for that quarter. The veteran should inform the Veterans Administration of any change in major, class schedule or termination from classes.

Please note that any courses taken outside the required coursework in the student's program of study and repeated courses for which a satisfactory grade has already been received, will not be eligible for VA benefits. The "IP" grade assigned in some developmental classes is considered unsatisfactory for VA purposes.

If any veteran should encounter problems during training at Bessemer State Technical College, please contact the Office of Veterans Affairs as soon as the problem becomes evident.

**Advance Payment For Veterans**

An advance payment request must be made at least six (6) weeks prior to enrollment for the advance payment to be made during preregistration.

**JOB TRAINING PARTNERSHIP ACT (JTPA)**

JTPA students are enrolled under requirements established by federal and state regulations. These policies are made available to the JTPA students through the college's Student Development Services Office.
STUDENT DEVELOPMENT SERVICES

ACADEMIC ADVISEMENT

Academic advisement is designed to assist the student in the development of appropriate educational plans. An academic advisor is assigned during the admission process to assist the student with his/her academic or career concerns and a class schedule. As a college liaison, the academic advisor can provide the student with information about career programs, resources, and opportunities that will enhance the student's chances of academic success. Though the student is ultimately responsible for his/her academic and career plans, the advisor has a special interest in student success. Each student is expected to meet with his/her advisor at least once per quarter.

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 the student to notify the college of a disability which requires assistance. Requests for accommodations should be made prior to enrollment. All students requesting assistance should contact the Special Needs Coordinator in Building A, Room 100, at 428-6391 Ext. 383.

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 Room A-100.

CAREER PLANNING AND JOB PLACEMENT

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

The Placement Office maintains an up-to-date file of part-time and full-time jobs for students. These jobs are located with off-campus businesses and organizations in the area. Students are referred to positions that will benefit them financially as well as educationally. Job referrals may be obtained upon request.

Other services include career planning assistance, resume development, job search assistance, civil service announcements for federal, state and county listings, career resource library, job fairs, on-campus interviews, and workplace readiness seminars.

Students or former students in need of assistance should contact the Career Planning and Job Placement Office.

COUNSELING AND GUIDANCE

The guidance program is committed to the establishment of an environment in which students are provided with the opportunity to become a responsible, self-directed learner, and to maximize their potential as they prepare for the world of work. Students will be provided information and support in the achievement of realistic career and educational goals commensurate with their expressed interest and abilities.

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

In instances where discipline or disputes must be addressed, faculty and staff should refer to the lines of communication that is referenced in this catalog.

MIRROR Program

The MIRROR Program is comprised of the federally funded Single Parents, Displaced Homemakers, and Single Pregnant Women Project and the Project to Overcome Sex Bias and Sex-Role Stereotyping in Occupational Technical Education. Specifically, it is a success-oriented career development and counseling program designed to assist the above populations of low-income women and men with managing career, academic, personal, and interpersonal change. Counseling/support services, free tuition assistance, and personal development/life management skills services are provided to assist each participant with acquiring occupational technical training in order to secure gainful employment. These projects help to guarantee the equality of educational opportunities for individuals (as defined by Public Law 101-3922) to gain entry to an educational program at Bessemer State Technical College.

The MIRROR Program office is located in the Millsap Industrial Training Center on the second floor level. Office hours are posted.

ORIENTATION

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

STUDENT SUPPORT SERVICES

The college's Student Support Services (SSS) Program is a federally funded project that offers supportive services to low income, first generation college, and disabled students. Services include basic instruction in communication skills, mathematics, and algebra; assistance with study, test taking, and survival skills; tutoring in many subjects; and advisement/counseling.

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

Advanced or transfer students, who have maintained a high academic average, may apply to become tutors for the program. Successful tutor applicants earn an hourly wage while tutoring eligible students.

Students can receive information or apply for services in the Student Support Services Office, Building A, Room 212. Office hours are from 8 a.m. to 4 p.m., Monday through Friday or by appointment. For more information, call (205)428-6391 Ext. 360.

STUDENT ACTIVITIES AND ORGANIZATIONS

The college's faculty and staff encourage students to participate in extracurricular activities that develop individual initiative, group leadership, and cooperation. These student activities are faculty/staff supervised and must be approved by the president. The college sponsors the following student organizations.

VICA (Vocational Industrial Clubs of America)
PBL (Phi Beta Lambda)
Dental Assistant
CSI (Collegiate Secretaries International)
(SME) Society of Manufacturing Engineers
Student Ambassadors

20 STUDENT DEVELOPMENT
BOOKSTORE

The College Bookstore, located in the North Wing of Building A, is open Monday through Friday. Hours of operation are posted at the entrance. The Bookstore sells textbooks and supplies required for each course. In addition, many hand tools and sundry items are available. Free parking permits and combination lockers are available through the Bookstore.

CAMPUS SECURITY

The college maintains a staff of uniformed security officers 24 hours a day for your protection. Students should report any suspicious activity to the college telephone operator or a security officer. The security officers are radio dispatched.

Students are requested to promptly report any safety hazard or security concern to the Dean of Finance.

FOOD SERVICES

For students’ convenience and pleasure, the cafeteria is located in Building A with snack bar, salad bar, and dining area with banquet facilities. These facilities are available to the faculty, staff, and students.

IDENTIFICATION CARDS

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

1. Photo (I.D.) cards are issued at the beginning of each quarter (days and times will be posted). When I.D. cards are requested by an administrator, a faculty member or security officer for proper identification, the student must present his/her card. Failure to present an I.D. card may result in disciplinary action or arrest for trespassing. Student I.D. cards are made for personal use only. A student violating the I.D. card privileges is subject to disciplinary action.
2. Loss or theft of the card should be reported to the Office of Student Development Services immediately.
3. The replacement card fee is $1.00 and is payable to the cashier in the college bookstore. A duplicate I.D. card can be obtained in the Office of Student Development Services upon presentation of the replacement fee receipt.
4. A student may be required to show his or her I.D. card to instructors upon first attending a class.

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 quarter, or upon leaving the college, each student is responsible for cleaning out his/her locker.

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 quarter.

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

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

1. The 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 the student’s financial account with the college. The student will not be permitted to re-enroll until fines are paid.
3. A citation will be issued for failure to display the registration permit. A $3 fine for each violation will be charged.
4. A student parking in loading zones or faculty/reserved parking spaces will be charged a fine of $3.
5. A student charged with speeding or reckless driving will be charged a fine of $15.
6. An individual may appeal his/her parking or traffic fee assessment and have the appeal heard by the Dean of Finance.

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.

STUDENT ACCIDENT PROCEDURE

It is the policy of Bessemer State Technical College to provide immediate medical attention to students in the event of an accident occurring on campus. All accidents should be immediately reported to the Dean of Finance, Dean of Students, and Security Officer.

TELEPHONES

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

VISITORS

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

RESPONSIBILITIES AND PRIVILEGES

Each student must assume complete responsibility for compliance with the instructions and regulations set forth in the College Catalog, 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 College Catalog or other official documents. Any questions or doubt concerning Catalog information should be referred to the Dean of Instruction or the Dean of Students.

STUDENT CONDUCT

The college recognizes that students enrolled at Bessemer State Technical College are both citizens and members of the academic community. Upon enrolling in the college, each student assumes an obligation to conduct himself/herself in a manner compatible with the college’s function as an educational institution. Students are on campus for serious educational pursuits and should conduct themselves as responsible citizens in the campus community.
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. These policies are consistent with efforts to improve the health, physical appearance, safety and welfare of Bessemer State Technical College students.

1. Students should always be well groomed and dressed appropriately for classes. Being well groomed refers to cleanliness of the body, hair and clothing.
2. Students should not wear any sign, symbol or other mode of dress which would antagonize other students, disrupt the atmosphere of learning, or attract undue attention to the wearer.
3. Students must wear shoes at all times on campus.
4. Hats may be worn in classrooms, laboratories and shops only in accordance with sound safety practices.
5. Students wearing long hair in shop training are required to follow sound health and safety rules of controlling the hair from hanging down in the face and being exposed to moving equipment.
6. All instructors are charged with the responsibility of requiring their students to wear appropriate clothing in keeping with good, sound safety rules of the Federal Occupational Safety and Health Act.

Some examples of inappropriate attire are headwear worn in the classroom, bare midriffs, obscene or profane language or symbols on clothing, clothing which allows undergarments to be visible when the student is sitting or walking, white undergarment type T-shirts, cut-offs, tank tops, shorts, or purposely frayed clothing. For health reasons, footwear is necessary. Prohibited are the nude look, see-through blouses, and revealing fashions without appropriate concealing undergarments.

In many programs, students may be encouraged to purchase clothing applicable to the career or occupation. Student dress should reflect the program in which he/she is enrolled. Protective eye glasses and protective footwear will be a requirement in some programs.

CHANNELS OF COMMUNICATIONS

Each student has the right to express an opinion, make suggestions, and submit grievances. Channels of communication are always open to a student with a legitimate problem. For the simplest, most direct, and best action, the student should use the channels in the order presented in this catalog. Otherwise, the 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 and/or a copy of the Student Grievance Procedures, contact the Dean of Students, Room A-105.

DUE PROCESS RIGHTS OF STUDENTS

Student Misconduct

The College recognizes the right of both substantive and procedural due process in any matter involving a student misconduct violation. The student is entitled to notice, a hearing and an explanation before being suspended or expelled from the college.
COLLEGE PERSONNEL

ADMINISTRATION AND CONTROL

Bessemer State Technical College is part of the state system of two-year colleges authorized by the Alabama Legislature under Act No. 93, approved May 3, 1963. This institution is under the supervision of the Alabama State Board of Education. The president of the college is directly responsible to the State Board of Education through the Department of Postsecondary Education, Dr. Fred Gainous, Chancellor.

President ........................................................................................................ W. Michael Bailey

Human Resources and Academic Support

Dean of Instruction ............................................................................................. Ron Moon
Assistant to the Dean, Vocational and Technical Programs ...................... Charles Murray
Associate Dean, Transportation Technology ................................................. Mike Hobson
Allied Health Programs ................................................................................. Bobbie Daniel
Related Studies Department Chair ............................................................... Margaret Filipowski
Short-Term and Continuing Education Director ........................................ Dennis Winn
Training for Business and Industry ............................................................... Al Craig
High School Relations Coordinator ............................................................. Rick Sandretto
Library .............................................................................................................. Diane Gregg

Student Development Services

Dean of Students ............................................................................................. Mattie H. Ray
Assistant to the Dean ...................................................................................... Cynthia Anthony
Career Planning and Job Placement Coordinator ......................................... Sundra Smith
MIRROR Program Coordinator .................................................................. Barbara Hosea-Studdard
Special Needs Coordinator ........................................................................ Sunda Smith
Student Support Services Director ............................................................... Claretha Finley
Student Support Services Counselor/Coordinator ........................................ Elijah Anthony
Director of Admissions ................................................................................ Jim Natale
Registrar .......................................................................................................... Lori Wright
Counselor ......................................................................................................... Sherry Quan
Counselor ......................................................................................................... Jerone Levy

Management and Operations

Dean of Finance ............................................................................................... Al Cox
Financial Assistance Coordinator ................................................................. Deborah Marcus
Bookstore Manager ......................................................................................... Greg Murray
Bookstore Assistant Manager ...................................................................... Lillie Pearson
Cafeteria Manager ........................................................................................ Lesley Romano
Plant Operations Director ............................................................................ John Hayes
Plant Operations Assistant Manager ........................................................... Cleveland Martin
Inventory Control and Safety Officer ........................................................... Joel McFall
FULL-TIME FACULTY

Lenette Baker ........................ Office Administration  
B.S., M.A., Auburn University

Gale Bearden ........................ Licensed Practical Nursing  
B.S., Athens State College; M.A., University of Alabama in Birmingham

Al Blethen ............................. Automotive Service Technology  
B.S. Ed., University of Alabama

Judy Bradley ........................... Licensed Practical Nursing  
B.S.N., M.A.Ed., M.S.N., University of Alabama in Birmingham

Carol J. Copeland ...................... Licensed Practical Nursing  
B.S. Ed., Athens State College

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

Bobbie S. Daniel ....................... Licensed Practical Nursing  
B.S., Athens State College; M.A Ed., University of Alabama in Birmingham

Don Daniel ............................. Drafting Technology  
B.S. Ed., Athens State College; M.A., University of Alabama in Birmingham

Joy Davis .............................. General Education  
B.A., University of Montevallo; M.A., University of Alabama in Tuscaloosa

Charles Ellison ........................ General Education  
B.S., M.A., University of Montevallo

Margaret Filipowski ..................... General Education  
B.A., Indiana University; M.A., Valparaiso University

Cynthia Grimes ........................ Licensed Practical Nursing  
B.A., University of Alabama in Tuscaloosa;  
B.S.N., University of Alabama in Birmingham;  
M.A.Ed., University of Montevallo; M.S.N., Troy State University

Jimmy Hall ............................. Air Conditioning and Refrigeration  
B.S. Ed., Athens State College

M. C. Hartley .......................... Drafting Technology  
B.S., M.A., University of Alabama in Birmingham

Judy House ............................. Office Administration  
B.S., M.A., University of Alabama in Birmingham

Judy Johnson ........................... Commercial Art  
B.F.A., M.Ed., University of Montevallo

Fred Kapp .............................. Horticulture  
B.S., Clemson University; M.A., University of Alabama

Harold Kirkpatrick ..................... Automotive Mechanics  
B.S. Ed., Athens State College

Karen Kirkpatrick ...................... Computer Science Technology

Tom Land ............................... Accounting  
B.S., Jacksonville State University; M.A., Ed.D., University of Alabama

Roy Ledford ............................ Welding  
B.S., Athens State College

Terrell McCray ........................ Electronics Technology  
B.S., University of Alabama

Rick Partain ............................. Computer Science Technology  
B.S., Samford University; M.S., University of Alabama in Birmingham

Fred Ranelli ............................ Computer Science Technology  
B.A., University of Alabama in Birmingham

Clifford Ray ............................ Air Conditioning and Refrigeration  
B.S. Ed., Athens State College;  
M.S., Alabama Agriculture and Mechanical University

Marie Annette Ray ...................... Student Support Services  
B.S., University of Missouri; M.A.T., University of Montevallo

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

Sharon Romine .......................... Licensed Practical Nursing  
B.S.N., M.S.N., University of Alabama in Birmingham

Carol Scroggins ....................... Licensed Practical Nursing  
B.S., Athens State College; M.A., University of Alabama in Birmingham

Deborah Smith .......................... Dental Assisting  
B.S., M.A., University of Alabama in Birmingham

Robert Smith ............................ Automotive Service Technology  
B.A., University of Montevallo

Laura Steadman ......................... Nursing Assistant  
B.S.N., Auburn University in Montgomery; M.S.N., Troy State University

Mary Frances Stewart ............... Student Support Services  
B.A., Birmingham Southern College; M.A., University of Alabama in Birmingham

Gorden Thomason ...................... Building Construction Technology  
B.S. Ed., Athens State College; M.A., University of Alabama in Birmingham

Chris Tortorici ........................ Automotive Mechanics  
B.S. Ed., Athens State College

Barbara Warren ......................... Accounting  
B.S. Ed., Auburn University; B.S., Samford University; CPA

Annette Wright ......................... Licensed Practical Nursing  
B.S.N., Auburn University; M.S.N., Troy State University

Allen Young ............................ Retailing and Merchandising  
B.S., East Tennessee State University; M.A., University of Montevallo
The programs of study and course descriptions offered at Bessemer State Technical College are included in this section of the catalog. A specific schedule will be arranged each quarter with the student's faculty advisor.

The theory and laboratory hours listed in the curricula are based on the number of hours the theory classes and laboratory session meet each week. Those hours are computed to determine credit hours for each course. The students quarterly and cumulative grade-point averages are determined by the grade earned for each course on a 4.0 system.

General education courses required vary according to award and major course of study.

Bessemer State Technical College identifies each course offered by catalog numbers which 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. The college reserves the right to revise program requirements, and/or withdraw any course for which there is insufficient student demand.

The following are the official catalog course abbreviations used by Bessemer State Technical College.

- Accounting Technology: ACT
- Air Conditioning/Refrigeration: ACR
- Automotive Mechanics: AUM
- Automotive Service Technology: ASE
- Building Construction: BUC
- Building Maintenance: BLM
- Commercial Art/Photography: CAT
- Computer Science: DPT
- Data Entry: DPT
- Dental Assisting: DAT
- Diesel Mechanics: DEM
- Drafting and Design: DDT
- Emergency Medical Technician: EMT
- English: COM, SSS, VTE
- GED Preparation: RED
- Graphics and Printing: GPC
- Horticulture, Ornamental: OHT
- Humanities: HMN
- Industrial Electronics: IHT
- Industrial Hydraulics: INT
- Industrial Maintenance: INT
- Licensed Practical Nursing: LPN
- Machine Tool Technology: MTT
- Mathematics: MAH, SSS, VTM
- Nursing Assistant: NAS
- Office Administration: SET
- Orientation: ORN
- Physics: PHC
- Psychology: PSH
- Retail Merchandising: REM
- Sociology: SLY
- Speech: SPC
- Student Support Services: SSS
- Welding: WDT
The Accounting Technology program is designed to teach, through a sequence of experiences, those students interested in learning accounting skills. Fundamental accounting principles and procedures, cost accounting, income tax procedures, payroll accounting, auditing concepts, and the use of microcomputers in accounting are presented in detail. Students usually complete the Associate Degree Program in six (6) quarters.

## Course Descriptions

### ACT 110 Introduction to Accounting Computer Resources, 5 credits.
This course introduces the student with the computer resources available at Bessemer State for use with the accounting curriculum. Topics covered include a brief introduction to accounting spreadsheets using Lotus 123, Peachtree for Windows, and other computer tutorials and programs available in the Accounting Computer Lab.

### ACT 111 Accounting I, 5 credits.
An introduction to financial accounting which is designed to provide the student with a basic understanding of the nature of accounting systems, their design and utilization for service and retail businesses. Emphasis is placed on the basic accounting records, transactions, and end of period procedure.

### ACT 112 Payroll Accounting, 5 credits.
A study of the various phases of the Social Security Act and other legislation relating to the payment of wages and salaries. The course includes the description of the basic payroll accounting systems, procedures used in computation of wages and salaries, the development of personnel and payroll records required under numerous laws, payroll tax returns, and the application of proper payroll procedures. PREREQUISITE: ACT 111

### ACT 121 Accounting II, 5 credits.
A continuation of basic accounting principles with an emphasis on cash, payroll accounting, receivables, notes, inventories, plant assets, partnerships and accounting principles. PREREQUISITE: ACT 111

### ACT 122 Income Tax I, 5 credits.
An introduction to the federal tax system with emphasis on individual returns. Items discussed are: Short Form 1040A, Form 1040, itemized deductions, retirement income, capital gains and losses. PREREQUISITE: ACT 111

### ACT 123 Cost Accounting, 5 credits.
An introduction to the methods of accounting for materials, labor, and overhead of a manufacturing business. The major emphasis of this course is placed on the job-order and process cost accounting systems. PREREQUISITE: ACT 111

### ACT 131 Accounting III, 5 credits.
An introduction in accounting for corporations. Emphasis is placed on formation and ownership, long-term liabilities, investments, internal and external reports, and statement analysis. PREREQUISITES: ACT 111 and ACT 121
ACT 132 Income Tax II, 5 Credits.
A study of the procedures and principles of business, corporate, and partnership taxation, and preparation of these tax returns. Attention is also given to special tax problems which may be encountered. PREREQUISITE: ACT 122

ACT 133 Microcomputer Accounting, 5 Credits.
An introduction to the utilization of microcomputers in the accounting environment using Peachtree for Windows accounting software. Transactions will be recorded involving the general journal, invoicing, cash receipts, purchasing, accounts payable/receivable, fixed assets and payroll modules. PREREQUISITE: ACT 111

ACT 140 Intermediate Accounting, 5 Credits.
A continuation of the study of financial accounting with emphasis on selected accounting topics. PREREQUISITES: ACT 111, ACT 121, and ACT 131

ACT 141 Managerial Accounting I, 5 Credits.
This course examines the managerial accounting environment, the concept of costs and cost accounting systems, cost behavior and estimation, cost-volume-profit relationships, relevant information and decision making and budgeting. PREREQUISITE: ACT 111

ACT 210 Managerial Accounting II, 5 Credits.
A continuation of Managerial Accounting I (ACT 224). Emphasis is placed on standard cost systems, differential analysis, project evaluation, and quantitative techniques for decisions. PREREQUISITE: ACT 141

ACT 211 Auditing, 5 Credits.
An introduction to the concepts and procedures for external public sector auditing by independent certified public accountants. Emphasis is placed on the actual procedures to be used, the resulting reports to be written, and the accounting standards to be followed. PREREQUISITES: ACT 111, ACT 121 and ACT 131

ACT 212 Governmental Accounting, 5 Credits.
An introduction to the principles, concepts, and practices of accounting for governmental and non-profit organizations. The course is designed to provide the student with a basic understanding of fund accounting and its utilization in governmental agencies, colleges and universities, hospitals, and other non-profit organizations. PREREQUISITE: ACT 111 and ACT 121

ACT 220 Accounting Case Studies, 5 Credits.
Practical application of previously acquired accounting knowledge through a series of case studies. The case studies method of learning places emphasis on the preparation for, and classroom discussion of a situation which is described in the case. PREREQUISITES: ACT 111, ACT 121, ACT 131, and ACT 141 or ACT 123

AIR CONDITIONING/REFRIGERATION (ACR)

The Air Conditioning/Refrigeration program is designed to provide the learner with the necessary knowledge and skills to enter the world of work. The instructional process begins with the fundamentals of refrigeration and electricity. Other course material focuses on system operational sequences, diagnosis, service, repair, and installation. Information, assignment and job sheets are provided to guide the student through all phases of the program. Students usually complete the Diploma Program in six quarters.

AIR CONDITIONING/REFRIGERATION
Diploma Program

<table>
<thead>
<tr>
<th>COURSE</th>
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<td>Duct Design &amp; Air Distribution</td>
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<td>Load Calculations</td>
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<td>Piping and Brazing</td>
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<td>ACR 131</td>
<td>Cooling System Service</td>
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<tr>
<td>ACR 132</td>
<td>Heating: Electric &amp; Gas</td>
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<td>ACR 141</td>
<td>Psychrometries</td>
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<td>ACR 144</td>
<td>Advanced Troubleshooting</td>
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<td>ACR 212</td>
<td>Refrigeration Service</td>
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<td>ACR 222</td>
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Choose one of the following:
- ACR 105 Computer Assisted Troubleshooting 4
- ACR 145 Proper Refrigerant Practices 2 6 4
- ACR 203 Certification Review for Contractors 2 6 4

Required General Education Courses:
- VTE 101 Technical Communication Skills 5 5 5
- VTM 101 Technical Mathematics 5 5 5

TOTAL CREDIT HOURS 66

AIR CONDITIONING/REFRIGERATION
Certificate Program

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<thead>
<tr>
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<td>Heat Pumps</td>
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</table>

Required General Education Courses:
- VTE 101 Technical Communication Skills 5 5 5
- VTM 101 Technical Mathematics 5 5 5

TOTAL CREDIT HOURS 42

Optional Related Courses:
- ACR 143 Troubleshooting for HVAC 1 3 2
- ACR 145 Proper Refrigerant Practices 2 6 4
- ACR 221 Business Practice and Introduction to DELTA 21 1 3 2
- ACR 203 Certification Review for Contractors 2 6 4
- BLM 120 Plumbing I 2 6 4
- ILT 111 DC Fundamentals 4 6 6
- ILT 133 Residential Wiring 5 2 6
- WDT 111 Basic Shielded Metal Arc Welding - Part I 1.5 6 3.5

PROGRAMS OF STUDY and COURSE DESCRIPTIONS 27
Course Descriptions

ACR 105 Computer Assisted Troubleshooting, 4 credits.
This course is designed to enhance the student's knowledge of the proper troubleshooting procedures to identify system electrical and mechanical malfunctions.

ACR 111 Basic Refrigeration, 4 credits.
This course is the foundation for the Air Conditioning and Refrigeration program. Instruction is provided in the theory and principles of refrigeration, refrigeration system components, the mechanical cycle of operation, and refrigerant characteristics.

ACR 112 Duct Design and Air Distribution, 4 credits.
This course is designed to introduce the student to the basic principles of residential duct design. The student will determine appropriate sizing for various duct systems. This course also provides instruction on duct construction and CFM calculations and measurements.

ACR 113 Basic Electricity for A/C, 4 credits.
This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. The course also provides detailed instruction on the use of various electrical meters used in the HVAC industry. Electrical symbols and basic wiring diagrams are emphasized during this course.

ACR 114 Load Calculations, 4 credits.
This course is designed to introduce the student to procedures which can be used to estimate the heat gain and heat loss of structures for both residential and commercial structures. The students will determine the correct size of equipment that should be installed in a particular structure using the manual "J" for residential and the manual "N" for commercial structures.

ACR 121 Piping and Brazing, 4 credits.
This course is designed to provide the student with an in-depth knowledge of tubing characteristics, types and applications; and the procedures used in flaring, swagging, and brazing. Various types of fittings are also covered. PREREQUISITE: ACR 111

ACR 122 Wiring Diagrams, 4 credits.
This course is a step-by-step approach to reading, understanding, troubleshooting, and developing installation pictorial and schematic wiring diagrams for HVAC (heating, ventilating, and air conditioning) equipment. PREREQUISITES: ACR 111 and ACR 113

ACR 131 Cooling System Service, 4 credits.
The primary focal point of this course is residential and commercial comfort cooling. The course provides detailed instruction in mechanical and electrical operational sequences; general service procedures; system diagnosis and corrective measures; methods of leak detection; system evacuation, charging, and performance checks; and basic installation procedures. PREREQUISITES: ACR 111 and ACR 113

ACR 132 Heating: Electric and Gas, 4 credits.
This course covers the fundamentals of electric and gas furnaces—components, operational sequences, general service procedures, system diagnosis, repair, and basic installation procedures. PREREQUISITES: ACR 111 and ACR 113

ACR 141 Psychrometrics, 4 credits.
This is a systematic study of the properties (conditions) of air as it relates to the design features and performance of comfort cooling and heating systems. PREREQUISITES: ACR 111 and ACR 113

ACR 142 Ice Machines, 4 credits.
This course is designed to introduce the student to the components, electrical/mechanical operational sequences, control adjustment procedures, preventive maintenance, repair, and installation of ice machines. PREREQUISITES: ACR 111 and ACR 113

ACR 143 Troubleshooting for HVAC, 2 credits.
This course is designed to provide students with troubleshooting skills and practices relating to various types of HVAC equipment. PREREQUISITES: ACR 111 and ACR 113

ACR 144 Advanced Troubleshooting, 4 credits
This course is designed to provide the student with an overview of the diagnosis, repair and service procedures for all cooling and heating systems that are covered in the air conditioning/refrigeration program. PREREQUISITES: ACR 111 and ACR 113

ACR 145 Proper Refrigerant Practices, 4 credits.
This course is designed to provide the students with current EPA regulations pertaining to refrigerant handling. The students also receive instruction and application in the use of various recovery/recycling units.

ACR 212 Refrigeration Service, 4 credits.
A distinct line is drawn between comfort cooling and product preservation. This course focuses on the components, operational sequences, pressure/temperature readings, charging procedures, system diagnosis, and repair for specific medium and low temperature refrigeration systems. PREREQUISITES: ACR 111 and ACR 113

ACR 221 Business Practices and Introduction to Delta 21, 2 credits.
A course designed to provide the student with the basic concepts of customer relations, supply house procedures, preparing/presenting customer invoices, business licenses, and the use of computerized systems for energy management. PREREQUISITES: ACR 111 and ACR 113

ACR 222 Heat Pumps, 4 credits.
This is a comprehensive study of heat pump components, electrical/mechanical operational sequences, system diagnosis, repair, supplemental heat, and installation procedures. PREREQUISITES: ACR 111 and ACR 113

ACR 203 Certification Review for Contractors, 4 credits.
This course is designed to cover subject materials that relate to requirements to be a certified contractor. The course does not qualify the student as a certified contractor, but assists toward becoming a certified contractor. The course will cover subject material of Standard Mechanical Code, Standard Gas Code, Safety Code, Duct Design, HVAC/R General, Mechanical Safety Code, Piping, HVAC/R Controls, HVAC/R Insulation, Refrigeration Maintenance, System Sizing, and Application.
The Automotive Mechanics program teaches the student to diagnose mechanical problems and to make necessary repairs to all components of the automobile. The program is designed to teach students to immediately apply their newly gained knowledge in shop experiences. Students usually complete the Diploma program in six quarters.

### AUTOMOTIVE MECHANICS (AUM)

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<th>COURSE</th>
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<td>AUM 120</td>
<td>Brakes</td>
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**Required General Education Courses:**
- VIM 101 Technical Mathematics: 5 5 5
- VTE 101 Technical Communication Skills: 5 5 5

**Total Credit Hours:** 80

### AUTOMOTIVE MECHANICS (AUM)

**Diploma Program**

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**Required General Education Courses:**
- VIM 101 Technical Mathematics: 5 5 5
- VTE 101 Technical Communication Skills: 5 5 5

**Total Credit Hours:** 80

### AUTOMOTIVE MECHANICS (AUM)

**Certificate Program**

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**Optional Related Courses:**
- AUM 133 Automotive Air Conditioning: 3 6 4.5
- AUM 134 Differentials and Drive Lines: 3 6 4.5
- AUM 220 Emission Controls: 3 6 4.5
- AUM 222 Tune-up and Testing: 3 6 4.5
- AUM 223 Fuel and Exhaust Systems: 3 6 4.5
- VTE 101 Technical Communication Skills: 5 5 5
- VTM 101 Technical Mathematics: 5 5 5

**Total Credit Hours:** 45.5

### Course Descriptions

- **AUM 110 Basic Mechanics, 5 credits.**
  - This course is designed to provide the student the basic and fundamental knowledge of the automotive shop, safety in the shop, tools and equipment, and various systems on the automobile.

- **AUM 111 Engine Repair, 9 credits.**
  - This course is designed to provide the student with the basic and fundamental knowledge of automotive engines, engine related systems, removal and replacement, and overhaul procedures. The course also provides the student with the opportunity to practice the skills necessary to safely machine parts and disassemble and reassemble automotive engines.

- **AUM 112 Engines I, 4.5 credits.**
  - A study of engine construction, including types, cylinder arrangements, and service requirements.

- **AUM 113 Engines II, 4.5 credits.**
  - A study of engine operation, measurements and performance, and service requirements.

- **AUM 120 Brakes, 7 credits.**
  - A detailed study of types of braking systems, their components, and service requirements.

- **AUM 121 Brakes II, 4.5 credits.**
  - A detailed study of types of braking systems and their service requirements.

- **AUM 122 Hydraulic Brakes, 4.5 credits.**
  - A detailed study of types of braking systems and their service requirements.

- **AUM 123 Suspension and Steering, 7 credits.**
  - A study of suspension design, front end and rear suspension components, and types and construction of tires.

- **AUM 124 Front End and Steering I, 4.5 credits.**
  - The student learns to service and align front suspension and to replace and service steering sectors and linkage.

- **AUM 125 Front End and Steering II, 4.5 credits.**
  - A continuation of the study of front end and steering.

- **AUM 130 Manual Transmissions and Transaxles, 7 credits.**
  - A study of drive shafts, universal joints, rear axles, differentials, and transfer cases.

- **AUM 131 Clutches and Standard Transmissions, 4.5 credits.**
  - An in-depth study of types and construction of clutches, synchronesh transmissions, transfer cases.

- **AUM 132 Automotive Heating and Air Conditioning, 7 credits.**
  - A study of fundamentals and principles of the operation and construction of...
the automotive air conditioning and heating systems. The course provides the student an opportunity to practice the skills necessary to perform compressor overhaul and air conditioning service work.

AUM 133 AUTOMOTIVE AIR CONDITIONING, 4.5 CREDITS
A study of the fundamentals and principles in the construction and operation of automotive air conditioning systems.

AUM 134 DIFFERENTIALS AND DRIVE LINES, 4.5 CREDITS
A study of drive shafts, universal joints, rear axles, differentials, bearings and seals.

AUM 140 AUTOMATIC TRANSMISSION AND TRANSAXLES, 8 CREDITS
A study of construction, operation, and service of automatic transmissions including hydraulics. The course also provides the student an opportunity to practice the skills necessary for disassembly and reassembly, making all necessary repairs, services, and adjustments.

AUM 141 AUTOMATIC TRANSMISSION AND TRANSAXLES I, 4.5 CREDITS
A course designed to provide the student with an understanding of the construction and operation of automatic transmissions. Includes hydraulics, fluid couplings, planetary gear systems, governor control valves, clutch units, servos and bands.

AUM 142 AUTOMATIC TRANSMISSION AND TRANSAXLES II, 4.5 CREDITS.
A continuation of the study of automatic transmissions to include methods of disassembly and assembly and making necessary repairs and adjustments.

AUM 210 AUTOMOTIVE ELECTRICITY, 4.5 CREDITS
A course that includes fundamentals of electricity and magnetism, basic circuitry, and electrical charging systems.

AUM 211 ELECTRICAL SYSTEMS, 8 CREDITS.
This course is designed to provide the student the fundamentals of electricity, automobile electrical systems and components and time to practice skills necessary to diagnose and repair automotive electrical systems.

AUM 212 FUNDAMENTALS OF COMPUTER COMMAND CONTROL, 4.5 CREDITS.
The student will be presented with an in-depth and comprehensive study of the General Motors Fuel Systems in use since 1980, including Computer Command Controls Systems. Since an understanding of basic electronics is essential to the subject matter, the course will include a review of the principles of electricity and magnetism, and will advance into current automotive electronics, circuitry and theory. The student will study the details of on board computer systems, input sensors and output actuator devices. This course will also include a detailed study of GM feedback carburetors, including overhaul procedures and external adjustments procedures. The last segment of the course will direct study toward use of diagnostic equipment, interpretation of the on board computer data stream, and scan tool usage.

AUM 214 FUNDAMENTALS OF FORD ELECTRONIC ENGINE CONTROLS, 4.5 CREDITS.
This course will provide the participant with theory and operation of Ford Electronic Engine Controls. Course material evolves from Ford's First Generation System (E.E.C.-1) through the Fourth Generation System (E.E.C.-IV) with primary emphasis on all aspects of the E.E.C.-IV system. Participants will gain knowledge in Ford Feedback Carburetion Electronic Fuel Injection, T.F.I. ignition, distributorless ignition and other related emission systems. This course will include a multitude of "hands-on" activities to support practical diagnosis and testing procedures.

AUM 215 FUNDAMENTALS OF GM FUEL INJECTION SYSTEMS, 4.5 CREDITS.
A fundamental course in the principles of General Motors fuel injection systems. The course begins with an introduction to GM fuel injection systems, both throttle body (T.B.I.) and port fuel injection (P.F.I.). The student will study microprocessor controls of fuel injection systems including diagnostic procedures and repair. The course will include a basic study of distributorless ignition systems (D.I.S.). The student will practice troubleshooting and diagnostic procedures for the General Motors fuel injection systems including use of various scan tools. PREREQUISITE: AUM 212

AUM 220 EMISSION CONTROL, 4.5 CREDITS.
This course provides the student with knowledge necessary to understand automotive emission control systems and the effects automotive emissions have on the environment.

AUM 221 ENGINE PERFORMANCE, 12 CREDITS.
This course is designed to provide the technical knowledge necessary for testing and diagnosing malfunctions in the ignition system, fuel system, and emission control systems. This course includes various types of systems—point type, solid-state, computer-controlled, and distributorless ignition systems, carburetor systems, manual and feedback types, fuel injection—and the various types of emission control systems that are used to protect the environment. The course also provides the student an opportunity to practice the skills in the use of mechanical and electrical testing equipment and procedures to diagnose malfunctions in the ignition system, fuel system, and emission control system and to remove, repair, and/or replace components of those systems. PREREQUISITE: AUM 211

AUM 222 TUNE-UP AND TESTING, 4.5 CREDITS.
The student becomes familiar with mechanical and electrical testing equipment used to diagnose malfunctions of the ignition system and to determine the general condition of the engine. The purpose of this course is to provide the student knowledge necessary to understand automotive emission control systems and the effects automotive emissions have on our environment.

AUM 223 FUEL AND EXHAUST SYSTEMS, 4.5 CREDITS.
A study of the components of the fuel system including lines, pumps, and carburetors; and components of the exhaust system including manifolds, exhaust pipes, mufflers, resonators and tail pipes.

AUTOMOTIVE SERVICE TECHNOLOGY (ASE) GM, FORD AND TOYOTA

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

### Associate in Applied Technology

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### TOTAL CREDIT HOURS: 106

## FORD ASSET PROGRAM

### Associate in Applied Technology

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### TOTAL CREDIT HOURS: 108
### TOYOTA T-TEN PROGRAM

**Associate in Applied Technology**

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| COM 152 | English Composition II  | 2.5 | 0 | 2.5|
| MAH 151 | College Mathematics I   | 2.5 | 0 | 2.5|
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| PHC 152 | Intro to Physics II     | 2.5 | 0 | 2.5|
| SPC 151 | Fundamentals of Speech Communication | 2.5 | 0 | 2.5|

### TOYOTA T-TEN PROGRAM (Contd)

**Associate in Applied Technology**

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<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>THEORY</th>
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<td>SPC 152</td>
<td>Fundamentals of Speech Communication</td>
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</table>

**Total Credit Hours** 108

### Course Descriptions

#### ASE 110 Basic Mechanics, 2 credits.

This course is designed to provide an introduction to the T-Ten Program and Toyota dealer service techniques. Students will review the history of the automotive industry and Toyota. They will be introduced to Toyota pre-delivery inspection techniques, use of shop equipment, safety practices and procedures, use of shop manuals, and become familiar with vehicle identification techniques and light duty service procedures. Special emphasis is placed on work habits, appearance, and motivation.

#### ASE 111 Automotive Electricity, 3 credits.

An introduction to the fundamental laws of electricity and the principles of magnetism and induction. The course will include a study of Ohm's Law and Kirchoff's Laws of Electricity as well as electrical circuit schematic reading, wire repair, the proper use of electrical test equipment, together with a study of the automotive batteries, starting systems and charging systems in current use by major automobile manufacturers.

#### ASE 112 Electrical Accessories, 3 credits.

This course provides a study of electrical troubleshooting and repair techniques currently used in removal and replacement of automotive accessories. The use of wiring diagrams and special service tools described in current service manuals are covered.

#### ASE 121 Braking Systems, 3 credits.

A study of brake and brake control systems, including brake system hydraulics and brake hardware. The student practices brake service procedures and brake performance diagnostic and troubleshooting methods. The course includes a study of advanced brake systems and the on-board computers and sensors that control these systems. **PREREQUISITES:** ASE 111 and ASE 112

#### ASE 122 Steering, Suspension and Alignment, 3 credits.

This course provides an overview of conventional and strut-type suspension systems. The student is introduced to conventional and rack and pinion types of steering systems, applies two-wheel and four-wheel alignment procedures, and applies tire and wheel balance procedures.

#### ASE 131 Engines, 3 credits.

A study of the internal combustion automobile engine with emphasis on the engines currently in use by major automobile manufacturers. The student is introduced to engine construction, valve and camshaft arrangements, cooling systems, lubrication systems and aspiration systems, including turbocharging. The student applies engine teardown/reassembly methods, measurement techniques, part wear/failure analysis methods and demonstrates approved and common engine testing methods.

#### ASE 132 Air Conditioning Systems, 3 credits.

A study of the principles of refrigeration and the heating and air conditioning systems currently used by major automobile manufacturers, including manual, semi-automatic, and automatic systems. The course includes details of the electrical control circuits for the compressor, blower, and coolant fan(s). The description, purpose and function of air conditioning system components are...
explained in this course and service and repair procedures are presented and practiced by the student. Safety procedures for handling R-12 are discussed.

ASE 141 Power Train Fundamentals, 7 credits.
A study of the current methods and components used to deliver power from the engine to the drive shafts. The course includes a study of powerflow in the manual transmission/transaxle, gear ratios, clutch systems, drivelines, drive axles, U-Joints, CV joints and differentials. The student will apply removal, disassembly and repair methods for power train components.

ASE 211 Specialized Electronics, 3 credits.
This course is designed to build on the principles and laws of electricity studied in ASE 111 and will advance into a study of solid state devices, diodes, transistors, variable resistors, bipolar transistor switching circuits, light emitting diodes, vacuum fluorescent displays and silicon controlled rectifiers. PREREQUISITES: ASE 111, ASE 112, and MAH 154 (or) Approval

ASE 212 Automotive Microprocessors, 3 credits.
A study of on-board computer systems, including multiple computer applications such as body computers, instrument panel computers, and multiplexing circuits. The course includes an introduction to the principles of microprocessors, central processing units, binary numbering systems, logic circuits, inputs, outputs, analog/digital converters, data stream, interpretation(s) and future computer application considerations. COREQUISITE: ASE 211

ASE 221 Fuel and Ignition Systems, 3 credits.
A fundamental course in the principles of modern fuel systems, beginning with a study of the principles of carburetion and the principles of electronic ignition systems. The course will advance into a detailed study of feedback carburetion systems and will conclude with an introduction to Electronic Fuel Injection Systems. The student practices diagnostic techniques and repair procedures for current production carburetors and ignition systems. PREREQUISITES: ASE 111 and ASE 112

ASE 222 Emission Controls, 3 credits.
A study of the exhaust and evaporative emissions produced by the modern automobile that affect the environment and the emission control systems developed and currently used by major automobile manufacturers. The student is introduced to the current federal regulations that influence the design and production of the automobile (EPA Regulations) and studies the various devices that are used to meet these regulations. The course includes test procedures for emission devices and diagnostic or troubleshooting methods. COREQUISITE: ASE 221

ASE 231 Advanced Fuel and Ignition Systems, 3 credits.
This course is an advanced study of the fuel and ignition management systems presently used by major automobile manufacturers to meet the current emission, fuel economy and performance requirements of the modern automobile. The course includes an in-depth study of Electronic Fuel Injection and Port Fuel Injection Systems (EFI/PFI). Included in the course are detailed studies of the components that make up the EFI/PFI system(s), diagnostic procedures, on-car test procedures and methods presently used to interpret the data available from on-board computer system data streams. PREREQUISITES: ASE 211 and ASE 221

ASE 232 Engine Performance Testing, 3 credits.
A study of engine performance testing methods and the testing equipment presently approved for diagnostic troubleshooting. The course includes a study of engine analyzers (oscilloscopes), interpretation of oscilloscope patterns, waveforms and other diagnostic information available from the current engine analyzers such as the Allen SEA. The application and use of other accepted diagnostic tools also are included. PREREQUISITES: ASE 211 and ASE 221

ASE 241 Automatic Transmission/Transaxle, 4 credits.
This course builds on the principles of powerflow studied in ASE 141 and advances into the construction, design, and repair of the automatic transmission and transaxle. The student becomes familiar with automatic transmission/transaxle assemblies and studies the torque converter clutch (TCC), torque converter clutch control circuits, both hydraulic and electrical, and studies the computer logic approaches that are used to enable/disable the TCC. PREREQUISITE: ASE 141

ASE 242 Product Update, 3 credits.
This course includes current-year model automotive product training classes, such as new model familiarization and current high priority update courses offered in the major automobile training centers. Course content changes with each new model change to ensure that the student receives the most up-to-date information possible prior to graduation from the program. PREREQUISITE: 7th Quarter Standing

ASE 150 - ASE 280 Dealership Work Experience, 1.5 credits.
At the end of each on-campus instruction period, the student returns to the sponsoring dealership to complete this segment of the curriculum under the supervision of the dealership student work coordinator. The student works during the off-campus period on a full-time basis with the sponsoring dealership. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the courses just completed at the college. An evaluation of the student’s in-dealership work performance and progress is completed by the dealership supervisor.

BESSEMER STATE TECHNICAL COLLEGE

PROGRAMS OF STUDY and COURSE DESCRIPTIONS 33

BUILDING CONSTRUCTION
TECHNOLOGY (BUC)

Bessemer State Technical College offers this program for people interested in pursuing a career in building construction. Students successfully completing the program receive an Associate Degree in Applied Technology or a certificate.

The curriculum is designed to prepare graduates for entry-level employment as carpenters and to provide the knowledge necessary to advance after appropriate field experience as first line supervisors, estimators, expeditors, assistant project managers, project managers, appraisers or inspectors.

Students usually complete the Associate Degree Program in six quarters.

BUILDING CONSTRUCTION
Associate in Applied Technology

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<th>COURSE</th>
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<th>THEORY</th>
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<td>Construction Basics I</td>
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<td>BUC 111</td>
<td>Construction Basics II</td>
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<td>BUC 112</td>
<td>Construction Basics III</td>
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<td>BUC 113</td>
<td>Construction Print Reading I</td>
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<tr>
<td>BUC 121</td>
<td>Foundations and Framing</td>
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<tr>
<td>BUC 131</td>
<td>Interior and Exterior</td>
<td>Finish and Trim</td>
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<td>4</td>
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</table>
OHT 133 Golf Course Soils and Fertilizers, 3 credits.
An in-depth look at soils, native and man-made, their care and amendment with commercial fertilizers.

OHT 134 Golf Course Turf Management, 3 credits.
This course emphasizes turf management of tees, greens and fairways. Special attention is placed on variety selection, seasonal considerations and renovation.

OHT 141 Landscape Design, 5 credits.
A course designed to provide the student with the technical information necessary to obtain and hold a job related to landscape design. Emphasis is placed on modern landscape design for residential and commercial landscapes.

OHT 142 Nursery Management, 5 credits.
A course designed to provide the student with the technical information needed to obtain and hold employment in the nursery production industry.

OHT 143 Landscape Design & Drawing, 1 credit.
Students will be trained in the practical use of drafting equipment, layout of drawings and the basics of landscape design theory.

OHT 145 Golf Course Pest Control, 3 credits.
This course covers the common insects, disease and weed pests found on a golf course, their prevention and control. Emphasis is placed on application and environmental safety.

OHT 210 The Business of Horticulture, 3 credits.
This course is an introduction to managing a horticultural business. Topics include, but are not limited to: Pricing work, the law, insurance and license requirements, employee and customer management, etc.

OHT 211 Greenhouse Production, 5 credits.
A course designed to increase the student’s abilities to work in or manage a commercial greenhouse.

OHT 212 Landscape Maintenance, 5 credits.
A course designed to improve student knowledge of landscape maintenance concepts and thereby increase the student’s abilities as a groundskeeper.

OHT 220 Current Topics in Horticulture, 1 credit
Individual study in an area of interest to the student and approved by the instructor.

OHT 221 Advanced Studies, 2 credits.
Individual study in an area of interest to the student and approved by the instructor.

OHT 222 Current Topics in Horticulture, 2 credits.
Survey of current trends in the horticulture industry through the use of slides, videos, and trade journals. Students will prepare presentations on several topics of class.

OHT 251 Supervised Practical Experiences, 5 credits.
Practical application of theory learned in the classroom through laboratory assignments scheduled according to seasonal growing conditions.

HUMANITIES (HMN)

HMN 100 Humanities Forum, 1 credit.
In this course, credit is given for participation in lectures, concerts, and other events which have relevance to the study of the humanities. The course may be repeated for credit each quarter that the student is enrolled in college.

INDUSTRIAL ELECTRONICS (ILT)

Bessemer State Technical College offers an Associate Degree program for the student preparing for a career as an electronics technician. The curriculum is designed to provide specific training in basic electronic theory, electrical and electronic circuits, instrumentation and test equipment, transformers, direct and alternating current machinery, SCR controls, programmable logic controls, electronic communications, digital electronics, microprocessor basics and applications, and servicing microcomputers.

In addition to the Associate Degree, the college offers certificate programs in Electronics, Industrial Maintenance, and Industrial Hydraulics.

Students usually complete the Associate program in seven quarters.

Required General Education Courses:

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<tr>
<th>COURSE</th>
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<td>MAH 111</td>
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INDUSTRIAL ELECTRONICS (Contd)
Associate in Applied Technology

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**TOTAL CREDIT HOURS** 107-108

*Required Electives - Choose a class from any associate degree program other than the Industrial Electronics program.

INDUSTRIAL ELECTRONICS Certificate Program

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<tr>
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<td>ILT 111</td>
<td>DC Fundamentals</td>
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<td>ILT 121</td>
<td>AC Fundamentals</td>
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<td>ILT 131</td>
<td>Semiconductors I</td>
<td>3</td>
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<td>ILT 132</td>
<td>Computer Hardware Fundamentals</td>
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<td>ILT 141</td>
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<td>ILT 144</td>
<td>Electrical Controls</td>
<td>3</td>
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<td>ILT 221</td>
<td>Digital Techniques</td>
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**Required Major Courses - Select 3:**

- ILT 145 Electrical Machinery
  | 3 | 6 | 5 |
- ILT 212 Microprocessor Basics
  | 3 | 6 | 5 |
- ILT 213 Programmable Controllers
  | 3 | 6 | 5 |
- ILT 214 Microprocessor Interface
  | 4 | 6 | 6 |
- ILT 215 Microcomputer Interface
  | 5 | 0 | 5 |
- ILT 225 Microcomputer Unit Repair
  | 4 | 3 | 5 |

**Required General Education Courses:**

- COM 101 English Composition I
  | 5 | 0 | 5 |
- MAH 108 Elementary Algebra
  | 5 | 0 | 5 |
- MAH 111 Plane Trigonometry
  | 5 | 0 | 5 |

**TOTAL CREDIT HOURS** 73-74

ELECTRICAL WIRING Certificate Program

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<tr>
<td>ILT 133</td>
<td>Residential Wiring</td>
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<tr>
<td>ILT 134</td>
<td>Commercial Wiring</td>
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<td>ILT 135</td>
<td>Industrial Wiring</td>
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**Required General Education Courses:**

- COM 101 English Composition I
  | 5 | 0 | 5 |
- MAH 108 Elementary Algebra
  | 5 | 0 | 5 |

**Optional Related Courses:**

- ILT 136 Electrical Code
  | 5 | 2 | 6 |

**TOTAL CREDIT HOURS** 33

**Course Descriptions**

ILT 110 Introduction To Electronics, 5 credits.
This course is designed to provide the students with the knowledge necessary
for the understanding of the basic concepts of electricity and to provide the opportunity to practice the skills necessary for advanced concepts.

ILT 111 DC Fundamentals, 6 credits.
This is a study of direct current and its measurement; use of DC test equipment; basic laws and theorems used in electronics; and circuit analysis of resistive series, parallel, and series-parallel circuit configurations. Laboratory experiments will be used to supplement classroom instruction. **PREREQUISITE:** ILT 110

ILT 121 AC Fundamentals, 6 credits.
This course is a study of alternating current and its measurements; sinewave function and analysis; resistive, inductive, and capacitive circuits; vectors and phase relationships; power factor; reactance, resonance and impedance; filters; single-phase transformers, basic operation of AC test equipment. Laboratory experiments will be used to supplement classroom instruction. **PREREQUISITE:** ILT 110

ILT 131 Semiconductors I, 5 credits.
This course is a study of atomic structure with emphasis on covalent bonding; semiconductor device construction and characteristics; general and special purpose diodes; regulated and unregulated DC power supplies; NPN and PNP bipolar transistors; semiconductor data sheet interpretation; common emitter, common base and common collector amplifiers; circuit biasing and calculations; and semiconductor circuit troubleshooting. Laboratory experiments will be used to supplement classroom instruction. **PREREQUISITE:** ILT 110, COREQUISITES: ILT 111 or 121

ILT 132 Computer Hardware Fundamentals, 5 credits.
This course is a fundamental study of computer terminology, numbering systems, microprocessors, DOS (disk operating systems), diagnostic software, programming languages, computer memory, Input/Output devices, interrupts, and general overall microcomputer hardware.

ILT 133 Residential Wiring, 6 credits.
This course is a study of alternating current and its measurements; sinewave function and analysis; resistive, inductive, and capacitive circuits; vectors and phase relationships; power factor; reactance, resonance and impedance; filters; single-phase transformers, basic operation of AC test equipment. Laboratory experiments will be used to supplement classroom instruction. **PREREQUISITE:** ILT 110, COREQUISITES: ILT 111 or 121

ILT 134 Commercial Wiring, 6 credits.
This course is a study of alternating current and its measurements; sinewave function and analysis; resistive, inductive, and capacitive circuits; vectors and phase relationships; power factor; reactance, resonance and impedance; filters; single-phase transformers, basic operation of AC test equipment. Laboratory experiments will be used to supplement classroom instruction. **PREREQUISITE:** ILT 110, COREQUISITES: ILT 111 or 121

ILT 135 Industrial Wiring, 6 credits.
This course is a study of alternating current and its measurements; sinewave function and analysis; resistive, inductive, and capacitive circuits; vectors and phase relationships; power factor; reactance, resonance and impedance; filters; single-phase transformers, basic operation of AC test equipment. Laboratory experiments will be used to supplement classroom instruction. **PREREQUISITE:** ILT 110, COREQUISITES: ILT 111 or 121

ILT 136 Electrical Code, 6 credits.
This course is a study of residential wiring and renovation. Lab exercises in electrical troubleshooting and renovation are emphasized, along with the recognition of safety hazards.

ILT 137 Electrical Code, 6 credits.
A thorough, in-depth study of The National Electrical Code. Preparation for Journeyman or Master's Test given by city or county inspection services. Workbook, tests, and explanations cover in detail the National Electrical Code. **PREREQUISITE:** 1½-2 years minimum of in-field experience or equivalent electrical knowledge.

ILT 141 Semiconductors II, 5 credits.
This course is a continuation of Semiconductors I and is designed to provide an opportunity to use semiconductor devices in complete electronic circuits; the technical knowledge necessary to understand and construct electronic circuits...
circuits; and the necessary methods and procedures for conducting and evaluating laboratory experiments on electronic circuits using state-of-the-art test equipment. PREREQUISITE: ILT 131

ILT 144 ELECTRICAL CONTROLS, 5 CREDITS.
This course is a study of the devices and circuits used to control electrical machinery which includes: interpreting electrical wiring diagrams; installation and branch circuit wire sizing, fuse or circuit breaker size; three-phase transformer connections and protection; control transformer wiring and protection; with laboratory emphasis on wiring motor control circuits. PREREQUISITE: ILT 131 or ILT 121

ILT 145 ELECTRICAL MACHINERY, 5 CREDITS.
This course is a study of electrical machines with emphasis on types of single phase and multiphase motors and their operating characteristics, calculation of motor protection, and transformers. Laboratory experiments emphasis connection and operation of electrical motors. PREREQUISITE: ILT III or ILT 121

ILT 212 MICROPROCESSOR BASICS, 5 CREDITS.
This course is designed to provide the student with the knowledge necessary to understand the basic concepts of a microprocessor-based computer system. The student will also be provided the knowledge necessary to write, execute, and debug assembly language programs for the 80 x 86 compatible microprocessors. Laboratory experiments will be used to supplement classroom instruction.

ILT 213 PROGRAMMABLE CONTROLLERS, 5 CREDITS.
This course provides the student with knowledge necessary to replace electromechanical relays, counters, timers and analog devices with more reliable solid-state programmable controllers (PCs). Laboratory emphasis is on developing, writing, editing and entering PC programs. PREREQUISITE: ILT 144

ILT 214 MICROPROCESSOR INTERFACE, 6 CREDITS.
This course is a study of microprocessor pin out and timing, memory devices (volatile and nonvolatile), address decoders, input/output devices, special purpose support devices, D-to-A and A-to-D converters; parallel and serial data transfer, microcomputer troubleshooting and repair techniques. PREREQUISITE: ILT 221

ILT 215 MICROCOMPUTER PERIPHERALS, 5 CREDITS.
A study in the areas of soldering and desoldering, computer upgrade, digital data communications, computer networks, data storage, computer displays and general overall use of microcomputers and peripherals. PREREQUISITE: ILT 110

ILT 221 DIGITAL TECHNIQUES, 6 CREDITS.
A study of digital logic circuits with a strong emphasis on number systems, Boolean algebra, basic logic gates, registers, counters, multiplexers, and decodes. Laboratory experiments will be used to supplement classroom instruction. PREREQUISITE: ILT 131

ILT 225 MICROCOMPUTER UNIT REPAIR, 5 CREDITS.
This course is a study of the important areas needed to understand microcomputer repair. Emphasis is on diagnostic software, timing and control signals, block diagrams, interpretation of computer schematics, component replacement, and computer troubleshooting to the component level. Laboratory experiments will be used to supplement classroom instruction. PREREQUISITE: ILT 221, COREQUISITE: ILT 214

Programs of Study and Course Descriptions
INT 120 Advanced Hydraulics, 4 credits.
Covers the evaluation, efficiency, and economy of hydraulic systems, study of hydraulic fluid composition, filters, pump sizing, compatibility, installation and alignment, valve selection, heat exchangers, various type pumps, and accumulators. Review of the JIC symbols and standard formulas used in industrial fluid power.

INT 121 Advanced Pneumatics, 4 credits.
This course will cover air valve designs such as balanced and unbalanced poppets, the physical structure and characteristics of a typical solenoid operated valve, pneumatic actuators and their physical make-up, vacuum systems, the use of air drive vacuum pumps, and motor driven vacuum pumps.

INT 122 Industrial Mechanics, 5 credits.
Covers bench work, machinery installation and pipefitting. Includes rigging, abrasives, heat treatment of seals, piping strains and alignment, and analysis of vibration with moving machinery.

INT 130 Proportional Controls, 4 credits.
This course covers the selection, application, and troubleshooting of proportional directional and pressure control valves and the circuitry involved in the hydraulic system.

INT 131 Proportional Circuits, 4 credits.
This course covers the circuit analysis of resistive and overrunning load control circuits, and metering circuits. The student will analyze the parameters for proportional hydraulics and the design of proportional hydraulic systems.

INT 133 Mechanical Power Transmission, 5 credits.
Principles and applications of belt drives, pulleys, flat belts and drive arrangements; gears; chain drive installation, maintenance and replacement.

LICENSÉD PRACTICAL NURSING (LPN)

The Licensed Practical Nursing Program is designed to prepare students to give basic nursing care to stable, non-acute patients, independent of immediate guidance, and to unstable, acute patients under the direct supervision of a registered nurse, and/or physician.

The nursing faculty are eager to help you continue learning and applying the knowledge necessary for a nursing career. The teaching-learning process is viewed as a two-way process between faculty and student. The faculty members regard their chief responsibility as facilitating your learning by offering guidance in classroom and clinical activities. You are referred to the philosophy and objectives for the nursing program to aid you in understanding the rationale for actions involving the teaching-learning process.

The program is approved by the Alabama Board of Nursing and graduates are eligible to make application to write the licensing exam to become an LPN. The program can be completed in five (5) quarters.

PROGRAMS OF STUDY and COURSE DESCRIPTIONS 53
provided opportunities to utilize knowledge and skills in a direct computer laboratory experience. This course is offered to students enrolled in allied health/illness continuum. Communication skills, and the critical thinking process are integral components of this course and provide the foundation for nursing practice and decision making developed in future nursing courses. Legal/ethical concerns and issues related to the constantly changing health care delivery system are presented. Self-care is emphasized in relation to client care as well as promotion of student well-being and success. PREREQUISITES: Level I Nursing or permission of instructor.

**LPN 120 Personal and Vocational Relationships I, 1 credit.**
This course introduces the nursing process as the foundation for enrollment of the LPN role in delivery of care to clients responding to actual and/or potential stressors. Throughout this course students build on previously presented scientific principles of humans as biopsychosocial beings at various points on the health/illness continuum. Communication skills, and the critical thinking process are integral components of this course and provide the foundation for nursing practice and decision making developed in future nursing courses. Legal/ethical concerns and issues related to the constantly changing health care delivery system are presented. Self-care is emphasized in relation to client care as well as promotion of student well-being and success. PREREQUISITES: Level I Nursing or permission of instructor.

**LPN 121 Fundamentals of Nursing, 5 credits.**
This course is designed to assist the student to acquire knowledge and skills to be utilized in a holistic view of clients/patients for the outcome of health promotion and maintenance. The theory will allow the student to begin to use the nursing process in meeting client/patient needs. Although the focus is on health maintenance, deviation from wellness may be used for demonstration and application purposes. Nursing Fundamentals provides an introductory forum for critical thinking. This course is organized into three specific areas: health assessment, health maintenance, and health restoration. PREREQUISITES: Level I Nursing. COREQUISITENP: LPN 250

**LPN 122 Basic Nutrition, 2 credits.**
This course is designed to provide the basic knowledge of nutrition in the promotion of health. It provides the foundation for diet therapy incorporated with disease processes studied in subsequent LPN courses. PREREQUISITES: Level II Nursing or consent of the instructor.

**LPN 123 Basic Pharmacology, 4 credits.**
This course is an introductory course that focuses on role enactment for the safe preparation and administration of medications to clients throughout the life span. It is a preparatory course for building essential clinical skills. The theory and class lab experiences offered in Basic Pharmacology assist the student in understanding the client’s need for drug therapy. Skill procedures are designed to assist the student in developing competencies in administering medications to clients. PREREQUISITES: Level I A & P and VTM 101

**LPN 130 Adult Health I, 7 credits.**
This course is designed to develop scientific principles and theoretical content introduced in Levels I and II. Through utilization of nursing process the student explores/expands the role of the LPN in assisting clients across the life span with adaptation to commonly recurring stressors. Further, this course serves as foundation for theoretical content and clinical experiences provided in Levels IV and V. Concepts integrated throughout theoretical content include nursing process, life span, stress/adaptation, critical thinking, and communication theory. PREREQUISITES: Level II Nursing. COREQUISITENP: LPN 170

**LPN 131 Mental Health Concepts, 2 credits.**
This course emphasizes use of nursing process in relation to various stressors which may affect the mental health of clients. The major focus is on use of self as a therapeutic tool in initiating effective nurse-client relationships. In addition, students are guided to identify responses to potential and existing stressors to mental health for clients and families. PREREQUISITES: Level II Nursing

**LPN 140 Family Health Nursing, 9 credits.**
The theoretical content and clinical experiences offered in Family Health Nursing enables the student to use critical thinking, problem-solving skills and the nursing process to assist maternal/newborn clients in promoting, attaining, and maintaining an optimal level of health and self-care. This course presents humans as biophysical, psychosocial, linguistic beings who possess adaptive mechanisms through which they strive toward developing and maintaining a functional family unit. Related maternal/newborn health care delivery systems and trends are an integral part of this course and provide the foundation for collaboration with clients, families, and health team members. PREREQUISITES: Level III Nursing. COREQUISITENP: LPN 180

**LPN 160 Fundamentals of Nursing - Class/Clinical Lab, 3 credits.**
Class/c clinical laboratory experiences are designed to provide opportunity for application of knowledge and skills related to basic care of the adult/client/patient, including the use of the nursing process and documentation. PREREQUISITE: Level II Nursing. COREQUISITENP: LPN 121

**LPN 170 Adult Health I - Clinical Lab, 6 credits.**
This clinical laboratory experience is designed to provide opportunity for application of knowledge and skills related to care of the adult with medical/surgical conditions including medication administration, development of nursing care plans and documentation. PREREQUISITE: Level II Nursing. COREQUISITENP: LPN 130

**LPN 180 Family Health Clinical Lab, 6 credits.**
This clinical course focuses on the application of knowledge and concepts related to family health. Clinical experiences are provided in a variety of health care and community settings that facilitate health promotion and maintenance as well as health restoration of maternal, newborn, pediatric, and reproductive clients and their families. PREREQUISITE: Level III Nursing. COREQUISITENP: LPN 140

**LPN 210 Personal and Vocational Relationships II, 1 credit.**
Role transition is facilitated through didactic content focusing on concepts related to role development for the LPN; specific content in leadership, management principles, job-seeking skills, and change theory is addressed. Content also focuses on professionalism including continuing education, professional organizations, ethical/legal concerns, management of resources, and transition from the student role to practicing nurse. Students will explore the impact of current and anticipated health care reform on health care delivery systems and the role of various levels of nursing personnel. Emphasis is placed on the importance of funding for health care services in all settings and for all populations. PREREQUISITE: Level IV Nursing

**LPN 211 Adult Health II, 9 credits.**
This course is designed to build on concepts previously attained and emphasizes the application of nursing process in care of clients experiencing more complex stressors. Students are prepared to perform as beginning practitioners in primary, secondary and tertiary health care settings. Client populations studied are representative of society at large and include those experiencing chronic diseases such as diabetes, asthma, and chronic obstructive pulmonary disease. PREREQUISITE: Level IV Nursing. COREQUISITENP: LPN 250

**LPN 230 Adult Health II Clinical Lab, 6 credits.**
This clinical course focuses on application and exploration of previously acquired knowledge in the delivery of nursing care to clients experiencing common recurring stressors both simple and complex. Application of the nursing process is emphasized in relation to health promotion as well as alleviation or modification of client responses to stressors both acute and chronic. PREREQUISITE: Level IV Nursing. COREQUISITE: LPN 211

54 PROGRAMS OF STUDY and COURSE DESCRIPTIONS
The Machine Tool Technology program provides instruction in the operation of standard metal cutting machine tools and equipment, such as the milling machine, lathe, shaper, drill press, power saw and pedestal, cylindrical and surface grinders. Students learn the theory of operation of these various pieces of equipment and immediately apply what they have learned in shop assignments. These assignments are completed under conditions very similar to on-the-job situations.

To supplement shop experience, the curriculum includes related courses in blueprint reading, applied mathematics and communication skills. Upon completion of the Machine Tool program, the college offers an optional certificate program of computerized numerical control (CNC). Entering the CNC training requires completion of the Machine Tool program or a minimum

MACHINE TOOL
Certificate Program

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<thead>
<tr>
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<td>MTT 113</td>
<td>Machine Shop Operations I Pt II</td>
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<td>MTT 132</td>
<td>Applied Machine Shop I Pt I</td>
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Required General Education Courses:

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Total Credit Hours 46

MACHINE TOOL
COMPUTERIZED NUMERICAL CONTROL
Certificate Program

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<td>MTT 233</td>
<td>CNC Lathe Manufacturing</td>
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<td>MTT 234</td>
<td>CNC Mill Manufacturing</td>
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Required General Education Courses:

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Total Credit Hours 26

Course Descriptions

MTT 112 Machine Shop Operations I - Part I, 4 credits.
Following a brief history of the machinist trade, the student learns the variations and uses of the basic machines, the use and care of measuring instruments, layout tools and hand tools used in the machine shop.

MTT 113 Machine Shop Operations I - Part II, 4 credits.
A continuation of MTT 112

MTT 122 Machine Shop Operations II - Part I, 4 credits.
An in-depth study of the construction and operation of the drill press, lathe, saw, and the tools and attachments used in operating these machines. The course also includes the design, layout, and set-up of projects produced by these machines, principles of tool design and grinding procedures with emphasis on threads and threading tools. Special set-ups and their uses are explained.

MTT 123 Machine Shop Operations II - Part II, 4 credits.
A continuation of MTT 122

MTT 132 Applied Machine Shop I - Part I, 4 credits.
This course consists of information and calculations required to accurately compute, set up machines, and measure tapers, angles, and threads. The operation and safe use of the milling machine is covered.

MTT 133 Applied Machine Shop I - Part II, 4 credits.
A continuation of MTT 132

MTT 142 Applied Machine Shop II - Part I, 4 credits.
The course consists of information and calculations required to set up a machine and to measure finished products on the lathe, shaper, and milling machine. The construction and use of the grinding machine are covered. The laboratory is used to demonstrate and experience the methods for best usage of each machine, i.e., precision boring, internal threading, cutting keyways, and cylindrical and surface grinding.

MTT 143 Applied Machine Shop II - Part II, 4 credits.
A continuation of MTT 142

MTT 144 Blueprint Reading for Machinists, 4 credits.
This course offers instruction in the principles of reading and interpreting basic machine trades blueprints. Students will study the different types of blueprints, the alphabet of lines, shop sketching, orthographic views, and dimensioning and tolerance techniques. Students will be required to read basic mechanical blueprints.

MTT 232 Introduction to CNC Manufacturing, 4 credits.
The theory and operation of Computer Numerical Control Machine Tools and Processes as compared to conventional machining.

MTT 233 CNC Lathe Manufacturing, 4 credits.
Process Planning, CNC Manual Programming, Lathe FAPT Programming. Manually program and set up CNC lathe with proper tooling to produce designed parts to engineering specifications by utilizing the controls capabilities.

MTT 234 CNC Mill Manufacturing, 4 credits.
Process Planning, CNC Mill Manual Programming, Mill Operation and Logic Programming. Manually program and set up CNC mill with proper tooling to produce designed parts to engineering specifications by utilizing the controls capabilities.

MTT 235 Computer Aided Manufacturing, 4 credits.
Programming numerous CNC lathe and mill operations to engineering specifications utilizing the MDSI Computer Assisted Programming Station.

PROGRAMS OF STUDY and COURSE DESCRIPTIONS 55
SSS 080 BASIC MATHEMATICS, 2 CREDITS.
This course prepares eligible students for various major and related courses by strengthening essential mathematical competencies. Diagnostic testing is done to assess specific needs in mathematics. Students are provided with individual and group instruction which includes whole numbers, fractions, decimals, and measurement and occasionally other basic topics according to the student's needs.

SSS 081 BASIC ALGEBRA, 2 CREDITS.
This course prepares eligible students for various major and related courses by strengthening and developing the concepts and skills of arithmetic and elementary algebra. Students are provided with individualized and group instruction which includes signed numbers, exponents, evaluating literal expressions, and solving equations and other basic algebraic topics.

VTM 090 VO-TECH BASIC MATHEMATICS, 2.5 CREDITS.
This course is designed to aid students in non-degree occupational programs who need assistance with basic mathematical skills. Students will receive institutional credit for this course; however, this course does not fulfill the mathematics requirement for certificates, diplomas, or degrees.

VTM 101 TECHNICAL MATHEMATICS, 5 CREDITS.
The course will focus on application of arithmetical and algebraic principles and computations needed to assure competence in selected occupations. PREREQUISITE: Appropriate ACT ASSET test score or successful completion of VTM 090 or SSS 080

VTM 151 TECHNICAL MATHEMATICS, Part 1, 2.5 CREDITS.
The course is designed to develop students' math proficiency with fractions, decimals, percents, and measurements. A study of the metric system is part of the measurement section, and calculators are used extensively. PREREQUISITE: Appropriate ACT ASSET test score or successful completion of VTM 090 or SSS 080

VTM 152 TECHNICAL MATHEMATICS, Part II, 2.5 CREDITS.
The course is a continuation of topics started in VTM 151. Pre-algebra, basic algebra, plane and solid geometry are the additional topics included. PREREQUISITE: Successful completion of VTM 151

MAH 100 COLLEGE MATHEMATICS, 5 CREDITS.
This course covers a wide range of mathematical topics. To begin with, it offers a brief review of whole numbers, fractions, decimals, and their operations. A brief study of statistics, metrics, and sets of numbers is included. A close look at introductory algebra concepts follows and, finally, topics that are often referred to as consumer math round out the course. PREREQUISITE: Successful completion of VTM 151

MAH 108 ELEMENTARY ALGEBRA, 5 CREDITS.
This course is a review of the fundamental operations in arithmetic and algebra. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; solving equations; polynomials; polynomials and factoring; and an introduction to systems of equations and graphs. PREREQUISITE: Appropriate ACT ASSET test score or successful completion of MAH 091.

MAH 111 PLANE TRIGONOMETRY, 5 CREDITS.
This course covers properties of trigonometric functions and operations, radian measure, inverse functions, and solutions of triangles. PREREQUISITE: Successful completion of MAH 108

MAH 151 COLLEGE MATHEMATICS - PART I, 2.5 CREDITS.
The second half of MAH 100. PREREQUISITE: Successful completion of MAH 151

MAH 152 COLLEGE MATHEMATICS - PART II, 2.5 CREDITS.
The second half of MAH 100. PREREQUISITE: Successful completion of MAH 151 and MAH 152

MAH 153 ELEMENTARY ALGEBRA - PART I, 2.5 CREDITS.
This course is the first half of Elementary Algebra (MAH 108). The course is divided to accommodate students enrolled in the Automotive Service Technology associate degree programs. PREREQUISITE: Successful completion of MAH 151 and MAH 152

MAH 154 ELEMENTARY ALGEBRA - PART II, 2.5 CREDITS.
The second half of MAH 108. PREREQUISITE: Successful completion of MAH 153

NURSING ASSISTANT (NAS)

The Nursing Assistant program is designed to fulfill the Omnibus Budget Reconciliation Act (OBRA) federal requirements for training of long-term care nursing assistants in preparation for certification (CNA) through competency evaluation. The curriculum has been approved by the Alabama Department of Public Health and conforms to the program standards established by the Alabama Department of Postsecondary Education. The program is offered during the day.

NURSING ASSISTANT Certificate Program

<table>
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<tr>
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<td>Technical Mathematics</td>
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</tbody>
</table>
A faculty advisor assists the student from enrollment to graduation. Another unique characteristic of the Office Administration program is the ability of the student to "challenge" basic courses and receive advanced credit when prior education (perhaps in a high school program) or experience is documented.

Students are trained in the basic office skills of typing, filing, telephone operations, 10-key calculator, shorthand, and employment preparation. Office Administration students also receive hands-on experience in today's electronic office, including word processing or desktop publishing. It is also possible to combine majors with other business areas such as retail marketing, accounting, or data processing.

Students are encouraged to join and participate in the on-campus professional organizations: Collegiate Secretaries International and Phi Beta Lambda. Both organizations host events each quarter which promote student leadership and growth. Graduates of the Office Administration Associate Degree program are eligible to sit for the Certified Professional Secretaries (CPS) Exam, the hallmark of success in this profession.

Full-time students can complete the associate degree program in six quarters or a certificate program in two quarters. Based upon the scores received on the ASSET placement exam, additional courses may be required which would lengthen program completion time.

**OFFICE ADMINISTRATION**

**Associate in Applied Technology**

<table>
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**Required General Education Courses:**

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**TOTAL CREDIT HOURS** 113

The Office Administration program prepares the student for as many as fourteen different occupations as defined in the Dictionary of Occupational Titles.

A highlight of the program is the individualized offerings. Students can choose the program option that best suits their needs — associate degree or certificate (Office Assistant or Word Processing) — and then choose electives to customize their selection.
OFFICE ASSISTANT Certificate Program

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Required General Education Courses:

- COM 101 English Composition I 5 0 5
- MAH 102 Business Mathematics 5 0 5

TOTAL CREDIT HOURS 40

WORD PROCESSING Certificate Program

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Required General Education Courses:

- COM 101 English Composition I 5 0 5
- MAH 102 Business Mathematics 5 0 5

TOTAL CREDIT HOURS 40

*Based upon the score received on the typing placement exam, additional typing courses may be required to increase typing proficiency. Increasing the number of courses will lengthen program completion time.

OFFICE ADMINISTRATION ELECTIVES

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RECOMMENDED NON-OFFICE ADMINISTRATIVE ELECTIVES ***

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<tr>
<th>COURSE</th>
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RECOMMENDED NON-OFFICE ADMINISTRATIVE ELECTIVES *** (Contd)

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*** Other courses as approved by Department Advisor.

Course Descriptions

SET 110 BEGINNING TYPING, 5 CREDITS.
This course is designed to teach the proper alphabetic and numeric reaches of the keyboard using the touch method. Technique and accuracy are stressed with speed development emphasized after the keyboard has been mastered. Students also learn how to format business documents including letters, reports, memorandums, and tables.

SET 111 SPEEDWRITING I, 5 CREDITS.
This is an introductory course in a form of shorthand that will enable students to take notes quickly and accurately whether for business or personal use. Students read and transcribe their notes. This course also develops and improves the students' vocabulary, spelling, punctuation, grammar, and proofreading skills. PREREQUISITE: Concurrently enrolled in SET 110 or ability to touch type 35 wpm

SET 112 OFFICE MACHINES, 5 CREDITS.
Students are taught the touch method of operating the electronic calculator. Students complete business applications including payroll records, bank reconciliation, inventory control, income statements, invoices, and sales discount records. Basic machine maintenance is also learned and practiced on a daily basis.

SET 113 BUSINESS ENGLISH, 5 CREDITS.
This course is designed to enhance communication skills among office administration majors. Areas covered include grammar, punctuation, capitalization, number and abbreviation styles, proofreading and editing.

SET 114 FILING, 5 CREDITS.
The most recent filing rules and procedures adopted by the Association of Records Managers and Administrators (ARMA) are taught. Students learn to index, code, sort, and file alphabetically, geographically, numerically, and by subject. Magnetic storage media, micrographics media, and database management are an integral portion of this course in addition to the traditional filing systems.

SET 120 INTERMEDIATE TYPING, 5 CREDITS.
Students develop proficiency in producing mailable documents including reports, tables, letters, memos, and forms in both straight-copy and/or edited rough-draft copy. PREREQUISITE: SET 110 or demonstrated proficiency of 35 wpm and knowledge of typing formats

SET 121 SPEEDWRITING II, 5 CREDITS.
This course is designed for students who have successfully completed SET 111 and who wish to build their speed and skill in note taking. Students will develop a broader shorthand vocabulary, speed in taking dictation and transcribing accurately, and competence in office-style dictation with emphasis on mailability. The completion of this course will prepare students
for those jobs which require shorthand ability. PREREQUISITES: SET 111 and SET 110 (or typing speed of 35 wpm)

SET 122 BEGINNING WORDPERFECT FOR WINDOWS, 5 CREDITS.
Students produce mailable documents using WordPerfect. The basics of computer operations for a personal computer are taught along with word processing concepts. Students use the basics of text editing and formatting features such as headers and footers, footnotes, tables and outlines to produce mailable documents. PREREQUISITES: Typing speed of 35 wpm and knowledge of typing formats

SET 123 BUSINESS COMMUNICATION, 5 CREDITS.
Students apply their grammar and punctuation knowledge to the composition of actual business documents. Students are given case studies in which they produce mailable letters. PREREQUISITES: Successful completion of COM 091, Basic Writing and COM 101 and SET 110

SET 124 RECORDS AND DATABASE MANAGEMENT, 5 CREDITS.
Upon successful completion of SET 114, students begin advanced instruction in records management systems. By researching and examining various records systems, students learn how to design and equip a business office with a records system that most efficiently meets its needs. They also learn how to manage the clerical staff necessary to handle the system. Job opportunities and career paths in records management are also covered.

SET 125 BEGINNING MICROSOFT WORD, 5 CREDITS.
This course is designed to assist students in developing basic word processing skills. Students will use copying and moving, spell checking, paragraph and character formatting, page numbering, headers and footers, tabs, searching and replacing text, tables feature, and merging to produce mailable documents. PREREQUISITES: Demonstrated typing speed of 35 wpm or SET 110

SET 130 ADVANCED TYPING, 5 CREDITS.
Students continue to build speed, accuracy, and format knowledge in this course. Emphasis is placed on the application of theoretical knowledge to produce mailable documents in actual business situations. PREREQUISITES: SET 120 or typing speed of 45 wpm

SET 131 MEDICAL OFFICE PROCEDURES, 5 CREDITS.
Students learn the office procedures particular to a medical office—greeting patients, labeling and filing medical records, handling the telephone and composing letters to medical clients. Using a patient accounting software, students also learn to maintain financial records, bill patients, schedule appointments, complete various insurance forms and prepare medical records for electronic claims submission. PREREQUISITES: SET 120 or typing speed of 40 wpm

SET 132 ADVANCED WORDPERFECT FOR WINDOWS, 5 CREDITS.
Students produce mailable business documents using advanced features of the latest version of WordPerfect. Students utilize features such as merge, sort, macros, and styles. Instruction in desktop publishing is also included. PREREQUISITES: SET 122

SET 133 MEDICAL TERMINOLOGY, 5 CREDITS.
Medical Terminology is designed to give students a working knowledge of basic medical terminology. Students will be given the various parts (word elements) that make up medical terms and learn how those word parts are put together to form medical terms. The course is divided into 14 sections with corresponding Lab Tapes and Study Tapes for each lesson. The first 10 sections are devoted to the body systems (cardiovascular, respiratory, etc.). Section 11 discusses numbers, amount and colors; Section 12 is devoted to the medical specialties; Section 13 covers basic dental terms that will introduce you to this subject area; and Section 14 presents common drugs and their definitions.

SET 134 BUSINESS GRAPHICS AND PRESENTATIONS, 5 CREDITS.
This course is designed to provide students with the necessary skills to produce professional-looking presentations. Students will learn and apply concepts in developing presentations using overhead transparencies, electronic presentations using a personal computer and projection device, and making presentations using 35mm slides. Students will receive instruction in graphing, inserting tables, developing transitions, applying build effects, and running a computer slide show. PREREQUISITES: Demonstrated typing speed of 35 wpm or SET 110 AND demonstrated knowledge of Windows 3.x or higher

SET 135 ADVANCED MICROSOFT WORD, 5 CREDITS.
This course is designed to assist students in developing advanced word processing skills. Students will use Wizards, templates, AutoText, styles, multiple windows, multiple-column formats, borders and shading, graphics, drop caps, WordArt, drawing tools, text frames, sidebars, pull quotes, outline feature, index feature, and table of contents builder to produce mailable documents. PREREQUISITES: SET 125

SET 136 INTENSIVE TYPING, 5 CREDITS.
Each student's individual typing ability is analyzed, and an individualized typing program is prescribed to build speed and reduce errors. PREREQUISITES: SET 110 or ability to touch type

SET 140 DESKTOP PUBLISHING, 5 CREDITS.
Desktop publishing is a combination of word processing, typesetting, printing and graphics. Students get hands-on experience producing desktop publishing documents including letterheads, newsletters, and forms. PREREQUISITES: Demonstrated ability to touch type; 35 wpm recommended

SET 141 MEDICAL TRANSCRIPTION, 5 CREDITS.
Students prepare clinical dictation documents related to the medical field. Students will use a machine transcriber and a word processing software to produce the documents. PREREQUISITES: SET 133 AND demonstrated typing speed of 45 WPM or SET 120

SET 142 TELEPHONE ETIQUETTE AND COMMUNICATIONS SKILLS, 5 CREDITS.
This course gives hands-on experience to each student using one of the most advanced telephone training systems available—Eduphone. Students learn not only how to answer business calls but also how to transfer calls, place calls, take messages, use directories, set up teleconferences, use cellular phones, handle electronic and voice mail. Students are also given extensive instruction in improving their speaking voice and developing a pleasant, professional enunciation.

SET 210 OFFICE PROCEDURES SIMULATION, 5 CREDITS.
Students produce mailable documents using word processing, spreadsheet, and database software. Students gain experience integrating the various software packages. PREREQUISITE: SET 120 and SET 122

SET 220 MACHINE TRANSCRIPTION, 5 CREDITS.
Students produce business documents utilizing machine transcribers and word processing software. Mailable production of business documents is stressed. A typing speed of 40 wpm is recommended. PREREQUISITES: SET 120 and successful completion of COM 091 or COM 101

SET 231 EMPLOYMENT PREPARATION, 5 CREDITS.
Students are given instruction in acceptable grooming habits and dress for a professional office career. In addition to addressing the "outside" person, students take part in daily discussion on such "work ethic" topics as getting along in the office, resolving conflicts, success skills, women in the work force, ethics, visibility, and job growth. Students gain experience on various government merit and business/industry applicant exams. By the end of the course, students will have prepared a job-ready resume, application letter, follow-up letter, and will have participated in several mock interviews.

PROGRMS OF STUDY and COURSE DESCRIPTIONS 59
ORN 101 PERSONAL DECISION-MAKING SKILLS, 2 CREDITS.
This course is especially designed for "at risk" students, that is, those who have ASSET Placement Scores that indicate enrollment in Student Support Services courses, those who have been placed on academic warning, those who have been out of school for many years, those who need "life skills" and/or study and test taking strategies, and others that instructors and counselors may identify.

ORN 102 PERSONAL DECISION MAKING SKILLS, 3 CREDITS.
This course is designed to be taken concurrently with ORN 101 and requires an additional weekly two hour seminar session. ORN 102 enhances and expands the "life skills" and study and test-taking strategies developed in ORN 101. CO-REQUISITE: ORN 101

PHC 120 INTRODUCTION TO PHYSICS, 5 CREDITS.
This course provides an introduction to general physics for non-science majors. Topics in fundamentals of mechanics, properties of matter, heat and temperature, sound, electricity and magnetism, optics and modern physics. Laboratory is required. PREREQUISITE: Successful completion of MAH 108

PHC 151 INTRODUCTION TO PHYSICS - PART I, 2.5 CREDITS.
This course is the first half of Introduction to Physics (PHC 120). The course is divided to accommodate students enrolled in the Automotive Service Technology associate degree programs. PREREQUISITE: Successful completion of MAH 153-154

PHC 152 INTRODUCTION TO PHYSICS - PART II, 2.5 CREDITS.
The second half of PHC 120. PREREQUISITE: Successful completion of PHC 151

PHC 203 GENERAL PHYSICS I, 5 CREDITS.
This course is designed to cover general physics at a level that assumes previous exposure to college algebra and basic trigonometry. Specific topics include mechanics, properties of matter, sound, heat, electricity and magnetism, light, and modern physics. Laboratory is required. PREREQUISITE: Successful completion (Grade = 70 or consent of the instructor) of MAH 108 and MAH 111

PUC 120 INTRODUCTION TO PHYSICS, 5 CREDITS.
This course provides an introduction to general physics for non-science majors. Topics in fundamentals of mechanics, properties of matter, heat and temperature, sound, electricity and magnetism, optics and modern physics. Laboratory is required. PREREQUISITE: Successful completion of MAH 108

PUC 151 INTRODUCTION TO PHYSICS - PART I, 2.5 CREDITS.
This course is the first half of Introduction to Physics (PHC 120). The course is divided to accommodate students enrolled in the Automotive Service Technology associate degree programs. PREREQUISITE: Successful completion of MAH 153-154

PUC 152 INTRODUCTION TO PHYSICS - PART II, 2.5 CREDITS.
The second half of PHC 120. PREREQUISITE: Successful completion of PHC 151

PUC 203 GENERAL PHYSICS I, 5 CREDITS.
This course is designed to cover general physics at a level that assumes previous exposure to college algebra and basic trigonometry. Specific topics include mechanics, properties of matter, sound, heat, electricity and magnetism, light, and modern physics. Laboratory is required. PREREQUISITE: Successful completion (Grade = 70 or consent of the instructor) of MAH 108 and MAH 111

PSC 100 BUSINESS AND INDUSTRIAL PSYCHOLOGY, 1 CREDIT.
This course is a study of interpersonal relations in the working environment, interpersonal communications, and techniques for selection and supervision of personnel. This course is designed especially for Dental Assistant students.

PSC 106 CAREER EXPLOREATION, 1 CREDIT.
The course is designed for students to explore potential career fields. It includes an assessment through testing of strengths and weaknesses, general information about career and job skills, value and decision making techniques, and a career research.

PSC 110 PERSONAL DEVELOPMENT, 3-5 CREDITS.
This is a structured group experience that emphasizes living through developing one's internal resources. Topics included are self-programmed control, relaxation training, and interpersonal skills. The course is designed to translate other life skills into successful college adjustment. Study skills, library skills, and life planning are discussed. This course may not transfer to some four year institutions.

PSC 251 BUSINESS AND INDUSTRIAL PSYCHOLOGY - PART I, 2.5 CREDITS.
This course is the first half of Business and Industrial Psychology (PSC 270). The course is divided to accommodate students enrolled in the Automotive Service Technology associate degree programs.

PSC 252 BUSINESS AND INDUSTRIAL PSYCHOLOGY - PART II, 2.5 CREDITS.
The second half of PSC 270.

PSC 270 BUSINESS AND INDUSTRIAL PSYCHOLOGY, 5 CREDITS.
This course is a study of interpersonal relations in the working environment, interpersonal communications, and techniques for selection and supervision of personnel. RECOMMENDATION: A student should have completed five (5) quarters of study before enrolling in this course.

PSU 100 BUSINESS AND INDUSTRIAL PSYCHOLOGY, 1 CREDIT.
This course is a study of interpersonal relations in the working environment, interpersonal communications, and techniques for selection and supervision of personnel. This course is designed especially for Dental Assistant students.

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PSU 251 BUSINESS AND INDUSTRIAL PSYCHOLOGY - PART I, 2.5 CREDITS.
This course is the first half of Business and Industrial Psychology (PSC 270). The course is divided to accommodate students enrolled in the Automotive Service Technology associate degree programs.

PSU 252 BUSINESS AND INDUSTRIAL PSYCHOLOGY - PART II, 2.5 CREDITS.
The second half of PSC 270.

PSU 270 BUSINESS AND INDUSTRIAL PSYCHOLOGY, 5 CREDITS.
This course is a study of interpersonal relations in the working environment, interpersonal communications, and techniques for selection and supervision of personnel. RECOMMENDATION: A student should have completed five (5) quarters of study before enrolling in this course.

RETAIL MERCHANDISING (REM)

The Retail Merchandising program provides educational experiences for students whose career objectives are in the marketing, sales, and sales-related areas. Effective selling, advertising as it relates to retailing, buying merchandise for resale, consumer and commercial credit management, and organizational and supervisory management are emphasized. The organizational structures of the sole proprietor business to the mass merchandiser are incorporated into the instruction to illustrate the varied business operations. Each major subject is complemented with a laboratory experience enabling the student to gain the practical application of theory learned in the classroom lectures.
Students usually complete the Associate Degree requirements in six quarters.

**RETAIL MERCHANDISING**

**Associate in Applied Technology**

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**Required General Education Courses:**

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**TOTAL CREDIT HOURS 113**

**RETAIL MERCHANDISING**

**Certificate Program**

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**Required General Education Courses:**

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**TOTAL CREDIT HOURS 40**

**Course Descriptions**

**REM 111 INSTRUCTION TO RETAILING, 5 CREDITS.**

This course is designed to present an overview of the retail environment as it functions today; to acquaint the student with the terminology and procedures used in retailing; and to provide knowledge of the strategy and techniques used to achieve their profit goals.

**REM 121 APPLIED ADVERTISING, 5 CREDITS.**

This course is designed to provide a basic knowledge of the field of advertising as it applies to business today. The course also acquaints the student with the terminology, techniques, and tools used in advertising both from an advertiser's to the media's viewpoint and allows the student to look at advertising from the retailer's standpoint of how to capture the most return from the advertising dollars spent.

**REM 122 BUSINESS LAW I, 5 CREDITS.**

This course is designed to familiarize the student with the legal environment in which business enterprise operates. The course also enables the student to apply this knowledge of law to his or her future profession.

**REM 131 RETAIL SALESMANSHIP, 5 CREDITS.**

This course is designed to develop basic persuasive abilities and to promote a positive attitude that is vital to the success in sales or any business related field. The course also acquaints the student with the proven methods used by successful salespeople today.

**REM 132 SALES PROMOTION-MERCHANDISE DISPLAY, 5 CREDITS.**

This course is designed to provide the student with the knowledge, skills, and understanding that will enable them to arrange a functionally effective display area. The course also facilitates an understanding of the principles of display that distinguishes a selling display from a nonproductive display.

**REM 133 BUSINESS LAW II, 5 CREDITS.**

This course is a continuation of Applied Business Law. The course is designed to familiarize student with the legal aspects of business enterprise and to enable students to apply this knowledge of law to their future professions. PREREQUISITE: REM 122

**REM 141 CREDIT AND COLLECTION, 5 CREDITS.**

This course is designed to provide the technical knowledge necessary to function effectively in the field of credit as it is used in business today. The course provides the student an opportunity to practice the skills necessary to conduct and administer credit and familiarizes the student with the forms, mechanics, and procedures of credit.

**REM 142 SUPERVISORY MANAGEMENT, 5 CREDITS.**

This course is designed to provide the student with an insight into the most effective ways to deal with employees they may be supervising. The course also relates the necessary supervisory skills to a retail manager's day-to-day situation. Particular emphasis is placed on the human relations approach to accomplishing objectives.

**REM 211 ELEMENTS OF SUPERVISION, 5 CREDITS.**

This course is designed to prepare students to become effective employee-centered supervisors in the retail merchandising field. The course also provides the student with an insight into the most effective ways to deal with employees they may be supervising.

**REM 212 RETAIL BUYING, 5 CREDITS.**

This course is designed to provide the technical knowledge necessary to function at entry-level buying capacity in a retail organization and acquaints the student with the procedures used in merchandising so that these may be used immediately upon entering the retail field. The course also familiarizes the student with the forms, terminology, and tools used in merchandising today and better enables student to buy for maximum sales and turnover.
REM 221 HUMAN RESOURCE MANAGEMENT, 5 CREDITS.
This course is designed to prepare the student to enter retail management and to have a better understanding of the art of dealing with people to accomplish desired objectives. The course emphasizes the importance of the communication process to efficient and productive management and acquaints the student with the human relations approach to management and the role it plays in effective management.

REM 222 APPLIED ECONOMICS, 5 CREDITS.
This course is designed to provide the student with a better understanding of our economic system and how it applies to them. The course also enables the student to make better decisions in the retail environment armed with a keener knowledge of what motivates consumers in our economy.

REM 223 THE RETAIL CONSUMER, 5 CREDITS.
This course is designed to prepare the students to enter the work force and better manage their personal finances and assets. It also enables the student to make wiser decisions and to be an alert and informed consumer.

REM 224 ENTREPRENEURSHIP, 5 CREDITS.
A course designed to provide the student with a knowledge of the basic principles, guidelines, practices, procedures and methods used in operating a small business and to acquaint the student with proven techniques used by successful small business owners today.

SPC 100 FUNDAMENTALS OF SPEECH COMMUNICATION, 1 CREDIT.
This performance course includes the study of the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application. This course is specifically designed for Dental Assisting students.

SPC 106 FUNDAMENTALS OF SPEECH COMMUNICATION, 5 CREDITS.
This performance course includes the study of the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application. RECOMMENDATION: Successful completion of COM 101

SPC 151 FUNDAMENTALS OF SPEECH COMMUNICATION - PART I, 2.5 CREDITS.
This course is the first half of Fundamentals of Speech Communication (SPC 106). The course is divided to accommodate students enrolled in the Automotive Service Technology associate degree programs.

SPC 152 FUNDAMENTALS OF SPEECH COMMUNICATION - PART II, 2.5 CREDITS.
The second half of SPC 106. PREREQUISITE: Successful completion of SPC 151
Course Descriptions

WDT 110 Basic Shielded Metal Arc Welding, 7 credits.
This course covers the safety procedures for arc welding, the testing procedures for fillet welds and the study of basic metallurgy.

WDT 111 Basic Shielded Metal Arc Welding - Part I, 3.5 credits.
This course is the first half of Basic Shielded Metal Arc Welding (WDT 110). The course is divided to accommodate evening students.

WDT 112 Basic Shielded Metal Arc Welding - Part II, 3.5 credits.
The second half of WDT 111.

WDT 113 Advanced Shielded Metal Arc Welding, 7 credits.
This course is designed to prepare the student to weld open root, single-v-groove joints using electrodes in the F3 and F4 groups, and to provide an opportunity to practice the skills necessary to become proficient in AWS Code welding and certification. PREREQUISITE: WDT 110

WDT 114 Advanced Shielded Metal Arc Welding - Part I, 3.5 credits.
This course is the first half of Advanced Shielded Metal Arc Welding (WDT 113). The course is divided to accommodate evening students.

WDT 115 Advanced Shielded Metal Arc Welding - Part II, 3.5 credits.
The second half of WDT 114.

WDT 120 Gas Metal Arc Welding Processes, 7 credits.
This course is designed to provide the technical knowledge and the opportunity to practice the skills necessary to understand the fundamentals of Gas Metal Arc Welding and Flux Cored Arc Welding and to become proficient in using the gas metal arc welder to produce quality and safe welds.

WDT 121 Gas Metal Arc Welding Processes - Part I, 3.5 credits.
This course is the first half of Gas Metal Arc Welding Processes (WDT 120). The course is divided to accommodate evening students.

WDT 122 Gas Metal Arc Welding Processes - Part II, 3.5 credits.
The second half of WDT 121.

WDT 131 Gas Tungsten Arc Welding (Heliarc), Part I, 3.5 credits.
This course provides the technical knowledge necessary to understand the fundamentals of Gas Tungsten Arc Welding of mild steel, aluminum and stainless.

WDT 132 Gas Tungsten Arc Welding (Heliarc), Part II, 3.5 credits.
This course is a continuation of WDT 131. PREREQUISITE: WDT 131

WDT 140 Blueprint Reading for Welders, 2 credits.
This course offers instruction in the principles of reading and interpreting industrial blueprints as applied to welding.

WDT 141 Plate and Structural Layout and Fittings, 5 credits.
This course is designed to provide the technical and practical knowledge necessary for a student to understand plate, structural and pipe layout and fittings for different materials.

WDT 142 Plate and Structural Layout and Fittings - Part 1, 2.5 credits.
This is the first half of Plate and Structural Layout and Fittings (WDT 141). The course is divided to accommodate evening students.

WDT 143 Plate and Structural Layout and Fittings - Part 2, 2.5 credits.
The second half of WDT 142.

WDT 144 Special Processes and Application, 5 credits
This course is designed to prepare the student to set-up and operate the automatic shape cutting machines using oxygen acetylene and the plasma arc process for ferrous and non-ferrous material. This course introduces the student to the fundamental skills of layout of templates and the use of carbon arc cutting.

WDT 145 Aluminum Mig Arc Welding, 3 credits
This course is designed to prepare the student to weld with the aluminum mig extended reach wire feeder process in the all position welding. This course is also designed to prepare the student in fast production welding.

WDT 210 Flux Core Arc Welding, 7 credits.
The purpose of this course is to provide the technical knowledge and the opportunity to practice skills necessary to understand the fundamentals of "Flux Core and Metal Core Welding" and to become proficient to make sound welds per AWS D1.1 code in the spray and globular transfer.

WDT 211 Certification in SMAW, GMAW, FCAW and GTAW Processes, 7 credits.
This course prepares students to weld single-v-groove plates with backing and without backing using electrodes in the F3 and F4 groups in the 1G, 2G, 3G and 4G positions in the SMAW process. It also covers welding single-v-groove plates in the 1G, 2G, 3G and 4G positions in the GMAW process. PREREQUISITES: WDT 113 and WDT 120

WDT 212 Certification in SMAW and GMAW Processes - Part I, 3.5 credits.
This course is the first half of Certification in SMAW and GMAW (WDT 211). The course is divided to accommodate evening students.

WDT 213 Certification in SMAW and GMAW Processes - Part II, 3.5 credits.
The second half of WDT 212.