2015-2017 Student Handbook and Catalog

Build a Solid Foundation for Success Here!

Start Here, Go Anywhere!

Two Campuses: Bessemer and Birmingham

Offering: Health Professions, Business Technologies, Career/Technical & College Transfer Programs

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The provisions of this document/publication are not to be regarded as an irrevocable contract between the student and the institution. The institution reserves the right to change any provisions or requirements at any time within a students’ term of attendance. All policies and degree program requirements contained in the catalog/student handbook are subject to change without prior notice.

The College likewise assumes no responsibility for misinterpretation by a student of policies and procedures presented in this catalog/student handbook or the official documents. Any questions concerning the information contained in this catalog/student handbook should be referred to the Academic Dean or the Dean of Students.
President’s Message

Welcome to Lawson State Community College!

I am pleased and honored that you are considering or have chosen Lawson State to continue your education. The college was named as one of the top five community college’s in the nation and has a reputation for engaging, equipping and empowering students for preparation within the classroom and for life in general. Lawson State offers transfer and career technical education programs on the Birmingham and Bessemer campuses through traditional classroom experiences and online or distance education. Faculty use the latest technology and instructional best practices in delivering a quality educational experience.

I invite you to peruse this catalog/student handbook to learn more about the institution, its strong academic programs and its student services. This document is the official guide to programs and services. It contains policies and procedures designed to ensure an optimal teaching, learning and educational support services experience. I encourage you to take advantage of everything the college has to offer within the classroom and through extracurricular activities. Opportunities abound at the college where the motto is “It’s All Here”. I know that you will find that to be true as you continue to take responsibility for your learning and your life.

Thank you for choosing to explore Lawson State Community College through this catalog/student handbook. I look forward to you joining other students, faculty and staff at the college.

Sincerely,

Perry W. Ward

Perry W. Ward, Ph.D.
President
It is the policy of the Alabama State Board of Education and Lawson State Community College, a post-secondary institution under its control, that no person shall, on the grounds of race, color, sex, religion, national origin, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

For additional information on employment issues, including ADA, Section 504, Title II, and Title IX questions or concerns, please contact the Director of Human Resources, Vergie Spears, at 205-929-6308.

For additional information on student related issues (other than what is contained with this catalog), including ADA, Section 504, Title II, and Title IX questions or concerns, please contact Janice Williams, Counselor (on the Birmingham campus) at 205-929-6308, or Renay Herndon, Counselor (on the Bessemer campus) at 205-929-3419.
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Accreditations
T.A. Lawson State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees. Contact the Commission on Colleges at 1866 Southern Lane; Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of T. A. Lawson State Community College.

Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to T.A. Lawson State Community College and not the Commission's office. The Commission is to be contacted only if there is evidence that appears to support significant non-compliance with a requirement or standard.

T.A. Lawson State Community College Program Accreditations

**Air Conditioning/Refrigeration Program** - National HVAC Excellence

**Automotive Continuing Education Classes** - Continuing Automotive Service Education (CASE)

**Automotive Service Program** - National Automotive Technicians Education Foundation (NATEF)

**Automotive Technician Program** - National Automotive Technicians Education Foundation (NATEF)

**Business and Information Technologies Programs** - Accreditation Council for Business Schools and Programs (ACBSP)

**Dental Program** - American Dental Association (ADA) through the Council on Dental Accreditation (CODA)

**Nursing Programs** - Approved by the Alabama Board of Nursing (ABN), and is accredited by the Accreditation Commission for Education in Nursing (ACEN)

**Medium and Heavy Truck Technician** - National Automotive Technicians Education Foundation (NATEF)

**Welding Program** - American Welding Society (AWS)
ABOUT LAWSON STATE
Mission Statement

Lawson State Community College is a comprehensive, diverse, public, two-year, multi-campus college, which seeks to provide accessible quality educational opportunities, promote economic growth and enhance the quality of life for people in its service area. The College is dedicated to providing affordable and accessible lifelong learning opportunities through varied instructional modes in order to prepare students for employment or career advancement, enable students to transfer to senior colleges and universities, and provide customized training for business and industry.

The Current Operating Mission was Approved by the Expanded Cabinet on June 30, 2011; Administrative Cabinet---July 25, 2011; Faculty and Staff---August 16, 2011; LSCC Foundation Board of Directors---October 7, 2011. Approved by: Alabama State Board of Education--February 23, 2012.

Vision Statement

The vision for Lawson State Community College is to: promote quality opportunities for lifelong academic, professional and personal learning for students; provide an accessible, integrated collegiate learning experience focused on instructional excellence and skill preparation for employment; provide a dynamic and engaging student life experience enhanced by social, service and athletic activities or organizations; provide diversity within and beyond the college to effectively respond to community needs; value and practice integrity, fairness and honesty; and promote continuous improvement through advanced technologies and administrative services.

The Current Operating Vision was Approved by the Expanded Cabinet on June 29, 2011; Administrative Cabinet---July 25, 2011; Faculty and Staff---August 16, 2011.

Institutional Goals & Indicators

Goal 1: To develop an exemplary and world class instructional program.

Strategic Indicators:

a. Current and relevant curriculum enhancements
b. Effective faculty development resources
c. Specific and focused student learning outcomes
d. Convenient and flexible distance learning curricula

Goal 2: To maintain a comprehensive and engaging exemplary Student Services Division.

Strategic Indicators:

a. Supportive educational services
b. Efficient operational and developmental resources
c. Strategic initial student placement
d. Collaborative, engaging and empowering student activities

Goal 3: To thoroughly integrate technology college-wide in instruction and administrative services.

Strategic Indicators:

a. Just in time faculty and staff training in current technologies
b. Comprehensive academic and administrative computing services
c. State-of-the-art integrated technologies
d. Effective and on-time technical assistance services

Goal 4: To deliver distance education and hybrid instruction that provides equitable access to program resources and college-wide services.

Strategic Indicators:

a. Robust program across academic disciplines
b. Serves students throughout the campus, state and nation
c. Uses a broad range of traditional and technological methods to include face-to-face interaction such as in-class discussions, active group work, live lectures, web-based educational technologies and web-assisted learning tools
d. Same quality teaching and academic support services as those available in person on the Birmingham and Bessemer campuses

Goal 5: To be recognized as an institution that is fiscally responsible

Strategic Indicators:

a. Comprehensive tracking documents, equipment and tangible items
b. Consistently unqualified audits
c. Continuously implemented sound management procedures
Goal 6: To maintain facilities on both campuses that are appropriate for educational programs and administrative services:

Strategic Indicators:
- Effectively planned, designed, renovated/constructed, utilized, and maintained facilities
- Expansive technological infrastructure. Enhanced and well-maintained facilities and grounds
- Clean safe, secure and accessible teaching, learning and living environments
- Expanded athletic, recreational and wellness facilities

Goal 7: To support professional development of faculty and staff through a comprehensively structured program:

Strategic Indicators:
- Increased numbers of faculty/staff with advanced degrees
- Attendance and/or presentations at relevant local, regional, national conferences/workshops/seminars, etc.
- Continuous training in diversity to create a more intellectually, culturally and socially diverse learning environment
- Effective utilization of consultants in academic and educational support units
- Effective use of technology through comprehensive training
- On-going, improved personnel evaluation processes

Goal 8: To strengthen economic and workforce development through current and emerging trends:

Strategic Indicators:
- Just-in-time business and workforce training
- Entrepreneurial development opportunities offered through the Small Business Center, and the Community Development Center
- Customized training offered through the Corporate Services unit

Goal 9: To include the community as an integral part of the college:

Strategic Indicators:
- Lifelong learning and enrichment opportunities provided to constituents within the community
- Increased involvement through community-based ownership activities, planning, and advisory boards

Institution-wide Student Learner Outcomes

When students graduate from Lawson State Community College with an AA, AS, AAS, AOT or CER (long or short) they will be able to:

Communicate Effectively
(Express ideas with clarity, logic, and originality in both spoken and written English).

Reason Quantitatively
(Apply mathematical principles to address and solve problems)

Think Critically
(Gather and interpret data using a variety of methods to address and solve both practical and theoretical problems).

Develop Information and Visual Literacy
(Assess information requirements of complex projects, identify potential textual, visual and electronic resources, and obtain the needed information to interpret, evaluate, synthesize, organize and use that information, regardless of format, while adhering strictly to the legal and ethical guidelines governing information access in today’s society).
Lawson’s History

Lawson State Community College, originally known as Wenonah State Technical Junior College, was established by the Legislative Act #93 on May 3, 1963. Wenonah State Technical Institute was established in 1949 as a result of the Wallace-Patterson Trade School Act of 1947. The first class was admitted in 1950. The first president assumed the office on October 30, 1964, and the initial classes began on September 30, 1965. Initial accreditation by the Southern Association of Colleges Colleges and Schools Commission on Colleges (SACSCOC) was granted in 1968. In 2005, Bessemer State Technical College merged with Lawson State, and the new T.A. Lawson State Community College was accredited by SACSCOC. Lawson has experienced three name changes.

- August 22, 1966 Wenonah State Technical Junior College
- August 12, 1969 Theodore Alfred Lawson State Junior College (named in honor of the incumbent president)
- October 1, 1973 Lawson State Community College (merged with Wenonah State Technical Institute)

About the College Locations

Lawson State Community College has two campuses—one in Bessemer and the other in Birmingham. Lawson State serves students from the entire area of Jefferson and Northern Shelby County.

The Bessemer Campus is located at 1100 Ninth Avenue SW, Bessemer, Alabama 35022 and occupies approximately 50 acres of rolling, wooded property in southwestern Jefferson County. The south campus is composed of 34 acres and is connected with the north campus by a drive paralleling the interstate system.

The Bessemer Campus of Lawson State Community College is comprised of eight buildings. The buildings and the functions they contain are as follows:

Building A is located at the main entrance to the campus and provides facilities for administrative offices, the college’s Bookstore, Student Services and Cafeteria. Instructional programs in this building are Licensed Practical Nursing, Dental Assisting, Computer Science, Industrial Electronics, Office Administration, Horticulture, Accounting, and General Education courses. The Library/Learning Resource Center, and Student Support Services Program are also located in this building.

Building B is adjacent to Building A. Programs occupying the building are Graphics and Prepress Communications, Air Conditioning/Refrigeration, Service Education (Toyota T-TEN).

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

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

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

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

Ethel H. Hall Automotive Technology Center is a facility housing four automotive classrooms/labs and an auditorium for satellite telecasts. The President, Dean of Career Technical Programs, and Associate Dean for Career Technical Programs are also located in this building.


The Birmingham Campus is located in the southwest section of Birmingham, Alabama. The campus is readily accessible to students via Interstate 1-59/20 W, I-65S and U.S. Highway 11 South. The Birmingham Campus, along with Wenonah High School, Jones Valley School (K-8), and Wenonah Elementary School, helps to form an educational complex that offers opportunities for high-level educational achievement.

Lawson State Community College is located in the southwest section of Birmingham, Alabama. The campus is readily accessible to students via Interstate 1-59/20 W, I-65S and U.S. Highway 11 South. Lawson State serves students from the entire area of Jefferson and Northern Shelby County. Lawson State, along with Wenonah High School, Jones Valley School (K-8), and Wenonah Elementary School, helps to form an educational complex that offers opportunities for high-level educational achievement.

The Birmingham-West Campus, located on the northern side of Wilson Road, consists of six buildings on 45 acres of land. The buildings are:
Arthur Shores Fine Arts (Gym) is comprised of the Department of Physical Education, and the music, art and athletic programs.

Academic (Building B) is comprised of the Department of Humanities, Department of Social Sciences, and Department of Developmental Education, and some math, science, tutoring and computer labs.

Science (Building C) is comprised of the Department of Natural Sciences and Mathematics and a number of biology and physics labs.

Learning Resource Center contains the College’s main library, special collections, and computer lab.

Administration (Building A) is comprised of the administration offices which include the office of the Vice President of Instruction, the Office of the Vice President of Administrative and Student Services, Reproduction/Mail Room, Public Relations, Student Financial Services, and the Office of Admissions and Records.

Leon Kennedy Student Center is comprised of the Office of Student Services, SPACE Center (Student Success Lab); Bookstore, Safety and Security, Cafeteria, and the Recreation Room.

Alabama Center for Advanced Technology and Training (ACATT) is comprised of the President's Office, the Business and Information Technologies Department, the Small Business Center, a copy center, Teleconferencing Room, Assistant Learning Technology, ATN, etc.

The Birmingham - East Campus, which is located on the southern side of Wilson Road, consists of eight buildings on 43 acres of land. The buildings are:

W. Fred Horn High Technology Building is comprised of Automotive Body Repair and Restoration. Drafting and Design Technology, and general educational courses to support the Career Technical Education programs.

One-Stop Career Center is comprised of WIA Clients, LITCA Program, Adult Education, and the Dean of Educational Support Services who coordinates the MIS Department, Institutional Research, and several federal projects.

Ethel Hall Health Professions Building is comprised of the Department of Health Professions and Emergency Medical Services.

A.G. Gaston Administration Building is comprised of programs within the Department of Career/Technical Education (Cosmetology, Barbering, Foods, Apparel and Design, etc.).

Shop Buildings #1 and #2 are original buildings which contain various programs and services such as plumbing, Department of Facilities and Physical Plant, Department of Transportation Services, and the College’s Health Center.

George Howard Building is comprised of part of the Cosmetology and Nail Care programs along with a Chemistry lab.

For more information about campus locations, see the Campus Building Codes and Maps section of this catalog, located at the end of the catalog.
ALABAMA STATE BOARD OF EDUCATION

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INSTRUCTIONAL PROGRAMS (OVERVIEW)
## INSTRUCTIONAL SERVICES

### DR. BRUCE CRAWFORD,
Vice President for Instructional Services

Phone: 205-929-6312  Fax: 205-929-6409

## ACADEMIC AWARDS

Lawson State Community College is authorized to award the Associate in Arts, Associate in Science, Associate in Occupational Technology, and Associate in Applied Science degrees as well as certificates in occupationally specific areas by the Alabama Department of Postsecondary Education and the Alabama Board of Education. Students successfully completing the prescribed series of courses obtain these degrees and certificates. Orientation 101 (ORI 101) is a prerequisite to all degree and certificate programs. Orientation is not usually transferable. Students transferring in at least 12 credit hours or more are also required to take ORI101 although the course is abridged for them and takes less time to complete.

Placement in college level English, reading and math courses depends upon scores achieved on placement tests (COMPASS, or ACT). Placement in developmental level courses may be required to encourage student success.

### COLLEGE TRANSFER

Course work leading to the Associate in Arts and the Associate in Science degrees are designed to prepare students to transfer to a four-year college or university to pursue a Bachelor of Arts or a Bachelor of Science degree. Students are assigned to advisors on the basis of an intended area of concentration indicated by individual students. Degree plans have been outlined in the catalog to guide students in the choice and sequence of particular courses.

**It is the student's responsibility to become familiar with the requirements of the senior institution to which he or she contemplates transferring.** A student planning to transfer should follow a prescribed series of courses (as outlined by the Statewide Articulation Reporting System—STARS) in order to prevent loss of credit upon transferring. Students should consult with their faculty advisors before registering.

Students pursuing college transfer options should become familiar with STARS which provides them with very specific information about the requirements in each area of concentration for a given transfer institution. The STARS website can be accessed from the college’s main website at [www.lawsonstate.edu](http://www.lawsonstate.edu). From STARS, students can print a transfer guide for his or her area of concentration and enter into a binding contract with the transfer institution of his or her choice. Once the contract has been completed, it is considered binding unless the student opts to attend a different institution.

### CAREER, TECHNICAL, AND OCCUPATIONAL PROGRAMS

Programs leading to the Associate in Applied Science and the Associate in Occupational Technologies degrees are college-level programs of study designed to prepare students to enter occupational, semi-professional, or paraprofessional employment. Though many of the courses in these programs transfer to four-year colleges and universities, their primary intent is to prepare students for immediate employment after successful completion of a two-year program of courses. Certificates are awarded to students who successfully complete the requirements of specific technical or occupational programs. These programs vary in length from two to five semesters. Some certificate programs do not require a high school diploma for admission.

### DEGREE OFFERINGS

#### ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

**Degrees may contain 60-64 hours.** ORI 101 is a prerequisite for this degree.

**Area I** — Written Composition (6)
- ENG101 — Written Composition I
- ENG102 — Written Composition II

**Area II** — Literature, Humanities and Fine Arts (12)
- SPH 107 (3) — Fund of Public Speaking
- *ENG 251/252 (or ) — American Literature I-II
- *ENG261/262 — English Literature I-II

**Area III** — Natural Sciences and Mathematics (11)

**Area IV** — Social and Behavioral Science (12)
- *NOTE: Students have the option of completing a complete English series or History series. Once a track is selected, the completion of 3 credit hours in the remaining track will only be needed. See STARS guide for specifics.

**Area V** — Pre-Professional/Elective Courses (19-23)
- CIS 146 or Higher (3)
- Two PED 1-hour activity courses (2)
- RDG114A (3)
- Pre-professional courses (12-18)

**Total Semester Transfer Hours (60-64)**

**ASSOCIATE IN APPLIED SCIENCE AND ASSOCIATE IN OCCUPATIONAL TECHNOLOGIES**

(Not to exceed 76 hours)

#### General Studies Courses
- Written Composition (3-6)
- Humanities (3-6)
- Speech 107 (3)
- CIS 146 (3)
- MTH 110, MTH 112 or Higher (3-4)
- Natural Science with Lab (4)
- Social and Behavioral Science (3-6)
- Two PED (1-hour activity courses) (2)
- RDG114 (2)

**Total General Studies Courses (20-32)**

**Field of Concentration Courses (44-49)**
- Total Credits (70-76)
- ORI 101 is a prerequisite for this degree.
Certificate Programs (CER)
(Not to Exceed 59 Hours)

General Studies Courses
- DPT 103 or CIS 130 or Higher (3)
- MAH 101 or MTH 100 (3)
- COM 100 or ENG 101 (3)
- SPC 100 or SPH 107 (3)
Total General Studies Courses (12)
Field of Concentration Courses 30-47
Total Credits (42-59)
- ORI 101 is a prerequisite for this degree.
- WorkKeys pre-assessment is required.

Short Certificate Programs (STC)
(Not to exceed 29 Hours)

General Studies Courses
- DPT 103 or CIS 130 or Higher (3)
- MAH 101 or MTH 100
- COM 100 or ENG 101
- SPC 100 or SPH 107
- WKO 107
Total General Studies Courses (6)
Field of Concentration Courses (18-20)
Total Credits 24-29
- ORI 101 is a prerequisite for this certificate.
- WorkKeys pre-assessment is required.

Industry Certificates
- Certified Novell Administrator (CNA)
- Certified Novell Engineer (CNE)
- Management and Supervision
- Microsoft Certified Solutions Developer
- Microsoft Certified Systems Engineer
- Microsoft Office Specialist
- Microsoft Certified Professional

General Education Design

General Education courses are specifically designed to satisfy specific criteria. These criteria represent general skills and perspectives that are applicable to all general education courses. Each course provides or enhances the following: a disciplinary mode of inquiry, creativity, consideration of the implications of knowledge, diverse perspectives, computer skills, written or oral communication skills, library research skills, and an awareness of the relationship of that discipline to others.

Students who seek degrees must fulfill each of the goals of the program. General Education provides a broad foundation of general knowledge for the more specialized upper division courses. The required courses help students toward the development of skills prerequisite for advanced studies. Students may choose among the core courses listed for each goal. Each of the courses listed under each goal has been specifically designed to address that goal. The total hours of core courses required for the General Education are listed below by degree type.

- Associate in Arts and Associate in Sciences — 49 hours
- Associate in Applied Science — 27 hours
- Associate in Occupational Technologies — 27 hours

The General Education Course Criteria are listed below.

1. General Education courses should teach a disciplinary mode of inquiry (e.g., literary analysis, statistical analysis, historical interpretation, philosophical reasoning, aesthetic judgment, the scientific method) and provide students with practice in applying their disciplinary mode of inquiry, critical thinking or problem solving strategies.
2. General Education courses should introduce creativity as a process and present examples.
3. General Education considers questions of ethical values.
4. General Education courses should explore past, current, and future implications (e.g., social, political, economic, psychological or philosophical) of disciplinary knowledge.
5. General Education courses should encourage consideration of course content from diverse perspectives.
6. General Education courses should provide opportunities for students to use computers for word processing, database spreadsheets and graphics.
7. General Education courses should require at least one substantive written paper, oral report, or course journal.
8. General Education courses should require specific assignments which necessitate use of library resources.
9. General Education courses should foster awareness of the common elements among disciplines and the interconnectedness of disciplines.

General Studies offers a variety of Areas of Concentrations (not to be confused with Programs of Study) that students can follow in order to later transfer their credits to a four-year institution. Upon completion of the requirements for a General Studies degree (depending on the Area of Concentration selected), students will be awarded either an Associate in Arts or an Associate in Science degree in **General Studies**.

Although students can focus on specific areas of concentration within General Studies, General Studies Areas of Concentration should not be viewed nor treated as programs of study. Rather, they are designed specifically to allow students to transfer into senior level colleges and are aligned to match requirements as outlined within the STARS agreement. Because General Studies has Areas of Concentration opposed to actual Programs of Study, the college does not guarantee that all course requirements under specific Areas of Concentration (within General Studies) will be offered, particularly under Area V listings. In fact, based on availability of course offerings under Area V, General Studies students do have the option of transferring with less than 60 hours of credit or take additional courses (needed to graduate) at another accredited college to be applied towards your graduation requirements at Lawson State Community College. Always seek advisement, however, prior to any decision that may affect your graduation.

**UNDERSTANDING GENERAL STUDIES AREAS**

*DETONES THE COURSE IS REQUIRED FOR ALL DEGREE TYPES, AA, AS, AOT AND AAS.*

There are five areas under the General Studies — Area I, Area II, Area III, Area IV and Area V.

**AREA I - Written Composition**

**AA or AS Degrees:** 6 credit hours  
**AOT:** 3 credit hours  
**AAS:** 3 credit hours

Effective written communication skills are essential in a literate society. Minimum requirements include at least 6 semester hours in a written composition sequence for AA and AS degree seeking student. AOT and AAS degrees require 3 credits in English composition.

**Area I Course Selections:**

Refer to your AA, AS, AAS or AOT degree plan and/or STARS Guide (where applicable) for detailed course selection recommendations and requirements for your specific discipline.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

**AREA II - Humanities and Fine Arts**

Study in the humanities addresses the ability to deal with questions of values, ethics, or aesthetics as they are represented in literature, philosophy, religion, and the arts, and is fundamental to general education.

**AA or AS Degrees:** 12 credit hours  
**AOT:** 6 credit hours  
**AAS:** 6 credit hours

For AA or AS degree seeking students, minimum requirements include at least 12 semester hours in humanities with a minimum of 3 semester hours in literature; 3 semester hours in the arts, and the remaining semester hours from the humanities and/or fine arts. *Some degrees require a literature sequence, others allow students to select between a literature or history sequence. Please review the degree plan closely. In addition to literature, disciplines in the humanities include, but are not limited to, philosophy, religious studies, speech, foreign languages, art, music, theatre, and dance. AOT and AAS degrees require 6 credit hours under Area II. See degree plan for specifics.*

*As a part of the General Studies (AA/AS) curriculum, students must complete a 6 semester hour sequence either in literature (Area II) or history (Area IV).*

**Area II Course Selections:**

Refer to your AA, AS, AAS or AOT degree plan and/or STARS Guide (where applicable) for detailed course selection recommendations and requirements for your specific discipline.

**Area II – English, Humanities & Fine Arts Options**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 107</td>
<td>Fund. of Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTE (for AA & AS degrees):** Students must select ONE literature pairing (6 credits) and one history class (3 credits), **OR** select ONE history pairing (6 credits) and ONE literature class (3 credits). **Do not mix pairings. Keep sequences together.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 251</td>
<td>American Literature I</td>
<td>3-6</td>
</tr>
<tr>
<td>ENG 252</td>
<td>American Literature II /OR</td>
<td>3-6</td>
</tr>
<tr>
<td>ENG 261</td>
<td>English Literature I</td>
<td>3-6</td>
</tr>
<tr>
<td>ENG 262</td>
<td>English Literature II/OR</td>
<td>3-6</td>
</tr>
<tr>
<td>ENG 271</td>
<td>World Literature</td>
<td>3-6</td>
</tr>
<tr>
<td>ENG 272</td>
<td>World Literature</td>
<td>3-6</td>
</tr>
</tbody>
</table>
AREA III - Natural Sciences and Mathematics

Study in the natural sciences and mathematics emphasizes the scientific method and applies quantitative or inductive reasoning. For AA and AS degrees, minimum requirements include at least 11 semester hours with at least 3 semester hours in mathematics* at the Finite Mathematics level (MTH110) or the Pre-calculus algebra level (MTH112) unless otherwise specified and at least 8 semester hours in the natural sciences which must include laboratory experiences. Some disciplines require specific science sequences. Hence, it is important to refer to degree plan or STARS Guide for specifics. Disciplines in the natural sciences include but are not limited to, astronomy, biology, chemistry, geology and physics. AAS and AOT degrees require 7 credit hours under Area III (which includes a Natural Science and college mathematics course. Students are required to take at least one Natural Science class and a college level mathematics course.

*Select remaining Area II credits from the listing below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA 101</td>
<td>Introductory Spanish I</td>
<td>4</td>
</tr>
<tr>
<td>ART 100</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Intro. to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MUS 101</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>THR 100</td>
<td>Intro. to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>PHL 106</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>REL 151</td>
<td>Survey of the Old Testament</td>
<td>3</td>
</tr>
<tr>
<td>REL 152</td>
<td>Survey of the New Testament</td>
<td>3</td>
</tr>
<tr>
<td>SPH 116</td>
<td>Introduction to Interpersonal Comm</td>
<td>3</td>
</tr>
</tbody>
</table>

**Note:** The remaining credits from Area II should be selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO 101</td>
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<tr>
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<td>Principles of Biology II w/ Lab</td>
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<td>CHM 104</td>
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</tr>
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<td>CHM 105</td>
<td>Intro. to General Chemistry OR</td>
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<tr>
<td>CHM 111</td>
<td>College Chemistry I and</td>
<td>4</td>
</tr>
<tr>
<td>CHM 112</td>
<td>College Chemistry II OR</td>
<td>8</td>
</tr>
<tr>
<td>GEO 101</td>
<td>Principles of Geology I and</td>
<td>4</td>
</tr>
<tr>
<td>GEO 102</td>
<td>Principle of Geology II OR</td>
<td>8</td>
</tr>
<tr>
<td>PHS 111</td>
<td>Physical Science I and</td>
<td>3</td>
</tr>
<tr>
<td>PHS 112</td>
<td>Physical Science II OR</td>
<td>8</td>
</tr>
<tr>
<td>MTH 110</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MTH 111</td>
<td>Precalculus</td>
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<tr>
<td>MTH 112</td>
<td>Precalculus Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MTH 115</td>
<td>Precalculus Algebra &amp; Trig</td>
<td>4</td>
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<tr>
<td>MTH 120</td>
<td>Calculus and Its Applications</td>
<td>3</td>
</tr>
<tr>
<td>MTH 125</td>
<td>Calculus I</td>
<td>4</td>
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<tr>
<td>MTH 126</td>
<td>Calculus II</td>
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<tr>
<td>MTH 227</td>
<td>Calculus III</td>
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<tr>
<td>MTH 237</td>
<td>Linear Algebra</td>
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<tr>
<td>MTH 250</td>
<td>Discrete Mathematics</td>
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<tr>
<td>MTH 265</td>
<td>Elementary Statistics</td>
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<tr>
<td>MTH 270</td>
<td>Probability &amp; Statistics</td>
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**Mathematics (Options):**

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<tbody>
<tr>
<td>CHM 221</td>
<td>Organic Chemistry</td>
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<td>CHM 222</td>
<td>Organic Chemistry II</td>
<td>8</td>
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<tr>
<td>MTH 238</td>
<td>Applied Differential Equations I</td>
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</tr>
<tr>
<td>MTH 270</td>
<td>Probability &amp; Statistics</td>
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</tr>
</tbody>
</table>

**Area IV - History, Social, and Behavioral Sciences**

Study in history and the social and behavioral sciences deals primarily with the study of human behavior, social and political structures, and economics. For AA and AS degrees, minimum requirements include 12 semester hours with at least a 3 semester hours in history* and at least 9 semester hours from among other disciplines in the social and behavioral sciences. Disciplines include, but are not limited to, anthropology, economics, geography, political science, psychology, and sociology. *NOTE: As a part of the General Studies curriculum, students must complete a 6 semester hour sequence in literature (Area II) or history (Area IV). AOT and AAS degrees require 3 semester hours in either history, social science or behavioral science.

**IMPORTANT NOTE:** AA and AS students must select complete either a literature pairing (6 credits) and one history class (3 credits), OR complete ONE history pairing (6 credits) and ONE literature class (3 credits). Do not mix pairings. Keep sequences together. Some degrees are specific and will outline the sequence. Some degrees require the completion of both sequence. Refer to degree plan and STARS Guide for specifics.

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>ART 100</td>
<td>Art Appreciation</td>
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</tr>
<tr>
<td>ART 101</td>
<td>Art Appreciation</td>
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<tr>
<td>GEO 101</td>
<td>Principles of Geology I and</td>
<td>4</td>
</tr>
<tr>
<td>GEO 102</td>
<td>Principle of Geology II OR</td>
<td>8</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Intro. to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MUS 101</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS 102</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>PHL 106</td>
<td>Introduction to Philosophy</td>
<td>3</td>
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<tr>
<td>PHL 107</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>REL 151</td>
<td>Survey of the Old Testament</td>
<td>3</td>
</tr>
<tr>
<td>REL 152</td>
<td>Survey of the New Testament</td>
<td>3</td>
</tr>
<tr>
<td>SPA 111</td>
<td>Introductory Spanish I</td>
<td>3</td>
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<tr>
<td>SPA 112</td>
<td>Introductory Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>SPA 113</td>
<td>Introductory Spanish III</td>
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<tr>
<td>PH 101</td>
<td>Physical Science I and</td>
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<tr>
<td>PH 102</td>
<td>Physical Science II OR</td>
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<tr>
<td>PH 103</td>
<td>Physical Science II OR</td>
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<tr>
<td>PH 104</td>
<td>Physical Science II OR</td>
<td>8</td>
</tr>
<tr>
<td>PH 105</td>
<td>Physical Science II OR</td>
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<tr>
<td>CHM 111</td>
<td>College Chemistry I and</td>
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</tr>
<tr>
<td>CHM 112</td>
<td>College Chemistry II OR</td>
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<tr>
<td>CHM 221</td>
<td>Organic Chemistry</td>
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<tr>
<td>CHM 222</td>
<td>Organic Chemistry II</td>
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<td>MTH 110</td>
<td>Finite Mathematics</td>
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<tr>
<td>MTH 111</td>
<td>Precalculus</td>
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<td>MTH 112</td>
<td>Precalculus Trigonometry</td>
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<td>3</td>
</tr>
<tr>
<td>MTH 270</td>
<td>Probability &amp; Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Area IV Course Selections:**

Refer to your AA, AS, AAS or AOT degree plan and/or STARS Guide (where applicable) for detailed course selection recommendations and requirements for your specific discipline.
### AREA V - Pre-Professional, Major, and Elective Courses

Area V is designated for courses appropriate to the degree/discipline/major requirements that each unique student must satisfy for their specific award (it may also include electives*). Depending on the discipline, Area V requirements differ. There are some common Area V General Education courses (listed below) that fall under General Studies to include CIS146 (Microcomputer Applications); RDG114 (Critical Reading) and PED (Physical Education). Beyond that, each student, must follow his/her prescribed degree plan or STARS Guide to determine proper course selection for this area. AA, AS, AOT and AAS all have the same General Education requirements, 8 credits. All other courses required under Area V must be satisfied based on the student's area of concentration/discipline to meet graduation/completion requirements.

*Some institutions may include courses in wellness or physical education. Students wishing to transfer under the General Studies should follow the STARS agreement for the specific college the student is planning to transfer to in the future.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HIS 101</td>
<td>Hist. of Western Civ. I and</td>
<td>3-6</td>
</tr>
<tr>
<td>HIS 102</td>
<td>Hist. of Western Civ. II/ OR</td>
<td>3-6</td>
</tr>
<tr>
<td>HIS 201</td>
<td>United States History I and</td>
<td>3-6</td>
</tr>
<tr>
<td>HIS 202</td>
<td>United States History II</td>
<td>3-6</td>
</tr>
<tr>
<td>HIS 121</td>
<td>World History I and</td>
<td>3-6</td>
</tr>
<tr>
<td>HIS 122</td>
<td>World History II/ OR</td>
<td>3-6</td>
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</table>

*Select remaining credits from the listing below. Total credits for Area IV must equal 12 for AS and AA degrees and 8 for AOT and AAS degrees.

- PSY 200 General Psychology 3
- PSY 210 Human Growth & Development 3
- SOC 200 Intro. to Sociology 3
- SOC 210 Social Problems 3
- POL 200 Intro. to Political Science 3
- POL 211 American National Government 3
- ECO 231 Principles of Macroeconomics 3
- ECO 232 Principles of Microeconomics 3
- GEO 101 Prin. of Physical Geography 3
- GEO 100 World Regional Geography 3
- GEO 201 Principles of Human Geography 3
- ANT 200 Introduction to Anthropology 3

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### For AA and AS Degrees (Total General Education Requirements)

- Associate in Arts and Associate in Sciences — 49 GE hours
- Associate in Applied Science — 27 GE hours
- Associate in Occupational Technologies — 27 GE hours

### Degree Completion Requirements

For AS and AA degree additional requirements could continue to fall under General Studies course classifications.

- AS and AS degrees have 49 General Education credit requirements, but students need 60 minimum credits to graduate overall. See Area V (within the specific degree plan) for additional pre-professional, major and elective courses.

- AAS degrees have 27 General Education credit requirements, but students need 63-76 credits to graduate overall. See Area V (within the specific degree plan) for additional pre-professional, major and elective courses.

- AOT degrees have 27 General Education credit requirements, but students need 72-76 credits to graduate. See Area V (within the specific degree plan) for additional pre-professional, major and elective courses.

### Note:

*For institutions requiring 120 semester hours for graduation, the maximum allowable hours for transfer from a community college into a four-year baccalaureate degree program will be 60 semester hours.
ACADEMIC AFFAIRS & COLLEGE TRANSFER

DR. SHERRI C. DAVIS, ACADEMIC DEAN

DR. KARL PRUITT, ASSOCIATE DEAN, COLLEGE TRANSFER

DR. SHELIA MARABLE, ASSOCIATE DEAN, HEALTH PROFESSIONS

SANDRA HENDERSON, DIRECTOR
LIBRARY & MEDIA SERVICES

- Library Instruction and Orientation
- Photocopy/Printer
- Interlibrary Loan Service
- Reserved Materials
- Distance Learning
- Reading Room
- Technical Room

DEPARTMENT CHAIRS & DIRECTORS:

DR. RONALD CATER, PROGRAM DIRECTOR
DENTAL ASSISTING PROGRAM

DR. SHELLI DAVIS, DIRECTOR
CENTER FOR TEACHING EXCELLENCE AND LEARNING (CTEL)

DR. SHELLI DAVIS, DIRECTOR
DEVELOPMENTAL EDUCATION

DR. CHARLES FOWLER, CHAIRPERSON
MATHEMATICS

DR. SHELIA MARABLE, CHAIRPERSON
HEALTH PROFESSIONS

MS. VYAVUKA MASIMASI, CHAIRPERSON
HUMANITIES AND FINE ARTS

MS. KATRINA SWAIN, CHAIRPERSON
LICENSED PRACTICAL NURSING

MS. VENITA TUBBS, CHAIRPERSON
SOCIAL AND BEHAVIORAL SCIENCES

DR. TRACEY WILSON, CHAIRPERSON
SCIENCE & PHYSICAL EDUCATION

College Transfer Mission & Outcomes

The college transfer division is dedicated to promoting and maintaining the highest form of instruction in all classrooms to ensure that learning takes place and that students are successful at the college and once they matriculate to their four-year institution of choice. Emphasis is placed on the following outcomes:

- The student will be able to read, analyze, and interpret meaning from college level texts—both in poetry and prose.
- The student will be able to demonstrate mastery of college level mathematics which includes the ability to analyze, reason and problem solve.
- The student will demonstrate mastery of written communications in the form of essays and research papers. Such mastery should include the student’s ability to plan, think (logically), organize and support his or her ideas using Standard English. Writing should also demonstrate a thorough understanding of grammar, syntax and punctuation.
- The student will demonstrate proficiency in his/her major core subject area.
- The student will pass all required exiting competencies as required.
- The student will demonstrate the ability to think critically and logically.
- The student will be knowledgeable in basic computer operations and programs.
- The student will demonstrate proficiency in oral communications.

Degrees Awarded:

Lawson State Community College (within the College Transfer Division) awards the following degrees: Associate in Arts, Associate in Science, and Associate in Applied Science.

A student shall be awarded a degree when he or she completes the full requirements outlined within a specific degree plan and/or area of concentration (if under General Studies). Students MUST pay particular attention to the degree plan as well as the STARS agreement which highlights the courses that will satisfy the college the student wishes to transfer to.

See General Studies listing for specific Areas of Concentration under General Studies.

HEALTH PROFESSIONS PROGRAMS:

- Dental Assistant
- Emergency Medical Service (EMS)
- Home Health Aide
- Licensed Practical Nurse (LPN)
- Nursing Assistance
- Nursing – ADN. (Registered Nurse)
- Nursing – Mobility Program
- Pharmacy Technician
- Phlebotomy (Contact Workforce Dev.)
**ASSOCIATE IN ARTS (AA) AND ASSOCIATE IN SCIENCE (AS)**

**General Studies: Areas of Concentration (not to be confused with programs of study).**

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<tr>
<th>Letter</th>
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<td>Behavioral Science, Biology, Biology Education, Biomedical Engineering, Bio-systems Engineering, Building Science, Business—has an online option, Business Education—has an online option</td>
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<tr>
<td>C</td>
<td>Chemistry, Chemistry Education, Clinical Lab Sciences/Medical Tech, Communication Studies or Speech, Computer Science, Consumer Sciences, Criminal Justice, Criminology, Cytotechnology</td>
</tr>
<tr>
<td>D</td>
<td>Dentistry (Pre)</td>
</tr>
<tr>
<td>F</td>
<td>English, English/Language Arts Educ. Middle/High School, Environmental Science, Exercise Science and Wellness</td>
</tr>
<tr>
<td>G</td>
<td>Family and Consumer Sciences, Food and Nutrition</td>
</tr>
<tr>
<td>H</td>
<td>General Science Education: Middle/High School, General Studies in Human Environmental Sciences, Geography, Geography Education: Middle/High School, Geology, Geomatics</td>
</tr>
<tr>
<td>I</td>
<td>Health Education: Middle/High School, Health Information Management (UAB Only), Health Promotion (AU Only), Health Science (Athens &amp; UAB Only), Health Services Administration (AU Only), Health and Physical Education, Health, P E &amp; Recreation (UNA Only), History, History Education: Middle/High School, Horticulture (AU Only), Hotel &amp; Restaurant Management (AU Only), Human Development &amp; Family Studies (AU Only), Human Development &amp; Family Studies (UA Only)</td>
</tr>
<tr>
<td>J</td>
<td>Industrial Hygiene (UNA Only), Interior Architecture (AU Only)</td>
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<tr>
<td>K</td>
<td>Journalism</td>
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<tr>
<td>L</td>
<td>Laboratory Technology, Law (Pre-Law / Political Science Pre/Law)</td>
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<tr>
<td>M</td>
<td>Math Education: Middle/High School, Mathematics, Medicine (Pre), Music, Music Education (Middle/High School)</td>
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<tr>
<td>N</td>
<td>Nuclear Medicine Technology, Nursing (Pre), Nutrition &amp; Food Science</td>
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</table>
### General Studies: Areas of Concentration Continued

*not to be confused with programs of study.*

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<tbody>
<tr>
<td>Occupational Therapy (Pre)</td>
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<tr>
<td>Optometry (Pre)</td>
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<tr>
<td>Osteopathic Medicine (Pre)</td>
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<tbody>
<tr>
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<td>Public Relations</td>
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<td>Public Safety &amp; Health Administration</td>
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<tr>
<td>Radiologic Sciences</td>
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<td>Recreation Leadership</td>
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<td>Rehabilitation Services Education</td>
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<tr>
<td>Religious Studies</td>
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<tr>
<td>Respiratory Therapy/Cardio Science</td>
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<tr>
<td>Restaurant and Hospitality Management (UA Only)</td>
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<tbody>
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<td>Special Education</td>
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<td>Speech Pathology</td>
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<tr>
<td>Sport &amp; Fitness Management</td>
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<tr>
<td>Surgical Physician Assistant</td>
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<tbody>
<tr>
<td>Technology, Industrial Technology or Engineering Tech.</td>
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<tr>
<td>Telecommunication and Film or Broadcasting</td>
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<tr>
<th>V</th>
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</thead>
<tbody>
<tr>
<td>Veterinary Medicine (Pre)</td>
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</table>
BUSINESS AND INFORMATION TECHNOLOGIES

Dr. Alice Tyler Milton, Associate Dean
Training for Business and Industry

- Associate in Applied Science Degrees
  - Accounting Technology
  - Business Administration and Management
  - Computer Science – Business
  - Computer Science – Math
  - Hospitality Management **Pending SACS COC Approval
  - Office Administration – General Technology
  - Office Administration – Legal Technology
  - Office Administration – Medical Technology
- Associate in Science Degrees
  - Accounting (General Studies)
  - Business Administration (General Studies)
  - Business Education (General Studies)
  - Computer Science (General Studies)
- Certificates
  - Accounting Technology
  - Computer Science
  - Hospitality Management **Pending SACS Approval
  - Office Administration – General Technology
  - Office Administration – Legal Technology
  - Office Administration – Medical Technology
- Short Certificates
  - Banking and Finance
  - Computer Science
  - Hospitality Management **Pending SACS Approval
  - Management and Supervision
  - Office Administration – General Technology
  - Office Administration – Legal Technology
  - Office Administration – Medical Technology
  - Real Estate

Industry Certifications
- Cisco
- CompTIA
- IC3
- Microsoft
- Networking
- Novell
- Security
- Real Estate License

CAREER, TECHNICAL AND OCCUPATIONAL PROGRAMS

Donald Sledge, Associate Dean
Nancy Wilson, Assistant Dean, Manufacturing and Engineering Technology Center
Tom Berryman, Director, Alabama Center for Automotive Excellence
Pier Wilkerson, Chairperson, Service Careers
Jeff Sweatmon, Chairperson, Construction Careers

Automotive Technology
  - Automotive Mechanics
  - Auto body Repair and Restoration
  - Medium/Heavy Truck Technician
  - Toyota T-Ten
  - Ford Program
  - GM Program
  - Automotive Service Education Program (ASEP) Standards Certification

Building/Construction Trades
  - Air Conditioning/Refrigeration
  - Building Construction
  - Carpentry
  - Cabinetmaking
  - Plumbing and Pipe Fitting

Manufacturing Technology and Engineering
  - Automated Manufacturing
  - Drafting and Design Technology
  - Electrical
  - Electronic Engineering Technology
  - Geographical Information Systems
  - Industrial Machinery Maintenance
  - Industrial Electronics Technology
  - Welding

Occupational Professions
  - Barbering/Hair Stylist
  - Culinary Arts
  - Cosmetology
  - Nailology
  - Media Production
**CAREER TECHNICAL AND BUSINESS TECHNOLOGIES CERTIFICATES AND AOT OPTIONS**

**Certifications (CER)**

**A**
- Automated Manufacturing
- Air Conditioning/Refrigeration
- Automotive Mechanics
- Automated Manufacturing Technology

**B**
- Barbering Technology

**C**
- Commercial Art & Illustration
- Computer Science
- Cosmetology Technology
- Culinary Arts

**D**
- Medium/Heavy Truck Technician (Diesel)
- Drafting Design Technology

**E**
- Electronics (Industrial)

**G**
- Graphics and Printing

**W**
- Welding

**ASSOCIATE IN OCCUPATIONAL TECHNOLOGY (AOT)**

**A**
- Air Conditioning and Refrigeration
- Automotive Mechanic
- Auto Body Repair and Restoration

**C**
- Commercial Art & Illustration

**D**
- Medium/Heavy Truck Technician (Diesel)

**G**
- Graphics and Printing

**W**
- Welding

**SHORT CERTIFICATES (STC)**

**A**
- Air Conditioning/Refrigeration
- Automotive Body Repair
- Automotive Mechanics

**B**
- Banking and Finance
- Barbering Technology
- Building Construction

**C**
- Carpentry Technology
- Child Development
- Commercial Art & Illustration
- Culinary Arts

**D**
- Medium/Heavy Truck Technician (Diesel)
- Drafting and Design Technology
E

- Electrical Technology
- Electronics Engineering Technology
- Electronics—Industrial
- Emergency Medical Services

G

- Geographic Information Systems
- Graphics and Printing

I

- Industrial Maintenance Technology

M

- Machine Tool
- Management and Supervision
- Media Production

N

- Nail Care Technology
- Nurse Assistant/Home Health Aide

P

- Plumbing and Pipe Fitting

R

- Real Estate

W

- Welding
BUSINESS & INFORMATION TECHNOLOGIES (DEGREE PLANS)
DIVISION OF BUSINESS AND INFORMATION TECHNOLOGIES

ACREDITED BY: ACBSP
Accreditation Council for Business Schools and Programs

DR. BRUCE CRAWFORD, VICE PRESIDENT INSTRUCTIONAL PROGRAMS

DR. ALICE TYLER MILTON, ASSOCIATE DEAN & CHAIR
Dr. Perry W. Ward Building – Suite 137

- Business and Information Technologies Division
- Small Business Development Center
- BlackBoard Administration
- Authorized Testing Centers

CONTACT INFORMATION:
amilton@lawsonstate.edu
205-929-6351 OR 205-929-6351

Dr. Perry W. Ward Advanced Technology & Training Building (Alabama Center for Advanced Technology and Training—ACATT)

BUSINESS AND INFORMATION TECHNOLOGIES PARTNERSHIPS/ORGANIZATIONS

DIVISION ACCREDITATION
- ACBSP - Accreditation Council for Business Schools and Programs

CERTIFIED INSTRUCTORS IN ALL AREAS OF STUDY
- All instructors hold earned degrees and certifications

TESTING CENTER PARTNERSHIPS
- Authorized Kryterion Testing Center
- Authorized LaserGrade Testing Center
- Authorized ISO Quality Testing
- Authorized PAN Testing Center
- Authorized PSI Testing Center
- Authorized VUE Testing Center
- Authorized VUE Testing Center – GED
- Authorized ISCE Proctor – Electronics Technicians
- Authorized CertiPort Testing Center – GED
- NHA – National Healthcareer Association
- Proctor for Agencies / Educational Institutions

ONLINE SERVICES
- SREC (Southern Regional Electronic Campus)—On and Off Campus Online Courses
- BlackBoard – E-Learning
- Online and Web-Supported Delivery of Courses
- E-Textbooks

INDUSTRY CERTIFICATIONS
- Microsoft - (IT Academy Pro Plus)
- CompTIA – Computing Technology Industry Association
- Oracle – Advanced Oracle Academy
- CISCO – (CCNA, CCNP)
- IC3

ACTIVE STUDENT ORGANIZATIONS
- KBD – Kappa Beta Delta Honor Society
- Organization for Accredited Business Programs
- PBL – Phi Beta Lambda Chapter
- State and National Competitive Placements Yearly
- Opened to all majors/departments

COMMUNITY SERVICE
- Grant Writing Class – BUS 190
- Won National PBL Recognition / 4th Place
- IRS – VITA Program (e-filing of taxes – annual service)
- Won National PBL Recognition / 1st - 10th Places

FUNDED GRANTS
Technology Grants – OVER 1.6 MILLION

REAL ESTATE OFFERING APPROVAL
- Alabama Real Estate Commission
  - Pre-License Course
  - Post License Course
  - Continuing Education
  - Credit and Non-Credit Courses

Partner – Realty South
Offers: Lecture, Online, and Webcast
THE DIVISION OF
BUSINESS AND INFORMATION TECHNOLOGIES
CERTIFICATES AND DEGREES

ONLINE DEGREES

Business Administration - AA
Business Education - AA

TRADITIONAL / HYBRID / ONLINE COURSES

Associate in Arts Degrees
Business Education
Business Administration

Associate in Applied Science Degrees
Accounting Technology
Business Administration and Management
Computer Science – Business Education
Computer Science – General / Math
Hospitality Management (Pending SACS/COC Approval)
Office Administration – General
Office Administration – Legal Technology
Office Administration – Medical Technology

Certificates
Accounting Technology
Computer Science
Hospitality Management (Pending SACS/COC Approval)
Office Administration – General
Office Administration – Legal Technology
Office Administration – Medical Technology

Short Certificates
Accounting Technology
Banking and Finance
Hospitality Management (Pending SACS/COC Approval)
Management and Supervision
Management and Supervision/Hospitality
Office Administration – General
Office Administration – Legal Technology
Office Administration – Medical Technology
Real Estate

Industry Certifications
Cisco
CompTIA
Microsoft
  • MCSE
  • MCSD
  • MCSA
  • MCP
  • Office Specialist
Novell
  • CNA
  • CNE
Oracle
IC3
Medical Coding
Real Estate

MISSION: The mission of the Division of Business and Information Technologies primarily is to provide instruction, from various delivery platforms (online, hybrid, and lecture), in the areas of Business, Accounting, Office Administration, Computer Science, Hospitality Management, Real Estate, Health and Information Technology, etc. To accomplish this mission, the Division offers:

• Programs to provide students with specialized training and skills that will enable them to become employable and competent in their discipline.
• Programs to provide students with skills that will allow them to matriculate successfully in a four-year college or university setting.
• Programs to provide knowledge and skills that will prepare students to function as intelligent citizens and consumers in a business-oriented society.
• Programs that meet the special needs of the community.
• A Small Business Development Center that offers services to entrepreneurs so they can build a growing and stable platform that will enable them to expand.
• Assistance with campus online courses using BlackBoard and registering them as a Southern Regional Electronic Course (SREC).
• Provide on-the-job training through the Division’s Internship Program so students can gain work experience before they graduate.
• Various areas of training to business and industry and the community.

The students play an important and active role in the life of the Division and are treated as an important individual with unique goals, drives, and needs. In addition, the faculty, staff, and dean, who represent diverse backgrounds and expertise, serve as advisors to students throughout their program. They are highly qualified in their specialty areas.

Because of our desire to be the “best of the best”, we have become stronger each year which has made our students highly marketable in their endeavors. The challenging training has enabled the students to place nationally in the varied competitive areas of business and technology yearly. This experience alone provides them growth in their vocation.

A large proportion of the employment opportunities in the United States and abroad are in business and business-related fields. The business students at Lawson State Community College are afforded the opportunity to prepare for a career in business and/or transfer to a four-year institution to further pursue a baccalaureate degree in business and related majors.

The Associate of Arts Degrees entails a liberal arts-based curriculum combined with basic business courses that prepare the student to transfer to a four-year institution with the courses based on obtaining a business degree.

The Associate of Applied Science Degrees entails hands-on experiences and affords each student the opportunity have an understanding of real-life experiences through internships/co-ops.
The Division's mission and objectives reflect the application of Lawson State's overall mission to the field of Business. We specialize in providing state-of-the-art, highly marketable programs. According to the Occupational Handbook, the Division of Business and Information Technologies can train individuals in more than 200 occupations. The course offerings include numerous courses which also allow persons employed in business to learn new skills or refresh existing skills. The curriculum provides students with a broad understanding of business, a competence in business computer programming, and knowledge of information technology infrastructure.

Moreover, Information Technology is undergoing great changes as technology advances and the need for computer software increases. Simply providing students with skills necessary to enter the computing profession is not sufficient. Because of this, our students are given a solid theoretical foundation with knowledge of information technology infrastructure. Persons desiring noncredit, personal enrichment may audit any course offering which compliments their personal proficiency also.

To better assist students in meeting their classroom goals, the college has computer labs where all computer-related courses meet. The computer labs provide the student with state-of-the-art computer hardware and software that will aid in preparing work for all of their classes. Open lab time is available for usage outside of class time as well. Students are encouraged to maximize their use of computers in all of their coursework.

Come and join the faculty, staff, and students in the Division of Business and Information Technologies at Lawson State Community College. Let us help you prepare you to become marketable.

**DR. PERRY W. WARD ADVANCED TECHNOLOGY BUILDING (ACATT)**

The Dr. Perry W. Ward Advanced Technology Building is a wireless structure that houses the President’s Office; Division of Business and Information Technologies; Small Business Development Center; Authorized Testing Center, Teleconferencing Center, A+ Laboratory, Capstone Simulations, etc. ACATT was developed to provide training in advanced technologies and applications that would expand Alabama’s highly skilled information and emerging technology workforce. Furthermore, through its training programs, ACATT will enhance economic growth and development. The Division is influential in the trainings of the highest technical aspects. ACATT is a member of the Alabama College System and a division of Lawson State Community College.

**SMALL BUSINESS DEVELOPMENT CENTER**

The Small Business Development Center provides customized training for business, industry, governmental agencies, etc. The Center, along with its partners, assist small business owners and prospective business owners with business plans as they relate to starting and/or maintaining a successful small business; provides customized training for business and industry within the community; provides on-going services to the community in such areas as Grant Writing, Real Estate, Financial Investments, Professional Business Plans, QuickBooks, Word Processing, Database, Spreadsheet, Professional Business Presentations, E-mail Usage, Internet Usage, etc. For more information, please contact us at: 205-929-6351.

**ONLINE DEGREES OFFERED BUSINESS AND INFORMATION TECHNOLOGIES DIVISION**

The Business and Information Technologies Division now has TWO online programs:

- Business Administration (AA)
- Business Education (AA)

The business degrees are the most popular online degrees today. Online degrees allow you to build your skills in the comfort of your home or if you have a demanding job, while traveling or at your leisure.

Further, an Associate of Arts degree in business will allow you to easily matriculate a four-year institution of your choice to complete your bachelor’s degree, and you would have obtained your degree at an economical price. For more information, please contact:

**Dr. Alice Tyler Milton**  
Associate Dean/Chair  
205.929.6351

Get Started Today!
BUSINESS AND INFORMATION TECHNOLOGIES
PARTNERSHIPS/ORGANIZATIONS

ACBSP

LaserGrade®

Microsoft

Internal Revenue Service
VITA Program

ORACLE®

RealtySouth

ISO QUALITY

CompTIA

NHA

AITA

Cisco Systems

DATC

ISCET

Kappa Beta Delta

Drake Kryterion

PEARSON VUE

Certiport
BUSINESS AND INFORMATION TECHNOLOGIES
DEGREES AND CERTIFICATES
REQUIREMENTS/ELECTIVES

AREA I - WRITTEN COMPOSITION
- ENG 101 English Composition I
- ENG 102 English Composition II

AREA II – HUMANITIES/ FINE ARTS
Humanities – (Choose 1) 3 Hours
- ART 100 - Art Appreciation
- MUS 101 - Music Appreciation
- HUM 100 - Introduction to Humanities
- SPA - Introduction to Spanish I
- Religion

Speech – 3 Hours
- SPH 107 - Fundamentals of Public Speaking

Fine Arts Requirements – 6 Hours
6 Hours – Requirements for AA Degrees
- ENG 251 - American Literature I and
- ENG 252 - American Literature II
- ENG 261 - English Literature I and
- ENG 262 - English Literature II

AREA III - NATURAL SCIENCE & MATHEMATICS
Natural Science Requirements
- BIO 101 - General Biology I W/Lab
- BIO 102 - General Biology II W/Lab
- BIO 103 - Principles of Biology I W/Lab
- BIO 104 - Principles of Biology II W/Lab
- BIO 201 - Human Anatomy & Physiology I *
- BIO 202 - Human Anatomy & Physiology II *
- CHM 104 - Intro to Inorganic Chemistry I W/Lab
- CHM 105 - Intro to Inorganic Chemistry II W/Lab
- CHM 111 - College Chemistry I W/Lab

NOTE: * Mandatory for Office Admin/Medical Program

Mathematics Requirements (Choose One)
- MTH 110 - Finite Mathematics
- MTH 112 - Pre-Calculus Algebra
- MTH 113 - Pre-Calculus Trigonometry

AREA IV - HISTORY/SOCIAL BEHAVIOR SCIENCES
History – Choose 1
- HIS 101 - History of Western Civilization I
- HIS 102 - History of Western Civilization II
- HIS 201 - United States History I
- HIS 202 - United States History II

Social, and Behavioral Sciences Requirements
Choose 1
- PSY 200 - General Psychology
- SOC 200 - Introduction to Sociology

AREA V - PRE-PROF/MAJOR COURSES

Electives: Business and Information Technologies Department
Computerized Accounting Requirements/Electives
- ACC 129 - Individual Income Taxes
- ACC 149 - Intro to Accounting Spreadsheets
- ACC 150 - Computerized General Ledger
- BUS 246 - Accounting on the Microcomputer

NOTE: BUS 271 or BUS 272 will substitute

Management Requirements/Electives
- BUS 275 - Principles of Management
- BUS 276 - Human Resource Management
- BUS 279 - Small Business Management
- HSM 111 - Orientation to Hospitality Management

Business Administration Degree – AA Electives

The Statewide Transfer Articulation Reporting System (STARS) is dedicated to making the transfer process as simple as possible. The courses below will enable you to graduate with the same number of hours as native students of the Alabama public four-year institutions in the same degree program. If the STARS is used correctly, you will be guided through the first two years of course work and prevent the loss of credit hours upon transfer.

- BUS 100 - Introduction to Business
- BUS 210 - Introduction to Accounting
- BUS 215 - Business Communication
- BUS 248 - Managerial Accounting
- BUS 263 - Legal and Social Environment
- BUS 271 - Business Statistics I
- BUS 272 - Business Statistics II
- CIS 147 - Advanced Microcomputer Apps

NOTE: The electives for Business Education will depend on the educational institution and degree program chosen. Students must have an institution and program identified.

Business Education Degree – AA Electives

The Statewide Transfer Articulation Reporting System (STARS) is dedicated to making the transfer process as simple as possible. The courses below will enable you to graduate with the same number of hours as native students of the Alabama public four-year institutions in the same degree program. If the STARS is used correctly, you will be guided through the first two years of course work and prevent the loss of credit hours upon transfer.

- BUS 100 - Introduction to Business
- BUS 210 - Introduction to Accounting
- BUS 215 - Business Communication
- BUS 241 - Principles of Accounting I
- BUS 242 - Principles of Accounting II
- BUS 248 - Managerial Accounting
- BUS 263 - Legal and Social Environment
- BUS 271 - Business Statistics I
- BUS 272 - Business Statistics II
- CIS 147 - Advanced Microcomputer Apps
The following courses are needed for certification in the following areas, and can be electives:

**AREAS**

**COURSES**

- CISCO - CIS 270, CIS 271, CIS 272
- Oracle DBA - CIS 225, CIS 226, CIS 228
- Oracle DEV - CIS 225, CIS 227, CIS 265
- Networking - CIS 158, CIS 253, CIS 254
- Web Design - CIS 208, CIS 209, CIS 250
- Applications - CIS 147, CIS 148, OAD 125
- OS - CIS 171, CIS 172, CIS 249
- Programming - CIS 212, CIS 213, CIS 251, CIS 252
- Security - CIS 185, CIS 246, CIS 280
- Small Business - BUS 100, BUS 147, BUS 190, BUS 263, BUS 275, BUS 279, BUS 276

**OTHER - AREA V ELECTIVES (See Your Advisor)**

ACC, BUS, CIS, ECO, HIT, HSM, OAD, RLS)

- ACC 129 - Individual Income Taxes
- ACC 149 - Intro to Accounting Spreadsheets
- ACC 150 - Computerized General Ledger
- BUS 100 - Introduction to Business
- BUS 147 - Introduction to Finance
- BUS 150 - Business Mathematics
- BUS 190 - Mgmt. Workshop I/Grant Writing
- BUS 191 - Introduction to Investments
- BUS 202 - Professional Development
- BUS 215 - Business Communication
- BUS 241 - Principles of Accounting I
- BUS 242 - Principles of Accounting II
- BUS 246 - Accounting on the Microcomputer
- BUS 248 - Managerial Accounting
- BUS 263 - Legal/Social Env. of Business
- BUS 271 - Business Statistics I
- BUS 272 - Business Statistics II
- BUS 275 - Principles of Management
- BUS 276 - Human Resource Management
- BUS 279 - Small Business Management
- ECO 231 - Principles of Macroeconomics
- ECO 232 - Principles of Microeconomics
- BIO 120 - Medical Terminology (or OAD 211)
- HIT 230 - Medical Coding Systems I
- HIT 231 - Medical Coding Systems I Lab
- HIT 232 - Medical Coding Systems II
- HIT 233 - Medical Coding Systems II Lab
- HIT 294 - Medical Insurance and Billing
- HIT 152 - Skill Developmental Lab I
- HPS 114 - Basic Pharmacology
- HIT 290 - HIT Seminar – Problem Solving
- HIT 285 - Medical Coding with Computers
- HSM 111 - Orientation to Hospitality Management
- HSM 123 - Hospitality Field Experience I
- HSM 140 - Hospitality Industry Computer Sys.
- HSM 232 - Event Logistics and Entertainment
- HSM 234 - Planning & Development of Leisure
- HSM 250 - Hospitality Marketing
- HSM 265 - Planning & Development of Tourism
- OAD 101 - Beginning Keyboarding
- OAD 103 - Intermediate Keyboarding
- OAD 125 - Word Processing
- OAD 138 - Records/Information Management
- OAD 200 - Machine Transcription
- OAD 201 - Legal Terminology
- OAD 202 - Legal Transcription
- OAD 203 - Legal Office Procedures
- OAD 211 - Medical Terminology (or BIO 120)
- OAD 212 - Medical Transcription
- OAD 218 - Office Procedures
- OAD 243 - Spreadsheet Applications
- CIS 147 - Advanced Microcomputer Apps
- CIS 148 - Post Adv. Microcomputer Apps
- CIS 149 - Introduction to Computers
- CIS 191 - Intro to Comp. Prog. Concepts
- CIS 193 - Intro to Comp. Prog. Lab
- CIS 199 - Network Communication
- CIS 165 - Network Lab
- CIS 207 - Intro to Web Development
- CIS 212 - Visual Basic Programming
- CIS 222 - Database Management Systems
- CIS 251 - C++ Programming
- CIS 268 - Software Support
- CIS 269 - Hardware Support
- CIS 270 - CISCO I
- CIS 271 - CISCO II
- CIS 272 - CISCO III
- CIS 273 - CISCO IV
- CIS 275 - Workstation Administration
- CIS 276 - Server Administration
- CIS 281 - Systems Analysis and Design
- CIS 280 - Network Security
- CIS 285 - Object Oriented Programming
- RLS 101 - Real Estate Principles

**BE AN ACTIVE STUDENT—BECOME A MEMBER**

This organization is opened to ALL majors at the College.

**CONTACTS:**

Bessemer Campus:
Stephanie Henry, 205.929.3446

Birmingham Campus:
Mr. Norris Watkins, 205.929.2024
Mrs. Sherlita Denson, 205.929.3597
ACCOUNTING (ACC)

The following applies for the Accounting Areas:

- All elective(s) and/or substitutions must be approved by the area advisor.
- BUS 210 (Introduction to Accounting) is recommended as a prerequisite for BUS 241.
- BUS 296 (Business Internship) MUST be taken in the last semester of enrollment.

Enroll in ORI 101 your first term at LSCC.

The Accounting Technology Program (Associate of Applied Science and Certificates) trains students with skills in preparing, analyzing, and verifying financial documents. Moreover, the Division of Business and Information Technologies assist in giving each student the self-confidence, maturity, and ability to work independently. The programs are designed to give each student excellent skills in mathematical and computer skills, analytic and problem solving skills, oral and written communication skills, and strong interpersonal skills. As with other industries, technology plays an integral role in the accounting field. Computer applications, database and spreadsheet classes complement the core curriculum with an emphasis on computerized accounting applications. Co-op is required of each student in the Applied Science degree program.

A Certificate in Accounting is excellent preparation for an accounting career and is ideal for those individuals holding a degree from a four-year institution in a field other than accounting, and wishes to change careers into an accounting profession.

A Certificate in Accounting will also provide the opportunity for individuals without a degree to advance by developing expertise and technical skills in the challenging and rewarding field of accounting. The accounting certificate program is designed to open career avenues for those seeking employment in accounting, as well as those wishing to enhance already established careers in other fields.

ASSOCIATE IN APPLIED SCIENCE DEGREE
Accounting Technology

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Hour(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Requirements</td>
<td></td>
</tr>
<tr>
<td>- ORI 101 Orientation to College</td>
<td>1</td>
</tr>
<tr>
<td>Area I – Written Composition</td>
<td></td>
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<tr>
<td>- ENG 101 English Composition I</td>
<td>3</td>
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<tr>
<td>Area II – Humanities &amp; Fine Arts</td>
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<tr>
<td>- Humanities and Fine Arts Requirement</td>
<td>3</td>
</tr>
<tr>
<td>- SPH 107 Fundamentals of Public Speaking</td>
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<tr>
<td>Area III – Natural Science &amp; Mathematics</td>
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<tr>
<td>- Natural Science Requirement</td>
<td>4</td>
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<tr>
<td>- MTH 110 Finite Mathematics / OR</td>
<td></td>
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<tr>
<td>- MTH 112 Pre-Calculus</td>
<td>3</td>
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<tr>
<td>Area IV – History, Social, &amp; Behavioral Sciences</td>
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<tr>
<td>- Social and Behavioral Science Requirement</td>
<td>3</td>
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<tr>
<td>Area V*—Pre-Professional/College Requirements</td>
<td></td>
</tr>
<tr>
<td>- CIS 146 Microcomputer</td>
<td>3</td>
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<tr>
<td>- RDG114A Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>- Two 1-hour PED Activity Courses</td>
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</tr>
<tr>
<td><strong>Total General Studies Courses + ORI</strong></td>
<td><strong>28</strong></td>
</tr>
</tbody>
</table>

Area V – Pre-Professional/Major Courses                     | 46      |
| - ACC 129 Individual Income Taxes                           | 3       |
| - Computerized Accounting                                  | 6       |
| - OR Business Statistics                                   |         |
| - BUS 100 Introduction to Business                         | 3       |
| - BUS 147 Introduction to Finance                          | 3       |
| - BUS 150 Business Mathematics                             | 3       |
| - BUS 202 Professional Development                         | 1       |
| - BUS 215 Business Communication                           | 3       |
| - BUS 241 Principles of Accounting I                       | 3       |
| - BUS 242 Principles of Accounting II                      | 3       |
| - BUS 248 Managerial Accounting                            | 3       |
| - BUS 263 Legal/Social Env. of Business                    | 3       |
| - Management Requirement                                   | 3       |
| - BUS 296 Business Internship I                            | 3       |
| - ECO 231 Principles of Macroeconomics                     | 3       |
| - Electives (ACC/ACT, BUS, HIT, HSM, CIS, OAD)             |         |

**Total Required Hours for Degree**                        | **74**  

WE ARE AN AUTHORIZED TESTING CENTER

Hours of Operations
Monday - Friday
8:00 a.m. - 5:00 p.m.
(Special Settings Are Offered)

Contact Numbers:
205.929.2016
205.929.6448

GET A+ CERTIFIED
For More Information Contact
Scott Kelley – Bessemer and Birmingham Campuses
205.929.3466
The Associate of Arts for the Business Administration Transfer Program is designed for students who are planning to transfer into baccalaureate degree programs in business administration, management, marketing, finance and accounting along with other business programs offered at four-year institutions. The coursework includes the basic business courses that are generally acceptable to the transfer institution. The major emphasis is on completion of general education requirements that are part of the senior institution's requirements for business majors. These are in the liberal arts areas of math, science, humanities and social sciences. Students enrolling in this transfer program should be aware of the course requirements and application of transfer credits at the institutions to which they are considering transferring. Each student should work closely with the STARS program, their advisor, and transfer counselor to be sure that their requirements are sufficient. Co-op is not required.

The Associate of Arts for the Business Education Transfer Program is designed for students who are planning to transfer into baccalaureate degree programs in entrepreneurship, real estate, e-business, technology management, banking, business communications, e-commerce, educational leadership, economics, human resources, public administration, labor relations, paralegal, along with other business programs offered at four-year institutions. The coursework includes the basic business courses that are generally acceptable to the transfer institution. The major emphasis is on completion of general education requirements that are part of the senior institution's requirements for business majors. These are in the liberal arts areas of math, science, humanities and social sciences. Students enrolling in this transfer program should be aware of the course requirements and application of transfer credits at the institutions to which they are considering transferring. Each student should work closely with the STARS program, their advisor, and transfer counselor to be sure that their requirements are sufficient. Co-op is not required.

The Associate of Applied Science for the Business Administration and Management Program trains students with skills needed to begin an exciting and challenging career in any number of today’s business fields. With the growth of the Internet industry and e-commerce opportunities, there is an even greater need for well-rounded business training. In this dynamic age, you will succeed with a diverse, broad-based knowledge of vital business policies and procedures. The core curriculum will enable you to enter the job market in a number of capacities. Moreover, Co-op is required of each student in the Applied Science degree program. Co-op contributes to the
overall skill development which builds self-confidence, maturity, and the ability to work independently.

A Short Certificate in Management and Supervision is designed to help you develop the skills you need to become an effective supervisor or manager. Initial offerings focus on helping you understand yourself and others, enhance your mathematics, computer, and writing skills. Subsequent offerings will show you how to set goals and objectives, solve problems, build effective teams, communicate effectively, and deal with difficult employees.

ASSOCIATE IN ARTS DEGREE
Business Administration

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Hour(s)</th>
</tr>
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<tbody>
<tr>
<td>College Requirements</td>
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<tr>
<td>• ORI 101 Orientation to College</td>
<td>1</td>
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<tr>
<td>Area I – Written Composition</td>
<td>6</td>
</tr>
<tr>
<td>• ENG 101 English Composition I</td>
<td>3</td>
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<tr>
<td>• ENG 102 English Composition II</td>
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<td>Area II – Humanities &amp; Fine Arts</td>
<td>12</td>
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<tr>
<td>• SPH 107 Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>• Humanities Requirement</td>
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</tr>
<tr>
<td>• Fine Arts Requirement(s)</td>
<td>6</td>
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<tr>
<td>Area III – Natural Science &amp; Mathematics</td>
<td>11</td>
</tr>
<tr>
<td>• Natural Science/Lab</td>
<td>8</td>
</tr>
<tr>
<td>• MTH 110 Finite Mathematics / OR MTH 112 Pre-Calculus</td>
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<tr>
<td>Area IV – History, Social, &amp; Behavioral Sciences</td>
<td>12</td>
</tr>
<tr>
<td>• History Requirement</td>
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<tr>
<td>• Social and Behavioral Sciences Requirement</td>
<td>3</td>
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<tr>
<td>• Economics (See Area V)</td>
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<td>• Total General Studies Credits + ORI</td>
<td>50</td>
</tr>
</tbody>
</table>

| Area V – Pre-Professional/Major Courses | 10-14 |
| • BUS 241 Principles of Accounting I | 3       |
| • BUS 242 Principles of Accounting II | 3       |
| • ECO 231 Principles of Macroeconomics | 3*      |
| • ECO 232 Principles of Microeconomics | 3*      |
| • Electives | 6-8     |
| Total Required Hours For Degree | 60-64   |

*Counts toward Area IV

NOTE: See your advisor and/or refer to the STARS guide as it relates to the courses required for your chosen major at the transferring institution.

ASSOCIATE IN ARTS DEGREE
Business Education

<table>
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</tr>
<tr>
<td>• Humanities Requirement</td>
<td>3</td>
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<tr>
<td>• Fine Arts Requirement(s)</td>
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<tr>
<td>Area III – Natural Science &amp; Mathematics</td>
<td>11</td>
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<tr>
<td>• Natural Science/Lab</td>
<td>8</td>
</tr>
<tr>
<td>• MTH 110 Finite Mathematics / OR MTH 112 Pre-Calculus</td>
<td>3</td>
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<tr>
<td>Area IV – History, Social, &amp; Behavioral Sciences</td>
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<td>• Social and Behavioral Sciences Requirement</td>
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<tr>
<td>• Economics (See Area V)</td>
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<tr>
<td>Area V*—Pre-Professional/College Requirements</td>
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<tr>
<td>• CIS 146 Microcomputer</td>
<td>3</td>
</tr>
<tr>
<td>• RDG114A Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>• Two 1-hour PED Activity Courses</td>
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</tr>
<tr>
<td>• Total General Studies Credits + ORI</td>
<td>50</td>
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</table>

| Area V – Pre-Professional/Major Courses | 10-14 |
| • ECO 231 Principles of Macroeconomics | 3*     |
| • ECO 232 Principles of Microeconomics | 3*     |
| • Electives (HSM, BUS, CIS) | 12-14   |
| Total Required Hours For Degree | 60-64   |

*Counts toward Area IV

NOTE: See your advisor and/or refer to the STARS guide as it relates to the courses required for your chosen major at the transferring institution.
ONLINE DEGREES
AA DEGREES ONLY

Online education is becoming more popular every day as an alternative way of learning because students are provided the same high-quality intellectual rigor of a traditional classroom setting. Enrolling in the AA Online Programs allows students to complete the first two years of college, at an economical price, before transferring to a four-year institution.

After the first semester of coursework, students should decide on the four-year institution in which they will be transferring to. This is vital in Areas II - V.

ASSOCIATE IN ARTS DEGREE
Business Administration

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Hour(s)</th>
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<tbody>
<tr>
<td><strong>College Requirements</strong></td>
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<tr>
<td>• ORI 101 Orientation to College</td>
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<td><strong>Area I – Written Composition</strong></td>
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<tr>
<td>• ENG 101 English Composition I</td>
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<td>• ENG 102 English Composition II</td>
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<td><strong>Area II – Humanities &amp; Fine Arts</strong></td>
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<tr>
<td>• SPH 107 Fundamentals of Public Speaking</td>
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<tr>
<td>• HUM 101 Introduction to Humanities</td>
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<td>• Fine Arts Requirement(s)</td>
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<td><strong>Area III – Natural Science &amp; Mathematics</strong></td>
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<td>• <strong>TOTAL GENERAL STUDIES CREDITS + ORI</strong></td>
<td>50</td>
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<tr>
<td><strong>Area V – Pre-Professional/Major Courses</strong></td>
<td>10-14</td>
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<tr>
<td>• BUS 241 Principles of Accounting I</td>
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<td>• BUS 242 Principles of Accounting II</td>
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<td>• ECO 232 Principles of Microeconomics</td>
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<td>• Electives</td>
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<td><strong>TOTAL REQUIRED HOURS FOR DEGREE</strong></td>
<td>60-64</td>
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</tbody>
</table>

*Counts toward Area IV

NOTE: Refer to the STARS guide as it relates to the courses required for your chosen major at the transferring institution.

All college transfer students should complete and retain a STARS guide in order to properly follow their degree plans. Failure to do so may result in students taking courses or enrolling in programs that are NOT transferable to their four-year institution. See the Self-Help Guidebook section of this catalog for instructions.

http://stars.troy.edu/
### ASSOCIATE IN APPLIED SCIENCE DEGREE
Business Administration and Management

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<th>General Studies Courses</th>
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<td><strong>Area I – Written Composition</strong></td>
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<td>• ENG 101 English Composition I</td>
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<tr>
<td><strong>Area II – Humanities &amp; Fine Arts</strong></td>
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</tr>
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<td>• Humanities and Fine Arts Course</td>
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<td>• SPH 107 Fundamentals of Public Speaking</td>
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<td><strong>TOTAL GENERAL STUDIES COURSES + ORI</strong></td>
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<tr>
<td>• BUS 263 Legal/Social Env. of Business</td>
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<td>• BUS 271 Business Statistics I</td>
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<td>• BUS 296 Business Internship I</td>
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<td>OR BUS 272</td>
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<td>• CIS 147 Adv. Microcomputer Applications</td>
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<td><strong>TOTAL REQUIRED HOURS FOR DEGREE</strong></td>
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### SHORT CERTIFICATE
Management and Supervision

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<td><strong>Area V – Pre-Professional/Major &amp; Elective Courses</strong></td>
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<td><strong>TOTAL REQUIRED HOURS FOR CERTIFICATE</strong></td>
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### SHORT CERTIFICATE
Banking and Finance

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</tr>
</tbody>
</table>

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**Phi Beta Lambda** is a business organization that has a chapter in the **Business and Information Technologies Department**. The objective is to develop strong, aggressive leadership so that future businessmen and women may participate more effectively in the business community life of which they are a part.

**BIRMINGHAM CAMPUS** - 205-929-2024/205-9293597
**BESSEMER CAMPUS** - 205-929-3446

Remember! The Phi Beta Lambda professional student organization is for all majors at Lawson State Community College.
Can you see yourself managing a golf club or a golf resort? If the answer is yes, get the skills you need to achieve your goal—enroll in the Hospitality Management Program today!!

**WHAT IS HOSPITALITY MANAGEMENT?**
Simply, providing services so customers feel welcome and at home! The key is being hospitable and accommodating to those being served, etc. SOME areas that hospitality is rendered are:

**Hotels**

**Tourism**

**Restaurants**

**Casinos**

**Galleries / Museums**, etc.

**Parks and Fairs**

As you can see, your talents will be needed EVERYWHERE!!

**HOSPITALITY MANAGEMENT (HSM)**

The following applies for the Business Areas:

- All elective(s) and/or substitutions must be approved by the area advisor.
- BUS 210 (Introduction to Accounting) is recommended as a prerequisite for BUS 241.
- BUS 296 (Business Internship) MUST be taken in the last semester of enrollment.

Enroll in ORI 101 your first term at LSCC.

The Associate of Applied Science for the Hospitality Management is among the fastest growing industries in the world, and are filled with a large variety of career options within the corporate and private sectors. Despite fluctuations in the economy, families and individuals are always looking for exciting new ways to enjoy their free time, whether it is planning a vacation or simply dining out. Business and industry leaders are always networking and planning events to expose and expand their businesses. For these reasons, there will always be a need for professionals to provide their services in an organized and well-planned manner. Hospitality careers are often stereotyped as low-wage, entry-level positions with little opportunity for advancement. Consequently, qualified workers are often surprised to learn about the range of hospitality careers and their earning potential beyond minimum wage.
### ASSOCIATE IN APPLIED SCIENCE DEGREE
Hospitality Management

PENDING SACS/COC APPROVAL

<table>
<thead>
<tr>
<th>General Studies Courses</th>
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<tbody>
<tr>
<td><strong>College Requirements</strong></td>
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<td><strong>Area II – Humanities &amp; Fine Arts</strong></td>
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</tr>
<tr>
<td><em><em>Area V</em>—Pre-Professional/College Requirements</em>*</td>
<td>8</td>
</tr>
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<td>• CIS 146 Microcomputer</td>
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</tr>
<tr>
<td><strong>TOTAL GENERAL STUDIES COURSES + ORI</strong></td>
<td>28</td>
</tr>
</tbody>
</table>

| **Area V – Pre-Professional/Major Courses** | 46       |
| • BUS 100 Introduction to Business       | 3        |
| • BUS 150 Business Mathematics           | 3        |
| • BUS 202 Professional Development       | 1        |
| • BUS 215 Business Communication         | 3        |
| • BUS 241 Principles of Accounting I     | 3        |
| • BUS 263 Legal/Social Env. of Business  | 3        |
| • ECO 231 Principles of Macroeconomics   | 3        |
| • HSM 108 Food/Beverage Cost Control     | 3        |
| • HSM 111 Orientation to Hospitality Mgmt| 3        |
| • HSM 123 Hospitality Field Experience I | 3        |
| **BUS 296 Business Internship I**        |          |
| • HSM 232 Event Logistics and Entertainment| 3     |
| • HSM 234 Planning/Dev of Leisure Prog/Fes| 3    |
| • HSM 250 Hospitality Marketing          | 3        |
| • HSM 251 Front Office Management        | 3        |
| • HSM 265 Planning/Development of Tourism| 3        |
| • Electives (ACC, BUS, CIS, HSM, OAD)    | 3        |
| **TOTAL REQUIRED HOURS FOR DEGREE**      | 74       |

### CERTIFICATE
Hospitality Management

PENDING SACS/COC APPROVAL

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Hour(s)</th>
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<tbody>
<tr>
<td>• ORI 101 Orientation to College</td>
<td>1</td>
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</tbody>
</table>

| **Area I – Written Composition**         | 3       |
| • ENG 101 English Composition I          | 3       |

| **Area II – Humanities & Fine Arts**     | 3       |
| • SPH 107 Fundamentals of Public Speaking| 3       |

| **Area III – Natural Science and Mathematics** | 7       |
| • Natural Science Requirement            | 4       |
| • MTH100 or higher                       | 3       |

| **Area V*—Pre-Professional/College Requirements** | 3       |
| • CIS 146 Microcomputer                    | 3       |

| **TOTAL GENERAL STUDIES CREDITS + ORI**      | 17      |

| **Area V – Pre-Professional/Major Courses**  | 28      |
| • BUS 202 Professional Development          | 1       |
| • BUS 215 Business Communication            | 3       |
| • BUS 210 Introduction to Accounting        | 3 OR    |
| • BUS 241 Principles of Accounting I        | 3       |
| • BUS 263 Legal/Social Environment          | 3       |
| • HSM 111 Orientation to Hospitality Mgmt   | 3       |
| • HSM 123 Hospitality Field Experience I    | 3       |
| **BUS 296 Business Internship I**           |         |
| • HSM 232 Event Logistics and Entertainment | 3       |
| • HSM 234 Planning/Dev of Leisure Prog/Fes  | 3       |
| • HSM 250 Hospitality Marketing             | 3       |
| • Electives (ACC, BUS, CIS, HSM, OAD, RLS)  | 3       |

| **TOTAL REQUIRED HOURS FOR CERTIFICATE**    | 45      |

### SHORT CERTIFICATE
Hospitality Management

PENDING SACS/COC APPROVAL

<table>
<thead>
<tr>
<th>General Studies Courses</th>
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<tbody>
<tr>
<td>• ORI 101 Orientation to College</td>
<td>1</td>
</tr>
</tbody>
</table>

| **Area V – Pre-Professional/Major Courses** | 27     |
| • CIS 146 Microcomputer Applications      | 3     |
| • BUS 210 Introduction to Accounting      | 3     |
| • BUS 215 Business Communication         | 3     |
| • Electives (BUS and HSM)                | 18    |

| **TOTAL REQUIRED HOURS FOR CERTIFICATE**  | 28     |

---

**Contact:** Dr. Alice Tyler Milton for more information concerning Hospitality Management – amilton@lawsonstate.edu
**COMPUTER SCIENCE (CIS)**

The following applies for the Computer Science Areas:

- All elective(s) and/or substitutions must be approved by the area advisor.
- BUS 210 (Introduction to Accounting) is recommended as a prerequisite for BUS 241.
- BUS 296 (Business Internship) MUST be taken in the last semester of enrollment.

**Enroll in ORI 101 your first term at LSCC.**

The Computer Science/Business Program (Associate of Applied Science) is designed for students with an interest in computer science and its application in business. With the current trends to outsourcing and contracting for the provision of computing resources in business, it is imperative that computing practitioners have a strong grounding in business and business practices. These practitioners need entrepreneurial skills as they will often have to establish themselves as independent consultants and compete for contracts. This degree is intended to prepare students to compete in this market. Co-op is required of each student in the degree program. Co-op contributes to the overall skill development which builds self-confidence, maturity, and the ability to work independently.

The Computer Science/Math Program (Associate of Applied Science) provides each student with a background in the principles of computing and their applications in software and systems. Students are provided real-life experience together with the development of a sound basis in theory. Students work individually and cooperatively, on projects designed to foster an understanding of basic theoretical principles. Whether you plan to enter the computing industry per se or only to use computing as a tool for other purposes, the program prepares each student for great preparation for the future. Co-op is required of each student in the degree program. Co-op contributes to the overall skill development which builds self-confidence, maturity, and the ability to work independently.

A Certificate in Computer Science is designed for individuals seek upgrading or retraining in areas related to computer science.

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**ASSOCIATE IN APPLIED SCIENCE DEGREE**

**Computer Science – Business**

<table>
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<tbody>
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<td><strong>Area I – Written Composition</strong></td>
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<td>- <strong>ENG 101</strong> English Composition I</td>
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<td><strong>Area II – Humanities &amp; Fine Arts</strong></td>
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<td><em><em>Area V</em>—Pre-Professional/College Requirements</em>*</td>
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<td>28</td>
</tr>
</tbody>
</table>

| Area V – Pre-Professional/Major Courses                     | 47      |
| - **BUS 202** Professional Development                      | 1       |
| - **BUS 215** Business Communication                        | 3       |
| - **BUS 241** Principles of Accounting                      | 3       |
| - **BUS 296** Business Internship I                         | 3       |
| - **CIS 147** Adv. Microcomputer Applications               | 3       |
| - **CIS 149** Introduction to Computers                     | 3       |
| - **CIS 191/193** Intro to Comp. Prog. Concepts/Lab         | 3 / 1   |
| - **CIS 207** Intro to Web Development                      | 3       |
| - Electives (ACC, BUS, ECO)                                | 24      |

**TOTAL REQUIRED HOURS FOR DEGREE**

75

---

**THE BUSINESS AND INFORMATION TECHNOLOGIES DEPARTMENT**

Specializes in

**CISCO Certification**

Call Mr. Scott Kelley for more information at 205-929-3466

---

**BECOME A PHI BETA LAMBDA MEMBER**

Contacts:

Bessemer Campus:
Stephanie Henry, 205.929.3446

Birmingham Campus:
Mr. Norris Watkins, 205.929.2024
Mrs. Sherlita Denson, 205.929.3597
### ASSOCIATE IN APPLIED SCIENCE DEGREE
**Computer Science – Math**

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Hour(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College Requirements</strong></td>
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<tr>
<td>ORI 101 Orientation to College</td>
<td>1</td>
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<tr>
<td><strong>Area I – Written Composition</strong></td>
<td>3</td>
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<tr>
<td>ENG 101 English Composition I</td>
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<tr>
<td><strong>Area II – Humanities &amp; Fine Arts</strong></td>
<td>6</td>
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<tr>
<td>Humanities and Fine Arts Course</td>
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<tr>
<td>SPH 107 Fundamentals of Public Speaking</td>
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<td><strong>Area III – Natural Science &amp; Mathematics</strong></td>
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<tr>
<td>Natural Science Requirement</td>
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<td>MTH 112 Pre-Calculus</td>
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<td><strong>Area IV – History, Social, &amp; Behavioral Sciences</strong></td>
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<td>Social and Behavioral Science Requirement</td>
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<tr>
<td><em><em>Area V</em>—Pre-Professional/College Requirements</em>*</td>
<td>8</td>
</tr>
<tr>
<td>CIS 146 Microcomputer</td>
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<tr>
<td>RDG114A Critical Reading for College</td>
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<tr>
<td>Two 1-hour PED Activity Courses</td>
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<td><strong>TOTAL GENERAL STUDIES COURSES + ORI</strong></td>
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<td><strong>Area V – Pre-Professional/Major Courses</strong></td>
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<tr>
<td>BUS 202 Professional Development</td>
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<td>BUS 215 Business Communication</td>
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<td>BUS 241 Principles of Accounting</td>
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<td>BUS 296 Business Internship I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 149 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CIS 191/193 Intro to Comp. Prog. Concepts/Lab</td>
<td>3 / 1</td>
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<tr>
<td>CIS 199 Intro to Web Development</td>
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<td>CIS 222 Database Management Systems</td>
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<td>CIS 268 Software Support</td>
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<tr>
<td>CIS 269 Hardware Support</td>
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<tr>
<td>CIS 270 CISCO</td>
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<tr>
<td>CIS 199 Network Communications</td>
<td>OR</td>
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<tr>
<td>CIS 281 Systems Analysis and Design</td>
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<td>CIS 285 Object Oriented Programming</td>
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<td>CIS 255 Java Programming</td>
<td>OR</td>
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<td>Electives (BUS and CIS Only)</td>
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### SHORT CERTIFICATES
**Computer Science**

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<td><strong>Area III – Natural Science and Mathematics</strong></td>
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<td>Natural Science Requirement</td>
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<td>MTH100 or higher</td>
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<td><strong>TOTAL GENERAL STUDIES CREDITS + ORI</strong></td>
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<td><strong>Area V – Pre-Professional/Major Courses</strong></td>
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<tr>
<td>CIS 191/193 Intro to Comp. Prog. Concepts/Lab</td>
<td>3 / 1</td>
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<td>CIS 207 Intro to Web Development</td>
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<td>CIS 268 Software Support</td>
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<td>CIS 269 Hardware Support</td>
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<tr>
<td>Electives (BUS and CIS Electives ONLY)</td>
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<td><strong>TOTAL REQUIRED HOURS FOR CERTIFICATE</strong></td>
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### DESKTOP SUPPORT TECHNICIAN TRACK

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<th>Course Name</th>
<th>Hours</th>
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<tr>
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<td>Microcomputer Applications</td>
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<tr>
<td>CIS 147</td>
<td>Advanced Microcomputer Applications</td>
<td>3</td>
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<tr>
<td>CIS 199</td>
<td>Cisco I (270) OR Network Com (199)</td>
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<tr>
<td>CIS 268</td>
<td>Software Support</td>
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<tr>
<td>CIS 269</td>
<td>Hardware Support</td>
<td>3</td>
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<tr>
<td>CIS 275</td>
<td>Workstation Administration</td>
<td>3</td>
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<td>CIS 276</td>
<td>Server Administration</td>
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<tr>
<td><strong>Total Hours</strong></td>
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Contact Information
205.929.6351
Short Certificate (Area V) Core Requirements:

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<th>Course Name</th>
<th>Hours</th>
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<tr>
<td>CIS 149</td>
<td>Introduction to Computers</td>
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<tr>
<td>OAD 101</td>
<td>Beginning Keyboarding (or demonstrated competency is required)</td>
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Programming Track

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<tr>
<td>CIS 191</td>
<td>Introduction to Programming</td>
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<td>CIS 193</td>
<td>Introduction to Programming Lab</td>
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<td>CIS 212</td>
<td>Visual Basic</td>
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<td>CIS 255</td>
<td>Java</td>
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<td>CIS 285</td>
<td>Object Oriented Programming</td>
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<tr>
<td>CIS 222</td>
<td>Database Management Systems</td>
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<tr>
<td>CIS 281</td>
<td>System Analysis and Design</td>
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Networking Track

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<tbody>
<tr>
<td>CIS 270</td>
<td>Cisco I</td>
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<tr>
<td>CIS 271</td>
<td>Cisco II</td>
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<td>CIS 272</td>
<td>Cisco III</td>
<td>3</td>
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<td>CIS 273</td>
<td>Cisco IV</td>
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<td>CIS 280</td>
<td>Network Security</td>
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<tr>
<td>CIS 268</td>
<td>Software Support</td>
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<tr>
<td>CIS 269</td>
<td>Hardware Support</td>
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MCSE Short Certificate

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<tbody>
<tr>
<td>ORI 101</td>
<td>Orientation to College</td>
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<tr>
<td>CIS 275</td>
<td>Workstation Administration</td>
<td>3</td>
</tr>
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<td>CIS 276</td>
<td>Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 277</td>
<td>Network Services Admin</td>
<td>3</td>
</tr>
<tr>
<td>CIS 278</td>
<td>Directory Services Admin</td>
<td>3</td>
</tr>
<tr>
<td>CIS 279</td>
<td>Network Infrastructure Design</td>
<td>3</td>
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<tr>
<td>CIS 280</td>
<td>Network Security</td>
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<tr>
<td>CIS 299</td>
<td>Directed Studies/Computer Science</td>
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<tr>
<td>Total Hours</td>
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INDUSTRY CERTIFICATIONS

INDUSTRY CERTIFICATE PROGRAMS

CompTIA’s goal is to provide a unified voice, global advocacy and leadership, and to advance industry growth through standards, professional competence, education, and business solutions.

- **A+ Certification** - The CompTIA A+ certification is the industry standard for validating vendor-neutral skills expected of an entry-level computer technician. Those holding the A+ certification have a broad base of knowledge and competency in core hardware and operating system technologies including installation, configuration, diagnosing, preventive maintenance and basic networking.

Every business uses computers and skilled technicians are a necessity. A+ opens the door to an exciting career in computer technology at an affordable price. A+ certification is the perfect launch pad into other more challenging careers in information technology.

- CIS 268 Software Support 3
- CIS 269 Hardware Support 3

http://www.comptia.com/certification/a/default.asp

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 6

- **CompTIA Security+™ Certification** - CompTIA Security+ validates knowledge of systems security, network infrastructure, access control, assessments and audits, cryptography and organizational security. It is an international, vendor-neutral security certification that is taught at colleges, universities and commercial training centers around the world.

Although not a prerequisite, it is recommended that CompTIA Security+ candidates have at least two years of on-the-job technical networking experience, with an emphasis on security. The CompTIA Network+ certification is also recommended.

- CIS 280 Network Security 3

http://certification.comptia.org/security/default.aspx

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 3

Become a Medical Coder
For more information, please contact:

Dr. Alice Tyler Milton
amilton@lawsonstate.edu
Or
Mrs. LaTisha Cottingham
lcottingham@lawsonstate.edu

Lawson State is an Authorized Testing Center
(Housed in the Business and Info Technologies Division)
Drake, VUE, LaserGrade, PAN, IC3, etc.

Contact Our Testing Administrators
Mrs. Tracy Coleman - 205-929-2016
Ms. Gwendolyn Bayles / Mrs. Mary Wicks – 205-929-6448
The CompTIA Network+ certification is an international industry credential that validates the knowledge of networking professionals with at least nine months of experience in network support or administration or adequate academic training. A typical candidate would have CompTIA A+ certification or equivalent knowledge, but this is not a prerequisite. An accepted foundation-level, vendor-neutral certification for networking professionals, many IT certifications integrate CompTIA Network+ into their curriculums. There are approximately 135,000 CompTIA Network+ certified professionals worldwide. The skills and knowledge measured by this examination were derived from an industry-wide job task analysis and validated through an industry-wide survey of more than 2,500 participants.

Earning a CompTIA Network+ certification demonstrates that a candidate can describe the features and functions of networking components, and possesses the knowledge and skills needed to install, configure and troubleshoot basic networking hardware, protocols and services. The exam tests technical ability in the areas of media and topologies, protocols and standards, network implementation, and network support. The exam also covers new technologies such as wireless networking and gigabit Ethernet.

**Professional Course Required for Network + Level:**

CIS 199 – Network Communications


**Total Required Hours For Industry Certificate** 3

**Cisco Certified Network Professional (CCNP)** The CCNP certification (Cisco Certified Network Professional) indicates a foundation in and apprentice knowledge of networking. CCNA certified professionals can install, configure, and operate LAN, WAN, and dial access services for small networks (100 nodes or fewer), including but not limited to use of these protocols: IP, IGRP, Serial, Frame Relay, IP RIP, VLANs, RIP, Ethernet, Access Lists.


**Cisco Certified Network Professional (CCNP)** The CCNP certification (Cisco Certified Network Professional) indicates a foundation in and apprentice knowledge of networking. CCNA certified professionals can install, configure, and operate LAN, WAN, and dial access services for small networks (100 nodes or fewer), including but not limited to use of these protocols: IP, IGRP, Serial, Frame Relay, IP RIP, VLANs, RIP, Ethernet, Access Lists.


**Total Required Hours For Industry Certificate** 6-12

**Microsoft Certified Systems Administrator (MCSE)**

Earn the Microsoft Certified Systems Administrator (MCSE) certification to help advance your career by ensuring that you have the skills to successfully manage and troubleshoot system environments that run on the Windows operating system. The MCSE: Messaging credential identifies systems administrators who implement, manage, and maintain a messaging infrastructure by using Microsoft Exchange Server. The MCSE: Security credential identifies systems administrators who help manage, maintain, and implement security on the Windows operating system and help create a secure computing environment.

http://www.microsoft.com/learning/mcp/mcsa/default.mspx

**Total Required Hours For Industry Certificate** 12

**Microsoft Certified Solution Developer (MCSD)**

The new Microsoft Certified Solution Developer (MCSD) for Microsoft .NET certification is the premier credential for lead developers who design and develop leading-edge enterprise solutions with Microsoft development tools, technologies, platforms, and the Microsoft .NET Framework.

http://www.microsoft.com/traincert/mcp/mcsd/default.asp

**Total Required Hours For Industry Certificate** 12

**Oracle – Database Associate (OCA)**

Databases are at the foundation of all modern businesses. They are used to keep track of the finances, inventories, customers, and most recently used in the accelerating area of e-business. The important and critical job of managing the databases for a company is the job of the Database Administrator. With the fast growth of e-commerce, knowledgeable Database Administrators are scarce and are currently in high demand by companies across the state. This certificate is designed to provide an opportunity to establish a basic foundation in the field of database administration for employment in commercial, industrial, and government institutions. Lawson State is a member of the Advanced Oracle Academy.

**Oracle Database Associate (OCA)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CIS 222</td>
<td>Database Management Systems</td>
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<tr>
<td>CIS 225</td>
<td>Introduction to Oracle SQL Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 226</td>
<td>Oracle Database Administration I</td>
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**Oracle Database Professional** (In addition to obtaining OCA certification above)

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<tbody>
<tr>
<td>CIS 228</td>
<td>Oracle Database Administration II</td>
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</table>

http://academy.oracle.com

**Total Required Hours For Industry Certificate** 12
Oracle – Application Developer Associate – This certificate prepares students for job entry in database fields including database applications development. Students learn skills necessary for design, development and maintenance of comprehensive relational databases for corporations and organizations. Graduates may seek positions as database developers, database programmers and database consultants. Lawson State is a member of the Advanced Oracle Academy.

Oracle Forms Developer and Oracle PL/SQL Developer
(Pre-requisite: CIS 225)

<table>
<thead>
<tr>
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<th>Hours</th>
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<td>CIS 222</td>
<td>Database Management Systems</td>
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<td>CIS 225</td>
<td>Introduction to Oracle SQL Programming</td>
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Oracle Forms Developer and Oracle PL/SQL Developer
(note: Must have OCA certification, prior to entering courses)

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<td>CIS 227</td>
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<td>CIS 265</td>
<td>Database Programming I</td>
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</table>

http://academy.oracle.com

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 11

OFFICE ADMINISTRATION (OAD)

The following applies for the Office Administration Areas:

- All elective(s) and/or substitutions must be approved by the area advisor.
- BUS 210 (Introduction to Accounting) is recommended as a prerequisite for BUS 241.
- BUS 296 (Business Internship) MUST be taken in the last semester of enrollment.

Enroll in ORI 101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

The Office Administration Program is designed to teach students strong administrative, computer and interpersonal skills promoting greater efficiency in the office. Emphasis is placed on developing strong computer and communication abilities, which are vital tools in the workplace. The latest office administration skills will be learned that are required in the workplace—each student is highly organized and well trained in the leading edge office automation technology. The aim is to provide each student with a combination of office administration skills and technology that will prepare them to be highly competitive in the job market. Co-op is required of each student in the degree program.

The Office Administration/Legal Program is designed to teach students strong administrative, computer and interpersonal skills promoting greater efficiency in the legal office. Emphasis is placed on developing strong computer and communication abilities, basic accounting principles, legal concepts, business law, transcription, etc.—which are vital tools in the workplace. The latest office administration skills will be learned that are required in the workplace—each student is highly organized and well trained in the leading edge office automation technology. The aim is to provide each student with a combination of office administration legal skills and technology that will prepare them to be highly competitive in the job market. Co-op is required of each student in the degree program.

The Office Administration/Medical Program is designed to teach students strong administrative, computer and interpersonal skills promoting greater efficiency in the medical office. Emphasis is placed on developing strong computer and communication abilities, medical terminology, medical office procedures, transcription, etc.—which are vital tools in the workplace. The latest office administration skills will be learned that are required in the workplace—each student is highly organized and well trained in the leading edge office automation technology. The aim is to provide each student with a combination of office administration medical skills and technology that will prepare them to be highly competitive. Co-op is required of each student in the degree program.

VISIT OUR WEB SITE AT:
www.lawsonstate.edu

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- Admissions
- Financial Aid
- Student Services
- Athletics
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- Small Business Center
- College Catalog
- College Schedule
- Tuition Management System
- Public Relations
- Online Services
  - Check Grades
  - Communicate
  - Register
  - Email
- ETC.

IT’S ALL HERE!
## ASSOCIATE IN APPLIED SCIENCE DEGREE
### Office Administration

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<td>· RDG 114A Critical Reading for College</td>
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<td>28</td>
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**Area V – Pre-Professional/Major Courses** | 46 |
| · BUS 150 Business Mathematics | 3 |
| · BUS 202 Professional Development | 1 |
| · BUS 215 Business Communication | 3 |
| · BUS 241 Principles of Accounting I | 3 |
| · BUS 263 Legal/Social Env. of Business | 3 |
| · Management Requirement | 3 |
| · BUS 296 Business Internship I | 3 |
| · Computerized Accounting Requirement | 3 |
| · OAD 101 Beginning Keyboarding | 3 |
| · OAD 103 Intermediate Keyboarding | 3 |
| · OAD 125 Word Processing | 3 |
| · OAD 138 Records/Information Management | 3 |
| · OAD 200 Machine Transcription | 3 |
| · OAD 218 Office Procedures | 3 |
| · OAD 243 Spreadsheet Applications | 3 OR CIS 147 Advanced Microcomputer Apps |
| · Electives (ACC, BUS, CIS, OAD) | 3 |

**TOTAL REQUIRED HOURS FOR DEGREE** | 74 |

## CERTIFICATE
### Office Administration

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<td>3</td>
</tr>
<tr>
<td>· SPH 107 Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Area III – Natural Science and Mathematics</strong></td>
<td>7</td>
</tr>
<tr>
<td>· Natural Science Requirement</td>
<td>4</td>
</tr>
<tr>
<td>· MTH 100 or higher</td>
<td>3</td>
</tr>
<tr>
<td><em><em>Area V</em>—Pre-Professional/College Requirements</em>*</td>
<td>3</td>
</tr>
<tr>
<td>· CIS 146 Microcomputer</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL GENERAL STUDIES CREDITS + ORI</strong></td>
<td>17</td>
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</table>

**Area V – Pre-Professional/Major Courses** | 28 |
| · BUS 150 Business Mathematics | 3 |
| · BUS 202 Professional Development | 1 |
| · BUS 215 Business Communication | 3 |
| · BUS 210 Introduction to Accounting | 3 OR BUS 241 Principles of Accounting |
| · BUS 263 Legal/Social Env. of Business | 3 |
| · OAD 101 Beginning Keyboarding | 3 |
| · OAD 125 Word Processing | 3 |
| · OAD 138 Records/Information Management | 3 |
| · Electives (ACC, BUS, CIS, OAD) | 6 |

**TOTAL REQUIRED HOURS FOR CERTIFICATE** | 45 |

## SHORT CERTIFICATE
### Office Administration

**Note:** *OAD 101 (Beginning Keyboarding) or at least 45 GWPM is recommended as a prerequisite for OAD 125.

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Hour(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>· ORI 101 Orientation to College</td>
<td>1</td>
</tr>
<tr>
<td><strong>Area V – Pre-Professional/Major Courses</strong></td>
<td>27</td>
</tr>
<tr>
<td>· Computerized Accounting Requirement</td>
<td>3</td>
</tr>
<tr>
<td>· BUS 150 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>· BUS 215 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>· BUS 210 Introduction to Accounting</td>
<td>3 OR BUS 241 Principles of Accounting</td>
</tr>
<tr>
<td>· CIS 146 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>· OAD 125 Word Processing</td>
<td>3</td>
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<td>· OAD 138 Records/Information Management</td>
<td>3</td>
</tr>
<tr>
<td>· Electives (ACC, BUS, CIS, OAD)</td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR CERTIFICATE** | 27 |

---

**Manage a Hotel**

Ask About the Hospitality Management Option

For more information, please contact:

Dr. Alice Tyler Milton
amlilton@lawsonstate.edu
205.929.6351
## ASSOCIATE IN APPLIED SCIENCE DEGREE
Office Administration – Legal Technology

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Hour(s)</th>
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<tbody>
<tr>
<td>- ORI 101 Orientation to College</td>
<td>1</td>
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<tr>
<td><strong>Area I – Written Composition</strong></td>
<td>3</td>
</tr>
<tr>
<td>- ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Area II – Humanities &amp; Fine Arts</strong></td>
<td>6</td>
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<tr>
<td>- Humanities and Fine Arts Course</td>
<td>3</td>
</tr>
<tr>
<td>- SPH 107 Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Area III – Natural Science &amp; Mathematics</strong></td>
<td>7</td>
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<tr>
<td>- Natural Science Requirement</td>
<td>4</td>
</tr>
<tr>
<td>- MTH 110 Finite Mathematics / OR MTH 112 Pre-Calculus</td>
<td>3</td>
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<tr>
<td><strong>Area IV – History, Social, &amp; Behavioral Sciences</strong></td>
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<tr>
<td>- Social and Behavioral Science Requirement</td>
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<tr>
<td><em><em>Area V</em>—Pre-Professional/College Requirements</em>*</td>
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<tr>
<td>- CIS 146 Microcomputer</td>
<td>3</td>
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<tr>
<td>- RDG114A Critical Reading for College</td>
<td>3</td>
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<tr>
<td>- Two 1-hour PED Activity Courses</td>
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**Total General Studies Courses** | 28 |

<table>
<thead>
<tr>
<th>Area V – Pre-Professional/Major Courses</th>
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<tbody>
<tr>
<td>- BUS 150 Business Mathematics</td>
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<tr>
<td>- BUS 215 Business Communication</td>
<td>3</td>
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<tr>
<td>- BUS 241 Principles of Accounting</td>
<td>3</td>
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<tr>
<td>- BUS 263 Legal/Social Env. of Business</td>
<td>3</td>
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<tr>
<td>- BUS 296 Business Internship I</td>
<td>3</td>
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<tr>
<td>- CIS 146 Microcomputer Applications</td>
<td>3</td>
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<tr>
<td>- OAD 101 Beginning Keyboarding</td>
<td>3</td>
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<tr>
<td>- OAD 103 Intermediate Keyboarding</td>
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<tr>
<td>- OAD 125 Word Processing</td>
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<tr>
<td>- OAD 138 Records/Information Management</td>
<td>3</td>
</tr>
<tr>
<td>- OAD 201 Legal Terminology</td>
<td>3</td>
</tr>
<tr>
<td>- BUS 210 Introduction to Accounting</td>
<td>3 OR</td>
</tr>
<tr>
<td>- BUS 241 Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>- BUS 263 Legal/Social Env. of Business</td>
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<tr>
<td>- OAD 125 Word Processing</td>
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<tr>
<td>- OAD 138 Records/Information Management</td>
<td>3</td>
</tr>
<tr>
<td>- OAD 201 Legal Terminology</td>
<td>3</td>
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<tr>
<td>- Electives (ACC, BUS, CIS, OAD)</td>
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**Total Required Hours For Degree** | 74 |

## CERTIFICATE
Office Administration – Legal Technology

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<thead>
<tr>
<th>General Studies Courses</th>
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<tbody>
<tr>
<td>- ORI 101 Orientation to College</td>
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<td><strong>Area I – Written Composition</strong></td>
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<tr>
<td>- ENG 101 English Composition I</td>
<td>3</td>
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<tr>
<td><strong>Area II – Humanities &amp; Fine Arts</strong></td>
<td>3</td>
</tr>
<tr>
<td>- SPH 107 Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Area III – Natural Science and Mathematics</strong></td>
<td>7</td>
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<tr>
<td>- Natural Science Requirement</td>
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<tr>
<td>- MTH100 or higher</td>
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<tr>
<td><em><em>Area V</em>—Pre-Professional/College Requirements</em>*</td>
<td>3</td>
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<tr>
<td>- CIS 146 Microcomputer</td>
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**Total General Studies Courses** | 17 |

<table>
<thead>
<tr>
<th>Area V – Pre-Professional/Major Courses</th>
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</thead>
<tbody>
<tr>
<td>- BUS 150 Business Mathematics</td>
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<tr>
<td>- BUS 202 Professional Development</td>
<td>1</td>
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<tr>
<td>- BUS 215 Business Communication</td>
<td>3</td>
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<tr>
<td>- BUS 241 Principles of Accounting</td>
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<td>3</td>
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<tr>
<td>- OAD 101 Beginning Keyboarding</td>
<td>3</td>
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<tr>
<td>- OAD 125 Word Processing</td>
<td>3</td>
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<tr>
<td>- OAD 138 Records/Information Management</td>
<td>3</td>
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<tr>
<td>- OAD 201 Legal Terminology</td>
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<td>- Electives (ACC, BUS, CIS, OAD)</td>
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**Total Required Hours For Certificate** | 45 |

## SHORT CERTIFICATE
Office Administration – Legal Technology

<table>
<thead>
<tr>
<th>General Studies Courses</th>
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<tbody>
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<thead>
<tr>
<th>Area V – Pre-Professional/Major Courses</th>
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</thead>
<tbody>
<tr>
<td>- BUS 215 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>- BUS 210 Introduction to Accounting</td>
<td>3 OR</td>
</tr>
<tr>
<td>- BUS 241 Principles of Accounting</td>
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</tr>
<tr>
<td>- Electives (ACC, BUS, CIS, OAD)</td>
<td>6</td>
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</tbody>
</table>

**Total Required Hours For Certificate** | 27 |

JOIN PBL – PHI BETA LAMBDA

ΦΒΑ

Advance your skills for the workforce!
For More Information:
Call: 205-929-2024 / 205-929-3446 / 929-3597
### ASSOCIATE IN APPLIED SCIENCE DEGREE
**Office Administration – Medical Technology**

**General Studies Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
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<td>ORI 101</td>
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**Area I – Written Composition**

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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**Area II – Humanities & Fine Arts**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Humanities and Fine Arts Course</td>
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<td></td>
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<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
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**Area III – Natural Science & Mathematics**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BIO 201</td>
<td>Human Anatomy &amp; Phy I/W Lab I</td>
<td>4</td>
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<tr>
<td>BIO 202</td>
<td>Human Anatomy &amp; Phy II/W Lab I</td>
<td>4</td>
</tr>
<tr>
<td>MTH 100</td>
<td>Intermediate Math (or higher)</td>
<td>3</td>
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**Area IV – History, Social, & Behavioral Sciences**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Social and Behavioral Science Requirement</td>
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**Area V*—Pre-Professional/College Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CIS 146</td>
<td>Microcomputer</td>
<td>3</td>
</tr>
<tr>
<td>RDG114A</td>
<td>Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED Activity Courses</td>
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**TOTAL GENERAL STUDIES COURSES + ORI**

| Hours | 32 |

**Area V – Pre-Professional/Major Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BIO 120</td>
<td>Medical Terminology</td>
<td>3</td>
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<td>BUS 202</td>
<td>Professional Development</td>
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<tr>
<td>BUS 215</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUS 296</td>
<td>Business Internship I</td>
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<tr>
<td>HIT 131</td>
<td>Classification Skills Laboratory</td>
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<tr>
<td>HIT 230</td>
<td>Medical Coding Systems I</td>
<td>3</td>
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<tr>
<td>HIT 231</td>
<td>Medical Coding Systems I Lab</td>
<td>1</td>
</tr>
<tr>
<td>HIT 232</td>
<td>Medical Coding Systems II</td>
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<tr>
<td>HIT 233</td>
<td>Medical Coding Systems II Lab</td>
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<tr>
<td>HIT 291</td>
<td>Exam Preparation</td>
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<tr>
<td>HIT 294</td>
<td>Medical Insurance and Billing</td>
<td>2</td>
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<tr>
<td>HIT 152</td>
<td>Skill Developmental Lab I</td>
<td>1</td>
</tr>
<tr>
<td>OAD 101</td>
<td>Beginning Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>OAD 125</td>
<td>Word Processing</td>
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<td>OAD 125</td>
<td>Electives (ACC, BUS, CIS, OAD)</td>
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</table>

**TOTAL REQUIRED HOURS FOR CERTIFICATE**

| Hours | 48 |

### CERTIFICATE
**Office Administration – Medical Technology**

**General Studies Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ORI 101</td>
<td>Orientation to College</td>
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**Area I – Written Composition**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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**Area II – Humanities & Fine Arts**

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<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
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<td>MTH 100</td>
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**Area V*—Pre-Professional/College Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CIS 146</td>
<td>Microcomputer</td>
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**TOTAL GENERAL STUDIES CREDITS + ORI**

| Hours | 21 |

**Area V – Pre-Professional/Major Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BIO 120</td>
<td>Medical Terminology</td>
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<tr>
<td>BUS 202</td>
<td>Professional Development</td>
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<td>3</td>
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<tr>
<td>HIT 230</td>
<td>Medical Coding Systems I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 231</td>
<td>Medical Coding Systems I Lab</td>
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<td>HIT 232</td>
<td>Medical Coding Systems II</td>
<td>3</td>
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<tr>
<td>HIT 233</td>
<td>Medical Coding Systems II Lab</td>
<td>1</td>
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<tr>
<td>HIT 294</td>
<td>Medical Insurance and Billing</td>
<td>2</td>
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<td>HIT 152</td>
<td>Skill Developmental Lab I</td>
<td>1</td>
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<tr>
<td>OAD 101</td>
<td>Beginning Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>OAD 125</td>
<td>Word Processing</td>
<td>3</td>
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<tr>
<td>Electives (ACC, BUS, CIS, OAD)</td>
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<td></td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR CERTIFICATE**

| Hours | 48 |

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**We Offer:** Online, Webcast, etc.  
**For More Information:** Call 205-929-6351
WHAT IS HOSPITALITY MANAGEMENT?
Simply, providing services so customers feel welcome and at home! The key is being hospitable and accommodating to those being served, etc. SOME areas that hospitality is rendered are:

**Hotels**

**Tourism**

**Restaurants**

**Casinos**

**Galleries / Museums**, etc.

**Parks and Fairs**

As you can see, your talents will be needed EVERYWHERE!!

REAL ESTATE (RLS)

The Real Estate Certificate Program offers the course work that meets the standards of professionalism in the real estate industry. The program follows the guidelines set by the Alabama Real Estate Commission. Moreover, the program meets the career objective of persons interested in real estate sales or other allied real estate professions. For students seeking to enter the real estate field, it offers formal education that meets the industry's goals of professionalism.

Real Estate is a booming area for people of all ages. It offers excellent income potential, flexible work hours, and income is gained at your pace. The first step is being certified. The Real Estate Certificate takes each student through the 60 hours of instruction for pre-licensure. A certificate will be given to each student that successfully completes RLS 101 (60 Hours – Pre-License). The certificate is needed for the Real Estate Commission Examination.

SHORT CERTIFICATE
Office Administration – Medical Technology

Note: *OAD 101 (Beginning Keyboarding) or at least 45
GWPM is recommended.

<table>
<thead>
<tr>
<th>Area V – Pre-Professional/Major Courses</th>
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<tbody>
<tr>
<td>OAD 120 or OAD 211 Medical Terminology</td>
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<td>OAD 101 Beginning Keyboarding</td>
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<td>OAD 125 Word Processing</td>
<td>3</td>
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<td>HIT 230 Medical Coding Systems I</td>
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<tr>
<td>HIT 231 Medical Coding Systems I Lab</td>
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<td>HIT 232 Medical Coding Systems II</td>
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<tr>
<td>HIT 233 Medical Coding Systems II Lab</td>
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<tr>
<td>CIS 146 Microcomputer Applications</td>
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</tbody>
</table>

TOTAL REQUIRED HOURS FOR CERTIFICATE 28

SHORT CERTIFICATE
Real Estate

The Division has partnered with RealtySouth. For more details, please call 205.929.6306.

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
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<tbody>
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<td>BUS150 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 215 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUS 210 Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>RLS 101 Real Estate Principles (Part 1)</td>
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</tbody>
</table>

TOTAL REQUIRED HOURS FOR CERTIFICATE 16
CAREER TECHNICAL PROGRAMS (DEGREE PLANS)
## DIVISION OF CAREER, TECHNICAL PROGRAMS

**DR. BRUCE CRAWFORD, VICE PRESIDENT INSTRUCTIONAL PROGRAMS**

### Mr. Donald Sledge, Associate Dean
Career Technical Education  
dsledge@lawsonstate.edu  
205-929-6442

### Ms. Nancy Wilson, Assistant Dean
Career Technical Education  
nwilson@lawsonstate.edu  
205-929-3451

### Mr. Tom Berryman, Director
Alabama Center for Automotive Excellence (ACAE)  
tberryman@lawsonstate.edu  
205-929-3483

### Mr. Jeff Sweatmon, Chairperson
Construction Careers  
jsweatmon@lawsonstate.edu  
205-929-3470

### Ms. Pier Wilkerson, Chairperson
Service Careers  
pwilkerson@lawsonstate.edu  
205-929-2074

### Ms. Nancy Wilson, Director
Center for Manufacturing and Engineering Technology  
nwilson@lawsonstate.edu  
205-929-3451

### Programs Offered

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Auto Body/Collision Repair</td>
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<tr>
<td>Automated Manufacturing</td>
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<tr>
<td>Automotive Service Ford ASSET, GM ASEP, and T-TEN</td>
</tr>
<tr>
<td>Automotive Mechanics</td>
</tr>
<tr>
<td>Building Construction</td>
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<tr>
<td>Commercial Art &amp; Illustration</td>
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<tr>
<td>Culinary Arts / Hospitality Management</td>
</tr>
<tr>
<td>Drafting and Design Architectural or Mechanical</td>
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<tr>
<td>Diesel – Medium/Heavy Truck Technician</td>
</tr>
<tr>
<td>Electronics – Industrial</td>
</tr>
<tr>
<td>Graphics and Prepress</td>
</tr>
<tr>
<td>Welding Technology</td>
</tr>
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</table>

### Certificates Offered

<table>
<thead>
<tr>
<th>Air Conditioning/Refrigeration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Body Repair</td>
</tr>
<tr>
<td>Automated Manufacturing</td>
</tr>
</tbody>
</table>

### Skills USA Today!

JOIN  
**SKILLS USA**  
**TODAY!**  
A Career/Technical Student Organization
AIR CONDITIONING/REFRIGERATION (ACR)

MISSION: The mission of the Air Conditioning and Refrigeration program is to prepare students to successfully install service and troubleshoot HVAC systems. As HVAC technicians, graduates will be skilled in both commercial and residential service.

The Air Conditioning/Refrigeration program’s instructional process begins with the fundamentals of refrigeration and electricity. Once these courses are mastered, students will take advanced courses in a sequence that fits their individual interest. Each course offers specific skills needed by technicians on the job. Students receive assignments and job sheets through each phase of study and all hands-on learning occurs on industry standard equipment.

This program consists of one certificate, an A.O.T. degree option, and one short-certificate with two specialties.

AIR CONDITIONING/REFRIGERATION Certificate – 47 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

Pre-Professional Courses

Freshman &Transient Requirement

- ORI 101 Orientation to College 1

Area I – Written Composition

Select one of the following courses:

- COM 100 Career Technical English 3
- ENG 101 English Composition I* 3

Area II – Humanities & Fine Arts

Select one of the following courses:

- SPC 103 Career Technical Speaking 2
- SPH 107 Fundamentals of Public Speaking* 3

Area III – Natural Science & Mathematics

Select one of the following courses:

- MAH 101 Introductory Technical Math I 2
- MTH 100 Intermediate College Algebra* 3

Area V* – Pre-Professional/College Requirements

Select one of the following courses:

- DPT 103 Introductory Computer Skills 3
- CIS 130 Introduction to Information Systems 3
- CIS 146 Microcomputer Applications* 3

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 10-12

*NOTE: For degree seeking students, choose general studies course options

Area V – Technical Courses of Study:

- ACR 111 Principles of Refrigeration 3
- ACR 113 Refrigeration Piping Practices 3
- ACR 121 Principles of Electricity for HVACR 3
- ACR 122 HVACR Electric Circuits 3
- ACR 123 HVACR Electrical Components 3

Select 22 credit hours from the following courses:

- ACR 112 HVACR Service Procedures 3
- ACR 119 Fundamentals of Gas Heating Systems Troubleshooting 3
- ACR 130 Computer Assisted HVAC Troubleshooting 1
- ACR 132 Residential Air Conditioning 3
- ACR 134 Ice Machines 3
- ACR 135 Mechanical/Gas/Safety Codes 3
- ACR 144 Basic Drawing/Blueprint Reading 3
- ACR 147 Refrigerant Transition and Recovery Theory 3
- ACR 148 Heat Pump Systems I 3
- ACR 181 Air Conditioning/Refrigeration I 3
- ACR 192 HVAC Apprenticeship/Internship 3
- ACR 200 Review for Contractors Exam 3
- ACR 203 Commercial Refrigeration 3
- ACR 205 System Sizing and Air Distribution 3
- ACR 210 Troubleshooting HVACR Systems 3

AIR CONDITIONING/REFRIGERATION Associate in Occupational Technologies Degree (AOT)

76 Credit Hours

The Air Conditioning/Refrigeration certificate must be completed prior to beginning this degree. Technical Major Courses that were taken in the certificate apply to this Associate in Occupational Technologies Degree.

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

Major: Air Conditioning/Refrigeration (ACR) Certificate

Minor: Industrial Electronics (ILT)

General Studies Courses

Freshman &Transient Requirement

- ORI 101 Orientation to College 1

NOTE: See Area V* for other College Requirements

Area I – Written Composition

- ENG 101 English Composition I 3

Area II – Humanities & Fine Arts

- Humanities and Fine Arts Course 3
- SPH 107 Fundamentals of Public Speaking 3

Area III – Natural Science & Mathematics

- Natural Science Requirement 4
- MTH 100 Intermediate College Algebra 3
- (or higher level math)

Area IV – History, Social, & Behavioral Sciences

- Social and Behavioral Science Requirement 3

Area V* – Pre-Professional/College Requirements

- CIS146 Computer Applications 3
- RDG114A Critical Reading for College 3
- Two 1-hour PED Activity Courses 2

TOTAL GENERAL STUDIES COURSES 27

Area V – Technical Major Courses

- ACR 111 Principles of Refrigeration 3
- ACR 113 Refrigeration Piping Practices 3
- ACR 121 Principles of Electricity for HVACR 3
Select 22 credit hours from the following courses:

- ACR 112 HVACR Service Procedures 3
- ACR 119 Fundamentals of Gas Heating Systems 3
- ACR 130 Computer Assisted HVAC Troubleshooting 1
- ACR 132 Residential Air Conditioning 3
- ACR 134 Ice Machines 3
- ACR 135 Mechanical/Gas/Safety Codes 3
- ACR 144 Basic Drawing/Blueprint Reading 3
- ACR 147 Refrigerant Transition and Recovery Theory 3
- ACR 148 Heat Pump Systems I 3
- ACR 181 HVAC Apprentice Internship 3
- ACR 200 Review for Contractors Exam 3
- ACR 203 Commercial Refrigeration 3
- ACR 205 System Sizing and Air Distribution 3
- ACR 210 Troubleshooting HVACR Systems 3

Area V – Minor Courses

Select 12 credit hours from the following courses:

- EET 100 Intro to Engineering Technologies 3
- ELT 118 Commercial/Industrial Wiring I 3
- ELT 116 Residential Wiring 6
- ETC 101 DC Fundamentals 3
- ETC 102 AC Fundamentals 3
- ETC 108 Motor Controls I 3
- INT 117 Principles of Industrial Mechanics 3
- INT 118 Industrial Hydraulics & Pneumatics 3
- ILT 194 Introduction to PLC 3
- ILT 196 Advanced PLC 3
- ELT 117 AC & DC Machines 3
- AUT 104 Blueprint Reading for Manufacturing 3

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

In recent years, home appliances have become more technically advanced and increasingly required skilled technicians to diagnose and repair problems. Not only is there a move toward intelligent appliances, more homes are expected to become wired within the next ten years, allowing homeowners remote access to appliances. Today’s In-Home Service Professions have many career options. They can choose to open and operate their own business, or to work for a major appliance company, where career options include opportunities to become trainers or customer service managers.
### AUTO BODY/COLLISION REPAIR (ABR)

**MISSION:** The Auto Body/Collision Repair program is designed to teach students to repair damaged body and fender parts on vehicles. The program includes the latest repair technology, welding, shop safety, metal straightening, fiberglass repair and damage estimating. Students will obtain skills which include all phases of auto body repair.

Auto body/collision repair work has variety and challenges. Each damaged vehicle presents a different problem. Using their broad knowledge of automotive construction and repair techniques, graduates of the program learn to develop appropriate methods for each job. Auto body/collision repair technicians learn to make structural, nonstructural, and mechanical repairs. This program consists of one certificate, one A.O.T. degree option and one short-certificate.

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

### AUTO BODY/COLLISION REPAIR
Certificate – 49 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

<table>
<thead>
<tr>
<th>Pre-Professional Courses</th>
<th>Hours(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman &amp; Transient Requirement</td>
<td></td>
</tr>
<tr>
<td>ORI 101 Orientation to College</td>
<td>1</td>
</tr>
</tbody>
</table>

**Area I – Written Composition:**
- Select one of the following courses:
  - COM 100 Career Technical English: 3
  - ENG 101 English Composition I*: 3

**Area II – Humanities & Fine Arts:**
- Select one of the following courses:
  - SPC 103 Career Technical Speaking: 2
  - SPH 107 Fundamentals of Public Speaking*: 3

**Area III – Natural Science & Mathematics:**
- Select one of the following courses:
  - MAH 101 Introductory Technical Math I: 2
  - MTH 100 Intermediate College Algebra*: 3

**Area V* – Pre-Professional /College Requirements:**
- Select one of the following courses:
  - DPT 103 Introductory Computer Skills: 3
  - CIS 130 Introduction to Information Systems: 3
  - CIS 146 Microcomputer Applications*: 3

**TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS:** 10-12

*NOTE: For degree seeking students, choose general studies course options

<table>
<thead>
<tr>
<th>Area V - Technical Courses of Study:</th>
<th>39</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABR 111 Non Structural Repair: 3</td>
<td></td>
</tr>
<tr>
<td>ABR 114 Non Structural Panel Replacement: 3</td>
<td></td>
</tr>
<tr>
<td>ABR 122 Surface Preparation: 3</td>
<td></td>
</tr>
<tr>
<td>ABR 123 Paint Preparation and Equipment: 3</td>
<td></td>
</tr>
</tbody>
</table>

### AUTOMOTIVE BODY/COLLISION REPAIR
Short Certificate – 27 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

<table>
<thead>
<tr>
<th>Pre-Professional Courses</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI 101 Orientation to College</td>
<td>1</td>
</tr>
</tbody>
</table>

**General Education Courses:** 12

**Technical Courses of Study:** 15
- ABR 111 Non Structural Repair: 3
- ABR 114 Non Structural Panel Replacement: 3
- ABR 122 Surface Preparation: 3
- ABR 123 Paint Preparation and Equipment: 3
- ABR 151 Safety and Environmental Practices: 3
- ABR 154 Automotive Glass and Trim: 3
- ABR 213 Automotive Structural Analysis: 3
- ABR 223 Automotive Mechanical Components: 3
- ABR 224 Automotive Electrical Components: 3
- ABR 255 Steering and Suspension: 3
- ABR 265 Paint Defects and Final Repair: 3

### AUTO BODY/COLLISION REPAIR
Associate in Occupational Technologies Degree (AOT) 75 Credit Hours

The Auto Body/Collision Repair certificate must be completed prior to beginning this degree. Technical Major Courses that were taken in the certificate apply to this Associate in Occupational Technologies Degree.

**Major:** Auto Body/Collision Repair Certificate (ABR)

**Minor:** Industrial Mechanics (INT)

**General Studies Courses:**
- ORI 101 Orientation to College: 1
**NOTE:** See Area V* for other College Requirements

**Area I – Written Composition:** 3
- ENG 101 English Composition I: 3

**Area II – Humanities & Fine Arts:** 6
- Humanities and Fine Arts Course: 3
- SPH 107 Fundamentals of Public Speaking: 3

**Area III – Natural Science & Mathematics:** 7
- Natural Science Requirement: 4
- MTH 100 Intermediate College Algebra: 3
- (or higher level math)
Area IV – History, Social, & Behavioral Sciences 3
- Social and Behavioral Science Requirement 3

Area V* – Pre-Professional /College Requirements 8
- CIS146 Computer Applications 3
- RDG114A Critical Reading for College 3
- Two 1-hour PED Activity Courses 2

TOTAL GENERAL STUDIES COURSES 27

Area V – Technical Major Courses 36
Select 36 credit hours from the following courses:
- ABR 111 Non Structural Repair 3
- ABR 114 Non Structural Panel Replacement 3
- ABR 122 Surface Preparation 3
- ABR 123 Paint Preparation and Equipment 3
- ABR 151 Safety and Environmental Practices 3
- ABR 154 Automotive Glass and Trim 3
- ABR 156 Cutting and Welding 3
- ABR 213 Automotive Structural Analysis 3
- ABR 214 Automotive Structural Repair 3
- ABR 223 Automotive Mechanical Components 3
- ABR 224 Automotive Electrical Components 3
- ABR 255 Steering and Suspension 3
- ABR 265 Paint Defects and Final Repair 3

Area V – Minor/ Elective Courses 12
- AUT 104 Blueprint Reading for Manufacturing 3
- EET 100 Introduction to Engineering Technologies 3
- INT 112 Industrial Maint. Safety Procedures 3
- INT 117 Principles of Industrial Mechanics 3
- INT 118 Fundamentals of Industrial Hydraulics and Pneumatics 3
- INT 124 Prod. Equipment Layout and Installation 3
- INT 126 Preventive Maintenance 3
- INT 134 Industrial Maint Welding & Cutting 3

AUTOMATED MANUFACTURING (AUT)

MISSION: The mission of the Automated Manufacturing program is to prepare students for employment and advancement in fields of robotics, electrical, machine tool, industrial electronics, automated manufacturing and industrial maintenance. Additionally, the program provides training for industry and assists students in achieving their personal and professional goals.

Automated manufacturing is one of the fastest growing industries in the southeast. Companies producing intermediate components and finished goods locate near each other in industrial parks, because of easier access to recent manufacturing innovations and just in time inventory for the automotive industry. Today's manufacturers use automated manufacturing processes which include sensors, programmable logic controls, robotics, fluid power and process controls. The automated manufacturing program is unique because graduates are prepared as multi-craft technicians. This program consists of one A.A.S. degree, one certificate and two specialty short certificates.

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

General Studies Courses  

Freshman & Transient Requirement
- ORI 101 Orientation to College 1

NOTE: See Area V* for other College Requirements

Area I – Written Composition 3
- ENG 101 English Composition I 3

Area II – Humanities & Fine Arts 6
- Humanities and Fine Arts Course 3
- SPH 107 Fundamentals of Public Speaking 3

Area III – Natural Science & Mathematics 7
- Natural Science Requirement 4
- MTH 100 Intermediate College Algebra 3
  (or higher level math)

Area IV – History, Social, & Behavioral Sciences 3
- Social and Behavioral Science Requirement 3

Area V* – Pre-Professional /College Requirements 8
- CIS146 Computer Applications 3
- RDG114A Critical Reading for College 3
- Two 1-hour PED Activity Courses 2

TOTAL GENERAL STUDIES COURSES 27

Area V - Technical Courses of Study: 45
- AUT 100 Introduction to Automotive Concepts 3
- AUT 102 Safety and Lean Manufacturing 3
- AUT 104 Blueprint Reading for Manufacturing 3
- EET 100 Introduction to Engineering Technology 3
- ETC 101 DC Fundamentals 3
- ETC 102 AC Fundamentals 3
- ILT 194 Introduction to PLC 3
- AUT 116 Introduction to Robotics 3

Select 21 credit hours from the following courses:
- AUT 199 Special Topics in Manufacturing 3
- AUT 210 Industrial Robotics 3
- AUT 211 Industrial Robotics Lab 2
- AUT 212 Robotic Mfg. Computer Simulation 3
- AUT 213 Robotics Project 3
- AUT 214 Robot Operation and Programming 3
- AUT 232 Sensor Technology and Applications 3
- DDT 117 Manufacturing Processes 3
- DDT 234 3D Graphics and Animation 3
- EET 226 Cable Splicing and Installation 3
- ETC 108 Motor Controls I 3
- ILT 196 Adv. Programmable Logic Controllers 3
- INT 112 Industrial Maintenance Safety 3
- INT 117 Principles of Industrial Mechanics 3
- INT 118 Fundamentals of Industrial Hydraulics and Pneumatics 3
- INT 124 Prod. Equipment Layout and Installation 3
- INT 126 Preventive Maintenance 3
- INT 127 Prin. of Ind. Pumps And Piping Systems 3
- INT 134 Principles of Industrial Main.Welding 3

Associate in Applied Science Degree 72 Credit Hours
### AUTOMATED MANUFACTURING
Certificate – 49 Credit Hours

**Note:** ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

<table>
<thead>
<tr>
<th>Pre-Professional Courses</th>
<th>Hours(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Freshman &amp; Transient Requirement</strong></td>
<td></td>
</tr>
<tr>
<td>ORI 101 Orientation to College</td>
<td>1</td>
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<tr>
<td><strong>Area I – Written Composition</strong></td>
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</tr>
<tr>
<td>Select one of the following courses:</td>
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</tr>
<tr>
<td>COM 100 Career Technical English</td>
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</tr>
<tr>
<td>ENG 101 English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Area II – Humanities &amp; Fine Arts</strong></td>
<td>2-3</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>SPC 103 Career Technical Speaking</td>
<td>2</td>
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<tr>
<td>SPH 107 Fundamentals of Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Area III – Natural Science &amp; Mathematics</strong></td>
<td>2-3</td>
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<tr>
<td>Select one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>MAH 101 Introductory Technical Math 1</td>
<td>2</td>
</tr>
<tr>
<td>MTH 100 Intermediate College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td><em><em>Area V</em> – Pre-Professional /College Requirements</em>*</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>DPT 103 Introductory Computer Skills</td>
<td>3</td>
</tr>
<tr>
<td>CIS 130 Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146 Microcomputer Applications*</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS</strong></td>
<td>10-12</td>
</tr>
</tbody>
</table>

*NOTE: For degree seeking students, choose general studies course options

<table>
<thead>
<tr>
<th>Area V - Technical Courses of Study:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>AUT 100 Introduction to Automotive Concepts</td>
<td>3</td>
</tr>
<tr>
<td>AUT 102 Industrial Robotics</td>
<td>3</td>
</tr>
<tr>
<td>AUT 211 Industrial Robotics Lab</td>
<td>2</td>
</tr>
<tr>
<td>AUT 212 Robotic Mfg. Computer Simulation</td>
<td>3</td>
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<tr>
<td>AUT 213 Robotics Project</td>
<td>3</td>
</tr>
<tr>
<td>AUT 214 Robot Operation and Programming</td>
<td>3</td>
</tr>
<tr>
<td>AUT 232 Sensor Technology and Applications</td>
<td>3</td>
</tr>
<tr>
<td>DDT 117 Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>DDT 234 3D Graphics and Animation</td>
<td>3</td>
</tr>
<tr>
<td>EET 226 Cable Splicing and Installation</td>
<td>3</td>
</tr>
<tr>
<td>ETC 108 Motor Controls I</td>
<td>3</td>
</tr>
<tr>
<td>ILT 196 Adv. Programmable Logic Controllers</td>
<td>3</td>
</tr>
<tr>
<td>INT 112 Industrial Maintenance Safety</td>
<td>3</td>
</tr>
<tr>
<td>INT 117 Principles of Industrial Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>INT 118 Fundamentals of Industrial Hydraulics and Pneumatics</td>
<td>3</td>
</tr>
<tr>
<td>INT 124 Prod. Equipment Layout and Installation</td>
<td>3</td>
</tr>
<tr>
<td>INT 126 Preventive Maintenance</td>
<td>3</td>
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</table>

| AUT 116 Introduction to Robotics | 3 |
| AUT 210 Industrial Robotics | 3 |
| AUT 211 Industrial Robotics Lab | 2 |
| AUT 214 Robotic Mfg. Computer Simulation | 3 |
| AUT 213 Robotics Project | 3 |
| AUT 212 Robot Operation and Programming | 3 |
| INT 117 Principles of Industrial Mechanics | 3 |
| DDT 234 3D Graphics and Animation | 3 |
| ILT 194 Introduction to PLC | 3 |
| INT 118 Fundamentals of Industrial Hydraulics and Pneumatics | 3 |

### AUTOMATED MANUFACTURING
SPECIALTY: ROBOTICS
Short Certificate – 27 Credit Hours

**Note:** ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

<table>
<thead>
<tr>
<th>的技术课程 of Study:</th>
<th>26</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 116 Introduction to Robotics</td>
<td>3</td>
</tr>
<tr>
<td>AUT 210 Industrial Robotics</td>
<td>3</td>
</tr>
<tr>
<td>AUT 211 Industrial Robotics Lab</td>
<td>2</td>
</tr>
<tr>
<td>AUT 214 Robotic Mfg. Computer Simulation</td>
<td>3</td>
</tr>
<tr>
<td>AUT 213 Robotics Project</td>
<td>3</td>
</tr>
<tr>
<td>AUT 212 Robot Operation and Programming</td>
<td>3</td>
</tr>
<tr>
<td>INT 117 Principles of Industrial Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>DDT 234 3D Graphics and Animation</td>
<td>3</td>
</tr>
<tr>
<td>ILT 194 Introduction to PLC</td>
<td>3</td>
</tr>
<tr>
<td>INT 118 Fundamentals of Industrial Hydraulics and Pneumatics</td>
<td>3</td>
</tr>
</tbody>
</table>

### AUTOMATED MANUFACTURING
SPECIALTY: MANUFACTURING
Short Certificate – 28 Credit Hours

**Note:** ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

<table>
<thead>
<tr>
<th>Technical Courses of Study:</th>
<th>27</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 116 Introduction to Robotics</td>
<td>3</td>
</tr>
<tr>
<td>EET 100 Introduction to Engineering Technology</td>
<td>3</td>
</tr>
<tr>
<td>ETC 101 DC Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>AUT 114 Programmable Logic Controllers</td>
<td>3</td>
</tr>
<tr>
<td>AUT 212 Robot Operation and Programming</td>
<td>3</td>
</tr>
<tr>
<td>AUT 210 Introduction to Automotive Concepts</td>
<td>3</td>
</tr>
<tr>
<td>AUT 199 Special Topics in Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>DDT 104 Basic Computer Aided Drafting</td>
<td>3</td>
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<tr>
<td>DDT 117 Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>DDT 233 Solids Modeling</td>
<td>3</td>
</tr>
<tr>
<td>INT 117 Principles of Industrial Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>INT 118 Fundamentals of Industrial Hydraulics and Pneumatics</td>
<td>3</td>
</tr>
</tbody>
</table>
AUTOMOTIVE MECHANICS
(AUM)

MISSION: The mission of the Automotive Mechanics program is to prepare students for successful employment or advancement as automotive technicians.

The Automotive Mechanics program prepares students to diagnose mechanical problems and to make repairs to all components of the automobile.

This program consists of one certificate, one A.O.T. degree option and one short-certificate.

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

AUTOMOTIVE MECHANICS
Certificate – 46 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

Pre-Professional Courses Hours(s)
Freshman &Transient Requirement
- ORI 101 Orientation to College 1

Area I – Written Composition
Select one of the following courses:
- COM 100 Career Technical English 3
- ENG 101 English Composition I* 3

Area II – Humanities & Fine Arts
Select one of the following courses:
- SPC 103 Career Technical Speaking 2
- SPH 107 Fundamentals of Public Speaking* 3

Area III – Natural Science & Mathematics
Select one of the following courses:
- MAH 101 Introductory Technical Math I 2
- MTH 100 Intermediate College Algebra* 3

Area V* – Pre-Professional /College Requirements
Select one of the following courses:
- DPT 103 Introductory Computer Skills 3
- CIS 130 Introduction to Information Systems 3
- CIS 146 Microcomputer Applications* 3

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 10-12

*NOTE: For degree seeking students, choose general studies course options

Area V - Technical Courses of Study: 36
- AUM 101 Fundamentals of Automotive Tech 3
- AUM 112 Electrical Fundamentals 3
- AUM 121 Braking Systems 3
- AUM 122 Suspension and Steering 3
- AUM 124 Automotive Engines 3
- AUM 130 Drive Train and Axles 3
- AUM 162 Electrical/Electronic Systems 3
- AUM 230 Automatic Transmission and Transaxle 3
- AUM 239 Engine Performance I 3
- AUM 244 Engine Performance II 3

Select 6 credit hours from the following courses:
- AUM 133 Motor Vehicle Air Conditioning 3
- AUM 212 Advanced Electrical & Electronic Sys 3
- AUM 220 Advanced Automotive Engines 3
- AUM 224 Manual Transmission and Transaxle 3
- AUM 246 Automotive Emissions 3

AUTOMOTIVE MECHANICS
Short Certificate – 28 Credit Hours

Pre-Professional Courses
ORI 101 Orientation to College

General Education Courses:
- DPT 103 Introductory Computer Skills 3
- MAH 101 Introductory Technical Math I 2

Technical Courses of Study:
- AUM 101 Fundamentals of Automotive Tech 3
- AUM 112 Electrical Fundamentals 3
- AUM 121 Braking Systems 3
- AUM 122 Suspension and Steering 3
- AUM 124 Automotive Engines 3
- AUM 130 Drive Train and Axles 3
- AUM 162 Electrical/Electronic Systems 3

AUTOMOTIVE MECHANICS
Associate in Occupational Technologies Degree (AOT) 75 Credit Hours

The Automotive Mechanics certificate must be completed prior to beginning this degree. Technical Major Courses that were taken in the certificate apply to this Associate in Occupational Technologies Degree.

Note: The A.O.T. degree requires a high school diploma or its equivalent.

Major: Automotive Technician Certificate (AUM)
Minor: Diesel - Medium/Heavy Truck (DEM)

General Studies Courses Hours(s)
Freshman &Transient Requirement
- ORI 101 Orientation to College 1
NOTE: See Area V* for other College Requirements

Area I – Written Composition
- ENG 101 English Composition I 3

Area II – Humanities & Fine Arts
- Humanities and Fine Arts Course 3
- SPH 107 Fundamentals of Public Speaking 3

Area III – Natural Science & Mathematics
- Natural Science Requirement 4
- MTH 100 Intermediate College Algebra 3
- (or higher level math)

Area IV – History, Social, & Behavioral Sciences
- Social and Behavioral Science Requirement 3

Area V* – Pre-Professional /College Requirements 8
- CIS 146 Computer Applications 3
The Ford Motor Company Automotive Student Service Educational Training program (ASSET), the General Motors Automotive Service Education Program (ASEP), and the Toyota Technical Education Network (T-TEN) program are designed to provide students with the technical competence and professionalism expected of the incoming dealership technician. With a curriculum designed by Ford, GM, and Toyota, the programs involve attending on-campus laboratory sessions and on-the-job work through sponsoring dealerships.

This program consists of one A.A.S. degree for each of the product specific manufacturers. Students enrolled in a General Motors, Ford, or Toyota program will receive an Association of Applied Science degree with a Certificate of Completion from the manufacturer.

Note: Applicants must have a high school diploma or GED, a clean driving record, and must pass a drug test prior to beginning the program.
**BARBERING (BAR)**

**MISSION:** The mission of the program is to prepare graduates to be successful in the profession of Barber-Styling in the personal appearance industry.

The Barbering program at Lawson State Community College is designed to change student’s lives through education so they can become trained and equipped for a lucrative career. To attain success in the program as well as in their chosen profession, it will require students to consistently practice their craft and be committed to learning. Students must be willing to learn the necessary scientific concepts within the theory classes so they can master all practical processes to be prepared for a successful career as entrepreneurs.

The Barbering program presents a variety of training opportunities to equip students with the necessary skills for a successful career. Some of the many aspects of study include: haircutting, shaving, skin care, hair coloring, hairstyling, identifying scalp and skin disorders, first aid, infection control practices and professional communication skills are a few of the many areas of study. The instructional methods implemented allow students to make appropriate decisions about which direction they want to take their career.

**The program consist of one full certificate designed to prepare students for careers as barber stylist and one short certificate which is designed to equip a master licensed cosmetologist with skills in providing barber services in Jefferson County.**

---

**BARBERING Certificate – 48 Credit Hours**

*Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.*

**Pre-Professional Courses**

<table>
<thead>
<tr>
<th>Hours(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

**Freshman & Transient Requirement**

- ORI 101 Orientation to College

**Area I – Written Composition**

Select one of the following courses:

- COM 100 Career Technical English
- ENG 101 English Composition I*

**Area II – Humanities & Fine Arts**

Select one of the following courses:

- SPC 103 Career Technical Speaking
- SPH 107 Fundamentals of Public Speaking*

**Area III – Natural Science & Mathematics**

Select one of the following courses:

- MAH 101 Introductory Technical Math I
- MTH 100 Intermediate College Algebra*

**Area V* – Pre-Professional /College Requirements**

Select one of the following courses:

- DPT 103 Introductory Computer Skills
- CIS 130 Introduction to Information Systems
- CIS 146 Microcomputer Applications*

**TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS** 10-12

*NOTE: For degree seeking students, choose general studies course options*

---

**BARBERING Short Certificate – 28 Credit Hours**

*Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.*

<table>
<thead>
<tr>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

**Pre-Professional Courses**

- ORI 101 Orientation to College

**Technical Courses of Study:**

- BAR 110 Orientation to Barbering
- BAR 111 Science of Barbering
- BAR 112 Bacteriology and Sanitation
- BAR 113 Barber-Styling I
- BAR 114 Barbering Styling II
- BAR 115 Cutting & Styling Techniques
- BAR 120 Properties of Chemistry
- BAR 121 Chemical Hair Processing
- BAR 124 Hair Coloring Methodology Lab
- BAR 133 Hair Styling & Management Lab
- BAR 140 Practicum I
- BAR 181 Special Topics in Barbering
- BAR 281 Special Topics in Barbering

**Area V - Technical Courses of Study:**

- BAR 110 Orientation to Barbering 3
- BAR 111 Science of Barbering 3
- BAR 112 Bacteriology and Sanitation 3
- BAR 113 Barber-Styling I 3
- BAR 114 Barbering Styling II 3
- BAR 115 Cutting & Styling Techniques 3
- BAR 120 Properties of Chemistry 3
- BAR 121 Chemical Hair Processing 3
- BAR 124 Hair Coloring Methodology Lab 3
- BAR 133 Hair Styling & Management Lab 3
- BAR 140 Practicum I 2
- BAR 181 Special Topics in Barbering 3
- BAR 281 Special Topics in Barbering 3
BUILDING CONSTRUCTION (BUC)

MISSION: The mission of the Building Construction Program is to prepare students for successful employment in residential and commercial construction.

The courses taught in the Building Construction program, together with field experience, position graduates for careers as project managers, field superintendants, estimators, field engineers or contractors.

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

General Studies Courses

<table>
<thead>
<tr>
<th>Hours(s)</th>
<th>Freshman &amp;Transient Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ORI 101 Orientation to College</td>
</tr>
</tbody>
</table>

Note: See Area V* for other College Requirements

Area I – Written Composition

| 3      | ENG 101 English Composition I |

Area II – Humanities & Fine Arts

| 3      | Humanities and Fine Arts Course |
| 3      | SPH 107 Fundamentals of Public Speaking |

Area III – Natural Science & Mathematics

| 4      | MTH 100 Intermediate College Algebra |
| 3      | (or higher level math) |

Area IV – History, Social, & Behavioral Sciences

| 3      | Social and Behavioral Science Requirement |

Area V* – Pre-Professional /College Requirements

| 2      | CIS146 Computer Applications |
| 3      | RDG114A Critical Reading for College |
| 2      | Two 1-hour PED Activity Courses |

TOTAL GENERAL STUDIES COURSES

| 27     | Technical Courses of Study: |
|        | Area V - Technical Courses of Study: |

| 36     | BUC 110 Basic Construction Tools and Materials |
| 3      | BUC 112 Construction Measurements and Calculations |
| 3      | BUC113 Basic Print Reading |
| 3      | BUC 115 Roof and Ceiling Framing |
| 3      | BUC 121 Floors and Walls Framing |
| 3      | BUC 141 On-Grade Concrete Applications |
| 3      | BUC 143 Above-Grade Concrete Applications |
| 3      | CMT 101 Construction Materials and Methods |
| 3      | CMT 206 Construction Estimating |
| 3      | CMT 208 Project Planning and Scheduling |

Select 6 credit hours from the following courses:

| 3      | BUC 131 Interior and Exterior Finishes |
| 1      | BUC 236 Cooperative Work Experience |
| 2      | BUC 237 Cooperative Work Experience |
| 3      | BUC 238 Cooperative Work Experience |
| 3      | CMT 205 Construction Management |
| 3      | CMT 220 Sustainable Project Delivery |
| 3      | DDT 133 Basic Surveying |
| 3      | DDT 217 Building Codes |
| 3      | DDT 250 Building Information Modeling |

BUILDING CONSTRUCTION

Short Certificate – 28 Credit Hours

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Pre-Professional Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ORI 101 Orientation to College</td>
</tr>
</tbody>
</table>

Technical Courses of Study:

| 27     | BUC 110 Basic Construction Tools and Materials |
| 3      | BUC 112 Construction Measurements and Calculations |
| 3      | BUC113 Basic Print Reading |
| 3      | BUC 115 Roof and Ceiling Framing |
| 3      | BUC 121 Floors and Walls Framing |
| 3      | BUC 141 On-Grade Concrete Applications |
| 3      | BUC 143 Above-Grade Concrete Applications |
| 3      | CMT 101 Construction Materials and Methods |

Complete three credit hours from the following courses:

| 1      | BUC 236 Cooperative Work Experience |
| 2      | BUC 237 Cooperative Work Experience |
| 3      | CMT 206 Construction Estimating |

CARPENTRY (CAR)

MISSION: The carpentry program provides students with job preparation through job related live-work experiences: studying the history and theory of working and producing goods and products with wood and related materials. The student will gain experience and knowledge of hand tools, power tools, and other industry related equipment.

Included in the course of study is an introduction to basic joists, job planning, blueprint reading, layout and excavation, foundation and form building, floors, walls, ceilings, and roofing. Interior and exterior finishes are also covered in carpentry. This program consists of one short certificate.

CARPENTRY

Short Certificate – 28 Credit Hours

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Pre-Professional Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ORI 101 Orientation to College</td>
</tr>
</tbody>
</table>

Technical Courses of Study:

| 27     | CAR 111 Construction Basics |
| 3      | CAR 114 Construction Basics Lab |
| 3      | CAR 112 Floors, Walls, Site Preparation |
| 3      | CAR 113 Floors, Walls, Site Preparation Lab |
| 3      | CAR 121 Introduction to Blueprint Reading |
| 3      | CAR 122 Concrete and Forming |
| 3      | CAR 131 Roof and Ceiling Systems |
| 3      | CAR 132 Interior and Exterior Finishing |
| 3      | CAR 133 Roof and Ceiling Systems Lab |

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.
COMMERCIAL ART AND ILLUSTRATION (CAT)

MISSION: The mission of the Commercial Art program is to prepare students for employment or advancement as practitioners in the field of commercial art. The program prepares students to become respected, responsible members of society by stressing good work habits, excellent craftsmanship, and ethical conduct.

Students with creativity, motivation, and talent find the Commercial Art program an ideal place to prepare for careers in advertising agencies, art studios, mass media, newspaper and TV enterprises, and publishing. Graduates can elect to become free-lance commercial artists or photographers. This program consists of one certificate, one A.O.T. degree option and one short-certificate.

COMMERCIAL ART AND ILLUSTRATION Certificate – 46 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

Pre-Professional Courses Hours(s)
Freshman &Transient Requirement
• ORI 101 Orientation to College 1

Area I – Written Composition 3
Select one of the following courses:
• COM 100 Career Technical English 3
• ENG 101 English Composition I* 3

Area II – Humanities & Fine Arts 2-3
Select one of the following courses:
• SPC 103 Career Technical Speaking 2
• SPH 107 Fundamentals of Public Speaking* 3

Area III – Natural Science & Mathematics 2-3
Select one of the following courses:
• MAH 101 Introductory Technical Math I 2
• MTH 100 Intermediate College Algebra* 3

Area V* – Pre-Professional /College Requirements 3
Select one of the following courses:
• DPT 103 Introductory Computer Skills 3
• CIS 130 Introduction to Information Systems 3
• CIS 146 Microcomputer Applications* 3

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 10-12

NOTE: For degree seeking students, choose general studies course options.

Area V - Technical Courses of Study: 36
• CAT 101 Modern Commercial Art 3
• CAT 114 Electronic Graphic Applications 3
• CAT 118 Design Drawing 3
• CAT 120 Digital Imaging 3
• CAT 123 Layout and Design 3
• CAT 130 Principles of Design 3
• CAT 132 Basic Advertising Design 3
• CAT 232 Intermediate Advertising Design 3
• CAT 260 Portfolio 3

Select 9 credit hours from the following courses:
• CAT 152 Digital Photography 3
• CAT 180 Current Topics 3
• CAT 242 Advanced Advertising Design 3
• CAT 270 Web Site Development 3

COMMERCIAL ART AND ILLUSTRATION Associate in Occupational Technologies Degree (AOT) 75 Credit Hours

The Commercial Art and Illustration certificate must be completed prior to beginning this degree. Technical Major Courses that were taken in the certificate apply to this Associate in Occupational Technologies Degree.

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program. The A.O.T. degree requires a high school diploma or its equivalent.

Major: Commercial Art (CAT) Certificate
Minor: Graphics and Prepress (GPC)

General Studies Courses Hours(s)
Freshman &Transient Requirement
• ORI 101 Orientation to College 1

NOTE: See Area V* for other College Requirements

Area I – Written Composition 3
• ENG 101 English Composition I 3

Area II – Humanities & Fine Arts 6
• Humanities and Fine Arts Course 3
• SPH 107 Fundamentals of Public Speaking 3

Area III – Natural Science & Mathematics 7
• Natural Science Requirement 4
• MTH 100 Intermediate College Algebra 3
  (or higher level math)

Area IV – History, Social, & Behavioral Sciences 3
• Social and Behavioral Science Requirement 3

Area V* – Pre-Professional /College Requirements 8
• CIS146 Computer Applications 3
• RDG114A Critical Reading for College 3
  (Two 1-hour PED Activity Courses 2

TOTAL GENERAL STUDIES COURSES 27

Area V – Technical Major Courses 36
• CAT 101 Modern Commercial Art 3
• CAT 114 Electronic Graphic Applications 3
• CAT 118 Design Drawing 3
• CAT 120 Digital Imaging 3
• CAT 123 Layout and Design 3
• CAT 130 Principles of Design 3
• CAT 132 Basic Advertising Design 3
• CAT 232 Intermediate Advertising Design 3
• CAT 260 Portfolio 3

Select 9 credit hours from the following courses:
• CAT 152 Digital Photography 3
• CAT 180 Current Topics 3
• CAT 242 Advanced Advertising Design 3
• CAT 270 Web Site Development 3
Area V – Minor Courses of Study

Select 12 credit hours from the following courses:

- GPC 111 Introduction to Computers 3
- GPC 112 Intro to the Graphic Com. Industry 3
- GPC 114 Introduction to Computer Graphics 3
- GPC 124 Computer Drawing 3
- GPC 128 Basic Electronic Page Layout and Assembly 3
- GPC 130 Basic Electronic Page Production 3
- GPC 134 Digital Prepress 3
- GPC 136 Estimating Costs in Printing and Graphics Communications Industry 3
- GPC 170 Online Graphic Communications 3

COMMERCIAL ART AND ILLUSTRATION

Short Certificate – 25 Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

Semester Hours

Pre-Professional Courses 1
- ORI 101 Orientation to College

Technical Courses of Study: 24
- CAT 101 Modern Commercial Art 3
- CAT 114 Electronic Graphic Applications 3
- CAT 118 Design Drawing 3
- CAT 120 Digital Imaging 3
- CAT 123 Layout and Design 3
- CAT 132 Basic Advertising Design 3
- CAT 152 Digital Photography 3
- CAT 270 Web Site Development 3

COSMETOLOGY (COS)

MISSION: To prepare students to successfully work in the hairstyling industry.

The Cosmetology program at Lawson State is designed to be the road to success. Some of the many aspects of study include: haircutting, hair coloring, styling, identifying scalp and skin disorders, manicures, pedicures, first aid and infection control, and communication skills are but a few of the many areas of study. This allows students to make appropriate decisions about which direction they want to take their career. Developing skills in many disciplines is important because, combined; they provide the foundation that is needed to allow for the many choices available.

The programs consist of one full certificate for cosmetology and one short certificate for nail technology. The LSCC Cosmetology program is carefully designed to prepare students to pass the State Board examination and integrates a mock state board exam in all semesters to help familiarize the students with the examination procedures. The full certificate program also has a CO-OP class attached to the third semester. This class is designed to introduce completing students into the industry. This is accomplished through industry professional that have decided to give back to their profession by mentoring up and coming professional (students) in the daily operations of the salon. Both the state board mock exam and the co-op program have added to the success of the LSCC cosmetology program. This program consists of one certificate and two (2) short-certificate Specialty Options.

COSMETOLOGY
Certificate – 49 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

Pre-Professional Courses

Freshman & Transient Requirement
- ORI 101 Orientation to College 1

Area I – Written Composition 3
Select one of the following courses:
- COM 100 Career Technical English 3
- ENG 101 English Composition 1* 3

Area II – Humanities & Fine Arts 2-3
Select one of the following courses:
- SPC 103 Career Technical Speaking 2
- SPH 107 Fundamentals of Public Speaking* 3

Area III – Natural Science & Mathematics 2-3
Select one of the following courses:
- MAH 101 Introductory Technical Math 1 2
- MTH 100 Intermediate College Algebra* 3

CLERICAL (CLR)

MISSION: To prepare students to successfully work in an office environment as clerical staff.

The clerical program prepares students with the basic skills necessary to work in a clerical position. Students will learn computer software, and office and communication skills.

CLERICAL
Short Certificate – 28 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

Semester Hours

Pre-Professional Courses 1
- ORI 101 Orientation to College

Technical Courses of Study: 27
- CLR 100 Basic Keyboarding 3
- CLR 104 Advanced Keyboarding 3
- CLR 110 Navigating Windows 3
- CLR 116 Microcomputer Applications 3
- CLR 125 Basic Word Processing 3
- CLR 126 Advanced Word Processing 3

COSMETOLOGY
Certificate – 49 Credit Hours

Area I – Written Composition 3
Select one of the following courses:
- COM 100 Career Technical English 3
- ENG 101 English Composition 1* 3

Area II – Humanities & Fine Arts 2-3
Select one of the following courses:
- SPC 103 Career Technical Speaking 2
- SPH 107 Fundamentals of Public Speaking* 3

Area III – Natural Science & Mathematics 2-3
Select one of the following courses:
- MAH 101 Introductory Technical Math 1 2
- MTH 100 Intermediate College Algebra* 3
Area V* – Pre-Professional /College Requirements  3
Select one of the following courses:
- DPT 103  Introductory Computer Skills  3
- CIS 130  Introduction to Information Systems  3
- CIS 146  Microcomputer Applications*  3

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS  10-12

**NOTE: For degree seeking students, choose general studies course options**

Area V - Technical Courses of Study:  39
- COS 111  Introduction to Cosmetology  3
- COS 112  Introduction to Cosmetology Lab  3
- COS 113  Theory of Chemical Services  3
- COS 114  Chemical Services Lab  3
- COS 115  Hair Coloring Theory  3
- COS 116  Hair Coloring Lab  3
- COS 117  Basic Spa Techniques  3
- COS 118  Basic Spa Techniques Lab  3
- COS 143  Specialty Hair Preparation Techniques  3
- COS 145  Hair Shaping Lab  3
- COS 151  Nail Care  3
- COS 152  Nail Care Applications  3
- COS 153  Nail Care Applications  3
- COS 154  Nail Art  3
- COS 155  Nail Art Applications  3
- COS 158  Employability Skills  3
- COS 167  State Board Review  1
- COS 168  Bacteriology and Sanitation  3
- COS 169  Bacteriology and Sanitation  3
- COS 171  nails theory  3
- COS 191A  Cooperative Learning  3

COSMETOLOGY
SPECIALITY: NAIL CARE
Short Certificate – 25 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

Semester Hours
Pre-Professional Courses
- ORI 101  Orientation to College  1

Technical Courses of Study:
- COS 149  Nail Art Theory  3
- COS 151  Nail Care  3
- COS 152  Nail Care Applications  3
- COS 153  Nail Art  3
- COS 154  Nail Art Applications  3
- COS 158  Employability Skills  3
- COS 167  State Board Review  1
- COS 168  Bacteriology and Sanitation  3
- COS 169  Bacteriology and Sanitation  3
- COS 171  nails theory  3
- COS 191A  Cooperative Learning  3

TOTAL CULINARY ARTS (CUA)
Associate in Applied Science Degree
69 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

General Studies Courses

Freshman & Transient Requirement
- ORI 101  Orientation to College  1

NOTE: See Area V* for other College Requirements

Area I – Written Composition
- ENG 101  English Composition I  3

Area II – Humanities & Fine Arts
- Humanities and Fine Arts Course  3
- SPH 107  Fundamentals of Public Speaking  3

Area III – Natural Science & Mathematics
- Natural Science Requirement  4
- MTH 100  Intermediate College Algebra  3
- (or higher level math)

Area IV – History, Social, & Behavioral Sciences
- Social and Behavioral Science Requirement  3

Area V* – Pre-Professional /College Requirements
- CIS146  Computer Applications  3
- RDG114A  Critical Reading for College  3
- Two 1-hour PED Activity Courses  2

TOTAL GENERAL STUDIES COURSES  27

MISSION: The mission of the culinary arts program is to provide students with specialized learning experiences which include theory and hands-on production. Students will learn the following but not limited to: purchasing, preserving, preparing, and serving foods. Instruction emphasizes quantity food service activities in commercial establishments such as restaurants, cafeterias, tea-rooms, and bakeries.

This program consists of one certificate, one AAS degree option and two specialty short certificates.
### CULINARY ARTS

Certificate – 37 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

#### Pre-Professional Courses

<table>
<thead>
<tr>
<th>Hours(s)</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>ORI 101 Orientation to College</td>
</tr>
</tbody>
</table>

#### Area I – Written Composition

Select one of the following courses:

<table>
<thead>
<tr>
<th>Hours(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>COM 100 Career Technical English</td>
</tr>
<tr>
<td></td>
<td>ENG 101 English Composition 1*</td>
</tr>
</tbody>
</table>

#### Area II – Humanities & Fine Arts

Select one of the following courses:

<table>
<thead>
<tr>
<th>Hours(s)</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>2-3</td>
<td>SPC 103 Career Technical Speaking</td>
</tr>
<tr>
<td></td>
<td>SPH 107 Fundamentals of Public Speaking*</td>
</tr>
</tbody>
</table>

#### Area III – Natural Science & Mathematics

Select one of the following courses:

<table>
<thead>
<tr>
<th>Hours(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-3</td>
<td>MAH 101 Introductory Technical Math 1</td>
</tr>
<tr>
<td></td>
<td>MTH 100 Intermediate College Algebra*</td>
</tr>
</tbody>
</table>

#### Area V* – Pre-Professional /College Requirements

Select one of the following courses:

<table>
<thead>
<tr>
<th>Hours(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>DPT 103 Introductory Computer Skills</td>
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<tr>
<td></td>
<td>CIS 130 Introduction to Information Systems</td>
</tr>
<tr>
<td></td>
<td>CIS 146 Microcomputer Applications*</td>
</tr>
</tbody>
</table>

**Total Pre-Professional College Requirements** 10-12

*NOTE: For degree seeking students, choose general studies course options

### CULINARY ARTS

Short Certificate – 28 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

#### Pre-Professional Courses

<table>
<thead>
<tr>
<th>Hours(s)</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>ORI 101 Orientation to College</td>
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</table>

#### Technical Courses of Study:

<table>
<thead>
<tr>
<th>Hours(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CUA 110 Basic Food Preparation</td>
</tr>
<tr>
<td></td>
<td>CUA 120 Basic Food Preparation Lab</td>
</tr>
<tr>
<td></td>
<td>CUA 213 Food Purchasing and Cost Control</td>
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<tr>
<td></td>
<td>CUA 112 Sanitation, Safety and Food Preparation</td>
</tr>
<tr>
<td></td>
<td>CUA 101 Orientation to the Hospitality Profession</td>
</tr>
<tr>
<td></td>
<td>CUA 111 Foundations in Nutrition</td>
</tr>
<tr>
<td></td>
<td>CUA 115 Advanced Food Preparation</td>
</tr>
<tr>
<td></td>
<td>CUA 120 Basic Food Preparation Lab</td>
</tr>
<tr>
<td></td>
<td>CUA 201 Meat Preparation and Processing</td>
</tr>
<tr>
<td></td>
<td>CUA 204 Foundations of Baking</td>
</tr>
<tr>
<td></td>
<td>HED 231 Food Purchasing and Cost Control</td>
</tr>
</tbody>
</table>

### CULINARY ARTS: HOSPITALITY MANAGEMENT

Short Certificate – 29 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

#### Pre-Professional Courses

<table>
<thead>
<tr>
<th>Hours(s)</th>
<th>Description</th>
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<tbody>
<tr>
<td></td>
<td>ORI 101 Orientation to College</td>
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</table>

#### Technical Courses of Study:

<table>
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<tr>
<th>Hours(s)</th>
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<tr>
<td></td>
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<td>CUA 112 Sanitation, Safety and Food Preparation</td>
</tr>
<tr>
<td></td>
<td>CUA 101 Orientation to the Hospitality Profession</td>
</tr>
<tr>
<td></td>
<td>HSM 111 Orientation to the Hospitality Industry</td>
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<td></td>
<td>HSM 112 Law and the Hospitality Industry</td>
</tr>
<tr>
<td></td>
<td>HSM 232 Event Logistics and Entertainment</td>
</tr>
<tr>
<td></td>
<td>HSM 234 Planning and Development of Leisure Programs</td>
</tr>
</tbody>
</table>
### DIESEL - MEDIUM/HEAVY TRUCK TECHNICIAN (DEM)

**MISSION:** The mission of the Diesel - Medium/Heavy Truck Technician program is to prepare students for successful employment or advancement as heavy-duty diesel technicians.

The program prepares students to diagnose mechanical problems and make repairs to components of diesel-powered heavy-duty trucks and equipment. This program consists of one certificate, one A.O.T. degree option and one short certificate.

### DIESEL - MEDIUM/HEAVY TRUCK TECHNICIAN Certificate – 46 Credit Hours

**Note:** ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

<table>
<thead>
<tr>
<th>Pre-Professional Courses</th>
<th>Hours(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Freshman &amp; Transient Requirement</strong></td>
<td></td>
</tr>
<tr>
<td>• ORI 101 Orientation to College</td>
<td>1</td>
</tr>
<tr>
<td><strong>Area I – Written Composition</strong></td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>• COM 100 Career Technical English</td>
<td>3</td>
</tr>
<tr>
<td>• ENG 101 English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Area II – Humanities &amp; Fine Arts</strong></td>
<td>2-3</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>• SPC 103 Career Technical Speaking</td>
<td>2</td>
</tr>
<tr>
<td>• SPH 107 Fundamentals of Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Area III – Natural Science &amp; Mathematics</strong></td>
<td>2-3</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>• MAH 101 Introductory Technical Math 1</td>
<td>2</td>
</tr>
<tr>
<td>• MTH 100 Intermediate College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td><em><em>Area V</em> – Pre-Professional /College Requirements</em>*</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>• DPT 103 Introductory Computer Skills</td>
<td>3</td>
</tr>
<tr>
<td>• CIS 130 Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>• CIS 146 Microcomputer Applications*</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS** 10-12

*NOTE: For degree seeking students, choose general studies course options*

<table>
<thead>
<tr>
<th>Area V - Technical Courses of Study</th>
<th>36</th>
</tr>
</thead>
<tbody>
<tr>
<td>• DEM 104 Basic Engines</td>
<td>3</td>
</tr>
<tr>
<td>• DEM 122 Heavy Vehicle Brakes</td>
<td>3</td>
</tr>
<tr>
<td>• DEM 125 Heavy Vehicle Drive Trains</td>
<td>3</td>
</tr>
<tr>
<td>• DEM 130 Electrical/Electronic Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

**Select 24 credit hours from the following courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>• DEM 105</td>
<td>Preventive Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>• DEM 111</td>
<td>Equipment Safety/Mechanical Fund</td>
<td>3</td>
</tr>
<tr>
<td>• DEM 117</td>
<td>Diesel and Gas Tune-up</td>
<td>3</td>
</tr>
<tr>
<td>• DEM 123</td>
<td>Pneumatics and Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>• DEM 124</td>
<td>Electronic Engine Systems</td>
<td>3</td>
</tr>
<tr>
<td>• DEM 126</td>
<td>Advanced Engines</td>
<td>3</td>
</tr>
<tr>
<td>• DEM 127</td>
<td>Fuel Systems</td>
<td>3</td>
</tr>
<tr>
<td>• DEM 135</td>
<td>Heavy Vehicle Steering and Suspension</td>
<td>3</td>
</tr>
<tr>
<td>• DEM 137</td>
<td>Heating A/C and Refrigeration Systems</td>
<td>3</td>
</tr>
<tr>
<td>• DEM 156</td>
<td>CDL License Test Preparation</td>
<td>3</td>
</tr>
<tr>
<td>• TRK 112</td>
<td>Safe Operating Practices</td>
<td>3</td>
</tr>
</tbody>
</table>
Area V – Minor/Elective Courses 12
Select 12 credit hours from the following courses:

- AUM 101 Fundamentals of Automotive Technology 3
- AUM 112 Electrical Fundamentals 3
- AUM 121 Braking Systems 3
- AUM 122 Suspension and Steering 3
- AUM 124 Automotive Engines 3
- AUM 130 Drive Train and Axles 3
- AUM 162 Electrical/Electronic Systems 3

**DIESEL - MEDIUM/HEAVY TRUCK TECHNICIAN**
Short Certificate – 28 Credit Hours

Pre-Professional Courses 1
- ORI 101 Orientation to College

General Education Courses: 5–6
- DPT 103 Introductory Computer Skills
- MAH 101 Introductory Technical Math I

Technical Courses of Study: 21
- DEM 104 Basic Engines 3
- DEM 122 Heavy Vehicle Brakes 3
- DEM 125 Heavy Vehicle Drive Trains 3
- DEM 130 Electrical/Electronic Fundamentals 3

Select 9 credit hours from the following courses:
- DEM 105 Preventive Maintenance 3
- DEM 111 Equipment Safety/Mechanical Fund 3
- DEM 135 Heavy Vehicle Steering and Suspension 3
- DEM 156 CDL License Test Preparation 3
- TRK 112 Safe Operating Practices 3

**COMPUTER AIDED DRAFTING AND DESIGN**
**(DDT)**

**MISSION:** The mission of the Drafting and Design program is to prepare students as drafting technicians using state-of-the-art software and positioning them to become members of successful design and production teams while encouraging them to maintain competence through continuing education opportunities.

Computer Aided Drafting and Design (CAD) technicians use special computer software applications to create sketches, graphics, and drawings. As members of design and production teams, drafting technicians work with the architect, engineer, or project designer to create details, layouts, and graphic representations necessary for new projects.

The technician's career can move into advanced design, management, manufacturing or estimating. The Associate Degree program begins with an introduction to computers and basic drafting skills. Advanced students have the opportunity to study architectural, mechanical, manufacturing processes and structural design. Additional career pathways include Computer Aided Manufacturing (CAM), Geographical Information Systems (GIS), 3D graphics and animation, technical illustration, solid modeling, and rapid prototyping. This program consists of one certificate, one A.A.S degree and two short-certificate specialties.

**COMPUTER AIDED DRAFTING AND DESIGN**
ARCHITECTURAL OR MECHANICAL
Associate in Applied Science Degree 69 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

General Studies Courses Hours(s)

Freshman &Transient Requirement
- ORI 101 Orientation to College 1

NOTE: See Area V* for other College Requirements

Area I – Written Composition 3
- ENG 101 English Composition I 3

Area II – Humanities & Fine Arts 6
- Humanities and Fine Arts Course 3
- SPH 107 Fundamentals of Public Speaking 3

Area III – Natural Science & Mathematics 7
- Natural Science Requirement 4
- MTH 100 Intermediate College Algebra 3
- (or higher level math)

Area IV – History, Social, & Behavioral Sciences 3
- Social and Behavioral Science Requirement 3

Area V* – Pre-Professional/College Requirements 8
- CIS146 Computer Applications 3
- RDG114A Critical Reading for College 3
- Two 1-hour PED Activity Courses 2

Total General Studies Courses 27
### Area V - Technical Core Courses of Study: 42
- DDT 104 Basic CADD 3
- DDT 111 Fundamentals of Drafting and Design 3
- DDT 124 Introduction to Technical Drawing 3
- DDT 127 Intermediate CADD 3
- DDT 128 Intermediate Technical Drawing 3
- DDT 236 Design Project 3

**Select 24 credit hours from the following courses:**
- DDT 113 Blueprint Reading 3
- DDT 117 Manufacturing Processes 3
- DDT 131 Machine Drafting Basic 3
- DDT 133 Basic Surveying 3
- DDT 212 Intermediate Architectural Drafting 3
- DDT 213 Civil Drafting, Plat Maps 3
- DDT 217 Bldg. Codes, Ord., Zoning/A.D.A. 3
- DDT 222 Advanced Architectural Drafting 3
- DDT 225 Structural Steel Drafting 3
- DDT 231 Advanced CAD 3
- DDT 232 CAD Customization 3
- DDT 233 Solids Modeling 3
- DDT 234 3D Graphics and Animation 3
- DDT 237 Special Topics: Rapid Prototyping 3
- DDT 238 Special Topics: Multimedia Presentation 3
- DDT 244 Advanced 3D Modeling 3
- DDT 250 Building Information Modeling (BIM) 3
- DDT 271 Drafting Internship 3
- BUC 110 Basic Construction Tools 3
- BUC 112 Construction Materials and Cal. 3
- CMT 101 Construction Materials and Methods 3
- CIS 191 Intro to Computer Programming 3
- CIS 193 Intro to computer Programming Lab 1
- CIS 212 Visual Basic Programming 3
- GIS 101 Intro to GIS Technology 2
- GIS 201 Intro to Geographical Information Systems 3
- GIS 202 Cartographic Design for GIS 3
- GIS 203 Remote Sensing 3
- GIS 204 GIS Application Programming 3

### COMPUTER AIDED DRAFTING AND DESIGN
ARCHITECTURAL OR MECHANICAL
Certificate – 43 Credit Hours

**Note:** ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

### Pre-Professional Courses

<table>
<thead>
<tr>
<th>Area</th>
<th>Course</th>
<th>Hours(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman &amp; Transient Requirement</td>
<td>ORI 101</td>
<td>Orientation to College</td>
</tr>
</tbody>
</table>

### Area I – Written Composition

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Career Technical English</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
</tr>
</tbody>
</table>

### Area II – Humanities & Fine Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC 103</td>
<td>Career Technical Speaking</td>
</tr>
<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking*</td>
</tr>
</tbody>
</table>

### Area III – Natural Science & Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAH 101</td>
<td>Introductory Technical Math 1</td>
</tr>
</tbody>
</table>

### Area V* – Pre-Professional /College Requirements

**Select one of the following courses:**
- DPT 103 Introductory Computer Skills 3
- CIS 130 Introduction to Information Systems 3
- CIS 146 Microcomputer Applications* 3

**TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 10-12**

*NOTE: For degree seeking students, choose general studies course options*

### Area V - Technical Core Courses of Study: 33
- DDT 104 Basic CADD 3
- DDT 111 Fundamentals of Drafting and Design 3
- DDT 124 Introduction to Technical Drawing 3
- DDT 127 Intermediate CADD 3
- DDT 128 Intermediate Technical Drawing 3
- DDT 236 Design Project 3

**Select 15 credit hours from the following courses:**
- DDT 113 Blueprint Reading 3
- DDT 117 Manufacturing Processes 3
- DDT 131 Machine Drafting Basic 3
- DDT 133 Basic Surveying 3
- DDT 212 Intermediate Architectural Drafting 3
- DDT 213 Civil Drafting, Plat Maps 3
- DDT 217 Bldg. Codes, Ord., Zoning/A.D.A. 3
- DDT 222 Advanced Architectural Drafting 3
- DDT 225 Structural Steel Drafting 3
- DDT 231 Advanced CAD 3
- DDT 232 CAD Customization 3
- DDT 233 Solids Modeling 3
- DDT 234 3D Graphics and Animation 3
- DDT 237 Special Topics: Rapid Prototyping 3
- DDT 238 Special Topics: Multimedia Presentation 3
- DDT 244 Advanced 3D Modeling 3
- DDT 250 Building Information Modeling (BIM) 3
- DDT 271 Drafting Internship 3
- BUC 110 Basic Construction Tools 3
- BUC 112 Construction Materials and Cal. 3
- CMT 101 Construction Materials and Methods 3
- CIS 191 Intro to Computer Programming 3
- CIS 193 Intro to computer Programming Lab 1
- CIS 212 Visual Basic Programming 3
- GIS 101 Intro to GIS Technology 2
- GIS 201 Intro to Geographical Information Systems 3
- GIS 202 Cartographic Design for GIS 3
- GIS 203 Remote Sensing 3
- GIS 204 GIS Application Programming 3
- GIS 205 GIS Application Programming 3

### Note:
- GIS 101 Orientation is required during the first semester for all GIS students entering this program.

### MTH 100 Intermediate College Algebra* 3
**COMPUTER AIDED DRAFTING AND DESIGN**  
**ARCHITECTURAL OR MANUFACTURING DESIGN SPECIALITY**  
Short Certificate – 28 Credit Hours

These courses are the building blocks to the creative process of design. Graduates of the specialty short-certificate are prepared to work in a variety of careers as members of design and production teams.

**Career Paths**

Architectural technicians use specialized computer applications such as Solidworks™, 3ds Max™, Revit Architecture™, and AutoCAD Architecture™ to create sketches, drawings and 3D animated graphics. Manufacturing technicians often prepare solid model files for Rapid Prototyping machines. This enables the communication and evaluation of 3D prototypes for manufacturing and product design concepts to be completed in hours instead of days.

*Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.*

**Semester Hours**

<table>
<thead>
<tr>
<th>Pre-Professional Courses</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI 101 Orientation to College</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical Core Courses of Study</th>
<th>27</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDT 104 Basic CADD</td>
<td>3</td>
</tr>
<tr>
<td>DDT 111 Fundamentals of Drafting and Design</td>
<td>3</td>
</tr>
<tr>
<td>DDT 124 Introduction to Technical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>DDT 127 Intermediate CADD</td>
<td>3</td>
</tr>
<tr>
<td>DDT 128 Intermediate Technical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>DDT 236 Design Project</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 9 credit hours from the following courses:

- DDT 113 Introduction to Blueprint Reading | 3 |
- DDT 212 Intermediate Architectural Drafting | 3 |
- DDT 213 Civil Drafting, Plat Maps | 3 |
- DDT 217 Bldg. Codes, Ord., Zoning/A.D.A | 3 |
- DDT 222 Advanced Architectural Drafting | 3 |
- DDT 225 Structural Steel Drafting | 3 |
- DDT 234 3D Graphics and Animation | 3 |
- DDT 238 Special Topics: Multimedia Presentation | 3 |
- DDT 250 Building Information Systems (BIM) | 3 |
- DDT 117 Manufacturing Processes | 3 |
- DDT 131 Basic Machine Drafting | 3 |
- DDT 133 Basic Surveying | 3 |
- DDT 231 Advanced CAD | 3 |
- DDT 232 CAD Customization | 3 |
- DDT 233 Solids Modeling | 3 |
- DDT 234 3D Graphics and Animation | 3 |
- DDT 237 Special Topics: Rapid Prototyping | 3 |
- DDT 244 Advanced 3D Modeling | 3 |

**COMPUTER AIDED DRAFTING AND DESIGN**  
**GEOGRAPHIC INFORMATION SYSTEMS (GIS) SPECIALITY**  
Short Certificate – 28 Credit Hours

Geographic Information Systems (GIS) is changing the way we approach the world around us. GIS is mapping technology that harnesses the power of computers and data to make maps even more useful. It is a tool that is used by individuals and organizations, schools, governments, and businesses seeking innovative ways to solve their problems by visualizing, questioning, analyzing, and interpreting data to understand relationships, patterns, and trends. If you have used an Internet mapping program to find directions, or a GPS device to navigate then congratulations, you’ve personally used GIS.

Geographic Information Systems technology works by linking information stored in databases to a place or location on a map. Since 80% of all information has a geographic component, the power of GIS can be widely used to support decision-making and problem solving across all sectors: government agencies, private and non-profit organizations, and the public. But GIS is much more than maps. Users can query the data and present the answers in maps, tables and other graphic representations to virtually see the issues before them and then select the best course of action.

GIS offers a reliable and cost-effective means for the sharing and analysis of geographic data among government agencies, private industry, non-profit organizations and the general public.

Our certificate program is designed for professionals who wish to enter the field of GIS or who wish to become more competitive within it. Topic areas include GIS, cartography, remote sensing, programming and application customization.

*Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.*

**Semester Hours**

<table>
<thead>
<tr>
<th>Pre-Professional Courses</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI 101 Orientation to College</td>
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</table>

<table>
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<tr>
<th>Technical Courses of Study</th>
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</tr>
</thead>
<tbody>
<tr>
<td>DDT 104 Basic CADD</td>
<td>3</td>
</tr>
<tr>
<td>DDT 213 Civil Drafting, Plat Maps</td>
<td>3</td>
</tr>
<tr>
<td>GIS 101 Intro to GIS Technology</td>
<td>2</td>
</tr>
<tr>
<td>GIS 201 Intro to Geographical Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GIS 202 Cartographic Design for GIS</td>
<td>3</td>
</tr>
<tr>
<td>GIS 204 GIS Application Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 191 Intro to Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 193 Intro to Computer Programming Lab</td>
<td>1</td>
</tr>
<tr>
<td>CIS 212 Visual Basic Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 3 credit hours from the following:

- DDT 133 Basic Surveying | 3 |
- GIS 203 Remote Sensors, Spat. Analy./Mdl. | 3 |
COMPUTER AIDED DRAFTING AND DESIGN
SPECIALITY: RAPID PROTOTYPING
ADDITIVE MANUFACTURING
Short Certificate – 28 Credit Hours

Drafting and Design Specialty: Rapid Prototyping prepares graduates to learn about 3D modeling and rapid prototyping, a layered manufacturing process. This fast growing career opportunity is a specialized Computer Aided Design (CAD) program. Rapid Prototyping is an additive process that builds parts up in layers rather than cutting parts out of materials like most traditional subtractive processes. Students prepare solid model files for RP machines, enabling the communication and evaluation of 3D model prototypes of architectural, civil and product design concepts in hours instead of days. Benefits of 3D modeling can be applied in a number of industries including Health and Science, Engineering, Architecture, Planning and Geography.

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

ELECTRICAL / ELECTRONIC ENGINEERING (EET)

MISSION: The mission of the Electrical/Electronic Engineering program is to provide a fundamental background for students interested in pre-engineering with a practical knowledge of electrical and electronic applications.

Electrical and electronic engineering technicians help design, develop, test, and manufacture electrical and electronic equipment. Engineering technicians use the principles and theories of science and engineering to solve technical problems in wiring, construction and development. Many program graduates wire, troubleshoot, and maintain various types of electrical, electronic, or mechanical equipment. They also install and maintain the electronic controls for machines in business and industry. This program consists of a short certificate.

ELECTRICAL / ELECTRONIC ENGINEERING
Short Certificate – 26 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

ELECTRICAL (ILT)

MISSION: The mission of the Electrical program is to provide a fundamental background for students interested in residential and commercial wiring with a practical knowledge of electrical systems.

Electricity is essential for light power, air-conditioning, and refrigeration. Electricians install, connect, test, and maintain electrical systems for a variety of purposes, including climate control, security, and communications. Electricians generally specialize in construction or maintenance work, although a growing number do both. Electricians specializing in construction primarily install wiring systems into new homes, businesses, and factories, but they also rewire or upgrade existing electrical systems as needed. This program consists of one short certificate.
**ELECTRICAL (ILT)**

**Short Certificate – 28 Credit Hours**

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

<table>
<thead>
<tr>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Professional Courses</td>
</tr>
<tr>
<td>ORI 101 Orientation to College</td>
</tr>
</tbody>
</table>

Technical Courses of Study: 27

- EET 100 Introduction to Engineering Technologies 3
- ETC 101 DC Fundamentals 3
- ETC 102 AC Fundamentals 3
- ELT 110 Wiring Methods 3
- ELT 116 Residential Wiring 6
- ELT 118 Commercial/Industrial Wiring I 3

Select 6 credit hours from the following courses:

- AUT 104 Blueprint Reading for Manufacturing 3
- EET 226 Cable Splicing and Installation 3
- EET 235 NEC Code 3
- ELT 117 AC & DC Machines 3
- ELT 200 Special Topics in ELT 3
- ETC 108 Motor Controls I 3

**ELECTRONICS – INDUSTRIAL (ILT)**

**MISSION:** The mission of the Electronics program is to prepare students for employment and advancement in robotics, industrial electronics, automated manufacturing or industrial systems. Additionally, the program provides training for local industries and assists students in achieving their personal and professional goals.

Electronic technicians help design, develop, test, and manufacture electrical and electronic equipment. These technicians use the principles and theories of science and engineering to solve technical problems in wiring, construction and development of industrial systems. The Electronics program is unique because graduates wire, troubleshoot, and maintain various types of electrical, electronic, or mechanical equipment. They also install and maintain the electronic controls for machines in business and industry.

This program consists of one A.A.S. degree, one certificate, and one short-certificate.

**ELECTRONICS – INDUSTRIAL**

**Associate in Applied Science Degree**

73 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

General Studies Courses Hours(s)

| Freshman & Transient Requirement | 1 |
| ORI 101 Orientation to College | |

**NOTE:** See Area V* for other College Requirements

Area I – Written Composition 3

- ENG 101 English Composition I

Area II – Humanities & Fine Arts 6

- Humanities and Fine Arts Course
- SPH 107 Fundamentals of Public Speaking

Area III – Natural Science & Mathematics 7

- Natural Science Requirement
- MTH 100 Intermediate College Algebra
  (or higher level math)

Area IV – History, Social, & Behavioral Sciences 3

- Social and Behavioral Science Requirement

Area V* – Pre-Professional /College Requirements 8

- CIS146 Computer Applications
- RDG114A Critical Reading for College
- Two 1-hour PED Activity Courses

Total General Studies Courses 27

Area V - Technical Courses of Study: 46

- EET 100 Introduction to Engineering Technologies
- ETC 101 DC Fundamentals
- ETC 102 AC Fundamentals
- ETC 108 Motor Controls I
- ETC 120 Concepts of Solid State Electronics
- ETC 127 Concepts of Digital Electronics
- UT 232 Sensor Technology and Applications
- ILT 195 Troubleshooting Techniques I

Select 18 credit hours from the following courses:

- ILT 194 Programmable Logic Controllers I
- AUT 104 Blueprint Reading for Manufacturing
- ILT 196 Programmable Logic Controllers II
- ILT 198 Electronic Circuits I
- AUT 116 Introduction to Robotics
- AUT 212 Robot Operation and Programming
- INT 118 Fundamentals of Industrial Hydraulics/Pneumatics
- ELT 110 Wiring Methods
- ELT 117 AC & DC Machines
- ELT 116 Residential Wiring
- ELT 118 Commercial/Industrial Wiring I
- ELT 200 Special Topics in ELT
- EET 226 Cable Splicing and Installation
- EET 235 NEC Code
- ELT 110 Wiring Methods
- ELT 200 Special Topics in ELT
# ELECTRONICS – INDUSTRIAL

## Certificate – 48 Credit Hours

**Note:** ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

### Pre-Professional Courses

#### Freshman & Transient Requirement
- ORI 101 Orientation to College: 1 hour(s)

#### Area I – Written Composition
Select one of the following courses:
- COM 100 Career Technical English: 3 hours
- ENG 101 English Composition I*: 3 hours

#### Area II – Humanities & Fine Arts
Select one of the following courses:
- SPC 103 Career Technical Speaking: 2 hours
- SPH 107 Fundamentals of Public Speaking*: 3 hours

#### Area III – Natural Science & Mathematics
Select one of the following courses:
- MAH 101 Introductory Technical Math I: 2 hours
- MTH 100 Intermediate College Algebra*: 3 hours

#### Area V* – Pre-Professional /College Requirements
Select one of the following courses:
- DPT 103 Introductory Computer Skills: 3 hours
- CIS 130 Introduction to Information Systems: 3 hours
- CIS 146 Microcomputer Applications*: 3 hours

**Total Pre-Professional College Requirements:** 10-12 hours

*NOTE: For degree seeking students, choose general studies course options.

### Area V - Technical Courses of Study:
Select 18 credit hours from the following courses:
- EET 100 Introduction to Engineering Technologies: 3 hours
- ETC 101 DC Fundamentals: 3 hours
- ETC 102 AC Fundamentals: 3 hours
- ETC 108 Motor Controls: 3 hours
- ETC 120 Concepts of Solid State Electronics: 5 hours
- ETC 127 Concepts of Digital Electronics: 5 hours
- ILT 194 Introduction to PLC: 3 hours
- ILT 196 Advanced PLC: 3 hours
- ILT 198 Electronic Circuits I: 3 hours
- ELT 117 AC & DC Machines: 3 hours

### ELECTRONICS- INDUSTRIAL

## Short Certificate – 28 Credit Hours

**Note:** ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

### Pre-Professional Courses
- ORI 101 Orientation to College: 1 hour(s)

### Technical Courses of Study:
- AUT 104 Blueprint Reading for Manufacturing: 3 hours
- EET 100 Introduction to Engineering Technologies: 3 hours
- ETC 101 DC Fundamentals: 3 hours
- ETC 108 Motor Controls I: 3 hours
- ETC 102 AC Fundamentals: 3 hours

Select a minimum of 12 credit hours from the following courses:
- AUT 116 Introduction to Robotics: 3 hours
- AUT 212 Robot Operation and Programming: 3 hours
- ETC 120 Concepts of Solid State Electronics: 5 hours
- ETC 127 Concepts of Digital Electronics: 5 hours
- ILT 194 Introduction to PLC: 3 hours
- ILT 196 Advanced PLC: 3 hours
- ILT 198 Electronic Circuits I: 3 hours
- ELT 117 AC & DC Machines: 3 hours

### GEOGRAPHIC INFORMATION SYSTEMS (GIS)

**Mission:** The mission of Geographic Information Systems program is to provide students to the technology used to view and analyze data from a geographic perspective. The technology is a multibillion dollar industry which effects business and governments. The computer based programs can assist in choosing sites, targeting market segments, planning distribution networks, and responding to emergencies.

Geographic Information Systems (GIS) is changing the way we approach the world around us. GIS is mapping technology that harnesses the power of computers and data to make maps even more useful. It is a tool that is used by individuals and organizations, schools, governments, and businesses seeking innovative ways to solve their problems by visualizing, questioning, analyzing, and interpreting data to understand relationships, patterns, and trends. If you have used an Internet mapping program to find directions, or a GPS device to navigate then congratulations, you’ve personally used GIS.

Geographic Information Systems technology works by linking information stored in databases to a place or location on a map. Since 80% of all information has a geographic component, the power of GIS can be widely used to support decision-making and problem solving across all sectors: government agencies, private and non-profit organizations, and the public. But GIS is much more than maps. Users can query the data and present the answers in maps, tables and other graphic representations to virtually see the issues before them and then select the best course of action.
GIS offers a reliable and cost-effective means for the sharing and analysis of geographic data among government agencies, private industry, non-profit organizations and the general public.

Our certificate program is designed for professionals who wish to enter the field of GIS or who wish to become more competitive within it. Topic areas include GIS, cartography, remote sensing, programming and application customization.

** Those interested in this Area of Concentration should first be advised by the program advisor prior to declaring it as a Program of Study for either option offered STC, CER, or AOT

Lawson State Community College provides education opportunities in the rapidly growing field of graphics and prepress communications. Because the program is based on the mastery of major computer software applications, students receive a strong foundation in desktop graphics and prepress skills. Graduates of the program find rewarding careers in traditional and electronic publishing, advertising, web design, and print production. Advanced students can participate in cooperative work courses that offer valuable field experience and allow for career exploration. This program consists of one certificate, one short-certificate, and one A.O.T. degree option.

### GEOGRAPHIC INFORMATION SYSTEMS*

<table>
<thead>
<tr>
<th>Short Certificate – 28 Credit Hours</th>
</tr>
</thead>
</table>

*Note: ORI 101 is required during the first semester of attendance for all students entering this program.*

- **Pre-Professional Courses**
  - ORI 101 Orientation to College 1

- **Technical Courses of Study:**
  - DDT 104 Basic CADD 3
  - DDT 213 Civil Drafting, Plat Maps 3
  - GIS 101 Intro to GIS Technology 2
  - GIS 201 Intro to Geographical Information Systems 3
  - GIS 202 Cartographic Design for GIS 3
  - GIS 204 GIS Application Programming 3
  - CIS 191 Intro to Computer Programming 3
  - CIS 193 Intro to computer Programming Lab 1
  - CIS 212 Visual Basic Programming 3

Select 3 credit hours from the following courses:
- DDT 133 Basic Surveying 3
- GIS 203 Remote Sensing 3

### GRAPHICS AND PREPRESS (GPC)

**MISSION:** The mission of the Graphics and Prepress program is to prepare students for employment in graphic design, prepress operations, printing, desktop publishing, and web page development using industry standard software applications and equipment. The program also offers continuing education opportunities in emerging technologies.

- **Freshman &Transient Requirement**
  - ORI 101 Orientation to College 1

- **Area I – Written Composition**
  - Select one of the following courses:
    - COM 100 Career Technical English 3
    - ENG 101 English Composition 1* 3

- **Area II – Humanities & Fine Arts**
  - Select one of the following courses:
    - SPC 103 Career Technical Speaking 2
    - SPH 107 Fundamentals of Public Speaking* 3

- **Area III – Natural Science & Mathematics**
  - Select one of the following courses:
    - MAH 101 Introductory Technical Math 1 2
    - MTH 100 Intermediate College Algebra* 3

- **Area V* – Pre-Professional /College Requirements**
  - Select one of the following courses:
    - DPT 103 Introductory Computer Skills 3
    - CIS 130 Introduction to Information Systems 3
    - CIS 146 Microcomputer Applications* 3

**TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS** 10-12

*NOTE: For degree seeking students, choose general studies course options*

- **Area V - Technical Courses of Study**
  - Select 12 credit hours from the following:
    - GPC 111 Introduction to Computers 3
    - GPC 112 Intro to the Graphic Com. Industry 3
    - GPC 114 Introduction to Computer Graphics 3
    - GPC 122 Technical Processes 3
    - GPC 124 Computer Drawing 3
    - GPC 128 Basic Electronic Page Layout and Assembly 3
    - GPC 130 Basic Electronic Page Production 3
    - GPC 132 Advanced Electronic PageProduction 3
    - GPC 134 Digital Prepress 3
    - GPC 136 Estimating Costs in Printing and Graphics Communications 3
    - GPC 160 Portfolio 3
    - GPC 170 Online Graphic Communications 3
    - GPC 180 Current Topics 3
    - GPC 182 3D Graphics and Animation 3
    - GPC 191 Cooperative Work Experience 1
    - GPC 192 Cooperative Work Experience 2

**TOTAL GENERAL STUDIES REQUIREMENTS** 22-26
The Graphics and Prepress certificate must be completed prior to beginning this degree. Technical Major Courses that were taken in the certificate apply to this Associate in Occupational Technologies Degree.

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program. The A.O.T. degree requires a high school diploma or its equivalent.

**Major:** Graphics and Prepress (GPC) Certificate  
**Minor:** Commercial Art (CAT)

### General Studies Courses

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Freshman &amp; Transient Requirement</strong></td>
<td></td>
</tr>
<tr>
<td>• ORI 101 Orientation to College</td>
<td>1</td>
</tr>
<tr>
<td><strong>NOTE:</strong> See Area V* for other College Requirements</td>
<td></td>
</tr>
<tr>
<td><strong>Area I – Written Composition</strong></td>
<td>3</td>
</tr>
<tr>
<td>• ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Area II – Humanities &amp; Fine Arts</strong></td>
<td>6</td>
</tr>
<tr>
<td>• Humanities and Fine Arts Course</td>
<td>3</td>
</tr>
<tr>
<td>• SPH 107 Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Area III – Natural Science &amp; Mathematics</strong></td>
<td>7</td>
</tr>
<tr>
<td>• Natural Science Requirement</td>
<td>4</td>
</tr>
<tr>
<td>• MTH 100 Intermediate College Algebra</td>
<td>3</td>
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<tr>
<td>(or higher level math)</td>
<td></td>
</tr>
<tr>
<td><strong>Area IV – History, Social, &amp; Behavioral Sciences</strong></td>
<td>3</td>
</tr>
<tr>
<td>• Social and Behavioral Science Requirement</td>
<td>3</td>
</tr>
<tr>
<td><em><em>Area V</em> – Pre-Professional/College Requirements</em>*</td>
<td>8</td>
</tr>
<tr>
<td>• CIS146 Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>• RDG114A Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>• Two 1-hour PED Activity Courses</td>
<td>2</td>
</tr>
</tbody>
</table>

### Total General Studies Courses

<table>
<thead>
<tr>
<th>Area V – Technical Major Courses</th>
<th>33</th>
</tr>
</thead>
<tbody>
<tr>
<td>• GPC 111 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>• GPC 112 Intro to the Graphic Com. Industry</td>
<td>3</td>
</tr>
<tr>
<td>• GPC 114 Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>• GPC 122 Technical Processes</td>
<td>3</td>
</tr>
<tr>
<td>• GPC 124 Computer Drawing</td>
<td>3</td>
</tr>
<tr>
<td>• GPC 128 Basic Electronic Page Layout</td>
<td>3</td>
</tr>
<tr>
<td>and Assembly</td>
<td></td>
</tr>
<tr>
<td>• GPC 130 Basic Electronic Page Production</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 12 credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>• GPC 120 Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>• GPC 132 Advanced Electronic Page Production</td>
<td>3</td>
</tr>
<tr>
<td>• GPC 134 Digital Prepress</td>
<td>3</td>
</tr>
<tr>
<td>• GPC 136 Estimating Costs in Printing and Graphics Communications</td>
<td>3</td>
</tr>
<tr>
<td>• GPC 160 Portfolio</td>
<td>3</td>
</tr>
<tr>
<td>• GPC 170 Online Graphic Communications</td>
<td>3</td>
</tr>
<tr>
<td>• GPC 180 Current Topics</td>
<td>3</td>
</tr>
<tr>
<td>• GPC 182 3D Graphics and Animation</td>
<td>3</td>
</tr>
<tr>
<td>• GPC 191 Cooperative Work Experience</td>
<td>1</td>
</tr>
<tr>
<td>• GPC 192 Cooperative Work Experience</td>
<td>2</td>
</tr>
</tbody>
</table>

### Area V – Minor/Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>• CAT 101 Modern Commercial Art</td>
<td>3</td>
</tr>
<tr>
<td>• CAT 118 Design Drawing</td>
<td>3</td>
</tr>
<tr>
<td>• CAT 120 Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>• CAT 123 Layout and Design</td>
<td>3</td>
</tr>
<tr>
<td>• CAT 130 Principles of Design</td>
<td>3</td>
</tr>
<tr>
<td>• CAT 132 Basic Advertising Design</td>
<td>3</td>
</tr>
<tr>
<td>• CAT 152 Digital Photography</td>
<td>3</td>
</tr>
</tbody>
</table>

### INDUSTRIAL MAINTENANCE (INT)

**MISSION:** The mission of the Industrial Maintenance program is to prepare students for employment and advancement in industrial systems maintenance. Additionally, the program provides training for industry and assists students in achieving their personal and professional goals.

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

### INDUSTRIAL MAINTENANCE Short Certificate – 28 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

<table>
<thead>
<tr>
<th>Pre-Professional Courses</th>
<th>1 Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ORI 101 Orientation to College</td>
<td></td>
</tr>
</tbody>
</table>

### Technical Courses of Study:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>• INT 112 Industrial Maintenance Safety Procedures</td>
<td>3</td>
</tr>
<tr>
<td>• INT 117 Principles of Industrial Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>• INT 118 Fundamentals of Industrial Hydraulics and Pneumatics</td>
<td>3</td>
</tr>
<tr>
<td>• INT 134 Principles of Industrial Maintenance Metal Welding and Cutting Tech</td>
<td>3</td>
</tr>
</tbody>
</table>
Select 15 credit hours from the following courses:
- AUT 104 Blueprint Reading for Manufacturing 3
- ILT 194 Intro to Program Logic Controllers 3
- AUT 116 Introduction to Robotics 3
- EET 100 Introduction to Engineering Technologies 3
- ETC 101 DC Fundamentals 3
- ETC 102 AC Fundamentals 3
- INT 124 Prod. Equipment Layout and Installation 3
- INT 126 Preventive Maintenance 3
- INT 127 Prin. of Ind. Pumps And Piping Systems 3
- INT 192 Cooperative Work Experience 3

MACHINE TOOL
TECHNOLOGIST (MTT)

MISSION: The mission of the machine tool technologist program is to prepare students for successful employment or advancement in the mechanic industry.

Computer control programmers and operators use computer numerically controlled (CNC) machines to cut and shape precision products, such as automobile parts, machine parts, and compressors. CNC machines include machining tools such as lathes, multi-axis spindles, milling machines, laser cutting, water jet cutting, and wire electrical discharge machines but the functions formerly performed by human operators are performed by a computer-control module. CNC machines cut away material from a solid block of metal, plastic, or glass – known as the work piece – to form a finished part. Although they may produce large quantities of one part, precision machinists often produce small batches or one-of-a-kind items. They use their knowledge of the working properties of materials and their skill with machine tools to plan and carry out the operations needed to make products that meet precise specifications. This program consists of two specialty short certificates.

MACHINE TOOL Short Certificate – 28 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

Semester Hours
Pre-Professional Courses 1
- ORI 101 Orientation to College

Technical Courses of Study: 27
- MTT 107 Machining Calculations 3
- MTT 121 Blueprint Reading 3
- MTT 139 Intro to Computer Numerical Controls 3

Select 18 credit hours from the following courses:

SPECIALITY: Manual Machining
- MTT 127 Metrology 3
- MTT 147 Introduction to Machine Shop I 3
- MTT 148 Introduction to Machine Shop I Lab 3
- MTT 149 Introduction to Machine Shop II 3
- MTT 150 Introduction to Machine Shop II Lab 3
- MTT 281 Special Topics in Machine Tool Tech. 3

SPECIALITY: CNC
- MTT 140 Computer Integrated Manufacturing 3
- MTT 141 Basic CNC Milling Prog. I 3
- MTT 219 CNC Graphics: Turning 3
- MTT 220 CNC Graphics: Milling 3
- MTT 241 CNC Milling Lab I 3
- MTT 243 CNC Turning Lab I 3

MEDIA PRODUCTION (RTV)

MISSION: The mission of the radio and television production program is designed to prepare students for successful employment or advancement in the radio and television production industry.

Broadcast and sound engineering technicians work in program production. They also set up, operate, and maintain a wide variety of electrical and electronic equipment involved in almost any radio or television broadcast, concert, play, musical recording, television show, or movie. With such a wide range of work there are many specialized occupations within the field. This program consists of one short certificate.

ENTERTAINMENT MEDIA PRODUCTION Short Certificate – 28 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

Semester Hours
Pre-Professional Courses 1
- ORI 101 Orientation to College

Technical Courses of Study: 27
- RTV 115 Audio Production I 3
- RTV 118 Media Pre-Production I 3
- RTV 119 Video Production I 3
- RTV 120 Media Post Production I 3
- RTV 125 Digital Photography Foundation 3
- RTV 215 Audio Production II 3
- RTV 219 Video Production II 3
- RTV 220 Media Post Production II 3
- RTV 268 Special Topics In Media 3
PLUMBING & PIPE FITTING
(PLB)

MISSION: The mission of the plumbing program is to prepare students for successful employment or advancement in the plumbing industry.

In addition to residential work, plumbers also do installation for new construction, pipe-laying, and pipe-fitting. Plumbers install, maintain and repair many different types of pipe systems. The Occupational Outlook Handbook reports that “job opportunities are expected to be excellent, as demand for skilled pipe layers, pipe fitters and steamfitters is expected to outpace the supply of workers trained in this craft.” This program consists of one short certificate.

PLUMBING Short Certificate – 28 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

Pre-Professional Courses
- ORI 101 Orientation to College

Technical Courses of Study:
- PLB 111 Introduction to Plumbing
- PLB 112 Plumbing Applications
- PLB 113 Pipes and Fittings
- PLB 115 Pressure and Non-Pressure Systems
- PLB 116 Pressure and Non-Pressure Sys. Apps.
- PLB 117 Plumbing Codes
- PLB 118 Code Application
- PLB 211 Plumbing and Repair and Installation
- PLB 224 Plumbing Co-op

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 10-12

WELDING TECHNOLOGY (WDT)

MISSION: The mission of the Welding program is to prepare a skilled craftsman for employment or advancement in welding and fabricating industries. The program also provides specialized courses for welders desiring to upgrade their skills or to learn new skills.

The Welding curriculum provides students with the opportunity to acquire the skills, knowledge, and experience necessary for a career in this rapidly growing field. Emphasis is placed on the technical aspects of welding. Classroom and lab experiences are offered in the welding of carbon, aluminum and stainless base metals with various welding processes. Specialized classes include blueprint reading/fabrication, welding inspection and testing, oxyfuel and plasma arc cutting, CNC automated cutting, pipe welding and layout. Students may also become AWS certified welders upon program completion. This program consists of one certificate and one short-certificate.

WELDING TECHNOLOGY Certificate – 49 Credit Hours

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program.

Pre-Professional Courses

Freshman & Transient Requirement
- ORI 101 Orientation to College 1

Area I – Written Composition
Select one of the following courses:
- COM 100 Career Technical English 3
- ENG 101 English Composition 3

Area II – Humanities & Fine Arts
Select one of the following courses:
- SPC 103 Career Technical Speaking 2
- SPH 107 Fundamentals of Public Speaking 3

Area III – Natural Science & Mathematics
Select one of the following courses:
- MAH 101 Introductory Technical Math 2
- MTH 100 Intermediate College Algebra 3

Area V* – Pre-Professional/College Requirements
Select one of the following courses:
- DPT 103 Introductory Computer Skills 3
- CIS 130 Introduction to Information Systems 3
- CIS 146 Microcomputer Applications 3

TOTAL PRE-PROFESSIONAL COLLEGE REQUIREMENTS 10-12

*NOTE: For degree seeking students, choose general studies course options

Area V - Technical Courses of Study:
- WDT 108 SMAW Fillet/OFBC 3
- WDT 109 SMAW Fillet/PAC/CAC 3
- WDT 110 Industrial Blueprint Reading 3
- WDT 119 GMAW Welding 3
- WDT 120 SMAW Groove 3
- WDT 218 Certification 3
- WDT 258 Certification Lab 3

Select 18 credit hours from the following courses:
- WDT 124 GMAW Welding Lab 3
- WDT 125 SMAW Groove Lab 3
- WDT 158 Consumable Welding Process Lab 3
- WDT 166 Flux Core Arc Welding 3
- WDT 167 Flux Core Arc Welding Lab 3
- WDT 180 Special Topics: Welding Applications 3
- WDT 219 Welding Inspection and Testing 3
- WDT 221 Pipefitting and Fabrication 3
- WDT 223 Blueprint Reading for Fabrication 3
- WDT 228 GMAW Welding 3
- WDT 257 SMAW Carbon Pipe Lab 3
- WDT 268 GTAW Lab 3
- WDT 281 Special Topics in Welding Technology 3
**WELDING TECHNOLOGY**  
*Associate in Occupational Technologies Degree (AOT)*  
76 Credit Hours

The Welding Technology certificate must be completed prior to beginning this degree. Technical Major Courses that were taken in the certificate apply to this Associate in Occupational Technologies Degree.

Note: ORI 101 Orientation is required during the first semester of attendance for all students entering this program. The A.O.T. degree requires a high school diploma or its equivalent.

**Major:** Welding Technology (WDT) Certificate  
**Minor:** Industrial Systems Maintenance (INT)

### General Studies Courses

<table>
<thead>
<tr>
<th>Area</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman &amp; Transient Requirement</td>
<td>ORI 101 Orientation to College</td>
<td>1</td>
</tr>
<tr>
<td>NOTE: See Area V* for other College Requirements</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Area I – Written Composition**  
- ENG 101 English Composition I  

**Area II – Humanities & Fine Arts**  
- Humanities and Fine Arts Course  
- SPH 107 Fundamentals of Public Speaking  

**Area III – Natural Science & Mathematics**  
- Natural Science Requirement  
- MTH 100 Intermediate College Algebra  
  (or higher level math)

**Area IV – History, Social, & Behavioral Sciences**  
- Social and Behavioral Science Requirement  

**Area V* – Pre-Professional /College Requirements**  
- CIS146 Computer Applications  
- RDG114A Critical Reading for College  
- Two 1-hour PED Activity Courses  

**TOTAL GENERAL STUDIES COURSES**  
27

**Area V – Technical Major Courses**  
Select 37 credit hours from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDT 108</td>
<td>SMAW Fillet/OFC</td>
<td>3</td>
</tr>
<tr>
<td>WDT 109</td>
<td>SMAW Fillet/PAC/CAC</td>
<td>3</td>
</tr>
<tr>
<td>WDT 110</td>
<td>Industrial Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>WDT 119</td>
<td>GMAW Welding</td>
<td>3</td>
</tr>
<tr>
<td>WDT 120</td>
<td>SMAW Groove</td>
<td>3</td>
</tr>
<tr>
<td>WDT 218</td>
<td>Certification</td>
<td>3</td>
</tr>
<tr>
<td>WDT 258</td>
<td>Certification Lab</td>
<td>3</td>
</tr>
<tr>
<td>WDT 124</td>
<td>GMAW Welding Lab</td>
<td>3</td>
</tr>
<tr>
<td>WDT 158</td>
<td>Consumable Welding Process Lab</td>
<td>3</td>
</tr>
<tr>
<td>WDT 166</td>
<td>Flux Core Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>WDT 167</td>
<td>Flux Core Arc Welding Lab</td>
<td>3</td>
</tr>
<tr>
<td>WDT 180</td>
<td>Special Topics “Welding Applications”</td>
<td>3</td>
</tr>
<tr>
<td>WDT 219</td>
<td>Welding Inspection and Testing</td>
<td>3</td>
</tr>
<tr>
<td>WDT 221</td>
<td>Pipefitting and Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>WDT 223</td>
<td>Blueprint Reading for Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>WDT 228</td>
<td>GTAW Welding</td>
<td>3</td>
</tr>
<tr>
<td>WDT 257</td>
<td>SMAW Carbon Pipe Lab</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 18 credit hours from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDT 268</td>
<td>GTAW Lab</td>
<td>3</td>
</tr>
<tr>
<td>WDT 281</td>
<td>Special Topics in Welding Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Area V – Minor Courses**  
Select 12 credit hours from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 104</td>
<td>Blueprint Reading for Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>AUT 116</td>
<td>Introduction to Robotics</td>
<td>3</td>
</tr>
<tr>
<td>AUT 212</td>
<td>Robot Operation and Programming</td>
<td>3</td>
</tr>
<tr>
<td>EET 100</td>
<td>Intro to Engineering Technologies</td>
<td>3</td>
</tr>
<tr>
<td>ETC 101</td>
<td>DC Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ETC 108</td>
<td>Motor Controls I</td>
<td>3</td>
</tr>
<tr>
<td>ILT 194</td>
<td>Introduction to PLC</td>
<td>3</td>
</tr>
<tr>
<td>ILT 196</td>
<td>Advanced PLC</td>
<td>3</td>
</tr>
<tr>
<td>INT 112</td>
<td>Industrial Maint Safety Procedures</td>
<td>3</td>
</tr>
<tr>
<td>INT 117</td>
<td>Principles of Industrial Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>INT 118</td>
<td>Fundamentals of Industrial Hydraulics and Pneumatics</td>
<td>3</td>
</tr>
<tr>
<td>INT 124</td>
<td>Prod. Equipment Layout and Installation</td>
<td>3</td>
</tr>
<tr>
<td>INT 126</td>
<td>Preventive Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>INT 127</td>
<td>Principles of Ind Pumps &amp; Piping</td>
<td>3</td>
</tr>
<tr>
<td>INT 134</td>
<td>Industrial Maint Welding &amp; Cutting</td>
<td>3</td>
</tr>
</tbody>
</table>

**WELDING TECHNOLOGY**  
*Short Certificate – 28 Credit Hours*

| Semester Hours | 1 |
| Pre-Professional Courses | |  
| ORI 101 Orientation to College |  

**Technical Courses of Study:**  
Select 27 credit hours from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
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COLLEGE TRANSFER / GENERAL STUDIES PROGRAMS

OVERVIEW
### Mission:
The College Transfer Division is dedicated to promoting and maintaining the highest level of instructional delivery in all classrooms to ensure that learning takes place at the highest level and that students are successful at the college and once they matriculate to their four-year institutions of choice.

### Emphasis is placed on the following program outcomes:

- The student will be able to demonstrate mastery of college level mathematics which includes the ability to analyze, reason and problem solve.
- The student will demonstrate the ability to plan, think (logically), organize and support his or her ideas using Standard English. Writings should also demonstrate a thorough understanding of grammar, syntax and punctuation.
- The student will pass all required exiting major core subject area.
- The student will be knowledgeable in basic computer operations and programs.
- The student will demonstrate proficiency in oral communications.

### DEGREES AWARDED:

Lawson State Community College (within the College Transfer Division) awards the following degrees: Associate in Arts, Associate in Science, and Associate in Applied Science.

A student shall be awarded a degree when he or she completes the full requirements outlined within the specific degree plan. Students MUST pay particular attention to the degree plan as well as the STARS agreement which highlights the courses that will satisfy the college the student wishes to transfer to.

All college transfer students should complete and retain a STARS guide in order to properly follow their degree plans. Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 for step-by-step instructions.

Do NOT randomly select courses; follow your STARS Guide exactly.

**Degree Codes:** *AA (Associate in Arts degree)-----AS (Associate in Science degree)-----AAS (Associate in Applied Science degree)*
Lawson State Community College is an accredited college through the Southern Association of Colleges and Schools, Commission on Colleges (SACS COC). If you are a student seeking to transfer credit hours, the following colleges are under the STARS transfer agreement. For other colleges not listed, contact the appropriate Admissions Office for a transfer review.

- Alabama A&M University
- Alabama State University
- Auburn University
- Auburn University in Montgomery
- Jacksonville State University
- Troy University
- Troy State University
- Troy State University Dothan
- Troy State University Montgomery
- University of Alabama
- University of Alabama Birmingham
- University of Alabama Huntsville
- University of Montevallo
- University of North Alabama
- University of South Alabama
- University of West Alabama

Samford University is not a STARS participant; however, Lawson State Community College has a partnership with Samford under Interdisciplinary Studies. For more information about this specific degree, see Interdisciplinary Studies.

**College Transfer Division**

Lawson State Community College offers a wide variety of University Parallel Programs and General Studies (Areas of Concentrations) that will transfer to four-year institutions.

The following areas fall under the College Transfer Division:
- Developmental Education (non transferable)

**Areas:**
- General Studies-- Over 75 Areas of Concentration (not to be confused with Programs of Study).
- Health and Physical Education
- Health Professions
- Humanities & Fine Arts
- Mathematics and Natural Sciences
- Social and Behavioral Sciences

**NOTE:** Although Business Technologies falls under Career Technical Programs, it does offer some transferable degrees.

**GENERAL STUDIES**

General Studies offers a variety of Areas of Concentrations (not to be confused with Programs of Study) that students can follow in order to later transfer their credits to a four-year institution. Upon completion of the requirements for a General Studies degree (depending on the Area of Concentration selected), students will be awarded either an Associate in Arts or an Associate in Science degree in General Studies.

Although students can focus on specific areas of concentration within General Studies, General Studies Areas of Concentration should not be viewed nor treated as programs of study. Rather, they are designed specifically to allow students to transfer into senior level colleges and are aligned to match requirements as outlined within the STARS agreement.

Because General Studies has Areas of Concentration opposed to actual Programs of Study, the college does not guarantee that all course requirements under specific Areas of Concentration (within General Studies) will be offered, particularly under Area V listings. In fact, based on availability of course offerings under Area V, General Studies students do have the option of transferring with less than 60 hours of credit or take additional courses (needed to graduate) at another accredited college to be applied towards your graduation requirements at Lawson State Community College. Always seek advisement, however, prior to any decision that may affect your graduation.

**UNDERSTANDING GENERAL STUDIES:**

Under General Studies, students wishing to tailor their education to a specific Area of Concentration for transferring purposes can do so by following the STARS Guide.

**HOW TO CRAFT A GENERAL STUDIES DEGREE TO MATCH YOUR AREA OF CONCENTRATION?**

Simply complete a STARS application and follow the degree options under Area V. Areas I through IV are standard courses all General Studies need to take. For information on how to complete a STARS GUIDE, see the Step-by-Step directions listed on the next page of this catalog.

**UNDERSTANDING GENERAL STUDIES AREAS**

There are five areas under the General Studies — Area I, Area II, Area III, Area IV and Area V.

**AREA I - Written Composition (6 SH)**

Effective written communication skills are essential in a literate society. Minimum requirements include at least 6 semester hours in written composition.

**AREA II - Humanities and Fine Arts (12 SH)**

Study in the humanities addresses the ability to deal with questions of values, ethics, or aesthetics as they are represented in literature, philosophy, religion, and the arts, and is fundamental to general education. Minimum requirements include at least 12 semester hours in humanities with a minimum of 3 semester hours in literature*, 3 semester hours in literature*
the arts, and the remaining semester hours from the humanities and/or fine arts. In addition to literature, disciplines in the humanities include, but are not limited to, philosophy, religious studies, speech, foreign languages, art, music, theatre, and dance.

*As a part of the General Studies curriculum, students must complete a 6 semester hour sequence either in literature (Area II) or history (Area IV).

**AREA III - Natural Sciences and Mathematics (11 SH)**

Study in the natural sciences and mathematics emphasizes the scientific method and applies quantitative or inductive reasoning. Minimum requirements include at least 11 semester hours with at least 3 semester hours in mathematics* at the pre-calculus algebra level or Finite Mathematics level unless otherwise specified and at least 8 semester hours in the natural sciences which must include laboratory experiences. Disciplines in the natural sciences include but are not limited to, astronomy, biology, chemistry, geology, and physics.

*Some mathematics courses are offered for 4 semester credit hours. Only minimum semester requirements are indicated.

**AREA IV - History, Social, and Behavioral Sciences (12 SH)**

Study in history and the social and behavioral sciences deals primarily with the study of human behavior, social and political structures, and economics. Minimum requirements include 12 semester hours with at least a 3 semester hour course in history* and at least 6 semester hours from among other disciplines in the social and behavioral sciences. Disciplines include, but are not limited to, anthropology, economics, geography, political science, psychology, and sociology. *As a part of the General Studies curriculum, students must complete a 6 semester hour sequence either in literature (Area II) or history (Area IV).

The Maximum total for AREAS I-IV is 41 Semester Hours

**AREA V - Pre-Professional, Major, and Elective Courses (19-23 SH)**

Area V is designated for courses appropriate to the degree/major requirements of the individual student (it may also include electives*).

*Some institutions may include courses in wellness or physical education. Students wishing to transfer under the General Studies should follow the STARS agreement for the specific college the student is planning to transfer to in the future.

**GRAND TOTAL for AREAS I-V: 60-64 SH**

*Note: For institutions requiring 120 semester hours for graduation, the maximum allowable hours for transfer from a community college into a four-year baccalaureate degree program will be 60 semester hours.

All college transfer students (especially General Studies students) should complete and retain a **STARS Guide** in order to properly follow their degree plans that match their transferring college. Failure to do so may result in a student taking courses that are **NOT** transferable to their 4-year college/university.

**Step-by-Step Guide**

All students wishing to transfer their credits to a 4-year college need to get a **STARS (Statewide Transfer Articulating Reporting System) Guide**. Getting the guide is easy. Just follow these steps.

**Step 1:** Go to our LSCC’s college website (www.lawsonstate.edu) and click on the “Current Students” button.

**Step 2:** Once on the “Current Students” page, look for the STARS icon and Click it.

**Step 3:** When you enter the site, this page (see below) will appear. Click where it reads “Students and Advisors” one time.

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**Tip #1:** Follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 for step-by-step instructions. Do NOT randomly select courses; follow your STARS Guide exactly.

**Degree Codes:** *AA (Associate in Arts degree)-----AS (Associate in Science degree)-----AAS (Associate in Applied Science degree)
Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 for step-by-step instructions. Do NOT randomly select courses; follow your STARS Guide exactly.

Degree Codes: *AA (Associate in Arts degree)-----AS (Associate in Science degree)----AAS (Associate in Applied Science degree)

Step 4: Then, click on the “Get the Guide” message

Step 5: Once within the site, you will see this first page. The system defaults to the “In state transfer mode”, so you will not have to change the setting. Scroll down the page.

Step 6: Once you scroll down, look for the “Submit Query” icon and click it (it’s at the bottom).

Step 7: An input screen will come up (see below). Fill-out all REQUIRED information that has a RED asterisk (*). You will need to scroll down to see all the information on this page. In fact, the bottom information is the most important. So, continue to scroll down.

Step 8: When you scroll down to the bottom of this screen, you will see a question which reads, “Select the institution that you are currently attending.” **It is of utmost importance that you select the college you are attending (Lawson State Community College) in order to validate the guide you are creating.** To select Lawson State, simply click the little blue down arrow that is directly under the question. When you do, a list of Alabama colleges will “pop-up”. Find and select Lawson State Community College by clicking it on it. It will turn blue. When it does, click on the SUBMIT key in the left-hand corner.

Step 9: Once in the STARS system officially, a screen (which houses the personal information you just inputted) will “pop-up”. Check the accuracy of the information. If the information is correct, scroll down the page to continue.

NOTE: If the information is incorrect, click on the “back button” on your browser to make the correction on the previous page.

Step 10: Using the same technique that you used to select the college you are attending, select which Area of Concentration you plan on transferring to the four year college or institution of your choice by clicking on the little blue down arrow under the question that reads, “Select the major…”
Step 11: Once you select your Area of Concentration, click it once. When it turns blue, click the SUBMIT key on the left-hand corner of the screen.

Step 12: The next screen that will “pop-up” is a screen asking you to select TWO possible colleges you may likely to transfer to. Using the same selection technique that you used to select the college you are currently attending and your Area of Concentration, select TWO possible future college choices by finding and selecting each school (individually). To do so, simple click the blue arrow on each box (one at a time) and select TWO different colleges of choice. Once you have selected the TWO colleges of your choice, click on the “Compile Guide” prompt located on the far-left side of the screen.

Step 13: You are now finished. The STARS guide should be up on your screen. To see the entire guide, simply scroll down. Be sure to PRINT your guide and maintain a copy of this guide for future reference. Also, in reading your guide, critically analyze it to gain a better understanding of how many hours you will need under each area (Area I-Area V).

Step 14: Again, read through the guide carefully. Every Area of Concentration is different and is likely to have different requirements. The STARS guide forms a binding contract between you and your transferring college. If you elect not to follow the guide, then your transferring college does will have the authority to reject your credits. Thus, it behooves you to understand what classes you are expected to take for your Area of Concentration. If you follow the guide, your ability to transfer your credits is greatly increased.

NOTE: Grades of “C” or better will likely transfer. Some colleges, including Lawson State, do not accept grades of “D” or less.

General Studies: Areas of Concentration

Lawson State Community College offers the following General Studies / College Transfer Areas of Concentration as recognized by STARS (Statewide Transfer Articulation Reporting System).

Please note that Area V requirements differ per Area of Concentration and Lawson State does not guarantee that it will offer all Area V courses. Thus, students wishing to transfer early are encouraged to do so in such situations.

General Studies: Areas of Concentration

A (Follow your STARS Guide)

Adult Education (AU Only)
Auburn University

Advertising (UA Only)
University of Alabama

Agronomy and Soils (AU Only)
Auburn University

Animal/Dairy Science
Alabama A&M University
Auburn University

Anthropology
Auburn University
University of Alabama
Univ. of Alabama at Birmingham
University of South Alabama

Applied Mathematics (AU Only)
Auburn University

Architecture (AU Only)
Auburn University

Art:

Art Education
Alabama A&M University
Alabama State University
Auburn University at Montgomery
Troy University
University of Alabama
Univ. of Alabama at Birmingham
Univ. of Alabama in Huntsville
University of North Alabama
University of South Alabama

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 for step-by-step instructions. Do NOT randomly select courses; follow your STARS Guide exactly.

Degree Codes: *AA (Associate in Arts degree)-----AS (Associate in Science degree)-----AAS (Associate in Applied Science degree)
Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 for step-by-step instructions. Do NOT randomly select courses; follow your STARS Guide exactly.

Degree Codes: *AA (Associate in Arts degree)-----AS (Associate in Science degree)----AAS (Associate in Applied Science degree)
General Studies:
Areas of Concentration Continued

Clinical Lab Sciences/Medical Tech
University of Alabama at Birmingham
University of South Alabama

Communication Studies or Speech
Alabama State University
Auburn University
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama

Computer Science
Alabama A&M University
Alabama State University
Athens State University
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of North Alabama
University of South Alabama

Consumer Sciences (UA Only)
University of Alabama

Criminal Justice
Alabama A&M University
Alabama State University
Athens State University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of North Alabama
University of South Alabama

Criminology (AU Only)
Auburn University

Cytotechnology (UAB Only)
University of Alabama at Birmingham

D (Follow your STARS Guide)
Dentistry (Pre)

E (Follow your STARS Guide)
Economics
Jacksonville State University
University of Alabama
University of Alabama at Birmingham

Elementary or Early Childhood Education
Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

Engineering - Aerospace
Auburn University
University of Alabama

Engineering - Chemical
Auburn University
University of Alabama
University of Alabama in Huntsville
University of South Alabama

Engineering - Civil
Alabama A&M University
Auburn University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of South Alabama

Engineering - Computer Engineering
Auburn University
University of Alabama in Huntsville
University of South Alabama

Engineering - Computer Science
Auburn University
University of Alabama
University of Alabama at Birmingham
University of South Alabama

Engineering - Electrical
Alabama A&M University
Auburn University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of South Alabama

Engineering - Industrial
Auburn University
University of Alabama
University of Alabama in Huntsville

Engineering - Materials
Auburn University
University of Alabama
University of Alabama at Birmingham

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 for step-by-step instructions.

Degree Codes: *AA (Associate in Arts degree)-----AS (Associate in Science degree)-----AAS (Associate in Applied Science degree)
General Studies:
Areas of Concentration Continued

Engineering - Mechanical
Alabama A&M University
Auburn University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of South Alabama

English
Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

English/Language Arts Education Middle/High School
Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

Environmental Science
Troy University
University of West Alabama
(Auburn—different program track)

Exercise Science and Wellness (JSU only)
Jacksonville State University

F
(Follow your STARS Guide)
Family and Consumer Sciences
Jacksonville State University (degree varies)
University of Montevallo (degree varies)

Food and Nutrition (UA Only)
University of Alabama

G
(Follow your STARS Guide)
For General Science Education: Middle/High School
(See Science Education)
For General Studies in Human Environmental Sciences
(See Human Environmental Sciences)

Geography
University of Alabama
University of Alabama at Birmingham
University of North Alabama
University of South Alabama

Geography Education: Middle/High School
Auburn University
University of Alabama
University of Alabama at Birmingham
University of North Alabama
University of South Alabama

Geology
Auburn University
University of Alabama
University of North Alabama
University of South Alabama

Geomatics (Troy Only)
Troy University

H
(Follow your STARS Guide)
Health Education: Middle/High School
Alabama A&M University
Alabama State University
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of North Alabama
University of Montevallo
University of South Alabama

Health Information Management (UAB Only)
University of Alabama at Birmingham

Health Promotion (AU Only)
Auburn University

Health Services Administration (AU Only)
Auburn University

Health and Physical Education

Health, P E & Recreation (UNA Only)
University of North Alabama

History
Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

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Do NOT randomly select courses; follow your STARS Guide exactly.

Degree Codes:  *AA (Associate in Arts degree)-----AS (Associate in Science degree)-----AAS (Associate in Applied Science degree)
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Degree Codes:  *AA (Associate in Arts degree)-----AS (Associate in Science degree)----AAS (Associate in Applied Science degree)

General Studies:
Areas of Concentration Continued

History Education: Middle/High School
- Alabama A&M University
- Alabama State University
- Athens State University
- Auburn University at Montgomery
- Jacksonville State University
- Troy University
- University of Alabama
- University of Alabama at Birmingham
- University of Alabama in Huntsville
- University of Montevallo
- University of North Alabama
- University of South Alabama
- University of West Alabama

Horticulture (AU Only)
- Auburn University

Hotel & Restaurant Management (AU Only)
- Auburn University

Human Development & Family Studies (AU Only)
- Auburn University

Human Development & Family Studies (UA Only)
- University of Alabama

Human Environmental Sciences
- (UA Only)
- University of Alabama

I (Follow your STARS Guide)
- Industrial Hygiene (UNA Only)
- University of North Alabama

Interior Architecture (AU Only)
- Auburn University

J (Follow your STARS Guide)
- Journalism
- Alabama State University
- Auburn University
- Troy University
- University of Alabama
- University of Alabama at Birmingham
- University of North Alabama

L (Follow your STARS Guide)
- Laboratory Technology (AU Only)
- Auburn University
- Law (Pre) / Political Science (Pre-Law)

M (Follow your STARS Guide)
- Math Education: Middle/High School
- Alabama A&M University
- Alabama State University
- Athens State University
- Auburn University
- Auburn University at Montgomery
- Jacksonville State University
- Troy University
- University of Alabama

- University of Alabama at Birmingham
- University of Alabama in Huntsville
- University of Montevallo
- University of North Alabama
- University of South Alabama
- University of West Alabama

Mathematics
- Alabama A&M University
- Alabama State University
- Athens State University
- Auburn University
- Auburn University at Montgomery
- Jacksonville State University
- Troy University
- University of Alabama
- University of Alabama at Birmingham
- University of Alabama in Huntsville
- University of Montevallo
- University of North Alabama
- University of South Alabama
- University of West Alabama

Medicine (Pre)

Music
- Alabama A&M University
- Alabama State University
- Jacksonville State University
- University of Alabama
- University of Alabama at Birmingham
- University of Alabama in Huntsville
- University of Montevallo
- University of North Alabama
- University of South Alabama

Music Education (Middle/High School)
- Alabama A&M University
- Alabama State University
- Auburn University
- Jacksonville State University
- Troy University
- University of Alabama
- University of Alabama at Birmingham
- University of Alabama in Huntsville
- University of North Alabama
- University of South Alabama

N (Follow your STARS Guide)
- Nuclear Medicine Technology (UAB Only)
- University of Alabama at Birmingham

Nursing (Pre)
- Auburn University
- Auburn University at Montgomery
- Jacksonville State University
- Troy University
- University of Alabama
- University of Alabama at Birmingham
- University of Alabama in Huntsville
- University of North Alabama
- University of South Alabama
- University of West Alabama

Nutrition & Food Science (AU Only)
- Auburn University

University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama
### General Studies:
#### Areas of Concentration Continued

**O** *(Follow your STARS Guide)*
- Occupational Therapy
  - Alabama State University
- Optometry (Pre)
- Osteopathic Medicine (Pre)

**P** *(Follow your STARS Guide)*
- Philosophy
  - Auburn University
  - University of Alabama
  - University of Alabama at Birmingham
  - University of Alabama in Huntsville
  - University of South Alabama
- Physical Education
  - Alabama A&M University
  - Alabama State University
  - Athens State University
  - Auburn University
  - Auburn University at Montgomery
  - Jacksonville State University
  - Troy University
  - University of Alabama
  - University of Alabama at Birmingham
  - University of Montevallo
  - University of North Alabama
  - University of South Alabama
  - University of West Alabama
- Physics
  - Alabama A&M University
  - Alabama State University
  - Athens State University
  - Auburn University
  - University of Alabama
  - University of Alabama at Birmingham
  - University of Alabama in Huntsville
  - University of North Alabama
  - University of South Alabama
- Physics Education (Middle/High School)
  - Alabama A&M University
  - Auburn University
  - Troy University
  - University of Alabama
  - University of Alabama at Birmingham
  - University of Alabama in Huntsville
  - University of North Alabama
  - University of South Alabama
- Political Science
  - Alabama A&M University
  - Alabama State University
  - Athens State University
  - Auburn University
  - Auburn University at Montgomery
  - Jacksonville State University
  - Troy University
  - University of Alabama
  - University of Alabama at Birmingham
  - University of Alabama in Huntsville

**University of Montevallo**
- University of North Alabama
- University of South Alabama

- Pre-Dentistry
- Pre-Law
- Pre-Medicine
- Pre-Occupational Therapy
- Pre-Optometry
- Pre-Osteopathic Medicine
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Speech Therapy
- Pre-Veterinary Medicine

- Psychology B.A. or B.S.
  - Alabama A&M University
  - Alabama State University
  - Athens State University
  - Auburn University
  - Auburn University at Montgomery
  - Jacksonville State University
  - Troy University
  - University of Alabama
  - University of Alabama at Birmingham
  - University of Alabama in Huntsville
  - University of Montevallo
  - University of North Alabama
  - University of South Alabama
  - University of West Alabama
- Public Administration (AU Only)
  - Auburn University

- Public Relations
  - Alabama State University
  - Auburn University
  - University of Alabama
  - University of South Alabama

- Public Safety & Health Administration (Athens Only)

**R** *(Follow your STARS Guide)*
- Radiologic Sciences
  - University of Alabama at Birmingham
  - University of South Alabama

- Recreation Leadership (JSU Only)
  - Jacksonville State University

- Rehabilitation Services Education (AU Only)
  - Auburn University

- Religious Studies
  - Athens State University
  - Auburn University
  - University of Alabama

- Respiratory Therapy/Cardio Science
  - University of Alabama at Birmingham
  - University of South Alabama

- Restaurant and Hospitality Management (UA Only)
  - University of Alabama

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*Degree Codes: *AA (Associate in Arts degree)-----AS (Associate in Science degree)-----AAS (Associate in Applied Science degree)*
**General Studies:**

**Areas of Concentration Continued**

**S**

(Follow your STARS Guide)

Science Education: Middle/High School
- Alabama A&M University
- Auburn University
- Jacksonville State University
- Troy University

University of Alabama
- University of Alabama at Birmingham
- University of North Alabama
- University of South Alabama
- University of West Alabama

Social Science
- Auburn University
- Troy University
- University of Montevallo

Social Studies Education: Middle/High School
- Alabama A&M University
- Auburn University
- Jacksonville State University
- Troy University
- University of Alabama
- University of Alabama at Birmingham
- University of Montevallo
- University of North Alabama
- University of South Alabama

Social Work
- Alabama A&M University
- Auburn University
- Jacksonville State University
- Troy University
- University of Alabama
- University of Alabama at Birmingham
- University of Montevallo
- University of North Alabama
- University of South Alabama

Sociology
- Alabama A&M University
- Auburn University
- Jacksonville State University
- Troy University
- University of Alabama
- University of Alabama at Birmingham
- University of Montevallo
- University of North Alabama
- University of South Alabama

**T**

(Follow your STARS Guide)

Technology, Industrial Technology or Engineering Technology
- Alabama A&M University
- Jacksonville State University
- University of West Alabama

Telecommunication and Film or Broadcasting
- Alabama A&M University
- Auburn University
- Troy University
- University of Alabama
- University of North Alabama

Vegetable Science (Pre)

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Do NOT randomly select courses; follow your STARS Guide exactly.

Degree Codes: *AA (Associate in Arts degree)-----AS (Associate in Science degree)----AAS (Associate in Applied Science degree)*
DEPARTMENT OF DEVELOPMENTAL EDUCATION

DR. SHERRI DAVIS, ACADEMIC DEAN & DIRECTOR OF DEVELOPMENTAL EDUCATION
Lawson State Community College
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Birmingham, Alabama 35221

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Phone: 205-929-6357

MISSION: The Department of Developmental Education is an intensive and technologically advanced instructional program designed to equip students with the academic skills necessary to perform on a college-level. In addition, the department supports the personal growth of its students through advising, tutoring, counseling, and tracking of academic progress.

PLACEMENT: Students are placed in the developmental program based on individual placement test scores, provided through the Office of Student Development Services. There are three academic areas tested: English, reading, and mathematics. Testing outcomes determine how many developmental courses individual students will have to take in order to reach college-level. Low reading levels are tied to a student’s ability to qualify to take distance education (online) courses. Students scoring below the 9th grade equivalent reading score, cannot enroll in online classes until he or she can demonstrate reading proficiency.

TRACKING: Student academic performance is tracked in each developmental course. Students are given a pre-test at the beginning of each semester to gauge their proficiency level and are post-tested upon completion of the course. Student results are tracked in an effort to analyze program effectiveness and provide teachers with the necessary data in order to offer for more targeted-assisted instruction throughout the course.

Program Outcomes:
- To equip students with the academic skills in reading, mathematics, and English to perform on college-level.
- To provide students with various types of support (advisement, counseling, tutoring) to ensure academic and personal success.
- To assist students individually with academic problems.
- To provide targeted-assisted instruction.
- To track student progress in order to guide instruction and improve the overall developmental program.

- To provide students with the technological skills necessary to perform on college-level and within the world around them.
- To provide students with intensive laboratory instruction in order to improve overall understanding of subject matter.
- To foster critical-thinking skills.
- To promote study skills throughout each course in an effort to increase academic discipline and overall subject-matter competency.

DEVELOPMENTAL COURSE SEQUENCE

Students are placed in specific levels of developmental studies. Therefore, tracks are determined by compass placement scores

ENGLISH TRACK: 2 Tiered

ENG 092  Developmental English I
ENG 092 (SSS)  Student Support Services (SSS) English Tutorial Lab
ENG 093  Developmental English II

MATHEMATICS: 2 Tiered

MTH 090  Developmental Basic Math
MTH 090 (SSS)  Student Support Services (SSS) Mathematics Tutorial Lab
MTH 098  Developmental Math—Algebra

Reading is no longer required (at the remedial level). However, all Lawson State students (as part of their graduation requirements MUST take RDG114(a) (Critical Reading for College Students).

Testing Out Policy:

Once a student has placed (via the Compass Exam or ACT score) into a developmental course, he or she is given an Entrance Exam (for the course they have tested in) within the first 7 to 10 days of the course. If the student masters the Entrance Exam by scoring 80% or better, then he or she will be given the Exit Exam (for the course). If passed with a “C”/70% or higher, the student will advance to the next level.

In addition, students are eligible to retest (via Compass) after the completion of each developmental course they SUCCESSFULLY complete. Students must incur the expense of this retest ($8.00—subject to change). To prepare, students should complete the online Compass Bootcamp prior to re-testing. Students can access the Bootcamp via the “Current Students” button. Students wishing to re-test (having met all requirements), should contact the Testing Center (on either campus).

After re-testing, if the student places beyond his or her current developmental track, the student will be placed on the higher developmental track OR be placed in the proper college level course—depending on the placement results.

NOTE: If a student receives a “D”, “F”, “I”, “W”, “WP” or “WF” he or she is NOT eligible to retest for higher placement. This student would need to retake the class. Grades of “D” in developmental courses are not considered passing.

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 for step-by-step instructions.

Do NOT randomly select courses; follow your STARS Guide exactly.

Degree Codes: *AA (Associate in Arts degree)-----AS (Associate in Science degree)----AAS (Associate in Applied Science degree)
GENERAL STUDIES OVERVIEW

As addressed previously, General Studies offers a variety of Areas of Concentrations (not to be confused with Programs of Study) that students can follow in order to later transfer their credits to a four-year institution. Upon completion of the requirements for a General Studies degree (depending on the Area of Concentration selected), students will be awarded either an Associate in Arts or an Associate in Science degree in General Studies.

Although students can focus on specific areas of concentration within General Studies, General Studies Areas of Concentration should not be viewed nor treated as programs of study. Rather, they are designed specifically to allow students to transfer into senior level colleges and are aligned to match requirements as outlined within the STARS agreement.

Because General Studies has Areas of Concentration opposed to actual Programs of Study, the college does not guarantee that all course requirements under specific Areas of Concentration (within General Studies) will be offered, particularly under Area V listings. In fact, based on availability of course offerings under Area V, General Studies students do have the option of transferring with less than 60 hours of credit or take additional courses (needed to graduate) at another accredited college to be applied towards your graduation requirements at Lawson State Community College. Always seek advisement, however, prior to any decision that may affect your graduation.

UNDERSTANDING GENERAL STUDIES:

Under the General Studies degree program option, students wishing to tailor their education to a specific degree, can do just that!

HOW TO CRAFT A GENERAL STUDIES DEGREE?

Simply complete a STARS application and follow the degree options under Area V. Areas I through IV are standard courses all General Studies need to take. For information on how to complete a STARS GUIDE, see the Step-by-Step directions listed on the next page of this catalog.

UNDERSTANDING GENERAL STUDIES AREAS

There are five areas under the General Studies program—Area I, Area II, Area III, Area IV and Area V.

AREA I - Written Composition (6SH)

Effective written communication skills are essential in a literate society. Minimum requirements include at least 6 semester hours in written composition.

AREA II - Humanities and Fine Arts (12SH)

Study in the humanities addresses the ability to deal with questions of values, ethics, or aesthetics as they are represented in literature, philosophy, religion, and the arts, and is fundamental to general education. Minimum requirements include at least 12 semester hours in humanities with a minimum of 3 semester hours in literature*, 3 semester hours in the arts, and the remaining semester hours from the humanities and/or fine arts. In addition to literature, disciplines in the humanities include, but are not limited to, philosophy, religious studies, speech, foreign languages, art, music, theatre, and dance. *As a part of the General Studies curriculum, students must complete a 6 semester hour sequence either in literature (Area II) or history (Area IV), unless otherwise prescribed within one’s STARS Agreement.

AREA III - Natural Sciences and Mathematics (11 SH)

Study in the natural sciences and mathematics emphasizes the scientific method and applies quantitative or inductive reasoning. Minimum requirements include at least 11 semester hours with at least 3 semester hours in mathematics* at the pre-calculus algebra level or Finite Mathematics level unless otherwise specified and at least 8 semester hours in the natural sciences which must include laboratory experiences. Disciplines in the natural sciences include but are not limited to, astronomy, biology, chemistry, geology, and physics.

*Some mathematics courses are offered for 4 semester credit hours. Only minimum semester requirements are indicated.

AREA IV- History, Social, and Behavioral Sciences (12 SH)

Study in history and the social and behavioral sciences deals primarily with the study of human behavior, social and political structures, and economics. Minimum requirements include 12 semester hours with at least a 3 semester hours course in history* and at least 6 semester hours from among other disciplines in the social and behavioral sciences. Disciplines include, but are not limited to, anthropology, economics, geography, political science, psychology, and sociology.

*As a part of the General Studies Curriculum, students must complete a 6 semester hour sequence either in literature (Area II) or history (Area IV).

The Maximum Total for AREAS I-IV is 41 Semester Hours

AREA V - Pre-Professional, Major, and Elective Courses (19-23 SH)

Area V is designated for courses appropriate to the degree/major requirements of the individual student (it may also include electives*).

*Some institutions may include courses in wellness or physical education. Students wishing to transfer under the General Studies program option, should follow the STARS agreement for the specific college the student is planning to transfer to in the future.

GRAND TOTAL for AREAS I-V: 60-64 SH

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 for step-by-step instructions. Do NOT randomly select courses; follow your STARS Guide exactly.

Degree Codes: *AA (Associate in Arts degree)-----AS (Associate in Science degree)-----AAS (Associate in Applied Science degree)
Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 for step-by-step instructions.

Do NOT randomly select courses; follow your STARS Guide exactly.

Degree Codes: *AA (Associate in Arts degree)-----AS (Associate in Science degree)----AAS (Associate in Applied Science degree)

DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION

MS. TRACEY WILSON, CHAIRPERSON
MR. CARLTON RICE, ATHLETIC DIRECTOR

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Birmingham, Alabama 35221

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MISSION: The Department of Health, Physical Education, Recreation, and Dance is an integral part of the total educational program at Lawson State Community College. The primary focus of the Department is the education of students toward the development of physical, mentally, emotionally, and socially fit citizens through the medium of physical activities, which have been selected, with a view toward realizing these outcomes. The Department offers an Associate in Arts Degree Program in HPR and an Associate in Applied Science Degree in Recreation Leadership. The objectives of the Department are:

- To understand and respect the body as a medium for the expression of self.
- To portray socially acceptable and personally rewarding behavior in a thorough relationships with others.
- To identify the physically under-developed student and mark him/her to improve his/her physical capacities.
- To develop strength, flexibility, balance, and individual perfection of the body through vigorous muscle activities.
- To grow in understanding and skills in order to maintain fitness for later years.
- To develop skills in the lifetime sports to be perpetuated in later life.

The aims and services of the Department are to provide students at Lawson State with:

- Opportunities for fun, enjoyment, and a fellowship through participation.
- Opportunities that will be conducive to their health and physical fitness.
- Programs that constitute health and fitness.
- Instructional programs that identify and emphasize certain specific objectives. These include developing skills and improving physical endurance.

RELATED HEALTH & PHYSICAL EDUCATION AREAS OF CONCENTRATION UNDER GENERAL STUDIES:

See General Studies listings. Students wishing to follow a General Studies Area of Concentration, must adhere to their STARS Guide.

- Athletic Training
- Exercise Science and Wellness
- Health Education: Middle/High School
- Health Information Management (UAB Only)
- Health Promotion (AU Only)
- Health Service Administration (AU Only)
- Health and Physical Education
- Health, PE and Recreation (UNA Only)
- Physical Education
- Public Safety and Health Administration
- Rehabilitation Services Education
- Sport & Fitness Management
Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 for step-by-step instructions. Do NOT randomly select courses; follow your STARS Guide exactly. Degree Codes: *AA (Associate in Arts degree)-----AS (Associate in Science degree)-----AAS (Associate in Applied Science degree)
DEPARTMENT OF NATURAL SCIENCES

DR. TRACEY WILSON, CHAIRPERSON
Lawson State Community College
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Birmingham, Alabama 35221

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MISSION: The faculty of the Department of Mathematics and Natural Sciences at Lawson State Community College believes that all students are important individuals who, although different from each other in background, talent, capability, and initiative, is entitled to an education that will enable them to realize their maximum potential both as individuals and as members of society. The Departments are designed for students who plan to receive an Associate in Science Degree in order to transfer to a four-year institution and pursue a bachelor degree in mathematics, natural science, and related fields. Moreover, a team approach used in the development and planning of distant learning courses. Instructors are employees of the college and, as such, are just as accountable for the content and quality of instruction on or off campus. The instructor is responsible for keeping the courses current and making revisions when necessary.

Distance learning courses are included in the curriculum of a particular program and are regulated by the same policies as though conducted in a classroom on campus—they are held to the same standards. The same goals and objectives, skills, and competencies that apply to classroom instruction also apply to distant learning courses. Admissions, degree, completion, curriculum, and instructional design policies and procedures are the same as those for traditional campus-based programs.

The program objectives for Mathematics are:
- Develop quantitative skills of curious students who enjoy the enterprise of problem solving and the rewards of discovery.
- Encourage students to pursue advanced training in math commensurate with their goals and talents.
- Develop students' potential for employment in business, industry, teaching, government, etc. by acquainting them with fundamental concept in mathematics.
- Service those students majoring in fields where mathematics is required.
- Prepare effective teachers of mathematics and competent mathematicians for work in business, government, and industry.
- Offer a course of study in mathematics for students entering the College with mathematics deficiencies.
- Offer general mathematics courses for non-science majors.
- Offer courses essential for those students pursuing study in major fields other than mathematics, including those that elect to minor in mathematics.

The program objectives Natural Science are:
- Educate students in the basic principles of scientific reasoning and problem solving. This enhances their ability to assess critical situations accurately.
- Prepare the student for entrance into a four-year institution with emphasis in the various allied health professions and other science or health related professions (under the General Studies curriculum). Moreover, the Allied Health and related professions are designed to enhance student's analytical thinking skills, communication skills and learn to apply these skills and other teaching to the job market.

RELATED MATHEMATICS & NATURAL SCIENCES AREAS OF CONCENTRATION UNDER GENERAL STUDIES:

See General Studies listings. Students wishing to follow a General Studies Area of Concentration, must adhere to their STARS Guide.

- Agronomy and Soils
- Animal/Dairy Science
- Applied Mathematics
- Biology
- Biology Education (falls in Social Sciences Dept.)
- Biomedical Engineering
- Biomedical Science
- Bio-systems Engineering
- Building Science
- Chemistry
- Chemistry Education (falls in Social Sciences Dept.)
- Clinical Lab Sciences / Medical Technician
- Cytotechnology
- Dentistry (Pre)
- Engineering—Aerospace
- Engineering—Chemical
- Engineering—Civil
- Engineering—Computer Engineering
- Engineering—Computer Science
- Engineering—Electrical
- Engineering—Industrial
- Engineering—Materials
- Engineering—Mechanical
- Environmental Science
- Exercise Science and Wellness (falls in Health & PE Dept.)
- Food and Nutrition
- General Science Education: Middle/High School (falls in the Social Sciences Dept.)
- Horticulture
- Industrial Hygiene
- Laboratory Technology

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 for step-by-step instructions.

Do NOT randomly select courses; follow your STARS Guide exactly.

Degree Codes: *AA (Associate in Arts degree)----AS (Associate in Science degree)----AAS (Associate in Applied Science degree)
Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 for step-by-step instructions. Do NOT randomly select courses; follow your STARS Guide exactly.

Degree Codes: *AA (Associate in Arts degree)-----AS (Associate in Science degree)-----AAS (Associate in Applied Science degree)

The Department of Social and Behavior Sciences prepares competent professionals equipped with the knowledge, values and skills that are required to meet the challenges of problems and needs faced by diverse individuals, families, organizations, and urban communities in a changing, global, social environment. Students who plan to receive an Associate in Arts Degree are able to transfer to a four-year institution and pursue a Bachelor’s degree in related fields of study.

**RELATED SOCIAL & BEHAVIORAL SCIENCES AREAS OF CONCENTRATION UNDER GENERAL STUDIES:**

See General Studies listings beginning on page 85. Students wishing to follow a General Studies Area of Concentration, must adhere to their STARS Guide. For instructions for completing a STARS Guide, see page 70.

- Adult Education: Middle/ High School
- Anthropology
- Art History
- Behavioral Science
- Biology Education: Middle/ High School
- Chemistry Education
- Consumer Sciences
- Criminal Justice
- Criminology
- Elementary or Early Childhood Education
- Family and Consumer Sciences
- General Science Education: Middle/High School
- General Studies in Human Environmental Sciences
- Geography
- Geography Education: Middle/High School
- Geology
- Geomatics
- Health Education: Middle/High School
- History
- History Education: Middle/ High School
- Human Development & Family Studies
- Law (Pre) / Political Science Pre-Law
- Math Education: Middle/High School
- Music Education: Middle/High School
- Philosophy
- Physics Education: Middle/High School
- Political Science
- Psychology
- Social Science
- Social Studies Education: Middle/High School
- Social Work
- Social Work Technician
- Sociology
- Spanish Education: Middle/High School
- Special Education

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**DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES**

**Ms. Venita Tubbs, Chairperson**
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Birmingham, Alabama 35221

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**MISSION:** The Mission of the Social and Behavioral Sciences Department at Lawson State is to provide students with high quality academic coursework leading to a certificate or associate degree, or in preparation for transfer into a baccalaureate degree program. Additionally, this department provides excellent scholastic support in the many general education courses required of students pursuing any degree program at Lawson State. Our programs are relevant to students’ personal and professional needs, develop student’s critical thinking skills, enhance their self-esteem, and assist in the development of student into organized, focused, empowered, and independent lifelong learners.
COLLEGE TRANSFER & GENERAL STUDIES DEGREE PLANS (AREAS OF CONCENTRATION)
GENERAL STUDIES AREA OPTIONS
Associate of Arts (AA) and Associate of Science (AS)

CAUTION: DO NOT FOLLOW THIS DEGREE PLAN WITHOUT A STARS GUIDE IN YOUR HAND

*LSCC Requirement for all Graduates
ORN101 Freshman Academy

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I – Written Composition
ENG 101 English Composition I and
ENG 102 English Composition II

Area II – English, Humanities & Fine Arts
SPH 107 Fund. of Public Speaking

IMPORTANT NOTE: You must select ONE literature pairing (6 credits) and one history class (3 credits), OR select ONE history pairing (6 credits) and ONE literature class (3 credits). Do not mix pairings. Keep sequences together.

ENG 251 American Literature I
ENG 252 American Literature II /OR
ENG 261 English Literature I
ENG 262 English Literature II/OR
ENG 271 World Literature
ENG 272 World Literature

*Select remaining credits from the listing below. Total credits for Area II must equal 12 or 13.

ART 100 Art Appreciation
ART 203 Art History I(A)
ART 204 Art History II(A)
HUM 101 Intro. to Humanities I
HUM 102 Intro. to Humanities II
MUS 101 Music Appreciation
TIR 100 Intro. to Theatre
PHL 206 Ethics and Society
PHL 106 Introduction to Philosophy
REL 151 Survey of the Old Testament
REL 152 Survey of the New Testament
SPA 101 Introductory Spanish I
SPH 107 Introduction to public speaking
SPH 116 Introduction to Interpersonal Comm

Area III – Natural Science or Mathematics

Select ONE math course based on your STARS Guide.

MTH 110 Finite Mathematics
MTH 112 Precalculus
MTH 113 Precalculus Trigonometry
MTH 115 Precalculus Algebra & Trig
MTH 120 Calculus and Its Applications
MTH 125 Calculus I
MTH 126 Calculus II
MTH 227 Calculus III
MTH 237 Linear Algebra

MTH 238 Applied Differential Equations I
MTH 265 Elementary Statistics
MTH250 DISCRETE MATH
MTH270 PROBABILITY AND STATISTICS

REFER TO YOUR STARS GUIDE FOR PROPER COURSE SELECTION; DO NOT RANDOMLY SELECT COURSES. Select ONE science pairing ONLY.

BIO 101 Introduction to Biology I w/Lab and
BIO 102 Introduction to Biology II w/Lab/OR
BIO 103 Principles of Biology I w/Lab and
BIO 104 Principles of Biology II w/Lab OR
BIO 201 Human Anatomy & Phy.I w/Lab OR
BIO 202 Human Anatomy & Phy. II w/Lab
CHM 104 Intro. to General Chemistry and
CHM 105 Intro. to General Chemistry OR
CHM 111 College Chemistry I and
CHM 112 College Chemistry II OR
GEO 101 Principles of Geology I and
GEO 102 Principle of Geology II OR
PHS 111 Physical Science I and
PHS 112 Physical Science II OR
PHY 201 or 213 General Physics I or w/Calculus
PHY 202 or 214 General Physics II or w/Calculus
CHM221 Organic Chemistry
CHM222 Organic Chemistry II

Area IV – History, Social & Behavioral Sciences

IMPORTANT NOTE: You must select ONE literature pairing (6 credits) and one history class (3 credits), OR select ONE history pairing (6 credits) and ONE literature class (3 credits). Do not mix pairings. Keep sequences together.

HIS 101 Hist. of Western Civ. I and
HIS 102 Hist. of Western Civ. II/OR
HIS 201 United States History I and
HIS 202 United States History II
HIS 121 World History I and
HIS 122 World History II/ OR

*Select remaining credits from the listing below. Total credits for Area IV must equal 12.

PSY 200 General Psychology
PSY 210 Human Growth & Development
*ECO 231 Principles of Macroeconomics
*ECO 232 Principles of Microeconomics
SOC 200 Intro. to Sociology
SOC 210 Social Problems
POL 200 Intro. to Political Science
POL 211 American National Government
GEO 101 Prin. of Physical Geography
GEO 100 World Regional Geography
GEO 201 Principles of Human Geography

Area V – Pre-Professional/LSCC Courses

CIS 146 Microcomputer Applications
Two 1-hour PED activity courses (no substitutions)
RDG 114A Critical Reading for College
Pre-professional Electives based on GS major.

TOTAL REQUIRED HOURS FOR DEGREE

Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See the back of catalog for step-by-step instructions for completing a STARS Guide.
FOR ACCOUNTING & ACCOUNTING TECHNOLOGY LISTINGS,
See the Business & Information Technologies Section of this Catalog.

ADVERTISING
General Studies (AA)
University of Alabama Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates
ORN101 Freshman Academy

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics
CHM 111 College Chemistry I 4
CHM 112 College Chemistry II 4

Area IV: History, Social & Behavioral Sciences
ECO 232 Principles of Microeconomics 3
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences Area IV Electives (See STARS Guide) 3-6

Area V – Pre-Professional/LSCC Courses
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
MCM 100 Intro. to Mass Communication 3
MCM 102 Writing for Mass Media 3
SPH 107 Fundamental of Public Speaking 3
Pre-professional Electives (See STARS Guide) 2-6

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

AGRONOMY AND SOILS
General Studies (AS)
Auburn University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates
ORN101 Freshman Academy

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics
MTH 113 Precalculus Trigonometry 3
CHM 111 College Chemistry I and
CHM 112 College Chemistry II 8

Area IV: History, Social & Behavioral Sciences
History (3) or History Sequence (6) (See STARS) 3-6
ECO 232 Principles of Microeconomics 3
History, Social & Behavioral Sciences Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
MTH 125 Calculus I 4
PHL 106 Introduction to Philosophy I OR 3
PHL 206 Ethics and Society 3

*Select remaining credits from the listings below:
CHM 211 Organic Chemistry I 4
SPA 101 Introduction to Spanish I 4
SPA 102 Introduction to Spanish II 4
PHY 201 General Physics I 4
PHY 202 General Physics II 4

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Important Tip: Every transferring college, may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
**ANIMAL/DIARY SCIENCE**  
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1  
ORN101  Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition 6  
ENG 101  English Composition I 3  
ENG 102  English Composition II 3

Area II: Humanities and Fine Arts 12  
SPH 107  Fundamentals of Public Speaking 3  
Literature (3) or Literature Sequence (6) 3-6  
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics 11  
MTH 113  Precalculus Trigonometry 3  
BIO 103  Principles of Biology I w/Lab and  
BIO 104  Principles of Biology II w/Lab 8

Area IV: History, Social and Behavioral Sciences 12  
History (3) or History Sequence (6) (See STARS) 3-6  
History, Social & Behavioral Sciences 6  
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23  
CIS 146  Microcomputer Applications 3  
Two 1-hour PED activity courses (no substitutions) 2  
RDG 114A  Critical Reading for College 3

*Select remaining credits from the listings below:  
CHM 111  College Chemistry I 4  
CHM 112  College Chemistry II 4  
PHY 201  General Physics I 4  
CHM 221  Organic Chemistry I 4  
MTH 125  Calculus I 4

NOTE: For more Area V listings see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**TOTAL REQUIRED HOURS FOR DEGREE** 60-64

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**APPLIED MATHEMATICS**  
General Studies (AS)  
Auburn University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1  
ORN101  Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition 6  
ENG 101  English Composition I 3  
ENG 102  English Composition II 3

Area II: Humanities and Fine Arts 12  
SPH 107  Fundamentals of Public Speaking 3  
Literature (3) or Literature Sequence (6) 3-6  
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics 11  
MTH 125  Calculus 4  
Natural Sciences (See STARS Guide) 8  
PHY 213  General Physics/Calculus 4  
PHY 214  General Physics/Calculus 4  
(For Spring Hill College ONLY)

Area IV: History, Social and Behavioral Sciences 12  
History (3) or History Sequence (6) (See STARS) 3-6  
History, Social & Behavioral Sciences 6  
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-22  
CIS 146  Microcomputer Applications 3  
Two 1-hour PED activity courses (no substitutions) 2  
RDG 114A  Critical Reading for College 3  
MTH 126  Calculus II 4  
MTH 227  Calculus III 4  
MTH 237  Linear Algebra 3  
MTH 238  Applied Differential Equations I 3

NOTE: For more Area V listings see your STARS Guide or transfer college’s catalog or website. *Other Recommendations: Under Other Areas (III).

Requirements under other Areas include:  
MTH 125  Calculus 4  
BIO 103  Principles of Biology I and 4  
BIO 104  Principles of Biology II/OR 4  
CHM 111  College Chemistry I and 4  
CHM 112  College Chemistry II 4  
PHY 213  General Physics w/Calculus I 4  
PHY 214  General Physics w/Calculus II 4  
MTH 250  Discrete Math 3  
MTH 265  Elememy Statstics 3  
MTH 270  Probability and Statstics 3

**TOTAL REQUIRED HOURS FOR DEGREE** 60-64

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*Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.*
**Area II: Humanities and Fine Arts** 12

Total course availability is limited. Students may opt to transfer prior to completing all Area V listings, if altering your STARS Guide can void your transfer agreement. Failure to follow or alter your STARS Guide can void your transfer agreement.

**Area III: Natural Sciences and Mathematics** 11

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

- MTH 125 Calculus 4
- PHY 201 General Physics I 4
- Additional Natural Science Course (See STARS) 4

**Area IV: History, Social and Behavioral Sciences** 12

- History (3) or History Sequence (6) (See STARS) 3-6
- Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**Area V – Pre-Professional/LSCC Courses** 19-22

- CIS 146 Microcomputer Applications 3
- Two 1-hour PED activity courses (no substitutions) 2
- RDG 114A Critical Reading for College 3

*Select two courses from the listing below.
- CIS207 Intro. Web Page Development 3
- CIS208 Intermediate Web Page Development 3

- CIS255 Java Programming 3

*Pre-professional Electives (See STARS Guide) 2-5

**Total Required Hours For Degree** 60-64

---

**ART General Studies (AA)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1
- ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I Written Composition** 6

- ENG 101 English Composition I 3
- ENG 102 English Composition II 3

**Area II – Humanities & Fine Arts** 12

- SPH 107 Fundamentals of Public Speaking 3
- Literature (3) or Literature Sequence (6) 3-6
- Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

- ART 121 Two-Dimensional Comp. 3
- ART 122 Two-Dimensional Comp. 3
- ART 123 Three-Dimensional Comp. 3
- ART 203 Art History I 3
- ART 204 Art History II 3
- ART 233 Painting I 3
- ART 286 Art for Teachers 3

**Area III – Natural Science or Mathematics** 11

- MTH 110 Finite Mathematics or higher OR 3
- MTH 112 Precalculus Algebra 3
- BIO 101 General Biology I w/Lab OR 3
- BIO 102 General Biology II w/Lab 8
- BIO 103 Principles of Biology I w/Lab and 6
- BIO 104 Principles of Biology II w/Lab 8

**Area IV – History, Social & Behavioral Sciences** 12

- HIS 101 Hist. of Western Civ. I 6
- HIS 102 Hist. of Western Civ. II/OR 6
- HIS 201 United States History I 6
- HIS 202 United States History II 6
- ECO 231 Principles of Microeconomics OR 3
- ECO 232 Principles of Microeconomics 3
- PHL 106 Introduction to Philosophy OR 3
- PHL 206 Ethics and Society 3

**Area V – Pre-Professional/LSCC Courses** 19-23

- CIS 146 Microcomputer Applications 3
- Two 1-hour PED activity courses (no substitutions) 2
- RDG 114A Critical Reading for College 3

*Select remaining credits from listing below. See STARS Guide.

- ART 113 Drawing I 3
- ART 114 Drawing II 3
- ART 121 Two-Dimensional Comp. 3
- ART 122 Two-Dimensional Comp. 3
- ART 123 Three-Dimensional Comp. 3
- ART 203 Art History I 3
- ART 204 Art History II 3
- ART 233 Painting I 3
- ART 286 Art for Teachers 3

**Total Required Hours For Degree** 60-64

---

**Important Tip:** Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
### ART EDUCATION
#### General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

**LSCC Requirement for all Graduates**  
ORN101  Freshman Academy  1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

#### Area I: Written Composition  
- ENG 101  English Composition I  3  
- ENG 102  English Composition II  3

#### Area II: Humanities and Fine Arts  
- SPH 107  Fundamentals of Public Speaking  3  
- Literature (3) or Literature Sequence (6)  3-6  
- Additional Humanities and Fine Arts Electives  3-6  
(See STARS Guide for course selection options)

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

#### Area III: Natural Sciences and Mathematics  
- MTH 110  Finite Mathematics or higher  3
- Natural Sciences (See STARS Guide)  8

#### Area IV: History, Social and Behavioral Sciences  
- History (3) or History Sequence (6) (See STARS)  3-6  
- History, Social & Behavioral Sciences  6-9

#### Area V – Pre-Professional/LSCC Courses  
- CIS 146  Microcomputer Applications  3  
- Two 1-hour PED activity courses (no substitutions)  2  
- RDG 114A  Critical Reading for College  3
*Select remaining credits from listing below. See STARS Guide.*
- ART 113  Drawing I  3  
- ART 121  Two-Dimensional Composition I  3  
- ART 127  Three-Dimensional Composition  3  
- ART 203  Art History I  3  
- ART 204  Art History II  3  
- ART 233  Painting I  3  
- ART 286  Art for Teachers  3

**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**Total Required Hours For Degree**  60-64

### ART HISTORY
#### General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

**LSCC Requirement for all Graduates**  
ORN101  Freshman Academy  1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

#### Area I: Written Composition  
- ENG 101  English Composition I  3  
- ENG 102  English Composition II  3

#### Area II: Humanities and Fine Arts  
- SPH 107  Fundamentals of Public Speaking  3  
- Literature (3) or Literature Sequence (6)  3-6  
- Additional Humanities and Fine Arts Electives  3-6  
(See STARS Guide for course selection options)

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

#### Area III: Natural Sciences and Mathematics  
- MTH 110  Finite Mathematics or higher  3  
- Natural Sciences (See STARS Guide)  8

#### Area IV: History, Social and Behavioral Sciences  
- History (3) or History Sequence (6) (See STARS)  3-6  
- History, Social & Behavioral Sciences  6-9

#### Area V – Pre-Professional/LSCC Courses  
- CIS 146  Microcomputer Applications  3  
- Two 1-hour PED activity courses (no substitutions)  2  
- RDG 114A  Critical Reading for College  3
*Select 12 credits(4 courses) from the listing below. See STARS.*
- ART 113  Drawing I  3  
- ART 114  Drawing II  3  
- ART 121  Two-Dimensional Composition I  3  
- ART 127  Three-Dimensional Composition  3  
- ART 203  Art History I  3  
- ART 204  Art History II  3  
- ART 233  Painting I  3

**Pre-professional Electives (See STARS Guide)**  0-4

**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**Total Required Hours For Degree**  60-64

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**Important Tip:** Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
To follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

**ART STUDIO**

**General Studies (AA)**

| Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.
| **Area I: Written Composition** | **6** |
| Eng 101 | English Composition I | 3 |
| Eng 102 | English Composition II | 3 |
| **Area II: Humanities and Fine Arts** | **12** |
| SPH 107 | Fundamentals of Public Speaking | 3 |
| Literature (3) or Literature Sequence (6) | 3-6 |
| Additional Humanities and Fine Arts Electives | (See STARS Guide for course selection options) | 3-6 |
| **Area III: Natural Sciences and Mathematics** | **11** |
| MTH 110 | Finite Mathematics or higher | 3 |
| Natural Sciences | (See STARS Guide) | 8 |
| **Area IV: History, Social and Behavioral Sciences** | **12** |
| History (3) or History Sequence (6) | 3-6 |
| History, Social & Behavioral Sciences | **Area IV Electives (See STARS Guide)** | **6-9** |
| **Area V – Pre-Professional/LSCC Courses** | **19-23** |
| CIS 146 | Microcomputer Applications | 3 |
| Two 1-hour PED activity courses (no substitutions) | 2 |
| RDG 114A | Critical Reading for College | 3 |
| *Select remaining credits from listing below. See STARS Guide.* |
| ART 113 | Drawing I | 3 |
| ART 121 | Two-Dimensional Composition I | 3 |
| ART 127 | Three-Dimensional Composition | 3 |
| ART 203 | Art History I | 3 |
| ART 114 | Drawing II | 3 |
| ART 121 | Two-Dimensional Composition II | 3 |
| ART 127 | Three-Dimensional Composition | 3 |
| ART 203 | Art History II | 3 |
| ART 204 | Art History II | 3 |
| Pre-professional Electives | (See STARS Guide) | 0-4 |
| **NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited. |
| **TOTAL REQUIRED HOURS FOR DEGREE** | **60-64** |

**ATHLETIC TRAINING**

**General Studies (AS)**

| Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.
| **Area I: Written Composition** | **6** |
| Eng 101 | English Composition I | 3 |
| Eng 102 | English Composition II | 3 |
| **Area II: Humanities and Fine Arts** | **12** |
| SPH 107 | Fundamentals of Public Speaking | 3 |
| Literature (3) or Literature Sequence (6) | 3-6 |
| Additional Humanities and Fine Arts Electives | (See STARS Guide for course selection options) | 3-6 |
| **Area III: Natural Sciences and Mathematics** | **11** |
| MTH112 | Pre-Calculus Algebra or higher | 3 |
| BIO 103 | Principles of Biology | 4 |
| Nature Sciences | (See STARS Guide) | 4 |
| **Area IV: History, Social and Behavioral Sciences** | **12** |
| History (3) or History Sequence (6) | 3-6 |
| History, Social & Behavioral Sciences | **Area IV Electives (See STARS Guide)** | **6-9** |
| *Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.* |
| **Area V – Pre-Professional/LSCC Courses** | **19-23** |
| CIS 146 | Microcomputer Applications | 3 |
| Two 1-hour PED activity courses (no substitutions) | 2 |
| RDG 114A | Critical Reading for College | 3 |
| BIO 201 | Human Anatomy & Physiology I | 4 |
| BIO 202 | Human Anatomy & Physiology II | 4 |
| Pre-professional Electives | (See STARS Guide) | 0-4 |
| **NOTE:** We recommend HED224. For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited. |
| **TOTAL REQUIRED HOURS FOR DEGREE** | **60-64** |

**MUST BE ADMITTED TO THE PROGRAM.**

**MUST BE ADMITTED TO THE PROGRAM.**

**NOTE:** Area V courses may not be available in all cases.
### BEHAVIORAL SCIENCE
**General Studies (AS)**
**Athens State University Only—See STARS Guide**

**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

<table>
<thead>
<tr>
<th>Area V – Pre-Professional/LSCC Courses</th>
<th>19-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 146  Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td>2</td>
</tr>
<tr>
<td>RDG 114A Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>PSY200 Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Pre-professional Electives (See STARS Guide)</strong></td>
<td>8-13</td>
</tr>
<tr>
<td>RDG 114A Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>BIO 201 Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 202 Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>HED 221 Personal Health</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Hours For Degree**

### BIOLOGY
**General Studies (AS)**

**NOTE:** Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

<table>
<thead>
<tr>
<th>*LSCC Requirement for all Graduates</th>
<th>1</th>
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</thead>
<tbody>
<tr>
<td>ORN101 Freshman Academy</td>
<td>1</td>
</tr>
</tbody>
</table>

**Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.**

**Area I – Written Composition**

<table>
<thead>
<tr>
<th></th>
<th>6</th>
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</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
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</tbody>
</table>

**Area III – Natural Sciences or Mathematics**

<table>
<thead>
<tr>
<th></th>
<th>11</th>
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</thead>
<tbody>
<tr>
<td>Mathematics (See STARS Guide)</td>
<td>3</td>
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<tr>
<td>Natural Sciences (See STARS Guide)</td>
<td>8</td>
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</table>

**Area IV – History, Social & Behavioral Sciences**

<table>
<thead>
<tr>
<th></th>
<th>12</th>
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</thead>
<tbody>
<tr>
<td>History (3) or History Sequence (6) (See STARS)</td>
<td>3-6</td>
</tr>
<tr>
<td>History, Social &amp; Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>SOC 200 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 210 Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>Area IV Electives (See STARS Guide)</td>
<td>3</td>
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</tbody>
</table>

**Area V – Pre-Professional/LSCC Courses**

<table>
<thead>
<tr>
<th></th>
<th>22-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td>2</td>
</tr>
<tr>
<td>RDG 114A Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>BIO 201 Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 202 Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 220 Microbiology w/ Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

**Pre-professional Electives (See STARS Guide)**

|  | 3-4 |

**Approved Area V Electives**

(These electives must be filled by the requirements of the institution to which the student plans to transfer. See STARS.)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 111 College Chemistry I w/ Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHM 112 College Chemistry II w/ Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO 120 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 230 Pathophysiology</td>
<td>4</td>
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</tbody>
</table>

**Total Required Hours For Degree**

63-64
Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates
ORN101 Freshman Academy
Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I: Written Composition**
ENG 101 English Composition I
ENG 102 English Composition II

**Area II: Humanities and Fine Arts**
SHP 207 Speech Communications
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options)

**Area III: Natural Sciences and Mathematics**
MTH 112 Pre-Calculus Algebra or higher level Mathematics from STARS
BIO 103 Principles of Biology I w/Lab and
BIO 104 Principles of Biology II w/Lab

**Area IV: History, Social and Behavioral Sciences**
History or History Sequence (See STARS)
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide)

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

**Area V – Pre-Professional/LSCC Courses**
CIS 146 Microcomputer Applications
Two 1-hour PED activity courses (no substitutions)
RDG 114A Critical Reading for College
BIO 201 Human Anatomy Phy. I w/Lab and
BIO 202 Human Anatomy Phy. I w/Lab
BIO 220 Microbiology w/ Lab

*Select remaining credits from listing below. See STARS Guide.
MTH 113 Pre-Calculus Trigonometry
MTH 125 Calculus I
MTH 126 Calculus II
EDU 100 Exploring Teaching as a Profession
CHM 111 College Chemistry I w/ Lab
CHM 112 College Chemistry II w/ Lab
CHM 221 Organic Chemistry I w/Lab
CHM 222 Organic Chemistry II w/Lab
BIO 120 Medical Terminology
BIO 230 Pathophysiology
PHY 201 General Physics I w/Lab
PHY 202 General Physics II w/Lab
PHY 213 General Physics I w/Calculus
PHY 214 General Physics II/Calculus

**Area III: Natural Sciences and Mathematics**
MTH 125 Calculus I or higher
PHY 213 General Physics w/ Calculus I and
PHY 214 General Physics w/Calculus II

**Area IV: History, Social and Behavioral Sciences**
History (3) or History Sequence (6)
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide)

**Area V – Pre-Professional/LSCC Courses**
CIS 146 Microcomputer Applications
Two 1-hour PED activity courses (no substitutions)
RDG 114A Critical Reading for College

*Select remaining Area V credits from the following:
MTH 126 Calculus II
MTH 238 Applied Differential Equations I
MTH 227 Calculus III
MTH 265 Elementary Statistics
CHM 111 College Chemistry I
CHM 112 College Chemistry II
BIO 103 Principles of Biology
CIS 251 “C” Programming

**TOTAL REQUIRED HOURS FOR DEGREE**

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**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**BIOMEDICAL ENGINEERING (PRE)**
**General Studies (AS)**
**University of Alabama at Birmingham Only**
—See STARS Guide

*LSCC Requirement for all Graduates
ORN101 Freshman Academy
Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I: Written Composition**
ENG 101 English Composition I
ENG 102 English Composition II

**Area II: Humanities and Fine Arts**
SHP 207 Fundamentals of Public Speaking
Literature (3) or Literature Sequence (6)
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options)

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

**Area III: Natural Sciences and Mathematics**
MTH 125 Calculus I or higher
PHY 213 General Physics w/ Calculus I and
PHY 214 General Physics w/Calculus II

**Area IV: History, Social and Behavioral Sciences**
History (3) or History Sequence (6)
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide)

**Area V – Pre-Professional/LSCC Courses**
CIS 146 Microcomputer Applications
Two 1-hour PED activity courses (no substitutions)
RDG 114A Critical Reading for College

*Select remaining Area V credits from the following:
MTH 126 Calculus II
MTH 238 Applied Differential Equations I
MTH 227 Calculus III
MTH 265 Elementary Statistics
CHM 111 College Chemistry I
CHM 112 College Chemistry II
BIO 103 Principles of Biology
CIS 251 “C” Programming

**TOTAL REQUIRED HOURS FOR DEGREE**

---

**Important Tip:** Every transferring college, may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
## BIOMEDICAL SCIENCE
**General Studies (AS)**  
University of South Alabama Only  
—See STARS Guide

**LSCC Requirement for all Graduates**  
1
ORN101  
Freshman Academy  
1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

### Area I: Written Composition

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
</tr>
</tbody>
</table>

### Area II: Humanities and Fine Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
</tr>
</tbody>
</table>

**Additional Humanities and Fine Arts Electives**  
(See STARS Guide for course selection options)  
6

### Area III: Natural Sciences and Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics (See STARS Guide)</td>
<td></td>
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</tbody>
</table>

**Natural Sciences (See STARS Guide)**  
8

### Area IV: History, Social and Behavioral Sciences

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 201</td>
<td>United States History I and</td>
</tr>
<tr>
<td>HIS 202</td>
<td>United States History II/OR</td>
</tr>
<tr>
<td>HIS 121</td>
<td>World History I and</td>
</tr>
<tr>
<td>HIS 122</td>
<td>World History II</td>
</tr>
</tbody>
</table>

**History, Social & Behavioral Sciences**  
Area IV Electives (See STARS Guide)  
6

### Area V – Pre-Professional/LSCC Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 146</td>
<td>Microcomputer Applications</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td>2</td>
</tr>
<tr>
<td>RDG 114A</td>
<td>Critical Reading for College</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Principles of Biology I</td>
</tr>
<tr>
<td>BIO 104</td>
<td>Principles of Biology II</td>
</tr>
</tbody>
</table>

**Select an additional science pairing below. Do not mix.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 221</td>
<td>Organic Chemistry I and</td>
</tr>
<tr>
<td>CHM 222</td>
<td>Organic Chemistry II OR</td>
</tr>
<tr>
<td>PHY 201</td>
<td>General Physics I and</td>
</tr>
<tr>
<td>PHY 202</td>
<td>General Physics II OR</td>
</tr>
<tr>
<td>PHY 213</td>
<td>General Physics w/Calculus I and</td>
</tr>
<tr>
<td>PHY 214</td>
<td>General Physic w/Calculus I</td>
</tr>
</tbody>
</table>

**Select one Statistics course from below.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 265</td>
<td>Elementary Statistics</td>
</tr>
<tr>
<td>BUS 271</td>
<td>Business Statistics I</td>
</tr>
<tr>
<td>PSY 260</td>
<td>Statistics for the Social Sciences</td>
</tr>
</tbody>
</table>

**Area V listings may be limited. See advisor.**

**Total Required Hours For Degree**  
60-64

## BUILDING SCIENCE
**General Studies (AS)**  
Auburn University Only—See STARS Guide

**LSCC Requirement for all Graduates**  
1
ORN101  
Freshman Academy  
1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

### Area I: Written Composition

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
</tr>
</tbody>
</table>

### Area II: Humanities and Fine Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
</tr>
</tbody>
</table>

**Literature (3) or Literature Sequence (6)**  
3-6

**Additional Humanities and Fine Arts Electives**  
(See STARS Guide)  
3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.**

### Area III: Natural Sciences and Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 125</td>
<td>Calculus I or higher</td>
</tr>
<tr>
<td>PHY 201</td>
<td>General Physics I and</td>
</tr>
<tr>
<td>PHY 202</td>
<td>General Physics II</td>
</tr>
</tbody>
</table>

### Area IV: History, Social and Behavioral Sciences

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>History (3) or History Sequence (6)</td>
<td>(See STARS)</td>
</tr>
</tbody>
</table>

**Area IV Electives (See STARS Guide)**  
1-5

### Area V – Pre-Professional/LSCC Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 146</td>
<td>Microcomputer Applications</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td>2</td>
</tr>
<tr>
<td>RDG 114A</td>
<td>Critical Reading for College</td>
</tr>
<tr>
<td>BUS 241</td>
<td>Introduction to Accounting I</td>
</tr>
<tr>
<td>BUS 146</td>
<td>Personal Finance</td>
</tr>
<tr>
<td>GLY 101</td>
<td>Introduction to Geology I</td>
</tr>
</tbody>
</table>

**Pre-professional Electives (See STARS Guide)**  
1-5

**Pre-Professional Electives (See STARS Guide)**  
1-5

**TOTAL REQUIRED HOURS FOR DEGREE**  
60-64

### IMPORTANT NOTE:

For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**Total Required Hours For Degree**  
60-64
CHEMISTRY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics 12
BIO 103 Principles of Biology I w/Lab 4
BIO 104 Principles of Biology II w/Lab 4
MTH 113 Precalculus Trigonometry 3
MTH 125 Calculus I 4
CHM 111 College Chemistry I and 4
CHM 112 College Chemistry II 8

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3

*Select remaining credits from the listings below. Review your STARS report for specifics. NOTE: Initial chemistry classes for this major are taken under Area III.

PHY 201 General Physics I and 8
PHY 202 General Physics II/OR 8
PHY 213 General Physics w/Calculus I and 8
PHY 213 General Physics w/Calculus II 8
MTH 126 Calculus II (req’d at most colleges) 4
CHM 221 Organic Chemistry I 4
CHM 222 Organic Chemistry II 4

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

Total Required Hours For Degree 60-64

CHEMISTRY EDUCATION
MIDDLE/HIGH SCHOOL
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics 12
MTH 125 Calculus I 4
CHM 111 College Chemistry I and 4
CHM 112 College Chemistry II 8

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3

*Select remaining credits from the listings below. See STARS.
CHM 221 Organic Chemistry I and 8
CHM 222 Organic Chemistry II 8
MTH126 Calculus II (req’d at most colleges) 4
BIO 103 Principles of Biology I w/ Lab 4
MTH 113 Precalculus Algebra & Trig. 3
PHY 201 General Physics I w/Lab 4
PHY 202 General Physics II w/Lab OR 4
PHY 213 General Physics w/ CalculusI 4
PHY 214 General Physics w/ Calculus II 4
MTH 265 Elementary Statistics 3

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement.

Total Required Hours For Degree 60-64
Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.

FOR ELEMENTARY / EARLY CHILDHOOD EDUCATION, SEE DEGREE PLANS THAT START WITH THE LETTER “E”

General Studies (AAS)

*LSCC Requirement for all Graduates 1
ORN 101 Freshman Academy 1

Enroll in ORN 101 your first term at LSCC. This course is also required for transient students.

Select this course option if you are NOT planning to transfer to a 4-year institution or if you wish to enter the work field upon completion of your 2-year degree. If you are planning on transferring, see the (AS) Associate in Science degree for Elementary/Early Childhood Education instead.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
SPA 101 Introductory Spanish I 4

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics 12
MTH 100 Intermediate College Algebra/OR 3
MTH 116 Mathematical Applications 3
Natural Science Elective (Biology, Chemistry, Geography, Physical Science, Physics) 4

Area IV: History, Social and Behavioral Sciences 12
PSY 200 Introduction to Psychology 3

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
PHY 201 General Physics I w/Lab 4
PHY 202 General Physics II w/Lab OR 4
PHY 213 General Physics w/Calculus I 4
PHY 214 General Physics w/Calculus II 4
MTH 265 Elementary Statistics 3

Field of Concentration Courses 39
CHD 100 Intro to Early Care & Ed. of Children 3
CHD 201 Child Growth and Dev. Principal 3
CHD 202 Children’s Creative Experience 3
CHD 203 Children’s Lit. & Lang. Dev. 3
CHD 204 Meth./Tching. Presch. Children 3
CHD 205 Prog. Plng. for Ed.Yng Children 3
CHD 206 Children Health & Safety 3
CHD 208 Admin. of Child Dev. Prog. 3
CHD 209 Infant & Toddler Ed. Prog. 2
CHD 210 Ed. Exceptional Yng. Children 2
CHD 215 Supv. Prct. Exp. in Child Dev. 2
CHD 220 Parenting Skills 3
SOC 247 Marriage & Family 3

TOTAL REQUIRED HOURS FOR DEGREE 67-70

Interested in obtaining a 4-year degree and teaching on the elementary, middle or high school level? Pursue an Associate in Science degree in Education. See Education listings.

EDUCATION: Program Options for Associate in Science Degree (transferable programs)

- Elementary/Early Childhood Education
- Education: Middle/High School (Pre-Teacher)
- Art Education: Middle/High School (See next page.)
- Biology Education: Middle/High School
- Business Education: Middle/High School
- Chemistry Education: Middle/High School
- English/Language Arts Education: Middle/High School
- Geography Education: Middle/High School
- Health Education: Middle/High School
- History Education: Middle/High School
- Math Education: Middle/High School
- Music Education: Middle/High School
- Physics Education: Middle/High School
- Social Studies Education: Middle/High School
- Spanish Education: Middle/High School

Students MUST print and retain a copy of the STARS articulation agreement guide prior to selecting courses.

Failure to do so may result in your Area of Concentration NOT being TRANSFERABLE.

See the back of this catalog for step-by-step directions for completing a STARS Guide.
**CLINICAL LAB SCIENCES / MEDICAL TECHNICIAN**  
General Studies (AS)

**Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.**

*LSCC Requirement for all Graduates*  
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students

### Area I: Written Composition 6

- ENG 101 English Composition I 3
- ENG 102 English Composition II 3

### Area II: Humanities and Fine Arts 12

- SPH 107 Fundamentals of Public Speaking 3  
- Literature (3) or Literature Sequence (6) 3-6  
- Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

### Area III: Natural Sciences and Mathematics 12

- MTH 112 Precalculus Algebra or higher 4  
- BIO103 Principles of Biology I 8  
- BIO104 Principles of Biology II/OR 8  
- CHM 111 College Chemistry I 8  
- CHM 112 College Chemistry II 8

### Area IV: History, Social and Behavioral Sciences 12

- History (3) or History Sequence (6) (See STARS) 3-6  
- History, Social & Behavioral Sciences 6-9

**Area IV Electives** (See STARS Guide) 6-9

### Area V – Pre-Professional/LSCC Courses 19-23

- CIS 146 Microcomputer Applications 3  
- Two 1-hour PED activity courses (no substitutions) 0-4  
- RDG 114A Critical Reading for College 3  
- MTH 265 Elementary Statistics/OR 3  
- PSY 260 Statistics for the Social Sciences 3  
- CHM 221 Organic Chemistry I 4  
- BIO 220 General Microbiology 4  
- Pre-professional Electives (See STARS Guide) 0-4  
- BIO201 Human Anatomy & Physiology I 4  
- BIO202 Human Anatomy & Physiology II 4

**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**TOTAL REQUIRED HOURS FOR DEGREE** 60-64

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**COMMUNICATION STUDIES OR SPEECH**  
General Studies (AA)

**Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.**

*LSCC Requirement for all Graduates*  
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

### Area I: Written Composition 6

- ENG 101 English Composition I 3  
- ENG 102 English Composition II 3

### Area II: Humanities and Fine Arts 12

- SPH 107 Fundamentals of Public Speaking 3  
- Literature (3) 3  
- Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

### Area III: Natural Sciences and Mathematics 11

- CHM 111 College Chemistry I w/Lab 4  
- CHM 112 College Chemistry II w/Lab 4  
- MTH 112 Precalculus Algebra or higher 4  
- Natural Sciences (See STARS Guide) 8

### Area IV: History, Social and Behavioral Sciences 12

- History Sequence (6) (See STARS) 6  
- History, Social & Behavioral Sciences 6-9  
- Area IV Electives (See STARS Guide) 6-9

### Area V – Pre-Professional/LSCC Courses 19-23

- CIS 146 Microcomputer Applications 3  
- Two 1-hour PED activity courses (no substitutions) 3  
- RDG 114A Critical Reading for College 3  
- SPH 116 Intro. to Interpersonal Comm. 3  
- Pre-professional Electives (See STARS Guide) 8-12  
- CHM 221 Organic Chemistry I w/Lab 4  
- BIO 103 Principle of Biology I w/Lab 4  
- BIO 220 General Microbiology w/Lab 4  
- MTH 265 Elementary Statistics OR 3  
- PSY 260 Statistics for the Social Sciences 3

**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**TOTAL REQUIRED HOURS FOR DEGREE** 60-64

*Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.*
FOR COMPUTER SCIENCE LISTINGS, See the Business Technologies Section of the Catalog

CONSUMER SCIENCE
University of Alabama Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates

ORN101 Freshman Academy

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition 6

ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12

SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics 11

MTH 112 Precalculus Algebra or higher 4
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12

History (3) or History Sequence (6) (See STARS) 3-6
ECO 231 Principles of Microeconomics 3
ECO 232 Principles of Microeconomics 3
History, Social & Behavioral Sciences Area IV Electives (See STARS Guide) 0-3

Area V – Pre-Professional/LSCC Courses 19-23

CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
Pre-professional Electives (See STARS Guide) 11-15

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

CRIMINAL JUSTICE
General Studies (AS) Associate in Science

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates

ORN101 Freshman Academy

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I – Written Composition 6

ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II – Humanities & Fine Arts 12

SPH 107 Fund. of Public Speaking 3
ECO 231 American Literature I 3
ECO 252 American Literature II /OR 3-6
ENG 261 English Literature I 3-6
ENG 262 English Literature II 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III – Natural Science or Mathematics 11

MTH 110 Finite Mathematics or higher 3
BIO 101 Introduction to Biology I w/Lab and 3
BIO 102 Introduction to Biology II w/Lab 8

Area IV – History, Social & Behavioral Sciences 12

HIS 101 Hist. of Western Civ. I 3-6
HIS 102 Hist. of Western Civ. II/OR 3-6
HIS 201 United States History I 3-6
HIS 202 United States History II 3-6

Social & Behavioral Sciences Electives 6
Economics, Geography, Pol. Science, Psychology & Sociology. See STARS guide to help with selections.

Area V – Pre-Professional/LSCC Courses 19-23

CIS 146 Microcomputer Applications 3
RDG 114A Critical Reading 3
Two 1 hour PED activity courses (no substitutions) 2
CRJ 100 Introduction to Criminal Justice 3
Pre-professional Electives (See STARS Guide) 8-12
CRJ 110 Introduction to Law Enforcement 3
CRJ 150 Introduction to Corrections 3
CRJ 160 Introduction to Security/OR 3
CRJ Combinations Available

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Important Tip: Every transferring college, may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
### CRIMINAL JUSTICE

Associate in Applied Science (AAS)

Non-Transferable Degree.

See Criminal Justice (AS) for transferable degree.

**LSCC Requirement for all Graduates**

1. ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

<table>
<thead>
<tr>
<th>Area I: Written Composition</th>
<th>3</th>
</tr>
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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
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<table>
<thead>
<tr>
<th>Area II: Humanities and Fine Arts</th>
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</thead>
<tbody>
<tr>
<td>SPH 107 Fund. of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>RDG114A Critical Reading</td>
<td>3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Area III: Natural Sciences and Mathematics</th>
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</tr>
</thead>
<tbody>
<tr>
<td>MTH 116 Mathematics Application/OR</td>
<td>3</td>
</tr>
<tr>
<td>MTH 110 Finite Mathematics or higher level</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science Elective (Biology, Chemistry, Geography, Physical Science, Physics)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 146 Microcomputer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area IV: History, Social and Behavioral Sciences</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 200 General Psychology/ OR</td>
<td>3</td>
</tr>
<tr>
<td>SOC 200 Intro to Sociology</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Area V – Pre-Professional/LSCC Courses</th>
<th>47</th>
</tr>
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<tbody>
<tr>
<td>CIS 146 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td>1</td>
</tr>
<tr>
<td>CRJ 209 Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 100 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 130 Intro to Law &amp; Judicial Procedure</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 208 Intro to Criminology</td>
<td>3</td>
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<tr>
<td>CRJ 216 Police Organization &amp; Admin.</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 220 Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>POL 211 American National Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 250 Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 210 Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 247 Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 150 Introduction to Corrections / OR</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 212 Correctional Counseling Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HED 231 First Aid</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 280 Internship (Elective, upon Approval)</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 116 Police Patrol (Elective)</td>
<td>3</td>
</tr>
<tr>
<td>HLS 110 Introduction to Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>HLS 142 Drug Investigation &amp; Operation</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Hours For Degree** 69

*Check with your advisor to ensure this program is still available.

### CYTOTECHNOLOGY

General Studies (AS)

University of Alabama at Birmingham Only

—See STARS Guide

**LSCC Requirement for all Graduates**

1. ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

<table>
<thead>
<tr>
<th>Area I: Written Composition</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Area II: Humanities and Fine Arts</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 107 Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Literature (3) or Literature Sequence (6)</td>
<td>3-6</td>
</tr>
</tbody>
</table>

Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

<table>
<thead>
<tr>
<th>Area III: Natural Sciences and Mathematics</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 112 Precalculus Algebra or higher</td>
<td>3</td>
</tr>
<tr>
<td>CHM 111 College Chemistry I and</td>
<td>8</td>
</tr>
<tr>
<td>CHM 112 College Chemistry II</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area IV: History, Social and Behavioral Sciences</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>History (3) or History Sequence (6) (See STARS)</td>
<td>3-6</td>
</tr>
<tr>
<td>History, Social &amp; Behavioral Sciences</td>
<td></td>
</tr>
</tbody>
</table>

Area IV Electives (See STARS Guide) 6-9

<table>
<thead>
<tr>
<th>Area V – Pre-Professional/LSCC Courses</th>
<th>19-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 146 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>RDG 114A Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td>2</td>
</tr>
<tr>
<td>BIO 103 Principles of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 201 Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 202 Human Anatomy &amp; Phys.II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 220 General Microbiology</td>
<td>4</td>
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</tbody>
</table>

Select any remaining credits from the listing below.

| MTH 265 Elementary Statistics/OR | 3 |
| PSY 260 Statistics for the Soc. Sciences | 3 |

**Total Required Hours For Degree** 60-64

**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.
Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.

Looking for DENTAL ASSISTANT, not our college transfer program?
See the Health Professions Section of this Catalog

PRE-DENTISTRY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates
ORN101 Freshman Academy

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition
ENG 101 English Composition I
ENG 102 English Composition II

Area II: Humanities and Fine Arts
SPH 107 Fundamentals of Public Speaking
Literature (3) or Literature Sequence (6)
Additional Humanities and Fine Arts Electives

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics
Mathematics (See STARS Guide)
Natural Sciences (See STARS Guide)

Area IV: History, Social and Behavioral Sciences
History (3) or History Sequence (6)
History, Social & Behavioral Sciences
Area IV Electives

Area V – Pre-Professional/LSCC Courses
CIS 146 Microcomputer Applications
Two 1-hour PED activity courses (no substitutions)
RDG 114A Critical Reading for College

See Transferring College for other Area V listings.

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

ECONOMICS
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates
ORN101 Freshman Academy

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition
ENG 101 English Composition I
ENG 102 English Composition II

Area II: Humanities and Fine Arts
SPH 107 Fundamentals of Public Speaking
Literature (3) or Literature Sequence (6)
Additional Humanities and Fine Arts Electives

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics
MTH 112 Precalculus Algebra or higher
Natural Sciences (See STARS Guide)

Area IV: History, Social and Behavioral Sciences
History (3) or History Sequence (6)
ECO 231 Principles of Macroeconomics
ECO 232 Principles of Microeconomics
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide)

Area V – Pre-Professional/LSCC Courses
CIS 146 Microcomputer Applications
Two 1-hour PED activity courses (no substitutions)
RDG 114A Critical Reading for College

*Select remaining credits from the listings below. See STARS.
PHL 206 Ethics and Society
PHL 106 Introduction to Philosophy
SOC 200 Introduction to Sociology
POL 200 Introduction to Political Science
POL 211 American National Government

Pre-professional Electives (See STARS Guide)

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64
### ELEMENTARY OR EARLY CHILDHOOD EDUCATION

**General Studies (AS)**

Reflects the new “No Child Left Behind” changes.

**Total Required Hours For Degree** 60-64

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1

ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

---

**Area I: Written Communications** 6

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG102 English Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Area II – Humanities & Fine Arts** 12

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 107 Fund. of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENG 251 American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 252 American Literature II/OR</td>
<td>3-6</td>
</tr>
<tr>
<td>ENG 261 English Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 262 English Literature II</td>
<td>3</td>
</tr>
</tbody>
</table>

Humans & Fine Arts Elective 3

Art, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS. See Advisor.

*Students must complete either a literature or history sequence, unless the STARS report dictates otherwise.

**Area III – Natural Science or Mathematics** 11

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MTH 110 Finite Mathematics or higher level Mathematics from STARS</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101 Introduction to Biology I w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO 102 Introduction to Biology II w/Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

*See STARS report for other science options.

**Area IV — History, Social & Behavioral Sciences** 12

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HIS 101 Hist. of Western Civ. I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102 Hist. of Western Civ. II/OR</td>
<td>3-6</td>
</tr>
<tr>
<td>HIS 201 United States History I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 202 United States History II</td>
<td>3-6</td>
</tr>
<tr>
<td>SOC 210 Social Problems</td>
<td>3</td>
</tr>
</tbody>
</table>

Social & Behavioral Sciences Electives. See STARS.

**Area V — Pre-Professional/LSCC Courses** 19-23

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 146 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td>2</td>
</tr>
<tr>
<td>RDG 114A Critical Reading for College</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 9 additional math credits. See STARS Guide.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 112 Precalculus</td>
<td>3</td>
</tr>
<tr>
<td>MTH 113 Precalculus Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MTH 115 Precalculus Algebra &amp; Trig.</td>
<td>4</td>
</tr>
<tr>
<td>MTH 231 Math for Elem. Teacher I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 232 Math for Elem. Teacher II</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 4 additional science credits. See STARS Guide.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101 Introduction to Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 102 Introduction to Biology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 103 Principles of Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 104 Principles of Biology II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Required Hours For Degree** 60-64

---

### EMERGENCY MANAGEMENT

**General Studies (AS)**

Associate in Science

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1

ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC.

**Area I – Written Composition** 6

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
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<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Area II – Humanities & Fine Arts** 12

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 107 Fund. of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENG 251 American Literature I and</td>
<td>3</td>
</tr>
<tr>
<td>ENG 252 American Literature II/OR</td>
<td>3</td>
</tr>
<tr>
<td>ENG 261 English Literature I and</td>
<td>6</td>
</tr>
<tr>
<td>ENG 262 English Literature II</td>
<td>6</td>
</tr>
</tbody>
</table>

Humans & Fine Arts Elective 3

Art, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS.

**Area III – Natural Science or Mathematics** 11

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MTH 110 Finite Mathematics/or</td>
<td>3</td>
</tr>
<tr>
<td>MTH 112 Precalculus Algebra or higher</td>
<td>3</td>
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</table>

Select Other Credits from Listing Below. See STARS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101 Introduction to Biology I w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO 102 Introduction to Biology II w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO 103 Principles of Biology I w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHM 104 Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHM 105 Introduction to Organic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHM 111 College Chemistry I w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHM 112 College Chemistry II w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>GEO 101 Principles of Physical Geography I</td>
<td>4</td>
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<tr>
<td>GEO 102 Principles of Physical Geography II</td>
<td>4</td>
</tr>
<tr>
<td>PHS 111 Physical Science I w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHS 112 Physical Science II w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHY 201 General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 202 General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 213 General Physics with Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 214 General Physics with Calculus II</td>
<td>4</td>
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</tbody>
</table>

**Area IV — History, Social & Behavioral Sciences** 12

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101 Hist. of Western Civ. I</td>
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<tr>
<td>HIS 102 Hist. of Western Civ. II/OR</td>
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</tr>
<tr>
<td>HIS 201 United States History I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 202 United States History II</td>
<td>3-6</td>
</tr>
</tbody>
</table>

Social & Behavioral Sciences Electives. See STARS.

**Area V — Pre-Professional/LSCC Courses** 19-23

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 146 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td>2</td>
</tr>
<tr>
<td>RDG 114A Critical Reading</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 9 additional math credits. See STARS Guide.

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>MTH 112 Precalculus</td>
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</tr>
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<td>MTH 113 Precalculus Trigonometry</td>
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<tr>
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<td>MTH 231 Math for Elem. Teacher I</td>
<td>3</td>
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<td>MTH 232 Math for Elem. Teacher II</td>
<td>3</td>
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</tbody>
</table>

Select 4 additional science credits. See STARS Guide.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101 Introduction to Biology I</td>
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<tr>
<td>BIO 102 Introduction to Biology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 103 Principles of Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 104 Principles of Biology II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Required Hours For Degree** 60-64

---

**Important Tip**: Every transferring college, may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
## PRE-ENGINEERING (AEROSPACE)  
**General Studies (AS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MTH 125</td>
<td>4</td>
</tr>
<tr>
<td>PHY 213</td>
<td>4</td>
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<tr>
<td>PHY 214</td>
<td>4</td>
</tr>
<tr>
<td>HIS 101</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>3</td>
</tr>
<tr>
<td>HIS 201</td>
<td>3</td>
</tr>
<tr>
<td>HIS 202</td>
<td>3</td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

## PRE-ENGINEERING (CHEMICAL)  
**General Studies (AS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 125</td>
<td>4</td>
</tr>
<tr>
<td>PHY 213</td>
<td>4</td>
</tr>
<tr>
<td>PHY 214</td>
<td>4</td>
</tr>
<tr>
<td>HIS 101</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>3</td>
</tr>
<tr>
<td>HIS 201</td>
<td>3</td>
</tr>
<tr>
<td>HIS 202</td>
<td>3</td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

### Important Tip:
Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORN101</td>
<td>1</td>
</tr>
</tbody>
</table>

Enroll in ORN101 your first term at LSCC.

Area I – Written Composition

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>3</td>
</tr>
</tbody>
</table>

Area II – Humanities & Fine Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 251</td>
<td>3-6</td>
</tr>
<tr>
<td>ENG 252</td>
<td>3-6</td>
</tr>
<tr>
<td>ENG 253</td>
<td>3-6</td>
</tr>
<tr>
<td>ENG 261</td>
<td>3-6</td>
</tr>
<tr>
<td>ENG 262</td>
<td>3-6</td>
</tr>
<tr>
<td>SPH 107</td>
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</table>

Humanities & Fine Arts Elective

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS guide.</td>
<td></td>
</tr>
</tbody>
</table>

*Students must complete either a literature or history sequence, unless the STARS report dictates otherwise.

Area III – Natural Science or Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>HIS 201</td>
<td>3-6</td>
</tr>
<tr>
<td>HIS 202</td>
<td>3-6</td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

Anthropology, Economics, Geography, Political Science, Psychology, & Sociology. See STARS guide to help with course selections.

Area IV – History, Social & Behavioral Sciences

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101</td>
<td>3-6</td>
</tr>
<tr>
<td>HIS 102</td>
<td>3-6</td>
</tr>
<tr>
<td>HIS 201</td>
<td>3-6</td>
</tr>
<tr>
<td>HIS 202</td>
<td>3-6</td>
</tr>
</tbody>
</table>

Social & Behavioral Sciences

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

Anthropology, Economics, Geography, Political Science, Psychology, & Sociology. See STARS guide to help with course selections.

Area V – Pre-Professional/LSCC Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 146</td>
<td>3</td>
</tr>
<tr>
<td>ROG 114A</td>
<td>2</td>
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</tbody>
</table>

*Select remaining credits from the listings below. See STARS.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MTH 126</td>
<td>4</td>
</tr>
<tr>
<td>MTH 227</td>
<td>4</td>
</tr>
<tr>
<td>MTH 238</td>
<td>3</td>
</tr>
<tr>
<td>CHM 111</td>
<td>4</td>
</tr>
<tr>
<td>CIS 251</td>
<td>3</td>
</tr>
<tr>
<td>MTH 250</td>
<td>3</td>
</tr>
<tr>
<td>MTH 270</td>
<td>3</td>
</tr>
</tbody>
</table>

Area V offerings may be limited.

TOTAL REQUIRED HOURS FOR DEGREE

| 60-64 |

Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
**PRE-ENGINEERING**  
*COMPUTER SCIENCE*  
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates*  
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

<table>
<thead>
<tr>
<th>Area I – Written Composition</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area II – Humanities &amp; Fine Arts</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 251 American Literature I</td>
<td></td>
</tr>
<tr>
<td>ENG 252 American Literature II/OR</td>
<td>3-6</td>
</tr>
<tr>
<td>ENG 261 English Literature I</td>
<td></td>
</tr>
<tr>
<td>ENG 262 English Literature II</td>
<td>3-6</td>
</tr>
<tr>
<td>SPH 107 Fund. of Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

*Students must complete either a literature or history sequence, unless the STARS report dictates otherwise.*

<table>
<thead>
<tr>
<th>Area III – Natural Science or Mathematics</th>
<th>11-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 125 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 213 General Physics with Calculus and</td>
<td></td>
</tr>
<tr>
<td>PHY 214 Gen. Physics with Calculus II</td>
<td>8</td>
</tr>
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</table>

See STARS report to determine which Physics will transfer.

<table>
<thead>
<tr>
<th>Area IV – History, Social &amp; Behavioral Sciences</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101 Hist. of Western Civ. I</td>
<td></td>
</tr>
<tr>
<td>HIS 102 Hist. of Western Civ. II/OR</td>
<td>3-6</td>
</tr>
<tr>
<td>HIS 201 United States History I</td>
<td></td>
</tr>
<tr>
<td>HIS 202 United States History II</td>
<td>3-6</td>
</tr>
</tbody>
</table>

*Social & Behavioral Sciences*  
Anthropology, Economics, Geography, Political Science, Psychology, & Sociology. See STARS guide to help with course selections.

<table>
<thead>
<tr>
<th>Area V – Pre-Professional/LSCC Courses</th>
<th>19-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 146 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 251 “C” Programming</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td>2</td>
</tr>
<tr>
<td>RDG 114A Critical Reading for College</td>
<td>3</td>
</tr>
</tbody>
</table>

*Select remaining credit hours from the listings below. See STARS.*

<table>
<thead>
<tr>
<th>MTH 126 Calculus II</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 227 Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MTH 237 Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MTH 250 Discrete Math</td>
<td>3</td>
</tr>
<tr>
<td>MTH 270 Probability &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td>CHM 111 College Chemistry I</td>
<td>4</td>
</tr>
</tbody>
</table>

Area V offerings may be limited.

**Total Required Hours For Degree**  
60-64

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**PRE-ENGINEERING (ELECTRICAL)**  
General Studies (AS)

**ADVISING ALERT:**  
Interested in Electrical, Electronic Engineering or Industrial Electronics? See the Career Technical section of this catalog and your advisor for assistance.

*LSCC Requirement for all Graduates*  
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC.

<table>
<thead>
<tr>
<th>Area I – Written Composition</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area II – Humanities &amp; Fine Arts</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 251 American Literature I</td>
<td></td>
</tr>
<tr>
<td>ENG 252 American Literature II/OR</td>
<td>3-6</td>
</tr>
<tr>
<td>ENG 261 English Literature I</td>
<td></td>
</tr>
<tr>
<td>ENG 262 English Literature II</td>
<td>3-6</td>
</tr>
<tr>
<td>SPH 107 Fun. of Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

*Humansities & Fine Arts Elective*  
Art, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS guide.

*Students must complete either a literature or history sequence, unless the STARS report dictates otherwise.*

<table>
<thead>
<tr>
<th>Area III – Natural Science or Mathematics</th>
<th>11-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 125 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 213 General Physics with Calculus and</td>
<td></td>
</tr>
<tr>
<td>PHY 214 Gen. Physics with Calculus II</td>
<td>8</td>
</tr>
</tbody>
</table>

See STARS report to determine which Physics will transfer.

<table>
<thead>
<tr>
<th>Area IV – History, Social &amp; Behavioral Sciences</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101 Hist. of Western Civ. I</td>
<td></td>
</tr>
<tr>
<td>HIS 102 Hist. of Western Civ. II/OR</td>
<td>3-6</td>
</tr>
<tr>
<td>HIS 201 United States History I</td>
<td></td>
</tr>
<tr>
<td>HIS 202 United States History II</td>
<td>3-6</td>
</tr>
</tbody>
</table>

*Social & Behavioral Sciences*  
Economics, Geography, Pol. Science, Psychology & Sociology.

<table>
<thead>
<tr>
<th>Area V – Pre-Professional/LSCC Courses</th>
<th>19-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 146 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td>2</td>
</tr>
<tr>
<td>RDG 114A Critical Reading for College</td>
<td>3</td>
</tr>
</tbody>
</table>

*Select remaining credit hours from the courses below. Refer to your STARS Guide before selecting.*

<table>
<thead>
<tr>
<th>MTH 126 Calculus II</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 227 Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MTH 237 Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MTH 238 Applied Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>CHM 111 College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CIS 251 “C” Programming</td>
<td>3</td>
</tr>
<tr>
<td>PHY 218 Modern Physics</td>
<td>4</td>
</tr>
<tr>
<td>MTH 270 Probability &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 191 Intro. To Comp. Prog. Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Hours For Degree**  
60-64

---

Important Tip: Every transferring college, may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
### Social & Behavioral Sciences

Area V – Pre-Professional/LSCC Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 146</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td>2</td>
</tr>
<tr>
<td>RDG 114A</td>
<td>3</td>
</tr>
</tbody>
</table>

*Select remaining credits from the listings below. See STARS.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 111</td>
<td>4</td>
</tr>
<tr>
<td>CHM 112</td>
<td>4</td>
</tr>
<tr>
<td>MTH 126</td>
<td>4</td>
</tr>
<tr>
<td>MTH 227</td>
<td>4</td>
</tr>
<tr>
<td>MTH 237</td>
<td>3</td>
</tr>
<tr>
<td>MTH 238</td>
<td>3</td>
</tr>
<tr>
<td>CIS 231</td>
<td>3</td>
</tr>
<tr>
<td>CIS 251</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 125</td>
<td>4</td>
</tr>
<tr>
<td>MTH 227</td>
<td>4</td>
</tr>
<tr>
<td>MTH 237</td>
<td>3</td>
</tr>
<tr>
<td>CIS 231</td>
<td>3</td>
</tr>
<tr>
<td>CIS 251</td>
<td>3</td>
</tr>
</tbody>
</table>

*Important Tip: Every transferring college, may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.

**Total Required Hours For Degree** 60-64
**PRE-ENGINEERING (MECHANICAL)
General Studies (AS)**

**ADVISING ALERT:**
Interested in Industrial Maintenance or Drafting and Design? See the Career Technical section of this catalog and your advisor for assistance.

See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates 1
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC.

**Area I – Written Composition**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Area II – Humanities & Fine Arts**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 107</td>
<td>Fun. of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENG 251</td>
<td>American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 252</td>
<td>American Literature II/OR</td>
<td>3-6</td>
</tr>
<tr>
<td>ENG 261</td>
<td>English Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 262</td>
<td>English Literature II</td>
<td>3-6</td>
</tr>
</tbody>
</table>

**Humanities & Fine Arts Elective**

Art, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS guide.

*Students must complete either a literature or history sequence, unless the STARS report dictates otherwise.

**Area III – Natural Science or Mathematics**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 125</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 213</td>
<td>General Physics with Calculus and</td>
<td>4</td>
</tr>
<tr>
<td>PHY 214</td>
<td>Gen. Physics with Calculus II/OR</td>
<td>8</td>
</tr>
<tr>
<td>PHY 201</td>
<td>Gen. Physics with Trigonometry and</td>
<td>3</td>
</tr>
<tr>
<td>PHY202</td>
<td>Gen. Physics with Trigonometry</td>
<td>8</td>
</tr>
</tbody>
</table>

See STARS report to determine which Physics will transfer.

**Area IV – History, Social & Behavioral Sciences**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HISTORY (3) or History Sequence (6) (See STARS)</td>
<td></td>
<td>3-6</td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Anthropology, Economics, Geography, Political Science, Psychology, &amp; Sociology. (See STARS Guide.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Area V – Pre-Professional/LSCC Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 146</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>RDG 114A</td>
<td>Critical Reading for College</td>
<td>3</td>
</tr>
</tbody>
</table>

*Select remaining credits from the listings below. See STARS.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 126</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MTH 227</td>
<td>Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MTH 237</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MTH 238</td>
<td>Applied Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>CHM 111</td>
<td>College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 112</td>
<td>College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CIS 231</td>
<td>Fortran Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 251</td>
<td>“C” Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

Area V offerings may be limited.

**TOTAL REQUIRED HOURS FOR DEGREE**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>60-64</td>
</tr>
</tbody>
</table>

---

**ENGLISH
General Studies (AA)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I – Written Composition**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Area II – Humanities & Fine Arts**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 107</td>
<td>Fund. of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENG 251</td>
<td>American Literature I and</td>
<td>6</td>
</tr>
<tr>
<td>ENG 252</td>
<td>American Literature II/OR</td>
<td>6</td>
</tr>
<tr>
<td>ENG 261</td>
<td>English Literature I and</td>
<td>6</td>
</tr>
<tr>
<td>ENG 262</td>
<td>English Literature II</td>
<td>6</td>
</tr>
</tbody>
</table>

**Humanities & Fine Arts Elective**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA 101</td>
<td>Introductory Spanish I</td>
<td>4</td>
</tr>
<tr>
<td>Humanities &amp; Fine Arts (See STARS Guide)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Area III – Natural Science or Mathematics**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 110</td>
<td>Finite Mathematics or higher level Mathematics from STARS</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Introduction to Biology I w/Lab and</td>
<td>3</td>
</tr>
<tr>
<td>BIO 102</td>
<td>Introduction to Biology II w/Lab and</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics &amp; Natural Science (See STARS Guide)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Area IV – History, Social & Behavioral Sciences**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HISTORY (3) (See STARS Guide)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Economics, Geography, Political Science, Psychology, &amp; Sociology. See STARS guide to help with selections.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Area V – Pre-Professional/LSCC Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 146</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>RDG 114A</td>
<td>Critical Reading for College</td>
<td>3</td>
</tr>
</tbody>
</table>

*Select the Literature sequences you did not take under Area II.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 251</td>
<td>American Literature I and</td>
<td>6</td>
</tr>
<tr>
<td>ENG 252</td>
<td>American Literature II/OR</td>
<td>6</td>
</tr>
<tr>
<td>ENG 261</td>
<td>English Literature I and</td>
<td>6</td>
</tr>
<tr>
<td>ENG 262</td>
<td>English Literature II</td>
<td>6</td>
</tr>
<tr>
<td>ENG 271</td>
<td>World Literature I and</td>
<td>6</td>
</tr>
<tr>
<td>ENG272</td>
<td>World Literature II</td>
<td>6</td>
</tr>
<tr>
<td>ENG297</td>
<td>African American Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR DEGREE**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>60-64</td>
</tr>
</tbody>
</table>

---

Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
ENGLISH / LANGUAGE ARTS EDUCATION MIDDLE / HIGH SCHOOL General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates  1
ORN101 Freshman Academy  1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition  6
ENG 101 English Composition I  3
ENG 102 English Composition II  3

Area II: Humanities and Fine Arts  13
SPH 107 Fundamentals of Public Speaking  3
ENG 261 English Literature I and  6
ENG 262 English Literature II
Humansit & Fine Arts Elective
SPA101 Spanish  3
Humansit & Fine Arts (See STARS Guide)

Area III: Natural Sciences and Mathematics  11
Mathematics (See STARS Guide)  3
Natural Sciences (See STARS Guide)  8

Area IV: History, Social and Behavioral Sciences  12
History (3) (See STARS Guide)  3
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide)  6-9

Area V – Pre-Professional/LSCC Courses  19-22
CIS 146 Microcomputer Applications  3
Two 1-hour PED activity courses (no substitutions)  2
RDG 114A Critical Reading for College  3
ENG 251 American Literature I
ENG 252 American Literature II and  6
ENG 271 World Literature I
ENG 272 World Literature II and  6
ENG 297 African American Literature  3

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE  60-64

ENVIRONMENTAL SCIENCE General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates  1
ORN101 Freshman Academy  1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition  6
ENG 101 English Composition I  3
ENG 102 English Composition II  3

Area II: Humanities and Fine Arts  12
SPH 107 Fundamentals of Public Speaking  3
Literature (3) or Literature Sequence (6)  3-6
Additional Humanities and Fine Arts Electives 
(See STARS Guide for course selection options)  3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics  11
MTH 112 Precalculus Algebra  3
BIO 103 Principles of Biology I  4
CHM 111 College Chemistry II  4

Area IV: History, Social and Behavioral Sciences  12
History (3) or History Sequence (6) (See STARS)  3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide)  6-9

Area V – Pre-Professional/LSCC Courses  19-23
CIS 146 Microcomputer Applications  3
Two 1-hour PED activity courses (no substitutions)  2
RDG 114A Critical Reading for College  3
ENG 251 American Literature I
ENG 252 American Literature II and  6
ENG 271 World Literature I
ENG 272 World Literature II and  6
CHM 112 College Chemistry II  4
CHM 221 Organic Chemistry I  4
CHM 222 Organic Chemistry II  4
MTH 265 Elementary Statistics  3

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE  60-64

Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
**ENVIRONMENTAL SCIENCE**
(Auburn University Only)

**General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates*  
ORN101  Freshman Academy  1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I: Written Composition**  
6
ENG 101  English Composition I  3
ENG 102  English Composition II  3

**Area II: Humanities and Fine Arts**  
12
SPH 107  Fundamentals of Public Speaking  3
Literature (3) or Literature Sequence (6)  3-6
PHL 106  Introduction to Philosophy  3
Additional Humanities and Fine Arts Electives  (See STARS Guide for course selection options)  0-3

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

**Area III: Natural Sciences and Mathematics**  
12
MTH 125  Calculus I  4
CHM 111  College Chemistry I and
CHM 112  College Chemistry II  8

**Area IV: History, Social and Behavioral Sciences**  
12
History (3) or History Sequence (6) (See STARS)  3-6
History, Social & Behavioral Sciences  
Area IV Electives  (See STARS Guide)  6-9

**Area V – Pre-Professional/LSCC Courses**  
19-23
CIS 146  Microcomputer Applications  3
Two 1-hour PED activity courses (no substitutions)  2
RDG 114A  Critical Reading for College  3
PHY 201  General Physics I  4
PHY 202  General Physics II  4
BIO 103  Principles of Biology I  4

*Select remaining credits from the listing below.

CHM 112  College Chemistry II  4
CHM 221  Organic Chemistry I  4
CHM 222  Organic Chemistry II  4
MTH 265  Elementary Statistics  3

**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**Total Required Hours For Degree**  60-64

**EXERCISE SCIENCE AND WELLNESS**

**General Studies (AS)**

Jacksonville State University Only  —See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates*  
ORN101  Freshman Academy  1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I: Written Composition**  
6
ENG 101  English Composition I  3
ENG 102  English Composition II  3

**Area II: Humanities and Fine Arts**  
12
SPH 107  Fundamentals of Public Speaking  3
Literature (3) or Literature Sequence (6)  3-6
PHL 106  Introduction to Philosophy  3
Additional Humanities and Fine Arts Electives  (See STARS Guide for course selection options)  0-3

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

**Area III: Natural Sciences and Mathematics**  
11
MTH 112  Precalculus Algebra or higher  3
Natural Sciences (See STARS Guide)  8

**Area IV: History, Social and Behavioral Sciences**  
12
History (3) or History Sequence (6) (See STARS)  3-6
History, Social & Behavioral Sciences  
Area IV Electives  (See STARS Guide)  6-9

**Area V – Pre-Professional/LSCC Courses**  
19-23
CIS 146  Microcomputer Applications  3
Two 1-hour PED activity courses (no substitutions)  2
PED 100  Fundamentals of Fitness  3
RDG 114A  Critical Reading for College  3
CIS 149  Introduction to Computers  3
BIO 201  Human Anatomy & Physiology  4
MTH 265  Elementary Statistics  3

Pre-professional Electives (See STARS Guide)  0-2

**NOTE:** For more Area V listings see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**Total Required Hours For Degree**  60-64

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**Important Tip:** Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.

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**FAMILY AND CONSUMER SCIENCES**
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates  1
ORN101  Freshman Academy  1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition  6
ENG 101  English Composition I  3
ENG 102  English Composition II  3

Area II: Humanities and Fine Arts  12
SPH 107  Fundamentals of Public Speaking  3
Literature (3) or Literature Sequence (6)  3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options)  3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics  11
MTH 110  Finite Mathematics  3
Natural Sciences (See STARS Guide)  8

Area IV: History, Social and Behavioral Sciences  12
History (3) or History Sequence (6) (See STARS)  3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide)  6-9

Area V – Pre-Professional/LSCC Courses  19-23
CIS 146  Microcomputer Applications  3
Two 1-hour PED activity courses (no substitutions)  2
RDG 114A  Critical Reading for College  3
PED 100  Fundamentals of Fitness  3
BIO 201  Human Anatomy & Physiology I  4
MTH 265  Elementary Statistics  3

*Select a specific concentration to include one of the following:
Dietetics, Merchandising, Family and Consumer Sciences, Child Development, Human Services, Child and Family Studies, Dietetics, Interior Design, or Retail Merchandising.

Pre-professional Courses:  11-15
(See STARS Guide for specific degree concentration courses.)

NOTE: For more Area V listings see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**TOTAL REQUIRED HOURS FOR DEGREE**  60-64

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**FOOD AND NUTRITION**
Auburn University ONLY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates  1
ORN101  Freshman Academy  1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition  6
ENG 101  English Composition I  3
ENG 102  English Composition II  3

Area II: Humanities and Fine Arts  12
SPH 107  Fundamentals of Public Speaking  3
Literature (3) or Literature Sequence (6)  3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options)  3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics  11
MTH 110  Finite Mathematics  3
Natural Sciences (See STARS Guide)  8

Area IV: History, Social and Behavioral Sciences  12
History (3) or History Sequence (6) (See STARS)  3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide)  6-9

Area V – Pre-Professional/LSCC Courses  19-23
CIS 146  Microcomputer Applications  3
Two 1-hour PED activity courses (no substitutions)  2
RDG 114A  Critical Reading for College  3
HEC 140  Principles of Nutrition  3
HED 226  Wellness  3
Pre-professional Electives (See STARS Guide)  5-9

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**TOTAL REQUIRED HOURS FOR DEGREE**  60-64
### GENERAL STUDIES

**Associate of Arts (AA) and Associate of Science (AS)**

**CAUTION:** DO NOT FOLLOW THIS DEGREE PLAN WITHOUT A STARS GUIDE IN YOUR HAND

*LSGCC Requirement for all Graduates  1
ORN101 Freshman Academy  1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

<table>
<thead>
<tr>
<th>Area I – Written Composition</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I and</td>
<td></td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>6</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Area II – English, Humanities &amp; Fine Arts</th>
<th>12-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 107 Fund. of Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTE:** You must select ONE literature pairing (6 credits) and one history class (3 credits), OR select ONE history pairing (6 credits) and ONE literature class (3 credits). Do not mix pairings. Keep sequences together.

<table>
<thead>
<tr>
<th>Area II – English, Humanities &amp; Fine Arts</th>
<th>12-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 251 American Literature I</td>
<td></td>
</tr>
<tr>
<td>ENG 252 American Literature II /OR</td>
<td>3-6</td>
</tr>
<tr>
<td>ENG 261 English Literature I</td>
<td></td>
</tr>
<tr>
<td>ENG 262 English Literature II/OR</td>
<td>3-6</td>
</tr>
<tr>
<td>ENG 271 World Literature</td>
<td></td>
</tr>
<tr>
<td>ENG 272 World Literature</td>
<td>3-6</td>
</tr>
</tbody>
</table>

**Select remaining credits from the listing below. Total credits for Area II must equal 12 or 13.**

<table>
<thead>
<tr>
<th>Area III – Natural Science or Mathematics</th>
<th>11-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select ONE math course based on your STARS Guide.</td>
<td></td>
</tr>
<tr>
<td>MTH 110 Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MTH 112 Precalculus</td>
<td></td>
</tr>
<tr>
<td>MTH 113 Precalculus Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MTH 115 Precalculus Algebra &amp; Trig</td>
<td>4</td>
</tr>
<tr>
<td>MTH 120 Calculus and Its Applications</td>
<td>3</td>
</tr>
<tr>
<td>MTH 125 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MTH 126 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MTH 227 Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MTH 237 Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MTH 238 Applied Differential Equations I</td>
<td>3</td>
</tr>
</tbody>
</table>

### REFER TO YOUR STARS GUIDE FOR PROPER COURSE SELECTION; DO NOT RANDOMLY SELECT COURSES. Select ONE science pairing ONLY.

| BIO 101 Introduction to Biology I w/Lab and | |
| BIO 102 Introduction to Biology II w/Lab/OR | 8 |
| BIO 103 Principles of Biology I w/Lab and | |
| BIO 104 Principles of Biology II w/Lab OR | 8 |
| CHM 104 Intro. to General Chemistry and | |
| CHM 105 Intro. to General Chemistry OR | 8 |
| CHM 111 College Chemistry I and | |
| CHM 112 College Chemistry II OR | 8 |
| GEO 101 Principles of Geology I and | |
| GEO 102 Principle of Geology II OR | 8 |
| PHS 111 Physical Science I and | |
| PHS 112 Physical Science II OR | 8 |
| PHY 201 General Physics I and | |
| PHY 202 General Physics II/OR | 8 |
| CHM221 Organic Chemistry | |
| CHM222 Organic Chemistry II | 8 |

<table>
<thead>
<tr>
<th>Area IV – History, Social &amp; Behavioral Sciences</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101 Hist. of Western Civ. I and</td>
<td></td>
</tr>
<tr>
<td>HIS 102 Hist. of Western Civ. II/OR</td>
<td>3-6</td>
</tr>
<tr>
<td>HIS 201 United States History I and</td>
<td></td>
</tr>
<tr>
<td>HIS 202 United States History II</td>
<td>3-6</td>
</tr>
<tr>
<td>HIS 121 World History I and</td>
<td></td>
</tr>
<tr>
<td>HIS 122 World History II/OR</td>
<td>3-6</td>
</tr>
</tbody>
</table>

**Select remaining credits from the listing below. Total credits for Area IV must equal 12.**

| PSY 200 General Psychology | 3 |
| PSY 210 Human Growth & Development | 3 |
| ECO 231 Principles of Macroeconomics | 3 |
| *ECO 232 Principles of Microeconomics | 3 |
| SOC 200 Intro. to Sociology | 3 |
| SOC 210 Social Problems | 3 |
| POL 200 Intro. to Political Science | 3 |
| POL 211 American National Government | 3 |
| ECO 231 Principles of Macroeconomics | 3 |
| GEO 101 Prin. of Physical Geography | 3 |
| GEO 100 World Regional Geography | 3 |
| GEO 201 Principles of Human Geography | 3 |
| ANT 200 Introduction to Anthropology | 3 |

**Area V – Pre-Professional/LSCC Courses** 19-23

| CIS 146 Microcomputer Applications | 3 |
| Two 1-hour PED activity courses (no substitutions) | 2 |
| RDG 114A Critical Reading for College | 3 |

**Pre-professional Electives based on GS major.** 11-16

**TOTAL REQUIRED HOURS FOR DEGREE** 60-64

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**Important Tip:** Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
GEOMATICS
General Studies (AS)
Troy University Only—See STARS Guide

ADVISING ALERT:
Interested in Geographic Information Systems? See the Career Technical section of this catalog and your advisor for assistance.

*LSCC Requirement for all Graduates 1
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

<table>
<thead>
<tr>
<th>Area</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>I</td>
<td>Written Composition</td>
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<tr>
<td></td>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 102 English Composition II</td>
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<tr>
<td>II</td>
<td>Humanities and Fine Arts</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>SPH 107 Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Literature (3) or Literature Sequence (6)</td>
<td>3-6</td>
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<tr>
<td></td>
<td>Additional Humanities and Fine Arts Electives</td>
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</tr>
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<td></td>
<td>(See STARS Guide for course selection options)</td>
<td>3-6</td>
</tr>
<tr>
<td>III</td>
<td>Natural Sciences and Mathematics</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>MTH 125 Precalculus Algebra</td>
<td>3</td>
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<tr>
<td></td>
<td>Natural Sciences (See STARS Guide)</td>
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<td>IV</td>
<td>History, Social and Behavioral Sciences</td>
<td>12</td>
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<td>Area IV Electives (See STARS Guide)</td>
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<td>V</td>
<td>Pre-Professional/LSCC Courses</td>
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</tr>
<tr>
<td></td>
<td>CIS 146 Microcomputer Applications</td>
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<tr>
<td></td>
<td>Two 1-hour PED activity courses (no substitutions)</td>
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<tr>
<td></td>
<td>RDG 114A Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MTH 126 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MTH 265 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHY 202 General Physics II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CIS 251 &quot;C&quot; Programming</td>
<td>3</td>
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</tbody>
</table>

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

GRAPHIC DESIGN
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

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<tr>
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<tr>
<td></td>
<td>ENG 102 English Composition II</td>
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<tr>
<td></td>
<td>SPH 107 Fundamentals of Public Speaking</td>
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<td></td>
<td>MTH 112 Precalculus Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Sciences (See STARS Guide)</td>
<td>8</td>
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<tr>
<td>IV</td>
<td>History, Social and Behavioral Sciences</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>History (3) or History Sequence (6) (See STARS)</td>
<td>3-6</td>
</tr>
<tr>
<td></td>
<td>History, Social &amp; Behavioral Sciences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Area IV Electives (See STARS Guide)</td>
<td>6-9</td>
</tr>
<tr>
<td>V</td>
<td>Pre-Professional/LSCC Courses</td>
<td>19-23</td>
</tr>
<tr>
<td></td>
<td>CIS 146 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>RDG 114A Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Select remaining credit hours from the courses below.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ART 113 Drawing I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ART 114 Drawing II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ART 121 Two-Dimensional Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 127 Three-Dimensional Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 203 Art History I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 204 Art History II</td>
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</table>

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
**HEALTH EDUCATION: MIDDLE / HIGH SCHOOL**

**General Studies (AS)**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*LSCC Requirement for all Graduates</td>
<td>1</td>
</tr>
<tr>
<td>ORN101 Freshman Academy</td>
<td>1</td>
</tr>
</tbody>
</table>

*Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.*

**Area I:** Written Composition 6
- ENG 101 English Composition I 3
- ENG 102 English Composition II 3

**Area II:** Humanities and Fine Arts 12
- SPH 107 Fundamentals of Public Speaking 3
- Literature (3) or Literature Sequence (6) 3-6
  - Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

**Area III:** Natural Sciences and Mathematics 11
- MTH 110 Finite Mathematics or higher 3
- Natural Sciences (See STARS Guide) 8

**Area IV:** History, Social and Behavioral Sciences 12
- History (3) or History Sequence (6) (See STARS) 3-6
- History, Social & Behavioral Sciences 6-9

**Area V – Pre-Professional/LSCC Courses** 19-23
- CIS 146 Microcomputer Applications 3
- Two 1-hour PED activity courses (no substitutions) 2
- RDG 114A Critical Reading for College 3

*Select remaining credits from the listings below. See STARS.*
- HED 230 Safety and First Aid 3
- HED 231 First Aid 3
- HED 221 Personal Health 3
- HED 224 Personal and Community Health 3
- BIO 201 Human Anatomy and Physiology 4
- HEC 140 Principles of Nutrition 3

**Total Required Hours for Degree** 60-64

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**HEALTH INFORMATION MANAGEMENT**

**General Studies (AS)**

University of Alabama at Birmingham Only
—See STARS Guide

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*LSCC Requirement for all Graduates</td>
<td>1</td>
</tr>
<tr>
<td>ORN101 Freshman Academy</td>
<td>1</td>
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</tbody>
</table>

*Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.*

**Area I:** Written Composition 6
- ENG 101 English Composition I 3
- ENG 102 English Composition II 3

**Area II:** Humanities and Fine Arts 12
- SPH 107 Fundamentals of Public Speaking 3
- Literature (3) or Literature Sequence (6) 3-6
  - Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

**Area III:** Natural Sciences and Mathematics 11
- MTH 110 Finite Mathematics 3
- Natural Sciences (See STARS Guide) 8

**Area IV:** History, Social and Behavioral Sciences 12
- PSY 200 General Psychology 3
- History (3) or History Sequence (6) (See STARS) 3-6
- History, Social & Behavioral Sciences 6-9
- Area IV Electives (See STARS Guide) 6-9

**Area V – Pre-Professional/LSCC Courses** 19-23
- CIS 146 Microcomputer Applications 3
- Two 1-hour PED activity courses (no substitutions) 2
- RDG 114A Critical Reading for College 3

*Select remaining credits from the listings below. See STARS.*
- BUS 241 Introduction to Accounting I 3
- BIO 201 Human Anatomy & Physio. I and 4
- BIO 202 Human Anatomy & Physiology II 4
- PSY 260 Statistics for Social Sciences/OR 3
- MTH 265 Elementary Statistics 3
- HED 230 Safety and First Aid 3
- HED 231 First Aid 3
- HED 221 Personal Health 3
- HED 224 Personal and Community Health 3
- HEC 140 Principles of Nutrition 3
- PED 140 Beginning Swimming 3

*Pre-professional Electives (See STARS Guide) 0-1

**Total Required Hours for Degree** 60-64

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**Important Tip:** Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
**HEALTH PROMOTION**

General Studies (AS)

Auburn University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1

ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I: Written Composition**

6

ENG 101 English Composition I 3

ENG 102 English Composition II 3

**Area II: Humanities and Fine Arts**

12

SPH 107 Fundamentals of Public Speaking 3

PHL 106 Introduction to Philosophy 3

Literature (3) or Literature Sequence (6) 3-6

Additional Humanities and Fine Arts Electives

(See STARS Guide for course selection options) 3

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

**Area III: Natural Sciences and Mathematics**

11

Mathematics (See STARS Guide) 3

BIO 103 Principles of Biology I and 2

BIO 104 Principles of Biology II 8

**Area IV: History, Social and Behavioral Sciences**

12

History (3) or History Sequence (6) (See STARS) 3-6

History, Social & Behavioral Sciences

Area IV Electives (See STARS Guide) 6-9

**Area V – Pre-Professional/LSCC Courses**

19-23

CIS 146 Microcomputer Applications 3

RDG 114A Critical Reading for College 3

BIO 201 Human Anatomy & Physio. I and 4

BIO 202 Human Anatomy & Physiology II 4

ECO 232 Principles of Microeconomics 3

Pre-professional Electives (See STARS Guide) 0-4

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**TOTAL REQUIRED HOURS FOR DEGREE** 60-64

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**HEALTH, RECREATION & PE**

General Studies (AS)

University of North Alabama Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1

ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I: Written Composition**

6

ENG 101 English Composition I 3

ENG 102 English Composition II 3

**Area II: Humanities and Fine Arts**

12

SPH 107 Fundamentals of Public Speaking 3

Literature (3) or Literature Sequence (6) 3-6

Additional Humanities and Fine Arts Electives

(See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

**Area III: Natural Sciences and Mathematics**

11

Mathematics (See STARS Guide) 3

Natural Sciences (See STARS Guide) 8

**Area IV: History, Social and Behavioral Sciences**

12

History (3) or History Sequence (6) (See STARS) 3-6

History, Social & Behavioral Sciences

Area IV Electives (See STARS Guide) 6-9

**Area V – Pre-Professional/LSCC Courses**

19-23

CIS 146 Microcomputer Applications 3

RDG 114A Critical Reading for College 3

BIO 201 Human Anatomy & Physio. I and 4

BIO 202 Human Anatomy & Physiology II 4

HED 231 First Aid 3

HED 103 Weight Training 1

PED 200 Foundation of Physical Education 3

*Select remaining credits from the listings below. See STARS.

PED 295 Practicum in Physical Education 3

HED 226 Wellness 3

PED 105 Personal Fitness/OR 1

PED 109 Jogging 1

PED 140 Swimming (Beginning)/OR 1

PED 200 Aerobics/OR 1

PED 105 Aerobic Dance (Beginning) 1

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**TOTAL REQUIRED HOURS FOR DEGREE** 60-64

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Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
**HEALTH SCIENCE**  
General Studies (AS)  
Athens State Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates  1  
ORN101  Freshman Academy  1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I:** Written Composition  6  
ENG 101  English Composition I  3  
ENG 102  English Composition II  3

**Area II:** Humanities and Fine Arts  12  
SPH 107  Fundamentals of Public Speaking  3  
Literature (3) or Literature Sequence (6)  3-6  
Additional Humanities and Fine Arts Electives  (See STARS Guide for course selection options)  3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

**Area III:** Natural Sciences and Mathematics  11  
MTH 112  Precalculus Algebra  3  
PHY 201  General Physics I  4  
Natural Sciences (See STARS Guide)  4

**Area IV:** History, Social and Behavioral Sciences  12  
History (3) or History Sequence (6) (See STARS)  3-6  
History, Social & Behavioral Sciences  8-12  
Area IV Electives (See STARS Guide)  6-9

**Area V – Pre-Professional/LSCC Courses**  19-23  
CIS 146  Microcomputer Applications  3  
Two 1-hour PED activity courses (no substitutions)  2  
RDG 114A  Critical Reading for College  3  
Pre-professional Electives (See STARS Guide)  2-6  
Select from listing. See STARS  
HED 231  First Aid  3  
PED 103  Weight Training  1  
PED 200  Foundation of Physical Education  3

*Select remaining credits from the listings below. See STARS.  
PED 295  Practicum in Physical Education  3  
HED 226  Wellness  3  
PED 105  Personal Fitness/OR  1  
PED 109  Jogging  1  
PED 140  Swimming (Beginning)/OR  1  
PED 141  Swimming (Intermediate)  1  
PED 106  Aerobics/OR  1  
PED 107  Aerobic Dance (Beginning)  1  
BIO 201  Human Anatomy & Physiology I  4  
BIO 202  Human Anatomy & Physiology II  4  
RER 250  Intro To Recreation  3  
RER 290  Practicum Recreation  3

**TOTAL REQUIRED HOURS FOR DEGREE**  60-64

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**HEALTH SCIENCES**  
General Studies (AS)  
University of Alabama at Birmingham Only  
See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates  1  
ORN101  Freshman Academy  1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I:** Written Composition  6  
ENG 101  English Composition I  3  
ENG 102  English Composition II  3

**Area II:** Humanities and Fine Arts  12  
SPH 107  Fundamentals of Public Speaking  3  
Literature (3) or Literature Sequence (6)  3-6  
Additional Humanities and Fine Arts Electives  (See STARS Guide for course selection options)  3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

**Area III:** Natural Sciences and Mathematics  11  
MTH 110  Finite Mathematics or higher  3  
Natural Sciences (See STARS Guide)  8

**Area IV:** History, Social and Behavioral Sciences  12  
History (3) or History Sequence (6) (See STARS)  3-6  
History, Social & Behavioral Sciences  8-12  
Area IV Electives (See STARS Guide)  6-9

**Area V – Pre-Professional/LSCC Courses**  19-23  
CIS 146  Microcomputer Applications  3  
Two 1-hour PED activity courses (no substitutions)  2  
RDG 114A  Critical Reading for College  3  
BUS 241  Introduction to Accounting I  3  
BUS 263  Legal and Social Env. of Business  3  
BUS 275  Principles of Management  3  
BUS 276  Human Resource Management  3  
Pre-professional Electives (See STARS Guide)  8-12

**TOTAL REQUIRED HOURS FOR DEGREE**  60-64

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**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

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*Important Tip:* Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
HEALTH SERVICES ADMINISTRATION  
General Studies (AS)  
Auburn University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1  
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition 6  
ENG 101 English Composition I 3  
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12  
SPH 107 Fundamentals of Public Speaking 3  
Literature (3) or Literature Sequence (6) 3-6  
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics 12  
MTH 125 Calculus I 4  
Natural Sciences (See STARS Guide) 8

Area IV: History, Social & Behavioral Sciences 12  
HIS 101 Hist. of Western Civ. I and  
HIS 102 Hist. of Western Civ. II 6  
History, Social & Behavioral Sciences Area IV Electives (See STARS Guide) 6

Area V – Pre-Professional/LSCC Courses 19-23  
CIS 146 Microcomputer Applications 3  
Two 1-hour PED activity courses (no substitutions) 2  
RDG 114A Critical Reading for College 3  
BUS 241 Introduction to Accounting I 3  
SPA 101 Introduction to Spanish I 4  
SPA 102 Introduction to Spanish II 4  
Pre-professional Electives (See STARS Guide) 0-3

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

HISTORY  
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1  
ORN101 Freshman Academy 1

Area II – Humanities & Fine Arts 12  
SPH 107 Fund. of Public Speaking 3  
ENG 251 American Literature I  
ENG 252 American Literature II /OR 6  
ENG 261 English Literature I  
ENG 262 English Literature II 6  
Humanities & Fine Arts Elective 3  
Art, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS guide.

Area III – Natural Science or Mathematics 11  
MTH 110 Finite Mathematics or higher level Mathematics from STARS 3  
Natural Sciences (See STARS Guide) 8

Area IV – History, Social & Behavioral Sciences 12  
HIS 101 Hist. of Western Civ. I and  
HIS 102 Hist. of Western Civ. II 6  
History, Social & Behavioral Sciences Area IV Electives (See STARS Guide) 6

Area V – Pre-Professional/LSCC Courses 19-23  
Two 1-hour PED activity courses (no substitutions) 2  
RDG 114A Critical Reading for College 3  
CIS 146 Microcomputer Applications 3  
HIS 201 United States History I 3  
HIS 202 United States History II 3  
POL 211 American National Government 3  
Pre-professional Electives (See STARS Guide) 2-6

All Electives Must be Approved by an Advisor—check STARS  
POL 200 Introduction to Political Science 3  
POL 211 American National Government 3  
POL 220 State & Local Gov’t 3  
HIS 216 History of World Religions 3  
HIS 256 Afro-American History 3  
HIS 260 Alabama History 3  
GEO 101 Geography /OR 3  
ANT 200 Anthropology 3  
PSY 276 Human Relations 3  
HED 221 Personal Health 3

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Important Tip: Every transferring college, may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.


**HISTORY EDUCATION**
**MIDDLE / HIGH SCHOOL**

General Studies (AA)

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**Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.**

*LSGCC Requirement for all Graduates

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0RN101</td>
<td>Freshman Academy</td>
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</table>

**Area II – Humanities & Fine Arts**

<table>
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<th>Course Name</th>
<th>Credit Hours</th>
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<td>0SPH107</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
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<td></td>
<td>Literature (3) (See STARS Guide)</td>
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Additional Humanities and Fine Arts Electives

*(See STARS Guide for course selection options)*

**Area III – Natural Science or Mathematics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MTH 110</td>
<td>Finite Mathematics or higher level Mathematics from STARS</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Sciences (See STARS Guide)</td>
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**Area IV – History, Social & Behavioral Sciences**

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<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HIS 101</td>
<td>Hist. of Western Civ. I and</td>
<td>6</td>
</tr>
<tr>
<td>HIS 102</td>
<td>Hist. of Western Civ. II</td>
<td>6</td>
</tr>
</tbody>
</table>

History, Social & Behavioral Sciences Area IV Electives

*(See STARS Guide)*

**Area V – Pre-Professional/LSCC Courses**

Two 1-hour PED activity courses (no substitutions) 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0RDG 114A</td>
<td>Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>0CIS 146</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>0HIS 201</td>
<td>United States History I and</td>
<td>3</td>
</tr>
<tr>
<td>0HIS 202</td>
<td>United States History II</td>
<td>3</td>
</tr>
<tr>
<td>0POL 211</td>
<td>American National Government</td>
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Pre-professional Electives (See STARS Guide) 2-6

<table>
<thead>
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<th>Course Name</th>
<th>Credit Hours</th>
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<tr>
<td>0HIS 256</td>
<td>African-American History</td>
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</tr>
<tr>
<td>0HIS 260</td>
<td>Alabama History</td>
<td>3</td>
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</tbody>
</table>

Electives

*(Consider: EDU 100/Exploring Teaching)*

Any remaining hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog.

**TOTAL REQUIRED HOURS FOR DEGREE** 60-64

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**HORTICULTURE**

General Studies (AS)

Auburn University Only—See STARS Guide

**Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.**

*LSGCC Requirement for all Graduates

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>0ORN101</td>
<td>Freshman Academy</td>
<td>1</td>
</tr>
</tbody>
</table>

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I: Written Composition**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>0ENG 102</td>
<td>English Composition II</td>
<td>3</td>
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**Area II: Humanities and Fine Arts**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0SPH 107</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Literature (3) or Literature Sequence (6) (See STARS)</td>
<td>3-6</td>
<td></td>
</tr>
</tbody>
</table>

Additional Humanities and Fine Arts Electives

*(See STARS Guide for course selection options)*

**Area III: Natural Sciences and Mathematics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0MTH 113</td>
<td>Precalculus Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>0BIO 103</td>
<td>Principles of Biology I and</td>
<td>8</td>
</tr>
<tr>
<td>0BIO 104</td>
<td>Principle of Biology II</td>
<td>8</td>
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**Area IV: History, Social and Behavioral Sciences**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0ECO 232</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>History (3) or History Sequence (6) (See STARS)</td>
<td>3-6</td>
<td></td>
</tr>
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</table>

History, Social & Behavioral Sciences Area IV Electives

*(See STARS Guide)*

**Area V – Pre-Professional/LSCC Courses**

CIS 146 Microcomputer Applications 3

Two 1-hour PED activity courses (no substitutions) 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0RDG 114A</td>
<td>Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>0CHM 111</td>
<td>College Chemistry I</td>
<td>4</td>
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</tbody>
</table>

Pre-professional Electives (See STARS Guide) 7-11

**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**TOTAL REQUIRED HOURS FOR DEGREE** 60-64

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*Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.*
Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.

### HOTEL AND RESTAURANT MANAGEMENT
**General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

* LSCC Requirement for all Graduates 1
  ORN101  Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I: Written Composition**
- ENG 101 English Composition I 3
- ENG 102 English Composition II 3

**Area II: Humanities and Fine Arts**
- SPH 107 Fundamentals of Public Speaking 3
- PHL 206 Ethics and Society 3
- Literature Sequence (6) (See STARS Guide) 6

**Area III: Natural Sciences and Mathematics**
- MTH 113 Precalculus Trigonometry or higher 3
  - Natural Sciences (See STARS Guide) 8

**Area IV: History, Social and Behavioral Sciences**
- PSY 200 General Psychology 3
- ECO 232 Principles of Microeconomics 3
- History Sequence (6) (See STARS) 6

**Area V – Pre-Professional/LSCC Courses**
- CIS 146 Microcomputer Applications 3
- Two 1-hour PED activity courses (no substitutions) 2
- RDG 114A Critical Reading for College 3
- BUS 241 Introduction to Accounting I 3
- BUS 242 Introduction to Accounting II 3
- ECO 231 Principles of Macroeconomics 3
- BUS 271 Business Statistics I 3

Pre-professional Electives (See STARS Guide) 0-3

**Total Required Hours for Degree** 60-64

### HUMAN DEVELOPMENT & FAMILY STUDIES
**General Studies (AS)**
**Auburn University Only — See STARS Guide**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

* LSCC Requirement for all Graduates 1
  ORN101  Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I: Written Composition**
- ENG 101 English Composition I 3
- ENG 102 English Composition II 3

**Area II: Humanities and Fine Arts**
- SPH 107 Fundamentals of Public Speaking 3
- PHL 206 Ethics and Society 3
- Literature Sequence (6) (See STARS Guide) 6

**Area III: Natural Sciences and Mathematics**
- MTH 113 Precalculus Trigonometry 3
- BIO 101 Introduction to Biology I and OR 3
- BIO 102 Introduction to Biology II 8

**Area IV: History, Social and Behavioral Sciences**
- PSY 200 General Psychology/OR 3
- SOC 200 Introduction to Sociology 3
- ECO 232 Principles of Microeconomics 3
- History Sequence (6) (See STARS) 6

**Area V – Pre-Professional/LSCC Courses**
- CIS 146 Microcomputer Applications 3
- Two 1-hour PED activity courses (no substitutions) 2
- RDG 114A Critical Reading for College 3
- SOC 200 Introduction to Sociology 3
- PSY210 General Psychology 4
- BUS 210 Human and Growth Development 4
- ECO 231 Principles of Macroeconomics 3

**Total Required Hours for Degree** 60-64

**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
Area I: Written Composition

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

Area II: Humanities and Fine Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 107 Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Literature (3) or Literature Sequence (6)</td>
<td>3-6</td>
</tr>
<tr>
<td>Additional Humanities and Fine Arts Electives</td>
<td>3-6</td>
</tr>
</tbody>
</table>

Area III: Natural Sciences and Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MTH 112 Precalculus Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101 Principles of Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 102 Principles of Biology II</td>
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Area IV: History, Social and Behavioral Sciences

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSY 200 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 210 Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>History or History Sequence (6)</td>
<td>3-6</td>
</tr>
<tr>
<td>History, Social &amp; Behavioral Sciences</td>
<td>0-3</td>
</tr>
<tr>
<td>Area IV Electives (See STARS Guide)</td>
<td>0-3</td>
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</table>

Area V – Pre-Professional/LSCC Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 146 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td>2</td>
</tr>
<tr>
<td>RDG 114A Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>BUS 271 Business Statistics I</td>
<td>3</td>
</tr>
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<td>CHD 201 Child Growth and Development Prin</td>
<td>3</td>
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<td>SOC 247 Marriage and the Family</td>
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<td>Pre-professional Electives (See STARS Guide)</td>
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NOTE: There are various concentrations under this degree plan, see your STARS Guide for specific course offerings. Do not randomly select course. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

Total Required Hours for Degree: 60-64

Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

**HUMAN SERVICES**
General Studies (AS)
Troy University Only
See STARS Guide

Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.

*LSCC Requirement for all Graduates* 1
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I: Written Composition** 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

**Area II: Humanities and Fine Arts** 12
SPH 107 Fundamentals of Public Speaking 3
ART 100 Art Appreciation 3
Literature Sequence (6) 6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

**Area III: Natural Sciences and Mathematics** 11
MTH 110 Finite Mathematics 3
BIO 101 Introduction to Biology I and BIO 103 Introduction to Biology II 8

**Area IV: History, Social and Behavioral Sciences** 12
History Sequence (6) (See STARS) 6
History, Social & Behavioral Sciences Area IV Electives (See STARS Guide) 6-9

**Area V – Pre-Professional/LSCC Courses** 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
MUS 101 Music Appreciation 3
Pre-professional Electives (See STARS Guide) 8-12

**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**TOTAL REQUIRED HOURS FOR DEGREE** 60-64

**INDUSTRIAL HYGIENE**
General Studies (AS)
University of North Alabama Only
—See STARS Guide

*LSCC Requirement for all Graduates* 1
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I: Written Composition** 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

**Area II: Humanities and Fine Arts** 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

**Area III: Natural Sciences and Mathematics** 11
Mathematics (See STARS Guide) 3
Natural Sciences (See STARS Guide) 8

**Area IV: History, Social and Behavioral Sciences** 12
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences Area IV Electives (See STARS Guide) 6-9

**Area V – Pre-Professional/LSCC Courses** 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
BIO 103 Principles of Biology I 4
BIO 104 Principles of Biology II 4
BIO 201 Anatomy & Physiology I 4
BIO 202 Anatomy & Physiology II 4
Pre-professional Electives 0
If opting to take additional Area V courses, see STARS Guide for course options or select courses below.

**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**TOTAL REQUIRED HOURS FOR DEGREE** 60-64

**Important Tip:** Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
### INTERIOR ARCHITECTURE

**General Studies (AS)**

Auburn University Only—See STARS Guide

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**Important Tip:** Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.

---

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

---

**LSCC Requirement for all Graduates**

1

ORN101 Freshman Academy 1

**Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.**

---

**Area I: Written Composition**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<td>ENG 102</td>
<td>English Composition II</td>
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**Area II: Humanities and Fine Arts**

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Literature (3) or Literature Sequence (6)</td>
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<td>3-6</td>
</tr>
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</table>

Additional Humanities and Fine Arts Electives

(See STARS Guide for course selection options) 3-6

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**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.**

---

**Area III: Natural Sciences and Mathematics**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tr>
<td>MTH 125</td>
<td>Calculus I</td>
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<td>PHY 201</td>
<td>General Physics I</td>
<td>4</td>
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<td>Natural Sciences (See STARS Guide)</td>
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**Area IV: History, Social and Behavioral Sciences**

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>History (3) or History Sequence (6) (See STARS)</td>
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<td>3-6</td>
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<tr>
<td>History, Social &amp; Behavioral Sciences</td>
<td></td>
<td></td>
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<tr>
<td>Area IV Electives (See STARS Guide)</td>
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</table>

**Area V – Pre-Professional/LSCC Courses**

<table>
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<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tr>
<td>CIS 146</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>RDG 114A</td>
<td>Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>CIS 198</td>
<td>Web Page Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 145</td>
<td>Advanced Web Page Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 255</td>
<td>Java Programming</td>
<td>3</td>
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<tr>
<td>Pre-professional Electives (See STARS Guide)</td>
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**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

---

**Total Required Hours for Degree**

60-64

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### JOURNALISM

**General Studies (AA)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

---

**LSCC Requirement for all Graduates**

1

ORN101 Freshman Academy 1

**Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.**

---

**Area I: Written Composition**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
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**Area II: Humanities and Fine Arts**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
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<tr>
<td>Literature (3) or Literature Sequence (6)</td>
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<td>3-6</td>
</tr>
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</table>

Additional Humanities and Fine Arts Electives

(See STARS Guide for course selection options) 3-6

---

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.**

---

**Area III: Natural Sciences and Mathematics**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<td>MTH 110</td>
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<td>Natural Sciences (See STARS Guide)</td>
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**Area IV: History, Social and Behavioral Sciences**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>History (3) or History Sequence (6) (See STARS)</td>
<td></td>
<td>3-6</td>
</tr>
<tr>
<td>History, Social &amp; Behavioral Sciences</td>
<td></td>
<td></td>
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<tr>
<td>Area IV Electives (See STARS Guide)</td>
<td></td>
<td>6-9</td>
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</table>

**Area V – Pre-Professional/LSCC Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tr>
<td>CIS 146</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>RDG 114A</td>
<td>Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>MCM 100</td>
<td>Intro. to Mass Communication</td>
<td>3</td>
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<tr>
<td>MCM 102</td>
<td>Writing for Mass Media</td>
<td>3</td>
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<tr>
<td>Pre-professional Electives (See STARS Guide)</td>
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<td>5-19</td>
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**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

---

**Total Required Hours for Degree**

60-64

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*Important Tip:* Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
**LABORATORY TECHNOLOGY**

**General Studies (AS)**

Auburn University Only—See STARS Guide

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**PRE-LAW**

**General Studies (AA)**

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**Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.**

---

**Important Tip:** Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area I – Written Composition

Area II – Humanities and Fine Arts

Area III: Natural Sciences and Mathematics

Area IV: History, Social and Behavioral Sciences

Area V – Pre-Professional/LSCC Courses

Pre-professional Electives (See STARS Guide)

FOR MATHEMATICS (APPLIED),
SEE APPLIED MATHEMATICS

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates

ORN101 Freshman Academy

Area I – Written Composition

Area II – Humanities & Fine Arts

Area III – Natural Science or Mathematics

Area IV – History, Social & Behavioral Sciences

Area V – Pre-Professional/LSCC Courses

CIS 146 Microcomputer Applications

RDG 114A Critical Reading for College

MTH 115 Pre-Calculus Algebra & Trig.

MTH 126 Calculus II

MTH 227 Calculus III

Pre-professional Electives (See STARS Guide)

Electives (Consider: EDU 100/Exploring Teaching) 3

MTH 237 Linear Algebra

MTH 238 Applied Differential Equations

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
**PRE-MEDICINE**

**General Studies (AS)**

<table>
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<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>Area I: Written Composition</strong></td>
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<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
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<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Area II: Humanities and Fine Arts</strong></td>
<td></td>
</tr>
<tr>
<td>SPH 107 Fundamentals of Public Speaking</td>
<td>3</td>
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<tr>
<td>Literature (3) or Literature Sequence (6)</td>
<td>3-6</td>
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<tr>
<td>Additional Humanities and Fine Arts Electives</td>
<td>3-6</td>
</tr>
</tbody>
</table>

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

**Area III: Natural Sciences and Mathematics**

Mathematics (See STARS Guide) 3

**Area IV: History, Social and Behavioral Sciences**

History (3) or History Sequence (6) (See STARS) 3-6

**Area V – Pre-Professional/LSCC Courses**

CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
Pre-professional Electives (See transferring colleges webpage or catalog for course listing) 11-15

**TOTAL REQUIRED HOURS FOR DEGREE** 60-64

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**MUSIC**

**General Studies (AA)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>Area I – Written Composition</strong></td>
<td>6</td>
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<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Area II – Humanities &amp; Fine Arts</strong></td>
<td>12</td>
</tr>
<tr>
<td>SPH 107 Fund. of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Literature (3) or Literature Sequence (6)</td>
<td>3-6</td>
</tr>
<tr>
<td>Humanities &amp; Fine Arts Elective</td>
<td>3</td>
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</tbody>
</table>

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

**Area III – Natural Science or Mathematics**

MTH 110 Finite Mathematics or higher 3

**Area IV – History, Social & Behavioral Sciences**

HIS 101 Hist. of Western Civ. I 3
HIS 102 Hist. of Western Civ. II/OR 3-6
HIS 201 United States History I 8
HIS 202 United States History II 3-6

**Area V – Pre-Professional/LSCC Courses**

Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
CIS 146 Microcomputer Applications 3

*Select remaining credits from the listings below. See STARS.

MUS 102 Afro American Music 3
MUS 111 Music Theory I 3
MUS 112 Music Theory II 3
MUS 113 Music Theory Lab I 1
MUS 114 Music Theory Lab II 1
MUS 211 Music Theory III 3
MUS 212 Music Theory IV 3
MUS 213 Music Theory Lab III 1
MUS 214 Music Theory Lab IV 1

**TOTAL REQUIRED HOURS FOR DEGREE** 60-64

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**Important Tip:** Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
**MUSIC EDUCATION**  
**MIDDLE / HIGH SCHOOL**  
**General Studies (AA)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates
ORN101 Freshman Academy

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I: Written Composition**
ENG 101 English Composition I
ENG 102 English Composition II

**Area II: Humanities and Fine Arts**
SPH 107 Fundamentals of Public Speaking
Literature (3) or Literature Sequence (6)
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options)

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

**Area III: Natural Sciences and Mathematics**
MTH 110 Finite Mathematics or higher
BIO 101 Introduction to Biology I and
BIO 102 Introduction to Biology II

**Area IV: History, Social and Behavioral Sciences**
History (3) or History Sequence (6) (See STARS)
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide)

**Area V – Pre-Professional/LSCC Courses**
CIS 146 Microcomputer Applications
Two 1-hour PED activity courses
RDG 114A Critical Reading for College
MUS 111 Music Theory I
MUS 112 Music Theory II
MUS 113 Music Theory Lab I (Aural Skills)
MUS 114 Music Theory Lab II (Aural Skills)
Pre-professional Electives (See STARS Guide)

**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**TOTAL REQUIRED HOURS FOR DEGREE** 60-64

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**NUCLEAR MEDICINE TECHNOLOGY**  
**General Studies (AS)**  
**University of Alabama at Birmingham**  
**Only—See STARS Guide**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates
ORN101 Freshman Academy

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I: Written Composition**
ENG 101 English Composition I
ENG 102 English Composition II

**Area II: Humanities and Fine Arts**
SPH 107 Fundamentals of Public Speaking
Literature (3) or Literature Sequence (6)
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options)

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

**Area III: Natural Sciences and Mathematics**
CHM 104 Introduction to General Chemistry
CHM 105 Introduction to Organic Chemistry
MTH 113 Precalculus Trigonometry

**Area IV: History, Social and Behavioral Sciences**
History (3) or History Sequence (6) (See STARS)
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide)

**Area V – Pre-Professional/LSCC Courses**
BIO 201 Human Anatomy and Phys. I
BIO 202 Human Anatomy and Physiology II

*Select remaining credits from the listings below. See STARS.

**TOTAL REQUIRED HOURS FOR DEGREE** 60-64

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Important Tip: Every transferring college, may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
NURSING TRACKS EXPLAINED

There are four tracks that a student take to become a RN or LPN.

PRE-NURSING (TRACK I)
(COLLEGE TRANSFER TRACK)
Associate in Science Degree (AS)

Track I is called the “Pre-Nursing Track I”. This track is designed for the student who is wishing to one day transfer to a BSN (Bachelors of Science in Nursing) program at a four-year college. In taking this track, students will take a variety of liberal arts classes in Written Composition (Area I); Humanities and Fine Arts Area II); Natural Sciences and Mathematics (Area III); History and Social & Behavioral Sciences (Area IV); and Pre-Professional/LSCC Courses (Area V). Students who are following this track can still seek admission into LSCC’s two-year RN (Registered Nursing) program once they have met the required criteria for admissions into that program. However, the benefit to students seeking this two-year General Studies degree in Nursing is that they will be able to transfer more credits earned toward their Bachelors of Science at a four-year institution. As a result, they will be able to graduate from a four-year college in nursing faster. Interested in pursuing this degree? See the degree plan breakdown on the next page of this catalog and speak to your advisor.

PRE-NURSING (TRACK II)
(RN/2-YEAR TRACK TO EMPLOYMENT)
Associate in Science Degree (AS)

Track II is called the “Pre-Nursing Track II”. This track is designed for the student who only wants to seek admission into LSCC’s RN (Registered Nursing) Program and has no initial intention to one day seek the four-year BSN (Bachelors of Science in Nursing). Students take courses that serve as pre-requisites for admission into the nursing program. They also take specific courses that serve as requirements for all LSCC graduates to include (ORN 101/PSY100—The Freshman Academy, RDG114A Critical Reading, and CIS 146, Microcomputer Applications). NOTE: LSCC course requirements are subject to change. Students who are following this track should seek admission into LSCC’s two-year RN (Registered Nursing) program once they have met the required criteria for admissions into that program. For more information about admission requirements for the RN program, visit LSCC’s website at www.lawsonstate.edu and see your advisor.

PRE-NURSING (TRACK III)
(LPN to RN Mobility Track)

For information on the LPN to RN Mobility Program or the Pre-Nursing to LPN at LSCC, see the Health Professions section of this catalog and see your Advisor.

Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
PRE-NURSING  
(TRACK II: RN/2-YEAR TRACK ONLY)  
General Education Requirements for Admission

Follow TRACK II if you are not intending to transfer to a four-year college and only wish to seek the 2-year RN degree.

Not sure? See your advisor. It is important to pick the correct track.

NOTE: This is NOT a degree plan; this is a guide for students who only wish to take the pre-requisite courses required for application into the Nursing Program.

*LSCC Requirement for all Graduates 1
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

*ENG 101 English Composition I 3
*SPH 107 Fund. of Public Speaking 3
*HUM101 Introduction to Humanities/OR 3
*ART100 OR MUS101 (Art or Music Appreciation)
*MTH 100 Intermediate Algebra 3
*PSY200 General Psychology and 3
*PSY210 Human Growth & Development 3
*RDG 114A Critical Reading for College 3
*CIS 146 Microcomputer Applications 3
*BIO 103 Principles of Biology I w/Lab and 4
*BIO 201 Human Anatomy Phy. I w/Lab and 4
*BIO 202 Human Anatomy Phy. I w/Lab and 4
*BIO 220 Microbiology w/ Lab 4

Electives Below (NOT Required for Admission) 0

BIO 120 Medical Terminology 3
MTH 186 Medical Dosage Calculations 3
HED 231 First Aid 3

Electives (listed directly above) are courses pre-nursing students can take while waiting to gain entrance into the nursing program. NOTE: They are NOT required for admission into the nursing program.

For more information about applying to the Nursing Program, see application information located on LSCC’s website at www.lawsonstate.edu and speak with your advisor. Also see the Health Professions section in this catalog for more detailed information.

NUTRITION & FOOD SCIENCE
General Studies (AS)
Auburn University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
Literature Sequence (6) 6
PHL 106 Introduction to Philosophy/OR 3
PHL 206 Ethics and Society (See STARS) 3

Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3

Area III: Natural Sciences and Mathematics 11
CHM 111 College Chemistry I and 8
CHM 112 College Chemistry II 8
MTH 113 Precalculus Trigonometry 3

Area IV: History, Social and Behavioral Sciences 12
History Sequence (6) (See STARS) 6
History, Economics, Social & Behavioral Sciences Area IV Electives (See STARS Guide) 6

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
SPH 107 Fundamentals of Public Speaking 3
RDG 114A Critical Reading for College 3
BIO 103 Principles of Biology I 4
CHM 221 Organic Chemistry I 4

See STARS Guide for additional Area V courses. Course options vary per minor under this degree. Degree options include: Nutrition/Dietetics; Food Service; and Nutrition Science.

Pre-professional Electives 0-4
BIO 201 Human Anatomy and Physiology I 4
BIO 202 Human Anatomy and Physiology II 4

TOTAL REQUIRED HOURS FOR DEGREE 60-64
## Pre-Occupational Therapy

**General Studies (AS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>1. <strong>Area I: Written Composition</strong></td>
<td>6</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>2. <strong>Area II: Humanities and Fine Arts</strong></td>
<td>12</td>
</tr>
<tr>
<td>SPH 107 Fundamentals of Public Speaking</td>
<td>3</td>
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<tr>
<td>Literature (3) or Literature Sequence (6)</td>
<td>3-6</td>
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<tr>
<td>Additional Humanities and Fine Arts Electives</td>
<td>3-6</td>
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<tr>
<td>(See STARS Guide for course selection options)</td>
<td></td>
</tr>
<tr>
<td>3. <strong>Area III: Natural Sciences and Mathematics</strong></td>
<td>11</td>
</tr>
<tr>
<td>Mathematics (See STARS Guide)</td>
<td>3</td>
</tr>
<tr>
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<td>8</td>
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<tr>
<td>4. <strong>Area IV: History, Social and Behavioral Sciences</strong></td>
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</tr>
<tr>
<td>Area IV Electives (See STARS Guide)</td>
<td>6-9</td>
</tr>
<tr>
<td>5. <strong>Area V – Pre-Professional/LSCC Courses</strong></td>
<td>19-23</td>
</tr>
<tr>
<td>CIS 146 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses</td>
<td>2</td>
</tr>
<tr>
<td>RDG 114A Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>BIO 220 General Microbiology</td>
<td>4</td>
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<tr>
<td>BIO 201 Human Anatomy and Physiology I</td>
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<tr>
<td>BIO 202 Human Anatomy and Physiology II</td>
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<tr>
<td>BUS 271 Business Statistics I/OR</td>
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<td>Pre-professional Electives</td>
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<tr>
<td>MTH 265 Elementary Statistics</td>
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<tr>
<td>ART 113 Drawing I</td>
<td>3</td>
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<tr>
<td>ART 121 Two-Dimensional Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ART 127 Three-Dimensional Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ART 143 Crafts</td>
<td>3</td>
</tr>
<tr>
<td>ART 233 Painting I</td>
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**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**Total Required Hours for Degree:** 60-64

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## Pre-Optometry

**General Studies (AS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>1. <strong>Area I: Written Composition</strong></td>
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</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
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<td>2. <strong>Area II: Humanities and Fine Arts</strong></td>
<td>12</td>
</tr>
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</tr>
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<td>3</td>
</tr>
<tr>
<td>Pre-professional Electives:</td>
<td>11-15</td>
</tr>
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**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**Total Required Hours for Degree:** 60-64
**Pre-Osteopathic Medicine**

General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I: Written Composition**

ENG 101 English Composition I 3
ENG 102 English Composition II 3

**Area II: Humanities and Fine Arts**

SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

**Area III: Natural Sciences and Mathematics**

Mathematics (See STARS Guide) 3
Natural Sciences (See STARS Guide) 8

**Area IV: History, Social and Behavioral Sciences**

History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences Area IV Electives (See STARS Guide) 6-9

**Area V – Pre-Professional/LSCC Courses**

CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
Pre-professional Electives: 11-15

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**Total Required Hours for Degree** 60-64

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**Pre-Pharmacy**

General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I: Written Composition**

ENG 101 English Composition I 3
ENG 102 English Composition II 3

**Area II: Humanities and Fine Arts**

SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

**Area III: Natural Sciences and Mathematics**

Mathematics (See STARS Guide) 3
Natural Sciences (See STARS Guide) 8

**Area IV: History, Social and Behavioral Sciences**

History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences Area IV Electives (See STARS Guide) 6-9

**Area V – Pre-Professional/LSCC Courses**

CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
Pre-professional Electives: 11-15
MTH 265 Elementary Statistics 3
PSY 260 Statistics 3

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**Total Required Hours for Degree** 60-64

---

**Important Tip:** Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
<table>
<thead>
<tr>
<th>PHILOSOPHY</th>
<th>PHYSICAL EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Studies (AS)</strong></td>
<td><strong>General Studies (AA)</strong></td>
</tr>
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</tr>
<tr>
<td>ORN101 Freshman Academy</td>
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</tr>
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<td><strong>Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.</strong></td>
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</tr>
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<td><strong>Area I: Written Composition</strong></td>
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</tr>
<tr>
<td>ENG 101 English Composition I</td>
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<td>ENG 102 English Composition II</td>
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<td>MTH 110 Finite Mathematics</td>
<td>MTH 112 Precalculus Algebra</td>
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<td>RDG 114A Critical Reading for College</td>
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</tr>
<tr>
<td>PH 106 Introduction to Philosophy</td>
<td>PH 106 Introduction to Philosophy</td>
</tr>
<tr>
<td>PH 206 Ethics and Society</td>
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<tr>
<td><strong>Total Required Hours for Degree</strong></td>
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</tr>
<tr>
<td>60-64</td>
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Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
**PHYSICS EDUCATION**  
MIDDLE / HIGH SCHOOL  
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1  
ORN101  Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

<table>
<thead>
<tr>
<th>Area I: Written Composition</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
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</table>

<table>
<thead>
<tr>
<th>Area II: Humanities and Fine Arts</th>
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<tbody>
<tr>
<td>SPH 107 Fundamentals of Public Speaking</td>
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<th>Area III: Natural Sciences and Mathematics</th>
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<tbody>
<tr>
<td>MTH 112 or higher Natural Sciences (See STARS Guide)</td>
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</tr>
<tr>
<td>RDG 114A Critical Reading for College</td>
<td>3</td>
</tr>
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</table>

Select 12 credit hours from the courses below:  

| PHY 201 General Physics I/and | 8 |
| PHY 202 General Physics II/OR | 8 |
| PHY 213 General Physics with Calculus I/and | 8 |
| PHY 214 General Physics with Calculus II | 8 |
| PHY 218 Modern Physics | 4 |

Pre-professional Electives:  

| Electives (Consider: EDU 100/Exploring Teaching) | 7-11 |

**TOTAL REQUIRED HOURS FOR DEGREE**  
60-64

**IMPORTANT TIP:** Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.

**POLITICAL SCIENCE**  
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1  
ORN101  Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

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<td>3</td>
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<tr>
<td>CIS 146 Microcomputer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

*Select remaining credits from the listings below. See STARS.

| POL 200 Intro to Political Science | 3 |
| POL 211 American National Gov’t | 3 |
| POL 220 State & Local Gov’t | 3 |
| POL 230 Comparative Government | 3 |

Pre-professional Electives (See STARS Guide) 0-3

**TOTAL REQUIRED HOURS FOR DEGREE**  
60-64

**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**TOTAL REQUIRED HOURS FOR DEGREE**  
60-64
**PRE—LAW / POLITICAL SCIENCE**  
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1*
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area Area I – Written Composition** 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

**Area II – Humanities & Fine Arts** 12
SPH 107 Fund. of Public Speaking 3
ENG 251 American Literature I 3
ENG 252 American Literature II /OR 3-6
ENG 261 English Literature I 3
ENG 262 English Literature II 3-6

*Humanities & Fine Arts Elective 3*
Art, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS guide.

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

**Area III – Natural Science or Mathematics** 11
MTH 110 Finite Mathematics or higher level Mathematics from STARS 3
BIO 101 Introduction to Biology I w/Lab 4
BIO 102 Introduction to Biology II w/Lab 4

**Area IV – History, Social & Behavioral Sciences** 12
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences 3-6

*Area IV Electives (See STARS Guide) 6-9*

Social & Behavioral Sciences
Economics, Geography, Political Science, Psychology, & Sociology. See STARS guide to help with selections.

**Area V – Pre-Professional/LSCC Courses** 19-23
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
CIS 146 Microcomputer Applications 3
POL 200 Intro to Political Science 3
POL 211 American National Gov’t 3
POL 220 State & Local Gov’t 3
CRJ 130 Intro. to Law 3

*Pre-professional Electives (See STARS Guide) 0-3*

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**TOTAL REQUIRED HOURS FOR DEGREE** 60-64

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<th>Credits</th>
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<tbody>
<tr>
<td>I</td>
<td>Written Composition</td>
<td>ENG 101, ENG 102</td>
</tr>
<tr>
<td>II</td>
<td>Humanities &amp; Fine Arts</td>
<td>SPH 107, ENG 251-262</td>
</tr>
<tr>
<td>III</td>
<td>Natural Science</td>
<td>MTH 110, BIOS 101-102</td>
</tr>
<tr>
<td>IV</td>
<td>History, Social &amp; Behavioral Sciences</td>
<td>History, Social &amp; Behavioral Sciences</td>
</tr>
<tr>
<td>V</td>
<td>Pre-Professional/LSCC Courses</td>
<td>RDG 114A, CIS 146, POL 200-220, CRJ 130</td>
</tr>
</tbody>
</table>

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**FOR PRE-DENTISTRY, SEE DENTISTRY**  
General Studies

**FOR PRE-LAW, SEE POLITICAL SCIENCE OR LAW (PRE)**  
General Studies

**FOR PRE-MEDICINE, SEE MEDICINE**  
General Studies

**FOR PRE-NURSING, SEE NURSING**  
Associate in Science Degree

**FOR PRE-OCCUPATIONAL THERAPY, SEE OCCUPATIONAL THERAPY**  
General Studies

**FOR PRE-OPTOMETRY, SEE OPTOMETRY**  
General Studies

**FOR PRE-OSTEOPATHIC MEDICINE, SEE OSTEOPATHIC MEDICINE**  
General Studies

**FOR PRE-PHARMACY, SEE PHARMACY**  
General Studies

**FOR PRE-PHYSICAL THERAPY, SEE PHYSICAL THERAPY**  
General Studies

**FOR PRE-PHYSICAL THERAPY, SEE PHYSICAL THERAPY**  
General Studies

**FOR PRE-SPEECH THERAPY, SEE SPEECH THERAPY**  
General Studies

**FOR PRE-TEACHER, SEE EDUCATION**  
General Studies

**FOR PRE-VETERINARIAN, SEE VETERINARIAN**  
General Studies

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*Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.*
**Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.**

**Area I – Written Composition**  
- **ENG 101** English Composition I  
- **ENG 102** English Composition II  

**Area II – Humanities & Fine Arts**  
- **SPH 107** Fund. of Public Speaking  
- **ENG 251** American Literature I  
- **ENG 252** American Literature II  
- **ENG 261** English Literature I  
- **ENG 262** English Literature II  

**Area III – Natural Sciences or Mathematics**  
- **MTH 110** Finite Mathematics or higher level Mathematics from STARS  
- **BIO 101** Introduction to Biology I w/Lab and  
- **BIO 102** Introduction to Biology II w/Lab  

**Area IV – History, Social & Behavioral Sciences**  
- **HIS 101** Hist. of Western Civ. I  
- **HIS 102** Hist. of Western Civ. II  
- **HIS 201** United States History I  
- **HIS 202** United States History II  
- **PSY 200** General Psychology  
- **SOC 200** Introduction of Sociology  

**Area V – Pre-Professional/LSCC Courses**  
- Two 1-hour PED activity courses (no substitutions)  
- **RDG 114A** Critical Reading for College  
- **CIS 146** Microcomputer Applications  
- **SOC 210** Social Problems  
- **PSY 210** Human Growth & Dev.  
- **PSY 217** Psychology of Death & Dying  
- **PSY 230** Abnormal Psychology  

**Pre-professional Electives**  
(These electives must be filled by the requirements of the institution to which the student plans to transfer. See STARS.)  
- **PSY 250** Social Psychology  
- **POL 211** American National Government  
- **SPA 101** Introductory Spanish I  
- **ECO 232** Principles of Macroeconomics  

**Total Required Hours for Degree** 60-64

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**Important Tip:** Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
### PUBLIC RELATIONS
**General Studies (AA)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates* 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Department</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ORN101</td>
<td>Freshman Academy</td>
<td>1</td>
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</table>

**Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.**

**Area I: Written Composition** 6

<table>
<thead>
<tr>
<th>Course</th>
<th>Department</th>
<th>Credits</th>
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<td>ENG 102</td>
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**Area II: Humanities and Fine Arts** 12

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<tr>
<td>Literature (3) or Literature Sequence (6)</td>
<td>3-6</td>
<td></td>
</tr>
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</table>

**Additional Humanities and Fine Arts Electives**

(See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

**Area III: Natural Sciences and Mathematics** 11

<table>
<thead>
<tr>
<th>Course</th>
<th>Department</th>
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<tbody>
<tr>
<td>MTH 110</td>
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**Area IV: History, Social and Behavioral Sciences** 12

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<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>History (3) or History Sequence (6)</td>
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</tr>
<tr>
<td>ECO 232</td>
<td>Principles of Microeconomics</td>
<td>3</td>
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<tr>
<td>History, Social &amp; Behavioral Sciences</td>
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**Area IV Electives**

(See STARS Guide) 6-9

**Area V – Pre-Professional/LSCC Courses** 19-23

<table>
<thead>
<tr>
<th>Course</th>
<th>Department</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 146</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>RDG 114A</td>
<td>Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>MCM 100</td>
<td>Intro to Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>MCM 102</td>
<td>Writing for Mass Media</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Pre-professional Electives (See STARS Guide)** 2-6

**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**Total Required Hours For Degree** 60-64

### PUBLIC SAFETY & HEALTH ADMINISTRATION
**Athens State ONLY**

**General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates* 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Department</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORN101</td>
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**Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.**

**Area I: Written Composition** 6

<table>
<thead>
<tr>
<th>Course</th>
<th>Department</th>
<th>Credits</th>
</tr>
</thead>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
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</table>

**Area II: Humanities and Fine Arts** 12

<table>
<thead>
<tr>
<th>Course</th>
<th>Department</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Literature (3) or Literature Sequence (6)</td>
<td>3-6</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Humanities and Fine Arts Electives**

(See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

**Area III: Natural Sciences and Mathematics** 11

<table>
<thead>
<tr>
<th>Course</th>
<th>Department</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>Finite Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Area IV: History, Social and Behavioral Sciences** 12

<table>
<thead>
<tr>
<th>Course</th>
<th>Department</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>History (3) or History Sequence (6)</td>
<td>3-6</td>
<td></td>
</tr>
<tr>
<td>ECO 232</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>History, Social &amp; Behavioral Sciences</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

**Area IV Electives**

(See STARS Guide) 6-9

**Area V – Pre-Professional/LSCC Courses** 19-23

<table>
<thead>
<tr>
<th>Course</th>
<th>Department</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CIS 146</td>
<td>Microcomputer Applications</td>
<td>3</td>
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<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>RDG 114A</td>
<td>Critical Reading for College</td>
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</table>

**Pre-professional Electives (See STARS Guide)** 11-15

**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**Total Required Hours For Degree** 60-64
RADIOLOGIC SCIENCES
UAB & South Alabama ONLY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC ORN101/PSY 100 Freshman Academy 1
Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics 11
MTH 112 Precalculus Algebra 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
PSY 200 General Psychology 3
History, Social & Behavioral Sciences 6-9
Area IV Electives (See STARS Guide) 3-6

Area V – Pre-Professional/LSCC Courses 23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
BIO 103 Principles of Biology 4
BIO 201 Anatomy & Physiology I 4
BIO 202 Anatomy & Physiology II 4
MTH 265 Elementary Statistics/OR 3
PSY 260 Statistics for the Social Sciences 3

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

RECREATION LEADERSHIP
General Studies (AA)
Jacksonville State University Only
—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1
OR ORN101/PSY 100 Freshman Academy 1
Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics 11
MTH 112 Precalculus Algebra 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences 6-9
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
CIS 149 Introduction to Computers 3
PED 100 Fundamentals of Fitness 3
HED 230 Safety and First Aid 3
BUS 263 Legal & Social Environment of Bus 3
BUS 241 Introduction to Accounting I 3

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Important Tip: Every transferring college, may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
REHABILITATION SERVICES EDUCATION
General Studies (AS)
Auburn University Only—See STARS Guides

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
PHL 106 Introduction to Philosophy 3
Literature Sequence (6) (See STARS Guide) 6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3

Area III: Natural Sciences and Mathematics 11
MTH 113 Precalculus Trigonometry 3
BIO 103 Principles of Biology I and
BIO 104 Principles of Biology II 8

Area IV: History, Social and Behavioral Sciences 12
History Sequence (6) (See STARS Guide) 6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6

Area V – Pre-Professional/LSCC Courses 19-23
SPH 107 Fundamentals of Public Speaking 3
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
BIO 201 Human Anatomy and Physiology I 4
BIO 202 Human Anatomy and Physiology II 4
Pre-professional Electives (See STARS Guide) 0-4

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

Total Required Hours For Degree 60-64

REHABILITATION (NON-CERTIFICATE)
General Studies (AS)
Troy University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
ART 100 Art Appreciation 3
Literature Sequence (6) (See STARS Guide) 6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3

Area III: Natural Sciences and Mathematics 11
MTH 110 Finite Mathematics 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
History Sequence (6) (See STARS Guide) 6
PSY 200 General Psychology 3
SOC 200 Introduction to Sociology 3

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
MUS 101 Music Appreciation 3
POL 211 American National Government 3
ECO 231 Principles of Macroeconomics 3
Pre-professional Electives (See STARS Guide) 2-6

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

Total Required Hours For Degree 60-64

Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates
ORN101 Freshman Academy

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics
MTH 112 Precalculus Algebra 3
CHM 104 Introduction to General Chemistry and CHM 105 Intro. to Organic Chemistry/OR 8
CHM 111 College Chemistry I and CHM 112 College Chemistry II 8

Area IV: History, Social and Behavioral Sciences
History (3) or History Sequence (6) (See STARS) 3-6
PSY 200 General Psychology 3
SOC 200 Introduction to Sociology 3
History, Social & Behavioral Sciences Area IV Electives (See STARS Guide) 0-3

Area V – Pre-Professional/LSCC Courses
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
BIO 103 Principles of Biology I 3
BIO 201 Human Anatomy & Phys. I and BIO 202 Human Anatomy & Physiology II 8
*Select remaining courses from the listing below. See STARS
BIO 220 General Microbiology 4
MTH 265 Elementary Statistics/OR
PSY 260 Statistics for the Social Sciences 3
PHY 201 General Physics I 4

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Important Tip: Every transferring college, may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
**SOCIAL SCIENCE**  
General Studies (AS)

**Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.**

*LSCC Requirement for all Graduates*  
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

<table>
<thead>
<tr>
<th>Area I: Written Composition</th>
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<tr>
<td>ENG 101</td>
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<tr>
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</thead>
<tbody>
<tr>
<td>SPH 107 Fundamentals of Public Speaking</td>
<td>3</td>
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<tr>
<td>Literature (American, English or World Lit.)</td>
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<tr>
<td>Additional Humanities and Fine Arts Electives</td>
<td>(See STARS Guide for course selection options) 6</td>
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</thead>
<tbody>
<tr>
<td>MTH 112 Precalculus Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences (See STARS Guide)</td>
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Students must complete 4 hours in Biological Science and 4 hours in Physical Science. See STARS Guide for specifics.

<table>
<thead>
<tr>
<th>Area IV: History, Social and Behavioral Sciences</th>
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</thead>
<tbody>
<tr>
<td>History Sequence (6) (See STARS)</td>
<td>6</td>
</tr>
<tr>
<td>History, Social &amp; Behavioral Sciences Electives (See STARS Guide)</td>
<td>6-9</td>
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<tr>
<th>Area V – Pre-Professional/LSCC Courses</th>
<th>19-23</th>
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<tbody>
<tr>
<td>CIS 146 Microcomputer Applications</td>
<td>3</td>
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<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
<td>2</td>
</tr>
<tr>
<td>RDG 114A Critical Reading for College</td>
<td>3</td>
</tr>
<tr>
<td>SOC 200 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Pre-professional Electives (See STARS Guide)</td>
<td>0-3</td>
</tr>
</tbody>
</table>

**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**Total Required Hours For Degree** 60-64

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**SOCIAL STUDIES EDUCATION: MIDDLE / HIGH SCHOOL**  
General Studies (AS)

**Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.**

*LSCC Requirement for all Graduates*  
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

<table>
<thead>
<tr>
<th>Area I: Written Composition</th>
<th>6</th>
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<tbody>
<tr>
<td>ENG 101</td>
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<td>ENG 102</td>
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<table>
<thead>
<tr>
<th>Area II: Humanities and Fine Arts</th>
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</thead>
<tbody>
<tr>
<td>SPH 107 Fundamentals of Public Speaking</td>
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<tr>
<td>Literature (American, English or World Lit.)</td>
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<tr>
<td>Additional Humanities and Fine Arts Electives</td>
<td>(See STARS Guide for course selection options) 6</td>
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<tbody>
<tr>
<td>MTH 110 Finite Mathematics</td>
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</tr>
<tr>
<td>Natural Sciences (See STARS Guide)</td>
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<table>
<thead>
<tr>
<th>Area IV: History, Social and Behavioral Sciences</th>
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<tbody>
<tr>
<td>PSY 200 General Psychology</td>
<td>3</td>
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<tr>
<td>HIS 101 History of Western Civilization I and</td>
<td>3</td>
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<tr>
<td>HIS 102 History of Western Civilization II</td>
<td>8</td>
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<tr>
<td>GEO 100 World Regional Geography</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Area V – Pre-Professional/LSCC Courses</th>
<th>19-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 146 Microcomputer Applications</td>
<td>3</td>
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<tr>
<td>Two 1-hour PED activity courses (no substitutions)</td>
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<tr>
<td>RDG 114A Critical Reading for College</td>
<td>3</td>
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<tr>
<td>SOC 200 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>HIS 201 United States History</td>
<td>3</td>
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<tr>
<td>HIS 202 United States History II</td>
<td>3</td>
</tr>
<tr>
<td>POL 211 American National Government</td>
<td>3</td>
</tr>
<tr>
<td>Electives (Consider EDU 100/Exploring Teaching)</td>
<td>0-3</td>
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</tbody>
</table>

**NOTE:** For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

**Total Required Hours For Degree** 60-64

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*Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.*
SOCIAL WORK
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates  1
ORN101 Freshman Academy  1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I – Written Composition  6
ENG 101 English Composition I  3
ENG 102 English Composition II  3

Area II – Humanities & Fine Arts  12
SPH 107 Fund. of Public Speaking  3
ENG 251 American Literature I  3
ENG 252 American Literature I/OR  3-6
ENG 261 English Literature I  3
ENG 262 English Literature II  3-6

Humanities & Fine Arts Elective  3
Art, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS guide.

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III – Natural Science or Mathematics  11
MTH 110 Finite Mathematics or higher level Mathematics from STARS  3
BIO 101 Introduction to Biology I/OR  3
BIO 102 Principles of Biology I  4
Nature Science (Additional course required)  4

*See STARS report for other science options.

Area IV – History, Social & Behavioral Sciences  12
HIS 101 Hist. of Western Civ. I  3
HIS 102 Hist. of Western Civ. II/OR  3-6
HIS 201 United States History I  3
HIS 202 United States History II  3-6
SOC 200 Introduction to Sociology/OR  3
SOC 210 Social Problems  3
PSY 200 General Psychology/OR  3
PSY 210 Human Growth & Development  3

FIELD OF CONCENTRATION COURSES  48
- Two 1-hour PED activity courses (no substitutions)  2
- RDG114A Critical Reading  3
- SPA 101 Introduction to Spanish  4
- HUS 101 Introduction to Human Services  3
- SWT 109 Techniques of Beh. Modification  3
- SWT 133 Geriatrics  3
- HUS 222 Group Counseling Techniques  3
- HUS 102 Introduction to Case Work  3
- SOC 209 Juvenile Delinquency  3
- CRJ 256 Correctional Rehabilitation  3
- SWT 130 Community and the Social Worker  3
- HUS 211 Intro: Alcohol & Drug Prevention and Abuse  3
- SWT 131 Problems of Children & Youth  3
- SOC 247 Marriage and Family  3
- SOC 210 Social Problems  3
- HUS 224 Clinical Internship  3

TOTAL REQUIRED HOURS FOR DEGREE  71

Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
TOTAL course availability is limited. You may opt to transfer prior to completing all Area V listings, if Area V class offerings can never be predicted. Some students altering your STARS Guide can void your transfer agreement.

Area V

- Sociology. See STARS guide to help with selections.
- Natural Sciences (See STARS Guide)
- Economics, Geography, Political Science, Psychology, & Pre-professional Electives (See STARS Guide)

Area III – Natural Science or Mathematics

11

- MTH 110 Finite Mathematics or higher level Mathematics from STARS
- Natural Sciences (See STARS Guide)

Area IV – History, Social & Behavioral Sciences

12

- HIS 101 Hist. of Western Civ. I
- HIS 102 Hist. of Western Civ. II/OR
- HIS 201 United States History I
- HIS 202 United States History II
- SOC 200 Introduction to Sociology
- SOC 210 Social Problems

Social & Behavioral Sciences Electives

0-3

Additional Humanities and Fine Arts Electives

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area V – Pre-Professional/LSCC Courses

19-23

- Two 1-hour PED activity courses (no substitutions)
- RDG 114A Critical Reading for College
- CIS 146 Microcomputer Applications
- SOC 247 Marriage and Family

Pre-professional Electives (See STARS Guide)

8-12

- SOC 209 Juvenile Delinquency

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

Total Required Hours for Degree

60-64

Important Tip: Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
Additional Humanities and Fine Arts Electives

**Literature (3) or Literature Sequence (6)**                    3-6

Area II: Humanities and Fine Arts 12

TOTAL REQUIRED HOURS FOR DEGREE 60-64

SPEECH PATHOLOGY

General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

**LSCC Requirement for all Graduates** 1

ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition 6

ENG 101 English Composition I 3

ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12

SPH 107 Fundamentals of Public Speaking 3

Literature (3) or Literature Sequence (6) 3-6

Additional Humanities and Fine Arts Electives

(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.**

Area III: Natural Sciences and Mathematics 11

MTH 110 Finite Mathematics 3

BIO 103 Principles of Biology I 4

Natural Sciences (See STARS Guide) 4

Area IV: History, Social and Behavioral Sciences 12

History (3) or History Sequence (6) (See STARS) 3-6

History, Social & Behavioral Sciences

Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23

- CIS 146 Microcomputer Applications 3
- Two 1-hour PED activity courses (no substitutions) 2
- RDG 114A Critical Reading for College 3
- PSY 200 General Psychology 3

**Students must take one of the following courses:**

PSY 210 Human and Growth Dev./OR 3

PSY 211 Child Growth and Development 3

Pre-professional Electives (See STARS Guide) 2-6

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

**PRE-SPEECH THERAPY**

General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

**LSCC Requirement for all Graduates** 1

ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

Area I: Written Composition 6

ENG 101 English Composition I 3

ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12

SPH 107 Fundamentals of Public Speaking 3

Literature (3) or Literature Sequence (6) 3-6

Additional Humanities and Fine Arts Electives

(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.**

Area III: Natural Sciences and Mathematics 11

Mathematics (See STARS Guide) 3

Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12

History (3) or History Sequence (6) (See STARS) 3-6

History, Social & Behavioral Sciences

Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23

CIS 146 Microcomputer Applications 3

Two 1-hour PED activity courses (no substitutions) 2

RDG 114A Critical Reading for College 3

Pre-professional Electives: See your transferring college’s catalog for more course listings 11-15

PSY 200 General Psychology 3

PSY 210 Human and Growth Development 3

PSY 211 Child Growth and Development 3

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

**Important Tip:** Every transferring college may have unique requirements listed under Area V. Thus, follow your STARS Guide before you attempt to follow any degree plan listed. See page 65 of catalog for step-by-step instructions for completing a STARS Guide.
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**TELECOMMUNICATIONS AND FILM OR BROADCASTING**

General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I: Written Composition**

ENG 101 English Composition I 3
ENG 102 English Composition II 3

**Area II: Humanities and Fine Arts**

SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

**Area III: Natural Sciences and Mathematics**

MTH 110 Finite Mathematics 3
Natural Sciences (See STARS Guide) 8

**Area IV: History, Social and Behavioral Sciences**

History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences Area IV Electives (See STARS Guide) 6-9

**Area V – Pre-Professional/LSCC Courses**

- CIS 146 Microcomputer Applications 3
- Two 1-hour PED activity courses (no substitutions) 2
- RDG 114A Critical Reading for College 3
- MCM 100 Intro to Mass Communication 3
- MCM 102 Writing for Mass Media 3
- SPH 107 Fundamentals of Public Speaking 3

*NOTE:* For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

Total Required Hours For Degree 60-64

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**PRE-VETERINARY MEDICINE**

General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses.

*LSCC Requirement for all Graduates 1
ORN101 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is also required for transfer students.

**Area I: Written Composition**

ENG 101 English Composition I 3
ENG 102 English Composition II 3

**Area II: Humanities and Fine Arts**

SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

**Area III: Natural Sciences and Mathematics**

Mathematics (See STARS Guide) 3
Natural Sciences (See STARS Guide) 8

**Area IV: History, Social and Behavioral Sciences**

History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences Area IV Electives (See STARS Guide) 6-9

**Area V – Pre-Professional/LSCC Courses**

- CIS 146 Microcomputer Applications 3
- Two 1-hour PED activity courses (no substitutions) 2
- RDG 114A Critical Reading for College 3
- Pre-professional Electives: See your transferring college’s website or catalog for course listings.

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

Total Required Hours For Degree 60-64
MISSION: The mission of the Nursing programs within the Department of Health Professions is to prepare individuals in the art of caring in a high touch, high technology, learning environment to be employed in the community as registered nurses and licensed practical nurses. Students are facilitated in development of knowledge, skills, and attitudes necessary for successful practice and are encouraged to pursue advanced education.

The Associate Degree Nursing program and Practical Nursing program consist of a combination of general education courses and nursing courses. Basic needs, as identified by Maslow’s Hierarchy of needs, and the nursing process are the major themes used to develop content within the curriculum. Nursing courses include a classroom component where a variety of methodologies are used to assist the student to identify scientific principles in nursing. A clinical component is also included to assist the student to apply the scientific principles to meet individual client’s needs. Guided clinical experiences are offered in hospitals, health agencies, and selected community agencies.

The Associate Degree Nursing program consists of five (5) sequential semesters. The Practical Nursing program consists of (3) sequential semesters. In order to progress to another nursing course, the student must earn a “C” or better in classroom and “Satisfactory” in clinical. Students not satisfying these requirements will fail to progress to the next nursing course. However, based on space availability and GPA, the student may be considered for readmission to repeat the failed or withdrawn course. Readmission to the nursing program is not guaranteed. Students must write and successfully pass the HESI specialty examination for the course(s) requesting consideration for readmission. Students must score 800 or higher to be considered for readmission. Students are allowed only one attempt on the HESI examination. Readmission is allowed only once during the entire nursing program. (Please Note: Students who submit a declaration of intent, who were only unsuccessful or withdrew from NUR 102, will be re-admitted if the HESI score on previous admission equaled or exceeded a score of 600).

Upon successful completion of the programs in nursing, graduates are eligible to apply to write the National Council of Licensure & Examination (NCLEX-RN or NCLEX-PN). The programs of nursing are approved by the Alabama Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN).

**Associate Degree Nursing Application Procedures**

Students are admitted to the Associate Degree Nursing program without discrimination in regards to age, creed, marital status, race, gender, or disabilities with reasonable accommodations.

Minimum admission standards for the **Associate Degree Nursing** program include:

1. Unconditional admission to the college.
2. Receipt of completed application for the nursing program(s) by stated deadline.
3. A minimum GPA of 2.50 based on the following criteria:

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**Associate in Applied Science Degrees**

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<thead>
<tr>
<th>Program</th>
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<tbody>
<tr>
<td>ADN Program</td>
</tr>
<tr>
<td>Certificate</td>
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<tr>
<td>Practical Nursing (LPN)</td>
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<tr>
<td>Dental Assistant (DAT)</td>
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</tbody>
</table>

**Short Certificates**

<table>
<thead>
<tr>
<th>Certificate</th>
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</thead>
<tbody>
<tr>
<td>Emergency Medical Technician (EMS) (Basic/Advanced)</td>
</tr>
<tr>
<td>Nursing Assistant/Home Health Aide</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
</tr>
<tr>
<td>Phlebotomy Technician</td>
</tr>
</tbody>
</table>

**148 General Studies Health Related Majors**

**Associate in Science Degrees**

(see page 118 for complete listings)
minimum admission standards for the programs by stated deadline.

3. A minimum GPA of 2.50 based on the following:
   - Student has undergraduate level credit hours: Compute the GPA based on the most recent 24 hours of undergraduate credit hours.
   - Student has 24 or more credit hours at the graduate level: Compute the GPA based on the most recent 24 hours of graduate level credit hours. The undergraduate level credit hours are not considered.
   - Student with less than 24 hours at the graduate level: Compute the GPA based on the most recent 24 hours of undergraduate credit hours. The graduate credit hours are not considered.
   - For students who have completed any college course work; high school credits will not be used in calculating GPA except as required in the Early College Enrollment Program.
   - For students without college course work the final cumulative high school GPA should be a 2.5 or higher OR successful completion of the GED exam.

4. Nursing applicants must also have a GPA of 2.5 on a 4.0 scale in BIO 201, BIO 202, and MTH 100 or higher.
5. Applicants must be eligible for ENG 101 and MTH 116, MTH 100 or higher.
6. Eligibility for BIO 201 during the first term of associate degree program
7. Good standing with college.
8. Meeting the essential functions required for nursing.
9. Completion of the Test of Essential Academic Skills (TEAS) is required. (Please attach documents.)

Admission to the Associate Degree Nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

## Practical Nursing Application Procedures

Students are admitted to the Practical Nursing program without discrimination in regards to age, creed, marital status, race, gender, or disabilities with reasonable accommodations.

Minimum admission standards for the Practical Nursing program include:

1. Unconditional admission to the college.
2. Receipt of completed application for the nursing program(s) by stated deadline.
3. A minimum GPA of 2.50 based on the following criteria:
   - Student has undergraduate level credit hours: Compute the GPA based on the most recent 24 hours of undergraduate credit hours.
   - Student has 24 or more credit hours at the graduate level: Compute the GPA based on the most recent 24 hours of graduate level credit hours. The undergraduate level credit hours are not considered.
   - Student has less than 24 hours at the graduate level: Compute the GPA based on the most recent 24 hours of undergraduate credit hours. The graduate credit hours are not considered.
   - For students who have completed any college course work; high school credits will not be

## Initial Selection and Screen

Calculation of Points for Students Meeting Minimum Admission Standards: Ranking Scores Calculated as Follows:

1. **Test for Academic Skills (TEAS)-Maximum 150**

   Points are awarded using the adjusted individual total score to percentile rank conversion on the TEAS exam (example: 56.7% correct = 85 points). Please see the TEAS V Score Conversion Chart. Note: The TEAS V (or current versions) scores cannot be more than 3 years old.

   **NOTE:** Only official TEAS scores will be accepted as long as the score has been recorded within a three year period. Retest scores are only considered if the retake of the TEAS has occurred within 12 months (1 year) from the original test date. If you do retake the TEAS twice within one calendar year, your highest score will count. If you exceed more than two attempts, the third, fourth, fifth attempt…, will not count.

2. **ADN Selected Coursework (maximum 90 points for first attempt courses only)** Points for grades in selected college course work are awarded as follows:

   A=30 Points, B= 20 Points, C= 10 points in the following courses:
   - BIO 201 Anatomy & Physiology I
   - BIO 202 Anatomy & Physiology II
   - BIO 220 Microbiology

   **PN Selected Coursework (maximum 60 points for first attempt courses only)** Points for grades in selected college course work are awarded as follows:

   A=30 Points, B= 20 Points, C= 10 points in the following courses:
   - ENG 101 English Composition I
   - MTH 116, MTH 100 or higher
Repeated Biology Courses (second attempt)

Points for second attempt course work (repeated courses) are awarded as follows:
A=15 Points, B=10 Points, C=5 points

A second attempt is determined based on whether or not the course has been repeated due to failure or withdrawal from the course.

Repeating a biology course (within 48 months of making application) that has already been passed (with a grade of “C” or better) is also considered a second attempt and will be assessed accordingly. A=15 Points, B=10 Points, C=5 points.

Repeating a biology course after 48 months is not considered a repeat course. As a result, students will be assessed under the normal point scale: A=30 Points, B=20 Points, C=10

NOTE: See Repeated Course Appeal Process information if you withdrew or failed a course due to a devastating situation/emergency that impacted your life at the time and led to the failure or withdraw. The Selection Committee does have a review process that will consider your case. If the appeal is approved internally, the biology course will count for the full points. A=30 Points, B=20 Points, C=10. Keep in mind, though, that appeals are not guaranteed (to be approved) and are reviewed on a case-by-case basis only and judged by their legitimacy and worthiness only.

Points Breakdown for PN

<table>
<thead>
<tr>
<th>Total Points Awarded</th>
<th>Earned</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. TEAS Score</td>
<td>______</td>
<td>150</td>
</tr>
<tr>
<td>2. Selected Course Work</td>
<td>______</td>
<td>60</td>
</tr>
<tr>
<td>3. Additional Points</td>
<td>______</td>
<td>11</td>
</tr>
<tr>
<td>Total</td>
<td>______</td>
<td>221</td>
</tr>
</tbody>
</table>

Points Breakdown for ADN

<table>
<thead>
<tr>
<th>Total Points Awarded</th>
<th>Earned</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. TEAS Score</td>
<td>______</td>
<td>150</td>
</tr>
<tr>
<td>5. Selected Course Work</td>
<td>______</td>
<td>90</td>
</tr>
<tr>
<td>6. Additional Points</td>
<td>______</td>
<td>11</td>
</tr>
<tr>
<td>7. Total</td>
<td>______</td>
<td>251</td>
</tr>
</tbody>
</table>

3. Additional points (Maximum 11) – Students may be awarded up to 11 points as determined by the College.

The points will be awarded as follows: Points for the grade in the HPS 103 Foundation Competencies for Health Sciences/Nursing Academy Course up to 11 points:
A = 11 points  B = 7 points  C = 3 point  D/F= 0 points

Grade Points

HPS 103 Foundation Competencies for Health Sciences/Nursing Academy Course ______  ______

Notification

The following is the notification process:

- The number of admissions will be determined by the college.
- Students are selected on a basis of a point system, and completion of requirements. In case of ties, grade point average and number of courses taken at LSCC will become the deciding factors.
- Department of Health Professions will review all applicants for completeness of requirements and notify students selected for admission.
- Along with the notification of acceptance, students will receive information in reference to registration, ordering of uniforms, and physical examination.

Nursing students shall comply with legal, moral and legislative standards that determine acceptable behavior of the nurse. It is important for prospective nursing students to know about the Alabama Board of Nursing regulations on the review of candidates for eligibility for initial and continuing licensure. There will be questions on the application for Licensure as a Registered Nurse and Licensed Practical Nurse:

- Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation?
- Have you, within the last 5 years, abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances?
- Have you, ever been arrested or convicted for driving under the influence of drugs/alcohol?
- Have you, within the last 5 years, received inpatient or outpatient treatment or been recommended to seek treatment for mental illness? If you answer “YES” to either question, send appropriate documents identified on the instruction sheets.
- Have you ever had disciplinary action or is action pending against you by any state board of nursing? If YES, have certified documents sent from the licensing agency to the Alabama Board of Nursing.
- Have you ever been placed on a state AND/OR federal abuse registry?
- Have you ever been court-martial/disciplined OR administratively discharged by the military?
- If YES, documentation should accompany the application for licensure by examination form.

Graduation

All students must satisfy the specific requirements for the Associate in Applied Science Degree and Certificate as outlined in the Student Catalog. However, provisions are made for nursing students to document that content completion of institutional course requirements have been met.

- Each student must complete a minimum of 25% of the total program at Lawson State Community College.
- Each student must maintain a minimum of a 2.0 grade point average, with at least a “C” in each course presented for the Associate in Applied Science Degree or Certification.
STUDENT LEARNING OUTCOMES

The Department of Health Professions through its nursing programs is committed to prepare a graduate to function in the role of a RN and LPN. The student learning outcomes developed by the faculty are consistent with the mission of the college, the expected roles of the practice setting and the competencies and roles of a RN and LPN. At completion of Level I, the Associate Degree nursing student or Practical Nursing graduate will be able to:

LEVEL ONE
1. Demonstrate competency in performing basic nursing skills for individuals with common health alterations.
2. Utilize foundational knowledge of the communication process in providing nursing care for clients across the lifespan.
3. Apply foundational knowledge of the nursing process in providing nursing care for clients across the lifespan.
4. Utilize critical thinking skills in formulating a plan of care for clients with common health alterations in a variety of settings.
5. Utilize a teaching/learning plan for culturally diverse clients with common health alterations in a variety of settings.
6. Develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
7. Utilize relevant technology for client care and documentation.
8. Demonstrate professional behaviors associated with nursing.

At the completion of Level II, the associate degree nursing graduate will be able to:

LEVEL TWO
1. Demonstrate proficiency in performing advanced nursing skills for individuals with health alterations in a variety of settings.
2. Apply therapeutic communication techniques in providing advanced nursing care for clients throughout the lifespan.
3. Apply foundational knowledge of the nursing process in providing advanced nursing care for clients throughout the lifespan.
4. Utilize critical thinking skills in providing collaborative care for clients with selected health alterations in a variety of settings.
5. Formulate a teaching/learning plan for culturally diverse clients with selected health alterations in a variety of settings.
6. Demonstrate competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
7. Examine relevant technology for client care and documentation.
8. Demonstrate professional behaviors and roles of a registered nurse upon entry into practice.

The Alabama Community College System Nursing Program Outcomes

- Performance on Licensure Exam—The licensure exam pass rate will be at or above the national mean for first-time writers.
- Program Completion—At least 75% of the students admitted will graduate within 150% of the time of the stated program length beginning with the first required nursing course as delineated below:
  - Associate degree nursing—eight semesters
  - LPN-RN mobility option with NUR 200*—six semesters
  - LPN-RN mobility option without NUR 200**—five semesters
  - Paramedic -RN mobility option—five semesters
  - Practical nursing—five semesters
  - Part-time practical nursing and associate degree nursing options—one and one half times the semester length of the respective program

*Lawson State Community College has suspended the NUR 200 Nursing Mobility Program admission.
**The NUR 201 Mobility applicants must have graduated from Lawson State Community College PN program and return within two years of graduation.

- Program Satisfaction—At least 80% of graduates responding to the graduate survey distributed within one year after graduation will indicate satisfaction with the program.
- Job Placement- At least 90% of the graduates seeking employment will be employed one year after graduation in a position for which the program prepared them.

6/27/2012  Approved by Health Advisory Committee
7/31/2012  Posted on Web

Alabama Community College System Nursing Education Programs Revised Fall 2013
Lawson State Community College

In order to progress in the nursing program, the student must:

1. Achieve a grade of (70) C or better in all required general education and a grade of C (75) or better in nursing courses.
2. Be acceptable by clinical agencies for clinical experiences.
3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
4. Maintain current immunization records and CPR at the health care provider level.
**Students Who:**

1. Withdraw and/or fail (D, F, or W) one or more required courses in a single semester must apply for reinstatement to the program.
2. Withdraw and/or fail (D, F, or W) two or more required courses in the first semester of the nursing program must apply for admission as a new student.
3. Withdraw and/or fail (D, F, or W) a course(s) in two separate semesters in the nursing program will result in dismissal from the program.
4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Nursing Admission Committee or other appropriate college committee for a decision on repeating a course or reinstatement to the program.

**Reinstatement:**

To be reinstated to the nursing program after an attempt, students must:

1. Apply for reinstatement within one year form the term attempted by submission of a completed “Declaration of Intent” form.
2. Be in good standing with the nursing program. Students dismissed for disciplinary reasons and/or unsafe client care will not be allowed reinstatement.
3. Have not exceeded the number of attempts as outlined above.
4. Adhere to the nursing curriculum and program policies and procedures in effect at the time of readmission.
5. Meet minimum of 2.0 GPA in nursing program required courses.
6. Demonstrate acceptable skills proficiency.
7. Meet criteria for placement at clinical agencies.
8. Students must write and successfully pass the HESI specialty examination for the prior semester’s successfully completed course requesting consideration for reinstatement. Students must score 800 or above to be considered for readmission. Students are allowed only one attempt on the HESI examination.
9. Students who submit a declaration of intent, who were unsuccessful or withdrew from NUR 102, will be re-admitted if the HESI score on previous admission equaled or exceeded a score of 600.

Reinstatement to the nursing program is based on space availability and is not guaranteed. Reinstatement can be denied due to, but not limited to, any of the following circumstances:

1. Space unavailability
2. Refusal by clinical agencies to accept the student for clinical experiences
3. Twelve months have elapsed since the student enrollment in a nursing course
4. Unable to complete ADN program within eight semesters from initial semester for ADN students; or within five semesters from initial semester for PN and Mobility* students
5. Positive drug screen or background check

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*Lawson State has temporarily suspended admission to the NUR 200 Mobility program. Applicants who have graduated from LSCC’s PN program and return within 2 years of graduation may apply to the NUR 201 Mobility Program.

**Process for Reinstatement**

1. Students should first schedule an appointment with a nursing faculty/advisor or chairperson of the appropriate nursing program to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the nursing program by submission of a completed “Declaration of Intent” form. Forms may be obtained from the either nursing office.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update all drug testing and background screening according to program policy.
5. Students must write and successfully pass the HESI specialty examination for the prior semester’s successfully completed course when requesting consideration for reinstatement. Students must score 800 or above to be considered for readmission. Students are allowed only one attempt on the HESI examination.

**READMISSION AFTER INELIGIBILITY**

Students not eligible for program reinstatement may apply for admission to start a nursing program over from the beginning, as long as they remain in good standing with the nursing program. Students who are not in good standing, such as those who have been dismissed for disciplinary reasons and/or unsafe client care are not eligible for readmission to start over. If accepted, all nursing program courses (NUR prefix) must be retaken, and/or taken.

**Definitions:**

- **Reinstatement** – Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.
- **Readmission** – students not eligible for program reinstatement may apply for admission as a new student. If accepted as a new student, the student must take or retake all nursing program courses.

**ADN TRANSFER TO LPN PROGRAM**

Associate Degree nursing students may apply for admission to the third semester of the practical nursing program within the same college, after they have completed the first or second two semesters of coursework – MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, and NUR 106 – with a grade of C or better. Students who elect to transfer to the last semester in the practical nursing program will be required to meet the current program admission/readmission requirements. Students may be admitted on a space available basis to the PN program.

To be eligible for this option:

1. Student must complete a transfer/readmission form.
2. Have a minimum of a 2.0 cumulative GPA at current institution.
3. Meet clinical record/health record requirements.
4. The last clinical nursing course, in which the student was successful, cannot be more than twelve months old.
5. Student will be ranked on cumulative GPA for the purposes of transfer/readmission to the PN program.
6. Students who have had the maximum allowed attempts (or non-progression) in the RN program are only allowed one attempt to complete the PN program.
7. Students who are successful may apply for the LPN to RN Mobility* program as outlined in the college catalog.
8. If unsuccessful in the PN transfer option, the student must apply for admission as a new student

*Lawson State has temporarily suspended admission to the NUR200 Mobility program.

TRANSFER POLICY
The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It may apply to students wishing to transfer from other institutions pending individual nursing program policy.

Criteria for Transfer
1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.5 cumulative GPA at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree /certificate at the accepting institution.
6. Complete at least 18 semester hours in discipline-specific courses required in the program of study at the accepting institution.
7. Meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
9. Student selection for transient status is based on GPA in nursing program required courses.

The essential functions delineated are those deemed necessary for progression in the nursing program andmay vary from reasonable accommodations made by healthcare employers.

THE ALABAMA COMMUNITY COLLEGE SYSTEM
Lawson State Community College
Nursing Programs Essential Functions

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one’s ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.
The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

1) Sensory Perception
   a) Visual
      i) Observe and discern subtle changes in physical conditions and the environment
      ii) Visualize different color spectrums and color changes
      iii) Read fine print in varying levels of light
      iv) Read for prolonged periods of time
      v) Read cursive writing
      vi) Read at varying distances
      vii) Read data/information displayed on monitors/equipment
   b) Auditory
      i) Interpret monitoring devices
      ii) Distinguish muffled sounds heard through a stethoscope
      iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
      iv) Effectively hear to communicate with others
   c) Tactile
      i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
   d) Olfactory
      i) Detect body odors and odors in the environment

2) Communication/ Interpersonal Relationships
   a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
   b) Work effectively in groups
   c) Work effectively independently
   d) Discern and interpret nonverbal communication
   e) Express one's ideas and feelings clearly
   f) Communicate with others accurately in a timely manner
   g) Obtain communications from a computer

3) Cognitive/Critical Thinking
   a) Effectively read, write and comprehend the English language
   b) Consistently and dependably engage in the process of critical in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
   c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
   d) Satisfactorily achieve the program objectives

4) Motor Function
   a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction
   b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
   c) Maintain balance from any position
   d) Stand on both legs
   e) Coordinate hand/eye movements
   f) Push/pull heavy objects without injury to client, self or others
   g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
   h) Walk without a cane, walker or crutches
   i) Function with hands free for nursing care and transporting items
   j) Transport self and client without the use of electrical devices
   k) Flex, abduct and rotate all joints freely
   l) Respond rapidly to emergency situations
   m) Maneuver in small areas
   n) Perform daily care functions for the client
   o) Coordinate fine and gross motor hand movements to provide safe effective nursing care
   p) Calibrate/use equipment
   q) Execute movement required to provide nursing care in all health care settings
   r) Perform CPR and physical assessment
   s) Operate a computer

5) Professional Behavior
   a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
   b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
   c) Handle multiple tasks concurrently
   d) Perform safe, effective nursing care for clients in a caring context
   e) Understand and follow the policies and procedures of the College and clinical agencies
   f) Understand the consequences of violating the student code of conduct
   g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
   h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
   i) Not to pose a threat to self or others
   j) Function effectively in situations of uncertainty and stress inherent in providing nursing care
   k) Adapt to changing environments and situations
   l) Remain free of chemical dependency
   m) Report promptly to clinicals and remain for 6-12 hours on the clinical unit
   n) Provide nursing care in an appropriate time frame
   o) Accepts responsibility, accountability, and ownership of one's actions
   p) Seek supervision/consultation in a timely manner
   q) Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one
must be able to perform all of the essential functions with or without reasonable accommodations. If an individual’s health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student’s expense in order to assist with the evaluation of the student’s ability to perform the essential functions.

Requests for reasonable accommodations should be directed to: Philana Suggs ADA Coordinator on the Birmingham Campus at 929-6383 or Renay Herndon, ADA Coordinator on the Bessemer Campus at 929-3419.

Participation Policy
The faculty of the nursing programs unanimously agree that participation in Clinical/Laboratory is an essential learning experience for all students and the lack of participation in this experience both lessen student learning and impairs the ability of the teacher to realistically evaluate student performance. The faculty also believes that avoidable absence from clinical/lab reflects a lack of responsibility and will hinder the students’ opportunity to obtain a satisfactory clinical/lab grade based on the required elements.

PLEASE NOTE THE FOLLOWING:
- The third clinical/laboratory absence in any semester will be grounds for termination from the nursing course. A grade of “I” will be assigned.
- Students are not allowed to leave assigned clinical area without permission from the clinical instructor.
- All information about patients and records in clinical facilities is confidential.
- Even doctors’ statements cannot excuse students from this departmental policy.

Attendance
- Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student’s ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid. Withdrawal from class can prohibit progression in nursing and allied health programs.
- Students are expected to attend all clinical rotations required for each course. Only excused absences will be considered for makeup. However, due to limited clinical space and time, clinical make up days cannot be guaranteed. Failure to complete clinical rotations will prohibit progression in nursing and allied health programs. Specific absences will be discussed per the instructor.

Clinical Expectations
Clinical and individual conferences are planned to provide the student with the opportunity to share learning and to evaluate experiences encountered in the clinical setting. Objectives are prepared for each unit and are intended to help the student focus on relevant aspects.

The student is to assume responsibility for his/her independent learning. The instructor assumes the responsibility of guiding, assisting, clarifying, expanding upon this knowledge the student has obtained through his/her independent actions.

It is recommended that the student utilize the following suggestions as a guide to enhance the degree of his/her class participation, understanding and comprehension of material presented by the instructor.

Pre-Class Preparation
1. Familiarize self with medications of assigned patient(s).
2. Review anatomy and physiology of system involved with disease.
3. Read articles related.
4. Review pharmacological actions, side effects of all drugs mentioned in each disease.
5. Review nutritional aspects of special diets in related diseases.
6. Define all unfamiliar words or terms.

Pre-Clinical Preparation
It is required that the student utilize the following as a guide to enhance the degree of his/her performance and application of theory content in the clinical setting.

1. Familiarize self with patient’s needs and problems (through chart, kardex, text, team members, patient/family) as related to:
   a. Diagnosis/Psychosocial Factors
   b. Nursing/Medical Management Treatment
   c. Nutrition/Special Diets
   d. Medication, etc.
2. Familiarize self with medications of assigned patient(s). (Identify the patient’s need for specific medication, relate the expected outcomes, identify side effects and state nursing responsibilities, as well as accurate dosage calculations.)
3. Demonstrate knowledge of pre-planning when performing new procedure or handling new equipment.
4. Organize nursing care for patient according to basic need priorities, recognizing patient care.
5. Practice charting professionally using correct grammar and medical terminology that includes treatment, observations or any aspect of patient care.
6. The student CANNOT pass the course, based on grade point average alone, if his/her performance is, unsafe or is not satisfactory in the clinical area.

If a student comes to the clinical area unprepared to deliver safe nursing care, he/she will receive a clinical absence for the day. The student may be asked to return to the School of Nursing during the remaining clinical time to complete required clinical preparation. Written documentation of completed clinical preparation is to be submitted to the clinical instructor not later than end of the clinical day.

If a student comes to the clinical area unprepared to deliver safe nursing care for second time during a nursing course, he/she must meet with the Chairperson of the Nursing Program. The meeting must occur prior to the next scheduled clinical day. Failure to do so will result in an additional clinical absence.

If a student comes to the clinical area unprepared to deliver safe nursing care for a third time during a nursing course, he/she will
be unable to meet course objectives and must withdraw from the course.

**Professional Behavior**
Students must abide by both the Department of Health Professions and the clinical agency policies.

It is the responsibility of the student to notify the clinical facility and instructor in advance if the student will be either tardy or absent for the scheduled clinical experience. Failure to notify the instructor and clinical facility in advance will result in a clinical absence for the day. Any missed clinical days are required to be made-up.

Students must maintain patient information confidentiality in accordance with HIPPA requirements. Failure to do so will result in a clinical absence for the day.

Students are to remain in their assigned clinical area. Leaving the clinical area without permission of the clinical instructor will result in a clinical absence for the day.

**Clinical Procedures Performance**
All students must be able to satisfactorily perform clinical skills required in previous prerequisite nursing courses. A student who performs unsatisfactorily on a nursing procedure in the clinical area will be given an unsatisfactory for the procedure and must return to the college practice laboratory and satisfactorily demonstrate the skill within the time frame determined by the instructor. Unsatisfactory performance of the skill in the college practice laboratory means that the student is unable to meet the objectives for the nursing course and must withdraw from the course.

**Clinical Experience Policy**
The clinical evaluation tool is written in accordance with the program and course outcomes and includes expected behaviors and characteristics for clinical participation as well as for written assignments.

The clinical evaluation tool will be shared with and explained to the student prior to the clinical rotation. Written assignments will be an inherent aspect of the clinical experiences. All written assignments must be turned in on date due in the acceptable form (type or ink written neatly on lineless paper). Written work received after the due date will be considered late (unless the dates have been extended by the instructor). **IF ALL WRITTEN ASSIGNMENTS ARE NOT RECEIVED PRIOR TO THE END OF THE SEMESTER, THE STUDENT WILL RECEIVE A COURSE GRADE OF “F”.** All requirements to remove an “F” must be completed within six weeks of the following semester in which the grade was given. **If requirements are not completed within the six weeks period, the grade of “F” will be assigned.**

A satisfactory clinical grade and 75% or above theory grade MUST be obtained to complete the course successfully. The student cannot pass the course if unsuccessful in either theory or clinical.

Furthermore, it is understood that your role is as a student: (1) enrolled in a clinical course requiring your presence at the health care facility; (2) not an employee of the institution or of the health care facility; (3) not expecting nor receiving compensation for participation in the clinical course from either the institution or the health care facility; and (4) not promised nor offered a job at the health care facility as a result of participation in the clinical course.

**Learning Resources Center**
The Department of Health Professions has established a Learning Resources Center. There are two components of the Center: an Instructional Center and a Clinical Learning Laboratory.

The Center is stocked with easily accessible resources to help you reach these objectives. There is a specialized area The Nursing NCLEX Resource Center devoted to NCLEX preparation. These resources include audio visuals and computer software, additional reference materials for review or remediation assessment examinations and study guides. These audio visuals and computer software are supportive of the concepts discussed and objectives of the course. Tutors are available by appointment for student requiring remediation. Tutors schedules are posted each semester. A Nurse Counselor is available for students seeking assistance. The Instructional Center is open daily from 8 a.m. to 5 p.m. on both campuses.

**Clinical Learning Laboratory**
The Clinical Learning Laboratory provides the opportunity for you to develop your nursing skills through self-activity (practice). You may practice psychomotor skills until mastery is obtained. You are expected to practice all procedure prior to your assigned laboratory periods. Clinical Associates are available three days a week for assistance. The Clinical Learning Laboratory is opened daily from 8 a.m. to 5 p.m.

**Cardiopulmonary Resuscitation Certification**
All students are required to become certified in cardiopulmonary resuscitation at the basic level for health professionals prior to being permitted to engage in any clinical experience.

**Health Form**
Each student must have on file a current health status form. An annual health examination including TB skin test and/or chest x-ray is required of students whose course of study extends past a twelve month period. Additional immunizations may be required based on Center for Disease Control (CDC) recommendations.

**Background/Drug Screen Policy**
Any student who enrolls in a Lawson State Community College nursing program and desires to participate in courses which have a clinical component is required to have an initial pre-clinical drug and alcohol screening. The student must abide by the College’s Drug and Alcohol Screen Policy and Clinical agency policy for which the student is assigned clinical practice. This policy includes random drug and alcohol screening and reasonable suspicious screening.

Students will be required to submit to a criminal background screening prior to being allowed to begin clinical experiences. Many of our clinical affiliates require the background screening as part of the clinical contractual agreements with the nursing programs. Any student who is denied access to a clinical experience by a clinical affiliate due to adverse findings on the background screening may be subject to dismissal from the
nursing programs. Additionally, students who refuse to submit to a criminal background screening may be subject to dismissal from the nursing program. Students are responsible for the payment of the background check.

Resolution of an Immediate Problem
Any student who feels he/she has been treated “unfairly” by an instructor has the right to have complaint(s) aired and/or investigated. This document describes the procedure whereby the student may present his/her complaints.

Step 1. The student should consult with the instructor and level coordinator promptly (within 3 days) after the occurrence of the event. If the appeal is not satisfied at this level, the student should meet with the Department Chairperson then the Associate Dean of Health Professions in an informal attempt to reach closure. The conference will be recorded on the appropriate form with the rationale for the decision. One form will be given to the student, one copy for the student record, and one copy for the Nursing Program’s file.

Step 2. If an agreement is not reached using the informal approach, the student may file a formal written appeal by following the procedure in the College Student Handbook.

### STANDARD PRACTICAL NURSING CURRICULUM (PN)

<table>
<thead>
<tr>
<th>Area I: Written Composition</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Area II: Humanities and Fine Arts</th>
<th>Credit Hours</th>
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<table>
<thead>
<tr>
<th>Area III: Natural Sciences and Mathematics</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MTH 116 Mathematical Applications</td>
<td>3</td>
</tr>
<tr>
<td>BIO 201 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 202 Anatomy &amp; Physiology II</td>
<td>4</td>
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<table>
<thead>
<tr>
<th>Area IV: Social and Behavioral Sciences</th>
<th>Credit Hours</th>
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<table>
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<tr>
<th>Area V: Pre-Professional</th>
<th>Credit Hours</th>
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### STANDARD ASSOCIATE DEGREE NURSE CURRICULUM (ADN) (AAS)

<table>
<thead>
<tr>
<th>General Study Courses</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area I: Written Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>Area II: Humanities and Fine Arts</td>
<td>6</td>
</tr>
<tr>
<td>SPH 107 Public Speaking/Speech</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Fine Arts Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

(*Select ONE humanities course from STARS Guide for course selection options)

<table>
<thead>
<tr>
<th>Area III: Natural Sciences and Mathematics</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 100 or higher</td>
<td>3</td>
</tr>
<tr>
<td>BIO 201 Anatomy &amp; Physiology I and II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 220 Microbiology</td>
<td>4</td>
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<table>
<thead>
<tr>
<th>Area IV: History, Social and Behavioral Sciences</th>
<th>Semester Hours</th>
</tr>
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<tbody>
<tr>
<td>PSY 200 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 210 Human Growth and Development</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Area V: Pre-Professional</th>
<th>Semester Hours</th>
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Field of Concentration Courses:

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 102 Fundamentals of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NUR 103 Health Assessment</td>
<td>1</td>
</tr>
<tr>
<td>NUR 104 Introduction to Pharmacology</td>
<td>1</td>
</tr>
<tr>
<td>NUR 105 Adult Nursing</td>
<td>8</td>
</tr>
<tr>
<td>NUR 106 Maternal and Child Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NUR 107 Adult/Child Nursing</td>
<td>8</td>
</tr>
<tr>
<td>NUR 108 Psychosocial Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 109 Role Transition for the Practical Nurse</td>
<td>3</td>
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</tbody>
</table>

Total required hours for Associate in Applied Science Nursing Education: 72

The nursing programs are offered on a full time enrollment status. Nursing students enrolled in 12 contact hours or more per semester are considered as full time students.
### CAREER MOBILITY

**LPN TO ASSOCIATE DEGREE NURSE CURRICULUM (ADN) (AAS)**

<table>
<thead>
<tr>
<th>General Study Courses</th>
<th>Semester Hours</th>
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<tbody>
<tr>
<td><strong>Area I: Written Composition</strong></td>
<td>3</td>
</tr>
<tr>
<td><em>ENG 101 English Composition</em></td>
<td>3</td>
</tr>
</tbody>
</table>

| **Area II: Humanities and Fine Arts** | 6 |
| SPH 107 Public Speaking/Speech | 3 |
| Humanities Fine Arts Elective   | 3 |
| (*Select ONE humanities course from STARS Guide for course selection options)* |

| **Area III: Natural Sciences and Mathematics** | 15 |
| *MTH 100 or higher* | 3 |
| *(recommended & transferable)* |
| *BIO 201 Anatomy & Physiology I and II* | 4 |
| *BIO 220 Microbiology* | 4 |

| **Area IV: History, Social and Behavioral Sciences** | 6 |
| PSY 200 General Psychology | 3 |
| PSY 210 Human Growth and Development | 3 |

| **Area V: Pre-Professional** | 21 |
| **Field of Concentration Courses:** |
| NUR 201 Nursing Through the Lifespan I | 5 |
| NUR 202 Nursing Through the Lifespan II | 6 |
| NUR 203 Nursing Through the Lifespan III | 6 |
| NUR 204 Role Transition for the Registered Nurse | 4 |

Total required hours for Associate in Applied Science Nursing Education: 51

*Courses are required prerequisite courses prior to NUR201.*

**TO ALL NURSING STUDENTS**

**Join NSNA – National Student Nurses Association**

The Mission of NSNA is to: Organize, represent and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs; convey the standards and ethics of the nursing profession; promote development of the skills that students will need as responsible and accountable members of the nursing profession; advocate for high quality health care; advocate for and contribute to advances in nursing education.

**Contact:** Dr. Sheila Marable, Associate Dean of Health Professions 205-929-6437 – smarable@lawsonstate.edu

**NURSING ASSISTANT/HOME HEALTH AIDE**

The Nursing Assistant/Home Health Aide program is a one semester ten (10) credit hours short certificate program that will prepare a person to work under the supervision of a RN or LPN and give direct client care in the home and/or a variety of health care settings. Successful completion of the program allows eligibility to write the State Nursing Assistant Certification Examination.

**Option 1**

- ORI 101 Orientation to College is a prerequisite for this program

<table>
<thead>
<tr>
<th><strong>FIELD OF CONCENTRATION COURSES</strong></th>
<th><strong>SEMESTER HOURS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>NAS 120 Fundamental of Nursing Assistant/Home Health Aide I 7</td>
<td></td>
</tr>
<tr>
<td>NAS 121 Fundamental of Nursing Assistant/Home Health Aide Clinicals</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Hours for Certificate: 10

**Option 2**

**Long Term Care Nursing Assistant**

This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Successful completion of this course allows eligibility to write the State Nursing Assistant Certification Examination. The course is offered twice a semester in the mini-terms.

NAS 100 Long Term Care Nursing Assistant | 4

**PHARMACY TECHNICIAN ASSISTANT**

The Pharmacy Technician Assistant Program prepares the individual to assist the Pharmacist in a variety of settings to include the institutional and retail pharmacies. The individual will learn inventory management and understand the technicians’ role in community and hospital pharmacy. In addition, the individual will learn drug calculation, drug classification, side effects of the top 200 drugs, and prescription terminology.

<table>
<thead>
<tr>
<th><strong>FIELD OF CONCENTRATION COURSES</strong></th>
<th><strong>SEMESTER HOURS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI 101 Orientation to College</td>
<td>1</td>
</tr>
<tr>
<td>PHM100 Introduction to Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>PHM101 Pharmacy Math and Terminology</td>
<td>2</td>
</tr>
<tr>
<td>PHM102 Pharmacology I</td>
<td>3</td>
</tr>
<tr>
<td>PHM112 Pharmacology II</td>
<td>3</td>
</tr>
<tr>
<td>PHM113 Drugs and Health</td>
<td>3</td>
</tr>
</tbody>
</table>

Spring Semester

| PHM205 Billings and Computers | 3 |
| PHM207 Institutional Pharmacy | 3 |
| PHM210 Pharmacy Practice | 3 |
| PHM211 Pharmacy Technician Practicum I | 3 |
| PHM212 Pharmacy Technician Practicum II | 3 |

Total Hours: 29

**PHLEBOTOMY TECHNICIAN TRAINING**

Please refer to the Corporate College. Kamille Smith 205.929.3432
DENTAL ASSISTING (DAT)

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

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

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DENTAL ASSISTING
Associate in Occupational Technologies Degree

Note: ORI 101 Orientation to College is required during the first semester of attendance for all students entering this program. The A.O.T. degree requires a high school diploma or its equivalent. The general education requirement for the A.O.T. degree is RDG 114 Critical Reading for College ( Depending upon placement scores).

Minor: Office Administration (OAD)

General Studies Courses   Semester Hours 24

Area I – Written Composition 3
- ENG 101 English Composition I 3

Area II – Humanities & Fine Arts 6
- SPH 107 Fundamentals of Public Speaking 3
- Humanities and Fine Arts Elective 3

Area III – Natural Science & Mathematics 12
- Two 1-hour PED activity courses 2
- Natural Science Course 4
- DPT 114 Microcomputer Applications 3
- MTH 100 Intermediate College Algebra 3

Area IV – History, Social, & Behavioral Sciences 3
- History, Social, or Behavioral Science Course

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

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Area V
Major—Dental Assisting Diploma
Minor—Office Administration

Select 12 credit hours from the following courses:

OAD 101 Beginning Keyboarding 3
OAD 103 Intermediate Keyboarding 3
OAD 125 Basic Word Processing 3
OAD 138 Records and Information Mgmt. 3
OAD 211 Medical Terminology 3
OAD 218 Office Procedures 3
OAD 243 Spreadsheet Application 3 OR
CIS 147 Advanced Microcomputer Apps 3
HIT 294/152 Medical Ins. & Billing/w Lab 3
HPS 114 Basic Pharmacology 3

DENTAL ASSISTING (DAT)
Certificate

Note: ORI 101 Orientation to College is required during the first semester of attendance for all students entering this program.

General Studies Courses   Semester Hours

Communications:
- ENG 101 English Composition I* 3

Computers:
- DPT 114 Microcomputer Applications 3

Mathematics:
- Select ONLY ONE mathematics course:
  - MTH 116 Mathematical Applications 3
  *(MTH116 is non-transferable)
  - MTH 100 Intermediate College Algebra* 3
    *(recommended & transferable)
  - MTH 110 Finite Mathematics 3

Speech:
- SPH 107 Fundamentals of Public Speaking* 3

Field of Concentration Courses:

DAT 100 Introduction to Dental Assisting 2
DAT 101 Pre-Clinical Procedures 3
DAT 102 Dental Materials 3
DAT 103 Anat../ Phys. for Dental Assisting 3
DAT 104 Basic Sciences for Dental Assisting 2
DAT 111 Clinical Practicum I 5
DAT 112 Dental Radiology 3
DAT 113 Dental Health Education 2
DAT 116 Pre-Clinical Procedures II 3
DAT 122 Clinical Practice II 4
DAT 123 Dental Assisting Seminar 4
DAT 124 Clinically Applied Infection Control & OSHA Standards 1
DAT 131 Business and Industrial Psychology for Dental Assisting 1

*Approved for the Associate in Occupational Technologies degree.
EMERGENCY MEDICAL TECHNICIAN (EMS)

The Emergency Medical Technician (EMS) and Advanced Emergency Medical Technician (AEMT) programs are designed to prepare individuals to provide basic and advanced health care assistance at the scene of the illness or traumatic injury. EMT and AEMT classes are offered day and evening hours. Each level can be completed in one semester. The faculty is committed to providing academic and clinical learning experiences that will enable the student to develop the necessary knowledge, attitudes, and skills required of the EMT and AEMT. Many graduates are employed in the Birmingham area typically in the Fire and Rescue Service industry and Community Ambulance Services. Some graduates use the knowledge and skills to serve their communities in Volunteer Fire and Rescue Services. Program graduates are awarded a short certificate for each program and will be eligible to take the National Registry of EMTs examinations which are used by the State of Alabama Department of Public Health to grant the EMT or AEMT licensures. The programs are approved by the Alabama Department of Postsecondary Education and the Alabama Department of Public Health.

Admission Criteria:

1. Meet all institutional requirements.
2. Meet the Essential Functions or Technical Standards required for EMS.
3. Receipt of completed application for the EMT or AEMT program.
4. ORI 101 is a prerequisite for this program.
5. Be a licensed EMT. (For Advanced EMT candidates only.)

<table>
<thead>
<tr>
<th>Emergency Medical Technician Short Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS Basic</td>
</tr>
<tr>
<td>EMS 118 Emergency Medical Technician 9</td>
</tr>
<tr>
<td>EMS 119 Emergency Medical Technician Clinical 1</td>
</tr>
<tr>
<td><strong>Total Credit Hours:</strong> 10</td>
</tr>
</tbody>
</table>

| EMS Advanced                                   |
| EMS 155 Advanced Emergency Medical Technician 8 |
| EMS 156 Advanced Emergency Medical Technician Clinical 2 |
| **Total Credit Hours:** 10                    |

GENERAL STUDIES
HEALTH RELATED MAJORS

For additional health related majors, see the following listings under the General Studies listings within this catalog. Listings begin on page 83.

Other majors include the following:

- Biology
- Biomedical Engineering
- Clinical Lab Sciences / Medical Tech
- Pre-Dentistry
- Exercise Science and Wellness
- Health Education
- Health Information Management
- Health Promotion
- Health Services
- Laboratory Technology
- Pre-Medicine
- Nuclear Medicine Technology
- Pre-Nursing
- Pre-Occupational Therapy
- Pre-Optometry
- Pre-Osteopathic Medicine
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Speech Therapy
- Public Safety and Health Administration
- Radiologic Sciences
- Rehabilitation Sciences
- Respiratory Therapy/Cardio Science
- Surgical Physician Assistant
- Pre-Veterinary Medicine

In pursuing General Studies majors, follow the General Studies listings for Areas I-IV as outlined on page 83 and print off a copy of a STARS Guides. Go to page 70 for Step-by-Step instructions on how to complete a STARS Guide. Never randomly select course offerings.
STUDENT SERVICES
DIVISION OF
STUDENT SERVICES

DR. CYNTHIA ANTHONY, DEAN OF STUDENTS
Lawson State Community College
1100 9th Avenue, SW
Bessemer, Alabama 35022

Phone: 205-929-3510
canthony@lawsonstate.edu

DARREN C. ALLEN, ACTING DEAN OF STUDENTS
Lawson State Community College
3060 Wilson Road, SW
Birmingham, Alabama 35221

Phone: 205-929-6361
dallen@lawsonstate.edu

GENERAL INFORMATION

The Student Services Division is committed to helping each student at Lawson State Community College achieve his/her goals. The division assists students with admissions, advisement, counseling services, registration, orientation, academic support services, disability services, student activities, and career planning. Professionally trained staff are available to assist the individual student in evaluating his or her potential for success as he or she selects a program of study.

MISSION AND GOALS

The mission of Student Services is to provide assistance to prospective and enrolled students, former students and graduates in the area which relate to student growth and development. The division supports the instruction of students through a variety of programs, services, and activities.

Student Services long range goals are:

- To help students develop decision-making abilities which will aid them in their personal and academic planning.
- To help students achieve an understanding and acceptance of themselves.
- To provide financial services and options to students.
- To provide orientation, counseling and academic support services that promotes student success.
- To support academic advising for all students.
- To coordinate student retention measures.
- To provide a dynamic student life experience enhanced by social, cultural, service and athletic activities.

ORIENTATION – ORN 101

All full-time and part-time award seeking students are required to enroll in ORN 101 (Freshman Academy) during their first semester at Lawson State.

Transfer students with fewer than 12 semester hours of transfer credit are required to enroll in ORN 101 during their first semester at Lawson State Community College.

Transfer students with 12 semester hours or more are also required to enroll in ORN 101, but the class is an abridged version (shorter) than the original and can be completed in a few as one or two weeks. Class attendance is not required. The transfer version of ORN 101 is delivered online ONLY.

The Freshman Academy is designed to provide information that will aid a new student in his/her transition to college and stimulate an excitement for learning. Through this freshman encounter, students are engaged, equipped and empowered to excel in their college studies and are introduced to college policies, procedures, requirements, and services as well as knowledge of the physical environment of the campus and the college community at large. Focus provided through the Freshman Academy includes critical thinking, improvement of technology skills, social skills, leadership skills, oral and written communication skills, commitment to studies overall and more. Individualized counseling, monitoring of students’ progress to ensure early identification of those having problems, individualized assistance with academic and personal adjustment issues, and group activities to address study/test-taking strategies and to provide appropriate intervention are also emphasized in the course.

Students are encouraged to make wise use of all services made available in the Office of Student Services. Every student enrolled is assigned a faculty advisor. Students are encouraged to discuss their plans, problems, and needs with their faculty advisors or other members of the counseling staff.
The primary purpose of academic advising is to support students in their pursuit of meaningful educational programs that will assist them in fulfilling goals. Academic advisement is provided for each student at Lawson State Community College. Each student is expected to meet with his/her academic advisor at least once each semester to arrange a schedule of classes for the subsequent semester. Visits with the academic advisor not only facilitate matching a student’s interests, strengths, and goals with career needs, but also provides the advisor an opportunity to become familiar with each student enrolled in his/her program area. The advisor can also assist with awareness of resources and opportunities that can enhance a student’s chance of academic success.

Students are assigned to their advisors through the Office of Admissions with input from the department chairperson of their respective program of study. Designated Student Services staff also provides academic advisement services.

One of the goals of the college is to teach each student to assume responsibility for his/her academic career. In order to accomplish this goal, the following guidelines have been adopted to assist the student in reaching his/her academic goal.

**The responsible student should:**

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

**The responsible advisor will:**

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

**Counseling Services**

The counseling staff provides professional guidance and counseling services. The guidance program is committed to the establishment of an environment where a student is provided the opportunity to become a responsible, self-directed learner and to maximize his/her potential for growth. A student is provided information and support in the achievement of realistic career and educational goals in agreement with his/her expressed interests and abilities. It is recommended that students meet with a counselor or advisor on a regular basis to review degree plans and academic progress.

Some of the counseling services provided are personal counseling, career and academic advisement, assessment (achievement, aptitude, career, interest, personality, self-directed search, and values inventory), college transfer information, student activities information, tutorial services, and academic placement.
If services are needed, please contact one of the counseling services staff that is listed below:

► Renay Herndon, MS – Counselor (New Student Advising, Testing Services, ADA)
Student Services Center, Room 183 (Bessemer Campus) (205) 929-3419

► Janine McCoy, MPA – Student Services Specialist (Counseling, New Student Advising, Testing Services, Special Events)
Leon Kennedy Student Center, Room 207 (Birmingham Campus) (205) 929-6396

► Philana Suggs, MA – Student Services Specialist (Counseling, New Student Advising, Testing Coordinator, and ADA)
Leon Kennedy Student Center, Room 221 (Birmingham Campus); (205) 929-6449

ASSESSMENT SERVICES

Each college in the Alabama College System shall require a comprehensive assessment of students upon admission to the college and prior to enrollment in associate degree, diploma, or certificate programs. Students shall not be allowed to enroll for more than four credit hours or eight weekly contact hours before being assessed with a comprehensive assessment instrument.

All first-time students who enroll in associate degree, diploma, or certificate programs and who enroll for more than four credit hours or eight weekly contact hours per semester will be assessed through the administration of the COMPASS computerized assessment instrument, and placed at the appropriate developmental level as indicated by the assessment results. The following exemptions from the assessment requirement may apply for:

1. Students scoring 480 or above on the SAT verbal and 526 or above on the SAT math, and 20 or above on the ACT English and math provided they enroll in a System college within three years of high school graduation.
2. Students who have an associate degree or higher.
3. Students who transfer degree-creditable college-level English or mathematics courses with a grade of “C” or better.
4. Senior citizens, undeclared, and other non-award seeking majors who are taking classes for vocational reasons only.
5. Students in certain short certificate programs having no English or mathematics requirements.
6. Students who have completed required developmental coursework at another Alabama College System institution within the last three years.
7. Students auditing English or mathematics courses.
8. Students who can provide documentation of COMPASS assessment within the last three years.
9. Students who are transient.

It is the student’s responsibility to have ACT, SAT, or COMPASS scores on file with the assessment coordinator or the Admissions Office at Lawson State. The assessment coordinator on the Birmingham Campus is located in the Leon Kennedy Student Center (Room F221). Assessment services on the Bessemer Campus is located in the Student Services Center, Room 182.

Other tests and assessments that are offered are:
- American College Test (ACT)
- Ability To Benefit Test (ATB)
- TEAS V (Test of Essential Academic Skill V)
- CAAP (Collegiate Assessment of Academic Proficiency)

Please visit The Testing and Assessment Link under Student Services at www.lawsonstate.edu for additional information or visit the Testing and Assessment Services Office on either campus.

ACCOMMODATIONS FOR THE DISABLED

Lawson State Community College is committed to providing a quality environment to support and assist its students throughout the academic process. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, special services and accommodations are given on an individual basis once supporting documentation is provided. It is the responsibility of a student to notify the college of a disability that requires assistance. Requests for accommodations should be made prior to enrollment.

Students with mobility impairments who require assistance from offices/personnel housed on the second floor of the Administration Building on the Birmingham Campus should report to the Office of Student Financial Services, Room 104, for such assistance. Signage indicating such is visibly posted at each entrance and in the hallway of the building. Students with disabilities receive appropriate accommodations relative to their specific disability. Though the Academic Building has no elevator, students are not excluded from a requested course offering, program or activity because it is not offered in an accessible location. The college relocates classes, programs and activities as necessary to accommodate students with mobility challenges.

In accordance with the Americans with Disabilities Act, (ADA), service animals are permitted on the college campus and in its facilities. Technically speaking, a
service animal means any guide dog, signal dog or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal rescue or protection work, pulling a wheelchair or fetching dropped items. Therapy or companion animals are not service animals and are not covered under the ADA. To be permitted on campus, a guide dog must be specifically trained to perform a service function. Furthermore, the animal should wear a harness, cape, identification tag or other gear that readily identifies its working status. Guide dogs whose behavior poses a direct threat to the health or safety of others may be excluded regardless of training or certification.

All students requesting assistance should contact:

► Philana Suggs, Student Services Specialist
   ADA Coordinator (Birmingham Campus)
   Leon Kennedy Student Center

► Renay Herndon, Student Services Specialist
   ADA Coordinator (Bessemer Campus)
   Student Services Center
   Building A, Room 183

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). Additional ADA information and forms are located under the Disability Services Link under Students Services at www.lawsonstate.edu.

### Placement Testing for Transfer Students

Transfer students who have not taken reading, English, and mathematics courses will be required to take the placement test administered to new students at Lawson State Community College.

### ACT WorkKeys Service Center

Lawson State Community College is licensed by American College Testing (ACT) as an ACT WorkKeys Employment Center. The Center is a comprehensive system for measuring, communicating, and improving the common skills required for success in the workplace. It allows these skills to be quantitatively assessed for both individual persons and in actual jobs. Therefore, WorkKeys can correctly identify individuals who have the basic skills required to be successful in a given position or career. ACT’s rigorous approach has guaranteed that the WorkKeys assessment and job profiling systems are EEOC compliant and legally defensible.

Lawson State Community College students in career/technical programs take the WorkKeys assessment as part of their curriculum. Students participate in targeted instruction to build their skills while they are enrolled at the College. KeyTrain software is available in labs on both campuses and is used by students to practice skills associated with the WorkKeys employment system. The software provides review topics in each WorkKeys skill area and practice problems similar to those on the actual WorkKeys assessment. It is a fully interactive computer-based training system. The curriculum is based on WorkKeys Targets for Instruction; thus guaranteeing that all of the important skills measured in the WorkKeys assessments are covered. Upon completion, in addition to their technical competencies, students will have documentation of their workplace skills.

### CAREER/JOB PLACEMENT SERVICES

The Career Services Center functions as a bridge between the student’s academic preparation and the world of work. The Center has numerous activities, including career counseling, maintaining a career information library, receiving and publishing job vacancy notices, arranging for prospective employers to visit the campus, interviewing applicants, mailing students credentials to prospective employers, and publicizing campus interviews.

**CONTACT PERSONS**—For further information regarding Career Services contact:

► Dr. Kristie Rankin
   Career Services Coordinator
   krankin@lawsonstate.edu
   205-929-3514

### SPACE CENTER

(Student Persistence through Assistance and Collaborative Efforts)

The SPACE Center is a comprehensive center designed to provide a structured means of ensuring that students are aware of and utilize the services and assistance provided by the College. Services include tutoring, counseling, academic advisement, mentoring, technology-based services, student financial services assistance, academic support activities and programming, non-academic support and referrals, faculty/staff awareness activities, collaboration and resource sharing, and special programs and community-based activities. These supportive services enhance persistence, student learning, and overall student success. Counselors and other College personnel proactively assist students in utilizing these services.
**CONTACT PERSONS**—For further information regarding the SPACE Center contact:

► **Ms. Lesley Harper**  
Student Persistence Counselor  
lharper@lawsonstate.edu  
205-929-6383

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**TRIO PROGRAMS**

The TRIO programs at Lawson State Community College are federally funded by the United States Department of Education. The programs identify qualified youth or adults who are low income and first-generation college students. Participants are selected according to their potential for academic success.

TRIO at LSCC is comprised of two programs: **Upward Bound** and **Student Support Services**. The ultimate goal of each TRIO program is to assist participants in postsecondary education. Each program has specific goals, objectives and criteria for students served based on its respective grant proposal approved by the Department of Education.

**CONTACT PERSONS**—For further information regarding the TRIO programs at Lawson State Community College, contact the TRIO program coordinators:

► **Mrs. Mattie Crawford**  
Coordinator of Upward Bound  
mcrawford@lawsonstate.edu  
205-929-6339

► **Ms. LaSharron Harris**  
Director of Student Support Services  
lharris@lawsonstate.edu  
205-929-3518

► **Ms. LaTasha Nix**  
Coordinator of Student Support Services  
lrix@lawsonstate.edu  
205-929-6397
ADMISSIONS
DR. JEFF SHELLEY, DIRECTOR OF ADMISSIONS
jshelley@lawsonstate.edu

Bessemer Campus
Student Services Center
1100 9th Avenue, SW
Bessemer, AL 35022
(205) 929-3414
FAX: (205) 424-5119

Birmingham Campus
*Administration Building
3060 Wilson Road, SW
Birmingham, AL 35221
(205) 929-6309
FAX: (205) 925-3716

*The Admissions Office shares a combined office with the Records Office on the Second Floor of the Administration Building A on the Birmingham Campus.

Hours of Operation

<table>
<thead>
<tr>
<th>Monday - Tuesday</th>
<th>Wednesday - Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m. – 7:00 p.m.</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
</tbody>
</table>

OFFICE OF ADMISSIONS

The Office of Admissions and the Records Office work in tandem with the Office of Student Recruitment, to provide efficient student enrollment services. The Office of Admissions coordinates the admission of qualified student body. The Office processes student applications, advise students of available program offerings, disseminates appropriate brochures, literature, etc. to interested students, verifies student qualifications for specific certificate and degree programs.

REGISTRATION

Registration is held each semester according to scheduled dates and procedures published in the semester Schedule of Classes booklet. Students are responsible for registering each semester. Lawson State may withhold the privilege of registering for the following reasons:

- Unpaid Fees
- Overdue Loans
- Library Books
- Incomplete Admission Records

Students who experience academic difficulties (see Satisfactory Academic Progress) may be limited in their selection of courses and the number of credits for which they may register. These students must see the Retention Counselor to complete registration.

GENERAL ID POLICY

For admission to Lawson State Community College an applicant must provide:

1. One of the following forms of identification: an unexpired Alabama driver’s license or instruction permit; an unexpired Alabama identification card; an unexpired U.S. passport; an unexpired U.S. permanent resident card; Resident Alien card – Pre-1997; Unexpired Driver’s License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond; U.S. Alien Registration Receipt Card (Form I-151) prior to 1978; BIA or tribal identification card with photo; I-797 Form with expiration date.

2. All international applicants must provide: a VISA acceptable to the United States and an official translated copy of the student’s high school/college transcript; a minimum score on an approved English as a Foreign Language exam as specified in the guidelines; signed, notarized statement verifying adequate financial support; and documentation demonstrating adequate health and life insurance which must be maintained during enrollment. (SEE SECTION ON ADMISSION OF INTERNATIONAL STUDENTS).

Applicants who fail to satisfy the requirements of items 1 or 2 will not be admitted to Lawson State Community College. This information is also available on the Admissions page of the College’s website (http://www.lawsonstate.edu).

Further, applicants may submit the documentation identified in items 1 or 2 in person. Those applicants unable to present identification in person may submit a legible copy by U.S. mail or via electronic submission consistent with local institutional policy.

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 § 36-26-15.1 of the Code of Alabama of 1974 (as amended).

REQUIRED ADMISSION DOCUMENTATION

Degree seeking students: Admission application, primary form of identification, proof of high school graduation, official transcript – high school or GED, official transcript(s) – all other colleges attended, ACT scores (for placement purposes only). Students who have achieved a minimum Baccalaureate degree are only required to submit a transcript from the granting institution. The College does require official transcripts of other undergraduate coursework earned elsewhere if
that coursework is to be used toward earning an award or fulfilling pre-requisites.

**Non-degree seeking students**: (High School Graduate / GED Recipient) - admission application, primary form of identification, proof of graduation, official transcript - high school or GED®, official transcript - all other colleges (if attended), students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution.

**Non-degree seeking students**: (Non-High School Graduate / No GED) - Admission application, primary form of identification, official transcript - high school (if attended), official transcript - all other colleges attended (if attended), required assessment score (State Board Procedure 801.05: Admission: Non-High School Graduate), Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution.

In keeping with the mission of the Lawson State Community College and the Alabama Community College System, applicants with less than a high school diploma or GED may be admitted to courses not creditable toward an associate degree or programs comprised exclusively of courses not creditable toward an associate degree, provided that he/she meet following criteria: the applicant is at least 16 years of age and has not been enrolled in secondary education for at least one calendar year, and has specifically documented ability-to-benefit based on an assessment approved by the federal government.

Students admitted under the “Ability to Benefit” provision may enroll in one of the following programs at the short certificate award level: Automotive Body Repair, Automotive Mechanics, Barbering, Cabinetmaking, Carpentry, Commercial Foods Service, Commercial Sewing, Cosmetology, Graphics and Printing, Home Health Aide, Masonry, Medium / Heavy Truck Technician, Nurse Assistant, Plumbing, Sewing in Soft Interior Furnishings, Sewing in Tailoring and Alterations, and Welding. However, such students may proceed beyond the short certificate award if the GED (General Equivalency Diploma), the Alabama High School Diploma, or its equivalent is acquired.

**ADMISSION STATUS TYPES**

There are two types of admission status: 1) **unconditional** and 2) **conditional**. Students who have submitted all required documentation may be admitted as unconditional status. Students who have not submitted all required documentation may be admitted as conditional status. Failure to provide documentation by the end of the first semester, as determined by local institution calendars, will prevent a student from future registration and official transcript release.

**ADMISSION CLASSIFICATION**

**First Time**: A student who has no prior post-secondary experience, attending any institution for the first time.

**Transfer**: A student entering the institution for the first time, having previously attended a post-secondary institution. The student may transfer with our without credit. Acceptance of transfer credits is based upon Lawson State Community College policy.

**Transient**: A student enrolled at another college or university who is taking classes at an Alabama Community College System institution for the express purpose of transferring back to the home college or university.

**Accelerated**: A secondary education student who is earning college credit while still in high school. Accelerated High School program may not substitute for high school credit.

**Dual Enrollment and Dual Credit**: A secondary education student who is earning college credit while still in school. Dual enrollment credit may be applied toward a high school diploma.

**International**: A student who is a citizen of another country.

**First-time Student Admission**

A student, who has no prior post-secondary experience, attending any institution for the first time, must submit an application for admission, appropriate ID, and an official copy of the high school transcript or GED score report.

A first-time student who does not have on file the official high school transcript or GED score report and any additional documents required may be granted conditional admission. No first-time student shall be allowed to enroll for a second semester unless all required admissions records have been received prior to registration for the second semester.
If all required admissions records have not been received prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read **CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS.** This notation will be removed from the transcript only upon receipt of all required admissions records.

### Transfer Student Admission

An applicant who has previously attended another duly accredited postsecondary institution will be considered a transfer student. To be classified as degree eligible, a transfer student must have submitted an application for admission and official transcripts from all duly accredited postsecondary institutions attended and any other documents required for first-time students. Even though transcripts from non-duly accredited institutions may not be required for admission to the College, transcripts from all institutions are required for recipients of federal student aid. A **duly accredited institution is accredited by one of the six regional accrediting bodies recognized by the U.S. Department of Education.**

A transfer student who does not meet the requirements in the previous paragraph will be classified as a non-degree eligible student/ability to benefit student or conditional. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

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

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

Further discussion of issues related to General Principles for Transfer Credit and Initial Academic State of Transfer Students is found later in this section.

### Transient Student Admission

A transfer student who attended another postsecondary institution and who seeks credit at for transfer to that parent institution may be admitted to Lawson State Community College as a transient student. The student must submit an application for admission and an official letter from the institution which certifies that the credit earned at the institution will be accepted as a part of the student's academic program. Such student is not required to file transcripts of previously earned credits at other postsecondary institutions.

### Accelerated High School Program Admission

The Accelerated High School program allows high school students the opportunity to earn college credit while still in high school. College credit earned through the Accelerated High School program may not substitute for high school credit.

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

- a. The student has successfully completed the 10th grade;
- b. The student provides certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative “B” average and recommends the student be admitted under this policy;
- c. The student may enroll only in courses for which high school prerequisites have been completed.
- d. Students may enroll in academic, career and technical, or health profession courses/programs in accordance with guidelines issued by the Chancellor of the Alabama Community College System.

### Dual Enrollment / Dual Credit for High School Student Admission

Lawson State Community College admits students from within its service area for dual enrollment/dual credit. Courses offered are on the postsecondary level and enrolled students must pay normal tuition as required by the College, or as stipulated in a contract for services between the College and the student’s school system.

A student is eligible for dual enrollment/dual credit if the student meets the following criteria:

- a. The student must meet the entrance requirements established by Alabama College System institutions;
- b. The student must have a “B” average in completed high school courses;
c. The student must have written approval of the appropriate principal and the local superintendent of education;

d. The student must be in grade 10, 11, or 12, or have an exception granted by the participating institution upon the recommendation of the students’ principal and superintendent and in accordance with Alabama Administrative Code 290-8-9-.17 regarding gifted and talented students.

1. Students may enroll in occupational/technical courses/programs in accordance with guidelines of the Department of Postsecondary Education.

2. Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the students’ principal, superintendent, and the President of the College.

3. Parental permission and travel for courses offered off the high school campus during the normal school day will be administered under the auspices of local boards of education;

4. Ten quarter/six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between College and the local board of education.

INTERNATIONAL ADMISSION

For admission to Lawson State Community College, an international applicant must provide:

1. Submit a completed Application for Admission

2. A VISA recognized and accepted by the United States Government.

3. An official translated copy of the student’s high school/college transcript. These documents must be reviewed by Educational Credential Evaluators, Inc. www.ece.org, World Education Services, Inc. www.wes.org or by a member-agency of the National Association of Credential Evaluation Services (NACES) www.naces.org in the United States, at the expense of the applicant. An official report should be forwarded directly to Lawson State Community College.

4. A minimum score ranging from 5.5-6.0 on the IELTS (International English Language Testing System) as determined by the college, or a total score of 61 on the Internet-based TOEFL, a total of 173 on the computer-based TOEFL, or a total score of 500 on the paper-based TOEFL.

   English as a Second Language exam may be waived for students from the following countries: Australia, Bahamas, Bermuda, Canada (verify from transcript), England, Ireland, Jamaica, New Zealand, Scotland, Antigua and Barbuda, Barbados, Grenada, Belize, Dominica, Malawi, St. Lucia, St. Kitts and Nevis, Nigeria, Tanzania, The Gambia, Tobago and Trinidad, Zambia, and Virgin Islands. All other waivers must be submitted to the Chancellor for approval with substantial documentation.

5. Signed, notarized statement verifying that the student or a sponsor adequate financial support while attending college. (Recent bank statements indicating sufficient funds to cover financial obligations must be included.) Please note that the College offers no financial assistance or scholarships for international students.

6. Documentation demonstrating adequate health and life insurance, inclusive of a repatriation benefit, which must be maintained during enrollment.

7. English as a Second Language exam may be waived for students from the following countries: Australia, Bahamas, Bermuda, Canada (verify from transcript), England, Ireland, Jamaica, New Zealand, Scotland, Antigua and Barbuda, Barbados, Grenada, Belize, Dominica, Malawi, St. Lucia, St. Kitts and Nevis, Nigeria, Tanzania, The Gambia, Tobago and Trinidad, Zambia, and Virgin Islands.

8. Transient or transfer international students must submit a Transient/Transfer Clearance Form signed by the foreign student advisor at the institution from which the prospective student comes. Further, transfer students must submit a copy of the Form I-20 from the institution from which the student transfers.

SENIOR CITIZEN ADMISSION

Persons age 60 or over may receive tuition scholarships. Such persons must follow standard admissions procedures and meet all course prerequisites as stated in the catalog. Waivers apply ONLY to college-credit courses and do not include books, fees, supplies, or tools. Registration will take place during regular registration periods. Available space will not be assured until the last day of late registration. In the event space is no longer available, such persons will be required to withdraw from the course.
**READMISSION REQUIREMENTS**

Prospective students who were previously enrolled are required to complete the following steps to reapply for admission to Lawson State Community College:

- Submit an updated *Application for Admission* if the student has not attended a fall or spring term within the academic year. An updated *Application* will not be required for students who enrolled during spring but did not enroll for the following summer term.
- Retake COMPASS placement exam, if scores are more than three years old.
- Request transcripts from other colleges and universities attended since leaving LSCC. Transcripts should be sent to the Office of Admissions at Lawson State Community College, if such transcripts are not in the student’s academic record.
- Submit Selective Service Verification if appropriate.

A student who has a break in enrollment may be required to study under the catalog currently in use at the time of re-admission.

*A returning student who is on academic or disciplinary suspension from any other college(s) must appeal in writing to the Admissions Appeals/Grievance Committee in care of the Director of Admissions.*

**CHANGE OF PROGRAM**

Students may change their program by completing a *Change of Record Request Form*, which is available on the Admissions forms section of the College’s website, as well as, in the Admissions / Records Offices. The student’s current program advisor should review the degree plan and transcript before signing indicating that the student qualifies for the new program. The student’s permanent record will reflect a change of program upon submission of the signed form to the Office of Admissions.

*Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned in computing grade point averages for admission or other purposes. For more information, log on to AGSC/STARS Home Page at: [http://stars.troy.edu](http://stars.troy.edu).*

**GENERAL PRINCIPLES FOR TRANSFER OF CREDIT**

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

1. In assessing and documenting equivalent learning and qualified faculty, Lawson State Community College uses recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

2. A course completed with a passing grade at other duly accredited postsecondary institutions will be accepted for transfer as potentially creditable toward graduation requirements. A transfer grade of “D” will only be accepted when the transfer student’s cumulative GPA is 2.0 or above at the time of admission. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for native students.

**INITIAL ACADEMIC STATUS OF TRANSFER STUDENTS**

1. A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on **Clear** academic status.

2. A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on **Academic Probation**. The transcript will read **ADMITTED ON ACADEMIC PROBATION**.

3. An applicant who has been academically suspended from a duly accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the institution 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**.
CREDIT AWARDED BY NON-TRADITIONAL MEANS

- College credit may be awarded through nontraditional means (i.e., credit awarded for prior learning from which the skills that comprise courses – terminal objectives – are mastered to an acceptable degree of proficiency).

- Credit awarded through nontraditional means for academic transfer courses may be awarded by examination, nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY) or through other statewide programs identified by the Department.

- The College will accept for credit a score of 3 or higher on Advanced Placement® subject examinations.

- Credit awarded through nontraditional means for non-academic transfer courses may be awarded through portfolio review by a prior learning assessment specialist through Instructional Services, through statewide articulation agreement for career and technical students or other statewide programs identified by the Department.

- Not more than 25 percent of total credit required for any program may be awarded through nontraditional means. Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at Lawson State Community College.

- Nontraditional credit is not applicable for the 25 percent semester credit hours that a student completing a program must be earn at Lawson State.

- A student may be granted advanced placement by presenting scores on the College Board Advanced Placement Examination. Students with a minimum score of 3 will be given college credits (but no academic grade) for beginning courses.

STANDARDS OF PROGRESS FOR TRANSFER STUDENTS

- A transfer student who is admitted on Clear academic status is subject to the same standards of academic progress as a native student. Grades accrued at other regionally accredited postsecondary institutions, including other Alabama Community College System institutions, are not included in GPA calculation.

- A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 semester credit hours at Lawson State.

- If the Cumulative GPA at Lawson State is below 1.5 at the conclusion of the semester in which the transfer student has attempted a total of 12 or more semester credit hours, the student will be suspended for one semester. The transcript will read SUSPENDED--ONE SEMESTER.

- If the cumulative GPA at Lawson State is 1.5 or above at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 semester credit hours, the student's status will become Clear.

TRANSFERRING TO ANOTHER COLLEGE FROM LAWSON STATE

Counselors and other members of the College’s staff will advise and assist any student planning to transfer to a four-year institution. However, it is the student’s responsibility to follow the admissions requirements closely. These requirements are indicated in the particular institution’s catalog. Reference copies of various catalogs are available in the various offices at Lawson State.

Because of the highly specialized nature of courses in career programs, many of the courses are not designed for transfer to a four-year institution. Students also should note that courses with numbers below 100 usually do not transfer.

Students are strongly recommended to see an advisor regularly if they are planning to transfer to a four-year college or university. Representatives from four-year colleges often visit the campus to help Lawson State Community College’s students plan their transfer programs.

RESIDENCY

In-State vs. Out-of-State
Lawson State Community College is supported by the taxpayers of Alabama. Students who are not state residents MUST pay out-of-state fees. A student’s official residency is determined at the time of admission according to the residency policy of the state of Alabama.

To qualify for in-state tuition, a legal residence must have maintained residency in Alabama for at least the twelve months immediately preceding the date of first enrollment in an institution of higher education in Alabama.
REGISTRATION

SCHEDULE OF CLASSES

A schedule of classes is published each semester and is available approximately four weeks before each registration date. Schedules are available in the Office of Admissions, Records Office and at other campus locations. Please note that fees, curricula, etc. can change at any time; therefore, it is recommended that EACH student be counseled by an advisor before planning class schedules each semester.

ENROLLMENT CLASSIFICATIONS

<table>
<thead>
<tr>
<th>Day</th>
<th>A student who is enrolled for a majority of course work scheduled before 5:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evening</td>
<td>A student who is enrolled for a majority of course work scheduled after 5:00 p.m.</td>
</tr>
<tr>
<td>Full Time</td>
<td>A student who is enrolled for twelve or more semester hours.</td>
</tr>
<tr>
<td>Part Time</td>
<td>A student who is enrolled for fewer than twelve semester hours.</td>
</tr>
<tr>
<td>Freshman</td>
<td>A student who has completed 0-32 semester hours of coursework.</td>
</tr>
<tr>
<td>Sophomore</td>
<td>A student who has completed 33 or more semester hours of course work.</td>
</tr>
</tbody>
</table>

Only course work taken at Lawson State Community College is used in computing grade point averages.

COURSE LOAD

Students are classified according to the following minimum schedule:

<table>
<thead>
<tr>
<th>Course-Hour Loads</th>
<th>Semester Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Full-time Load</td>
<td>12</td>
</tr>
<tr>
<td>Normal Full-time Load</td>
<td>12-19</td>
</tr>
<tr>
<td>Financial Aid and Veterans Benefits</td>
<td>12</td>
</tr>
<tr>
<td>Financial Aid and Veterans Benefits (3/4 allowance)</td>
<td>9-11</td>
</tr>
</tbody>
</table>

REGISTRATION

Registration is held each semester according to scheduled dates and procedures published in the semester Schedule of Classes booklet. Students are responsible for registering each semester. Lawson State may withhold the privilege of registering for the following reasons:

- Unpaid Fees
- Overdue Loans
- Library Books
- Incomplete Admission Records

Students who experience academic difficulties (see Satisfactory Academic Progress) may be limited in their selection of courses and the number of credits for which they may register. These students must see the Retention Counselor to complete registration.

RECORDS

MRS. LORI CHISEM, REGISTRAR
lchisem@lawsonstate.edu

Bessemer Campus
Student Services Center
1100 9th Avenue, SW
Bessemer, AL 35022
(205) 929-3410
(205) 424-5119

Birmingham Campus
*Administration Building
3060 Wilson Road, SW
Birmingham, AL 35221
(205) 929-6309 FAX:
FAX: (205) 925-3716

RECORDS OFFICE

*The Admissions Office shares a combined office with the Records Office on the Second Floor of the Administration Building “A” on the Birmingham Campus.

Hours of Operation

<table>
<thead>
<tr>
<th>Monday -Tuesday</th>
<th>Wednesday-Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m. – 7:00 p.m.</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
</tbody>
</table>

The Records Office primarily stores and maintains student academic records. This office provides transcripts of student academic records (official and student copies), facilitates registration each semester for credit classes, and verifies and certifies student enrollment status. In addition, the office processes grade changes, certificates and degrees, and changes in student information. Specific registration information is contained in instructions distributed before each semester begins.

COURSE-HOUR LOADS

Students are classified according to the following minimum schedule:

<table>
<thead>
<tr>
<th>Course-Hour Loads</th>
<th>Semester Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Full-time Load</td>
<td>12</td>
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<tr>
<td>Normal Full-time Load</td>
<td>12-19</td>
</tr>
<tr>
<td>Financial Aid and Veterans Benefits</td>
<td>12</td>
</tr>
<tr>
<td>Financial Aid and Veterans Benefits (3/4 allowance)</td>
<td>9-11</td>
</tr>
</tbody>
</table>
Financial Aid and Veterans Benefits (1/2 allowance) | 6-8
---|---
International Students (F-1 Visa) | 12
Social Security Benefits | 12

**STUDENT COURSE OVERLOAD**

The student course load for a full-time student will be 12 to 19 credit hours per semester. Credit hours above 19 credit hours will constitute a student overload. The Vice President for Instructional Services must approve a student’s course overload. **No student will be approved for more than 24 credit hours in any one term for any reason.**

All hours including physical education, internship, seminar and on-the-job-training will be counted toward the maximum load.

Each credit hour taken usually requires a minimum of two hours of outside study each week. A student employed full-time should not attempt to carry more than three courses per semester. A student working part-time should carry a course load in proportion to hours of employment.

**AUDITING A COURSE**

Registration for an audit course must be declared by the end of the registration period and may not be changed thereafter. To change the registration for a course from credit to audit, the following procedures is used:

- The student must have the approval of the instructor and the appropriate divisional administrator.
- When the request to change to audit is approved, the student must officially notify the Records Office.
- Class attendance and work requirements are the same as for students taking the course for credit. The student is not required to take the final examination.
- Students who satisfactorily complete a course for audit will be assigned the grade of “AU”.
- The cost for auditing a course is the same as taking it for credit.

**ADDING AND DROPPING COURSES**

Students may receive permission from his or her advisor to change from one class to another only when it is determined that:

- The schedule has conflicting classes.
- The student does not have the required course prerequisites.
- The student is enrolled in a course not acceptable in his or her program of study.
- The student already has credit in the course and does not wish to repeat it.
- Administrative actions justify such changes. Appropriate signatures must be secured and the “Drop/Add Form” must be returned to the Records Office before it is official.

**STATUTE OF LIMITATIONS FOR COURSES**

Acceptance of some courses that were taken five years or more may be recommended for approval by the appropriate departmental chairperson to the Vice President for Instructional Services.

**WITHDRAWAL FROM A COURSE**

A student may withdraw from a course and receive a grade of “W” at any time during a given semester subject to the last day to withdraw. The deadline for withdrawals is specified in the semester schedule.

Students may withdraw by using the electronic withdrawal process (e-Withdrawal) during the designated withdrawal period each term. The e-Withdrawal form is is available on the Student Records page of the College’s website at [www.lawsonstate.edu](http://www.lawsonstate.edu). Click on the Admission page to locate the form.

**NOTE:** Students who stop attending classes for any reason should not expect the instructor to withdraw them. It is the student’s responsibility to officially withdraw by completing the e-Withdrawal Form in the Records Office by the deadline date published in the semester schedule. A student cannot withdraw from a course once official grades have been issued. If a student stays enrolled/registered in a course, he or she will be issued a grade at the end of the term. Again, it is the sole responsibility of the student to withdraw from a course.
GRADES AND RELATED MARKS

The following letter symbols are used to indicate the student's level of achievement in courses taken:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor (Not Passing)</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: Some programs and/or courses (i.e., nursing) may require a higher numeric range than the standard noted above.

A, B and C are letter grades which represent levels of accomplishment sufficient to allow students to progress satisfactorily toward graduation and/or prerequisite requirements.

D is a letter grade which indicates minimum level accomplishment. Some courses/programs require a minimum of a "C" grade to progress to the next course or to remain eligible for continuation in a program of study. Senior colleges and universities may or may not grant credit for a course in which the student has made a grade of "D". Lawson State does not recognize a "D" as passing.

F is the letter grade assigned to students who fail to meet minimum course requirements.

W is a letter grade assigned when a student withdraws from a course/courses after the designated drop/add period. The grade of W is assigned to a student who officially withdraws from a course(s) by the date designated in the semester schedule. Students must notify the Records Office of their intent to withdraw from a course, courses, or programs using the appropriate forms or electronic process (eWithdrawal).

Withdrawal from class or removal from the registration database can affect eligibility for federal financial aid. For more information, a student may contact the Office of Student Financial Services. A student should never withdraw from a course without seeking advice from their advisor and Financial Aid Officer.

"I" is a letter grade which indicates incompleteness of course requirements; thus an "I" is not a satisfactory completion and will not allow a student to progress to the next course level. An "I" is awarded only under extenuating circumstances. An "I" typically is used to signify that an instructor has granted permission to a student to complete work or that the Dean or designee has approved the student to take her/his final examination late. Other circumstances as approved by the instructor and/or Dean of designee may be granted. The student must be aware that he is not to sign up for the course again, but to see the instructor promptly and complete the course requirements. The grade "I" may affect eligibility for federal financial aid. For more information, a student may contact the Office of Student Financial Services.

Regardless of the circumstances, a grade of "I" must be changed by the designated date each semester or it will be converted to an F. At LSCC, if a student is seeking federal financial aid, all "I" grades must be removed prior to the awarding of federal financial aid.

AU as a grade indicates audit and is a course taken for non-credit. Credit hours will not be averaged into the grade point average. Audit must be declared by the end of the registration period and may not be changed thereafter.

GRADE POINTS

A student's academic standing or grade point average is a means to evaluate the overall quality of work being done. In order to perform this measure, the following grade points are assigned:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

The student's grade point average is obtained by dividing the total grade points earned by the total number of semester hours for which the grades of A, B, C, D, F or are assigned. Marks of S, U, W, I, and AU do not affect the grade point average but may affect financial aid.

A final grade is the instructor's evaluation of the student's work and achievement throughout the course. Grades and marks are given at the discretion of the instructor. Factors upon which the final grade may be based are class participation, recitation, written and oral quizzes, reports, papers, final examination, and other class activities. At the beginning of each course, it is the responsibility of each instructor to notify students in writing the grading practices that will be used. Grade changes may occur if legitimate calculation errors are made. The Change of Grade Form must be obtained from the Records Office.
**WHAT THE GRADE MEANS**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;F&quot;</td>
<td>The grade F is recorded if the student has failed the combined evaluation of work through the semester. A student who makes an “F” on the first semester of a sequence series of a course is not permitted to register for the succeeding sequences of the course before he or she has made up the failure.</td>
</tr>
<tr>
<td>&quot;I&quot;</td>
<td>When a student has failed to complete the requirements of a course, the student may be given an “Incomplete” or “I” grade. The “I” grade is given only to a student whose work in a course has been qualitatively satisfactory (completed at least 75% of course requirements). All requirements to remove an “I” must be completed within six weeks of the following semester in which the grade was given. If requirements are not completed within the six weeks period, the grade of “F” will be assigned.</td>
</tr>
<tr>
<td>&quot;W&quot;</td>
<td>A student who wishes to withdraw from a course or courses within the first twelve weeks of the semester may do so without the credit hours being computed as hours attempted. A grade of “W” does not impact one’s GPA but could have Financial Aid implications.</td>
</tr>
<tr>
<td>&quot;AU&quot;</td>
<td>(Audit) Courses taken for no credit. Credit hours will not be averaged into the grade point average. A course that is being audited must be declared by the end of the registration period and may not be changed thereafter. The fees are the same as for regular college credit.</td>
</tr>
</tbody>
</table>

**STANDARDS OF ACADEMIC PROGRESS**

These standards of progress shall apply to all students unless otherwise noted.

**Exceptions**

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

Selected transfer students will be placed on academic probation upon admission and must transition to these standards of academic progress.

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

**REQUIRED GPA LEVELS ACCORDING TO HOURS ATTEMPTED AT LAWSON STATE**

The following applies to the required GPA for attempted hours:

- Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 cumulative grade point average.
- Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 cumulative grade point average.
- Students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 cumulative grade point average.

**INTERVENTION FOR STUDENT SUCCESS**

When a student is placed on academic probation, one-term 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.

**APPLICATION OF STANDARDS OF PROGRESS**

- 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.”
- 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 probation.
- When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at the institution, but the semester GPA is 2.0 or above, the student remains on academic probation.
- When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at the institution and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read **suspended—one semester**.
- The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read **Suspended—One Semester/Readmitted Upon Appeal**.
- The student who is readmitted upon appeal re-enters the institution on academic probation.
- A student who is on academic probation, after being suspended for one semester, will remain on academic probation until the required GPA for the total number of hours attempted is sufficient.
• A student returning from a one semester suspension that has failed to obtain the required GPA for the number of hours attempted, and has failed to maintain a semester GPA of 2.0, will be placed on a one year suspension. The student may appeal a one term or one-year suspension.

The permanent student record will reflect the student’s status (except when the status is clear). When appropriate, the record will reflect Academic Probation, Academic Suspension—One Term, Academic Probation—One Year, One Term Suspension—Readmitted On Appeal, Or One-Year Suspension—Readmitted On Appeal.

If a student declares no contest of the facts leading to suspension, but wishes to request consideration for readmission, the student may submit a request in writing for an “appeal for readmission” to the Dean of Students within a designated published number of days of receipt of the notice of suspension. During the meeting, 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, together with the materials presented by the student, shall be placed in the Lawson State’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: Standards of Progress

Grade Point Average (GPA)—The grade point average based on all hours attempted during any one term at the institution based on a 4.0 grading scale.

Cumulative Grade Point Average—The grade point average based on all hours attempted at the institution based on a 4.0 grading scale.

Clear Academic Status—The status of a student whose cumulative grade point average is at or above the level required by this policy for the number of credit hours attempted at the institution.

Academic Probation—The status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at the institution.

The status of a student who was on academic probation the previous term and whose cumulative GPA for that semester remained below the level required by the policy for the total number of credit hours attempted at the institution, but whose semester GPA for that term was 2.0 or above.

One Semester Academic Suspension—The status of a student who was on academic probation the previous term but who has never been suspended, or since suspension, had achieved clear academic status. In addition, the cumulative GPA for that term was below the level required by the policy for the total number of credit hours attempted at the institution and whose semester GPA for that term was below 2.0.

One Year Academic Suspension—The status of a student who was: (1) on academic probation the previous term; (2) was suspended without since having achieved clear academic status; (3) whose cumulative GPA that term remained below the level required by the policy, for the total number of credit hours attempted at the institution; and (4) whose semester GPA for that term was below 2.0.

Academic Bankruptcy

A student at Lawson State may declare academic bankruptcy only once. The student may request in writing, to the Records Office, declaration of academic bankruptcy under the following conditions:

• If fewer than three (3) calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during that one semester. The student MUST have taken a minimum of 18 semester credit hours of work since the bankruptcy semester occurred. All course work taken, even hours completed satisfactorily during the semester for which academic bankruptcy is declared, will be disregarded in the cumulative GPA.

• If three (3) or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during 1-3 semesters. The student MUST have taken a minimum of 18 semester credit hours of course work at Lawson State since the bankruptcy occurred. All course work taken, even hours completed satisfactorily, during semester(s) for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.

When academic bankruptcy is declared, the term “Academic Bankruptcy” will be reflected on the transcript for each semester affected. When academic bankruptcy is declared, the transcript will reflect the
semester of its implementation and the transcript will be stamped “Academic Bankruptcy Implemented.”

Implementation of academic bankruptcy at Lawson State Community College does not guarantee that other institutions will approve such action. The respective transfer institution will make this determination. (A detailed chart that helps students determine the benefits, circumstances, and consequences of academic bankruptcy is printed on the Request for Academic Bankruptcy Form available in the Records Office.

**Dismissal from an Associate in Applied Science Degree Program and Certificate Program**

If the department chairperson determines that a student is not a safe and dependable practitioner in the lab, shop, clinic, or field area (in the progress of a course), the student may be dismissed from the program with the concurrence of the Vice President or appropriate dean through the due process procedure.

Certain courses within many occupational programs are prescribed in a one or two-year sequential pattern and are offered only once during the sequence. Students may not have an opportunity to repeat one of these courses or to elect a substitution course. Therefore, a student who fails one of these sequential courses may be dismissed from the program at the end of the semester in which the failure occurs.

Students dismissed from an occupational program under this policy may petition for enrollment in a later class. Re-enrollment may be based on the availability of space.

Dismissal from a degree or certificate program does not cause dismissal from the college.

**Grounds for Student Dismissal**

Academic standards and compliance with accreditation and legal requirements are maintained through regulations and policies related to student behavior, both in and out of the classroom (matriculation for scholarly pursuit and citizenship regulations). Noncompliance with college regulations and policies may constitute grounds for dismissal.

**Honors List**

The President’s List is a semester honor roll for students attaining a grade point average of 4.0 consisting of a minimum course load of not fewer than twelve (12) semester hours of 100 level courses or above.

**Dean’s List**

In order to qualify for the Dean’s List, a student must take a minimum course load of not fewer than twelve (12) semester hours of 100 level courses or above, and maintain at least a 3.50 grade point average.

**Requirements for Graduation in AA, AS, AOT, and AAS Degree Programs**

**A student must:**

1. Satisfactorily complete a minimum of 60 semester hours of college credit for AA or AS degrees and 60-76 semester hours of college credit for AOT and AAS degrees 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. All grades in repeated courses will be averaged into the grade point average; however, a course may be counted only once for the purposes of meeting graduation requirements unless specifically noted in the College Catalog that the course may be repeated for credit.
3. Complete at least 25% of the credit hours required for the degree at Lawson State Community College.
4. Successfully complete all courses that are a part of the student’s major program of study or degree plan with a grade of “C” or higher.

**Requirements for Graduation in Certificate Programs**

**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. All grades in repeated courses will be averaged into the grade point average; however, a course may be counted only once for the purposes of meeting graduation requirements unless specifically noted in the College Catalog that the course may be repeated for credit.
3. Complete at least 25% of the total semester credit hours required in the program at Lawson State Community College.
4. Successfully complete all courses that are a part of the student’s major program of study or degree plan with a grade of “C” or higher.

**Receipt of a Certificate**

In order to receive a diploma and/or certificate from Lawson State Community College, the following must occur:
1. The student or academic advisor must submit a formal application for graduation in accordance with institutional policy and pay the graduation fee, if applicable.

2. The student must fulfill all financial obligations to the College.

3. The student must satisfy those requirements either as stated in the current College Catalog at the time of graduation or as stated in catalog at the time of entry into the college.

4. The student must successfully complete all courses that are a part of the student’s major program of study or degree plan with a grade of “C” or higher.

Commencement exercises to award degrees and certificates to students in respective divisions are at the conclusion of the spring semester. A graduation fee is charged to each graduating student.

The student must be enrolled during the semester in which the degree is earned or with the approval of the Vice President for Instructional Services within one calendar year of the last semester of attendance.

The specific date of the commencement exercise is listed in the College calendar (in front of this catalog). Students must fulfill all financial obligations to Lawson State.

### Graduation with Honors

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

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

### Graduation with Honors for Certificate

- Graduation with Distinction
  (3.50 to 4.00)

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

### Repeating Courses

If a student repeats a course once, the second grade awarded (excluding grades of AU, W and WP) replaces the first grade in the computation of the cumulative grade point average. The grade and grade point average during the term in which the course was first attempted will not be affected.

When a course is repeated more than once, all grades for the course, excluding the first grade, will be employed in computation of the cumulative grade point average. Official records at the institution will list each course in which a student has enrolled. A repeated course will count only once toward the requirements for graduation. Repeating courses may or may not affect federal financial aid. For more information, contact the Office of Student Financial Services.

### Second Associate Degree

A student may earn a second associate degree by completing (in residence with an average grade of "C" or better) at least 18 semester hours of work over and above work done for the first degree, including a new major. The first degree must be based on at least 64 semester hours of fully accredited work. All requirements for the second degree major must be complete. Second-degree programs should be submitted to the Vice President for Instruction or appropriate dean for approval in advance. Statue of limitation is five (5) years.

### Family Educational Rights and Privacy Act of 1974 (FERPA) Transcript Policy

In accordance with the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act (FERPA [also known as the Buckley Amendment]), the Records Office will release a transcript of a student's academic record only upon written request of the student. The request for the transcript release must bear the signature of the student along with identifying information. Official transcripts are not issued to the student but to the institution, official, or agency listed on the request.

### Retention of Student Records

### Transcripts of Grades

Information on a student’s academic performance is available on a semester and cumulative basis via the web-based student information system and transcript records available in the Records Office.
It is the policy of Lawson State Community College not to re-issue transcripts from other colleges and schools. Official Lawson State transcripts will include totals of courses taken at the College, as well as, some courses transcribed as a part of the record of transfer students. However, students should make official transcript requests of the institution at which credit was originally earned.

Transcripts are sent within 24 to 48 business hours only. Generally, written requests are processed within forty-eight (48) of receipt. Online or electronic requests are processed within twenty-four (24) business hours. No transcript will be furnished for any student or alumnus who has a financial obligation to Lawson State such as unpaid fees or overdue library books. Transcripts may also be held for incomplete admissions records. Students who attended prior to 1990 may experience longer processing periods, as older records were stored on microfilm and on various other media.

A. Students wishing to send transcript requests by fax must furnish the following information: full name and any previous names under which enrolled, social security number, approximate dates of attendance, school or organization and fax number of where the transcript is to be forwarded, along with the student’s signature and a daytime phone number.

B. Telephone requests are not honored. A student should be aware that the receiving institution has the right to decline receipt faxed transcripts. The College does not charge a transcript fee.

C. Transcript requests will not be honored for any student who has outstanding academic or financial obligations in any of the administrative offices of the College.

E. Any student who withdraws from the College must have completed all admission credentials and have cleared all financial or other obligations in all of the administrative offices before being entitled to an official academic transcript.

NOTE: Students who attended the former Bessemer State Technical College should clearly indicate dates of attendance, as well as, denote that courses were taken through that specific institution. Further, most records of students who attended Lawson State Community College prior to 1990 are archived on microfilm and require additional processing.

Written request for transcripts should include the following information:
- Full Name (First, Middle, Last)—Please include any former names
- Social Security Number
- Mailing Address
- Daytime Telephone
- Name and Address of Institution or Agency to Which Transcript Should be Mailed
- *Signature
- Current Date

NOTE: Written transcripts will not be released without a signature.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974, 20 U.S.C. 1232g, is a federal law that protects the confidentiality of student educational records. Lawson State Community College officials recognize their obligation to exercise discretion in recording and disseminating information about a student. To implement this law and to meet the obligation to the student, a written institutional policy governing student records has been formulated. Annual notification will be made to Lawson State Community College students to their rights relative to educational records by publishing the policy in the current student catalog and distributing copies of the policy at fall registration.

For purposes of this policy, a student is defined as an individual who has been admitted and is enrolled or has been enrolled at the College. A student has the right of access to his/her educational records and may inspect and review the information contained therein. Exceptions to a student's rights of access are stated in the College policy. Educational records refer to all records maintained directly pertaining to an individual as a student. At the postsecondary level, parents have no inherent rights to inspect a student's education records. The right to inspect is limited solely to the student.
### Student Access to Records

**A. The student has the following rights:**

- To be provided with a list of the types of educational records maintained in the College.
- To inspect and review contents of these educational records.
- To be given responses by the Registrar or other college records officers to reasonable requests for explanation and interpretation of these records.
- To request amendment of any part of these records considered by the student to be inaccurate or misleading.
- To be afforded hearings, should the request to amend the records be declined.
- To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- To file a complaint with the U.S. Department of Education concerning alleged failures by Lawson State Community College to comply with the requirements of FERPA.

**B. The student does not have access to the following records:**

- Financial records, including any information those records contain, of his/her parents.
- Confidential letters and confidential statements of recommendation placed in the educational record prior to January 1, 1975, as long as the statements are used only for the purposes for which they were specifically intended.
- Confidential letters and statements of recommendations placed in the file after January 1, 1975, if the student has waived his/her right to inspect and review those letters and statements and those letters and statements are related to the student's admission to an educational institution, application for employment, and receipt of an honor or honorary recognition.
- Instructional, supervisory, and administrative personnel records which remain the sole possession of the maker.
- Campus security records.
- Employment records, except when such employment requires that the person be a student.
- Alumni office records.
- Physical or mental health records created by a physician, psychiatrist, psychologist, or other recognized professionals.

### Procedures for Access

The Records Office has a list of educational records maintained by the College. The Registrar or other college records officers may require that a college official be present when a student inspects and reviews his/her educational records. A student should submit to the Registrar a letter that identifies the record(s) he/she wishes to inspect. If it is an inappropriate time to retrieve the record(s) on short notice, the Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be advised of the correct official to whom the request should be addressed. Any questions concerning a student's access to records should be directed to the Registrar.

### Amendment of Education Records

A student may ask for amendment of a record that he/she believes is inaccurate or misleading. The student should make the request in writing to the Dean of Students, clearly identify the part of the record requesting to be changed, and specify why it is inaccurate or misleading. If the decision is not to amend the record as requested by the student, the Dean of Students will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

### Release of Directory Information

The College may release directory information to others without the necessity of obtaining permission from the student. Directory information is limited to the following:

- Student's name, address (local and permanent), and telephone number.
- Parents and Spouse.
- Date and place of birth.
- Major field of study.
- Participation in officially recognized activities and sports.
- Weight and height statistics for athletic team members.
- Dates of attendance.
- Degrees and awards received.
- Previous educational institution most recently attended.
- Photographs.

If a student does not wish the directory information released, he or she may indicate by notifying the Registrar in writing at the time of registration, and the College will withhold the information during that particular semester.
The request for nondisclosure of directory information should be renewed each semester.

Directory information will not be disclosed to private or profit making entities other than employers, prospective employers or representatives of the news media. Directory information will be released only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without prior written consent of the student. When directory information is disclosed to an institution, agency or organization, such information may be used by its officers, employees, and agents but only for the purposes for which the disclosure was made.

**Release of Educational Records**

The student may request release of copies of those educational records that are subject to release. The student must submit a written request in the Records Office and specify the following information:

- Records to be released.
- Purpose of disclosure.
- Party and address to which information is to be released.

All requests must have the student's signature (not printed name) in the space provided for the signature. Copies of transcripts from other colleges or universities are not released to the student or other parties. A student may request to view his/her educational records under the supervision of the Registrar.

Student educational records may be released to the following without prior written consent from the student:

- School officials within the institution who have been determined by the College to have a legitimate educational interest.
- School officials including counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional staff and clerical staff who directly relate to the administrative task of the College, College law enforcement officials, College attorneys, auditors, and a student serving on an official College committee.
- A school official who has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- Authorized representatives of the Comptroller General of the United States, the Secretary of Education, or state or local educational authorities.
- Appropriate authorities in connection with financial aid if the information is necessary to determine eligibility, amount of aid, conditions of aid, or to enforce the terms and conditions of the aid.
- State and local authorities if a state statute adopted before November 19, 1974, specifically requires disclosures to those officials.
- Organizations conducting studies, for, or on behalf of, the College for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction and student life provided that the studies will not permit the personal identification of the student and his/her parents by individuals other than representatives of the organization and provided that the personally identifiable information furnished will be destroyed when no longer needed for the purposes for which the study was conducted.
- Accrediting organizations to carry out their functions.
- Officials to comply with a judicial order or lawfully issued subpoena with the understanding that the student will be notified in advance insofar as possible.
- Appropriate parties to protect the health and safety of the student or another individual in emergencies with the understanding that only information essential to the emergency situation will be released.

No personal information about a student will be released without statements from the College to the parties receiving the information that no third parties are to have access to such information without the written consent of the student whose records are involved.

The Records Office will maintain records of all requests and disclosures of personally identifiable information from the educational records of a student except for information requested in writing by the student and directory information. The student may inspect the record of requests, disclosures and the legitimate interests of the parties requesting or obtaining information.

Any student who believes that his/her rights under the Privacy Act have been violated by the College may notify and request assistance from the Dean of Students and may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202-4605.

Lawson State Community College offers equal opportunity in its employment, admissions, and educational programs and activities in compliance with Section 504 of the Rehabilitation Act of 1973. The 504 Coordinators for students are Mrs. Philana Suggs (Birmingham Campus, Student Center Room 221; psuggs@lawsonstate.edu (205) 929-6449) and Ms. Renay Herndon (Bessemer Campus, Student Center Room 183; lawsonstate.edu (205)929-3419).
Lawson State’s Fees

Returned Check Fee $25.00
Assessed to an individual or student whose check(s) is
returned to Lawson State due to insufficient funds.

Nursing Liability Fee $75.50
Assessed to all first and/or second-level nursing students
for malpractice insurance coverage ($60.00 for ERI
Total Testing Program; $15.50 for Liability Insurance).

Distance Education Testing Fee $50 per online course
Students enrolled in distance education (online) courses
are assessed a $50 testing fee. This fee covers all online
testing fees to include Blackboard fees, proctoring fees
and ground testing fees. Distance Education testing fees
are ALWAYS identified at the time of registration.
Students need to refer to their printed schedules to see the
fee breakdown per course.

eTextbook Fees: $25-$150 (subject to change)
Some distance education fees have built-in eTextbook
fees (ranging from $25 - $150) that are automatically
collected at the time of registration and payment. Such
fees are collected to cover the expense of eTextbooks.
Students being assessed an eTextbook fee will NOT be
required to repurchase an additional textbook for the
course. eTextbook fees are ALWAYS identified at the
time of registration. Students need to refer to their printed
schedules to see the fee breakdown.

Specialized Equipment Fees (for Distance Education
Courses): Although specialized fees are not typically
collected upfront from students, distance education
students do encounter equipment fees. Students enrolled
in distance education must have Wifi access; must have a
computer (not an iPad); must have an audio headset (with
a microphone); and a web camera (either attachable or
built in).

NOTE: If taking an online PE class, students will need to
purchase a specialized electronic motion tracking arm
band ($25-$125). Fees vary for each of these items. The
Lawson State bookstore sells computers (~$500);
webcams ($11) and headsets with microphones ($11). All
fees are subject to change.

Graduation Fee $75.00 (subject to change)
Attire and associated expenses for those who plan to
participate in the ceremony. There is a minimal charge
for those graduates who wish to receive a diploma cover
but do not wish to participate in the commencement
exercises. The diploma, representing the certificate or
degree, is provided at no cost to those who complete all
requirements and are certified by the College as a
graduate.

Late Registration Fee $25.00
Replacement I.D. Card $25.00
Other Punitive Fees
- Traffic Fines ($10-$50) subject to change
- Library Fines (varies depending on how long a
student does not return a book or other library
materials on loan)

*Failure to pay traffic or library fees automatically causes
a HOLD to be placed on a student’s account.

**All college fees are subject to change**

Refund Policy

Refund for Complete Withdrawal
Students who officially or unofficially withdraw from all
classes before the first day of class will be refunded the
total tuition and other institutional charges. The “first day
of class” is the first day classes are offered within any
term configuration, including but not limited to full terms,
split terms, mini-terms, and weekend terms.

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

- Withdrawal during first week
  75% of tuition and other institutional charges
- Withdrawal during second week
  50% of tuition and other institutional charges
- Withdrawal during third week
  25% of tuition and other institutional charges
- Withdrawal after third week—NO REFUND

For calculating refunds during the fall and spring sixteen-
week terms, a “week” is defined as seven calendar days.
Refunds of tuition for terms shorter than sixteen weeks,
such as summer terms, mini terms, and weekend terms
will reflect a prorated week based on the number of days
in the term.

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

Refund of Books and Supplies with Complete
**Withdrawal**

Students who withdraw and who have purchased returnable books, and/or supplies from the College and return the items in new/unused condition by the end of the third week of the semester will be refunded the full purchased price. Books and/or supplies returned in used condition by the end of the third week of the semester will be refunded fifty percent (50%) of purchase price.

**Refund for 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 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.

**Additional Information**

- Pertinent dates affecting withdrawal and late registration are on the Academic Calendar.
- When credit hours are added during the drop/add period, additional tuition and fees are charged.
- Drop/Add period for each semester is published in the Academic Calendar.

**Refund of Room and Board with Complete Withdrawal**

Students who officially request a meal ticket refund and/or withdraw from a residence hall before the first official day of classes or during the first three weeks of the term will receive a refund calculated in accordance with the policy on Refund for Complete Withdrawal.

**Refund in Compliance with Federal Regulations**

All colleges shall comply with federal regulations relative to refund of tuition and other institutional charges for first-term Title IV recipients.

**Refund for Alabama National Guard and Reservists Called to Active Duty**

Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty in time of national crisis shall receive a full tuition refund at the time of withdrawal, if such student is unable to complete the term due to active duty orders or assignment to another location.

**Textbook Refund Policy**

Students may return textbooks to the bookstore within two weeks of the first day of class. In order to be refunded for returned textbooks, one must present a cash register receipt. Merchandise must be returned within five (5) business days from the date of purchase to receive a refund. Merchandise must be in resell condition. Exchanges of equal or greater value will be made if there is not a receipt.

If the textbook was purchased new and has not been damaged or written in, the bookstore will exchange or refund the full purchase price. If the textbook has been damaged or written in, the bookstore will refund half the purchase price. It is up to the bookstore personnel to determine the condition of the returned textbooks.

*Please also note the following:*

Optional textbooks are not returnable, and there will be no refunds on textbooks, general merchandise, supplies, and clothing during exam periods.

See next page for **Tuition and Fee schedule**. NOTE: Be sure to read what additional fees are associated with enrolling in distance education courses. This notation is housed at the bottom of the Tuition and Fee schedule and can also be found online at [www.lawsonstate.edu](http://www.lawsonstate.edu). To access the up-to-date Tuition and Fee schedule, click on Quick Links for LSCC’s website’s homepage.
Tuition and Fees Schedule
[Subject to Change]

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<tr>
<td>17</td>
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<td>162.00</td>
<td>180.00</td>
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<tr>
<td>19</td>
<td>2,166.00</td>
<td>171.00</td>
<td>171.00</td>
<td>190.00</td>
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</tr>
<tr>
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<td>21</td>
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<td>189.00</td>
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<tr>
<td>22</td>
<td>2,508.00</td>
<td>198.00</td>
<td>198.00</td>
<td>220.00</td>
<td>10.00</td>
<td>3,134.00</td>
</tr>
<tr>
<td>23</td>
<td>2,622.00</td>
<td>207.00</td>
<td>207.00</td>
<td>230.00</td>
<td>10.00</td>
<td>3,276.00</td>
</tr>
<tr>
<td>24</td>
<td>2,736.00</td>
<td>216.00</td>
<td>216.00</td>
<td>240.00</td>
<td>10.00</td>
<td>3,418.00</td>
</tr>
<tr>
<td>25</td>
<td>2,850.00</td>
<td>225.00</td>
<td>225.00</td>
<td>250.00</td>
<td>10.00</td>
<td>3,560.00</td>
</tr>
</tbody>
</table>

Full Time (12 credit hours or more)
Out-of-State Residents shall be charged 2.00 times the above Basic Tuition rates; Fees will remain the same per credit hour.
$25.00 Late Registration Fee for any returning student who fails to take advantage of the pre-registration process.

Additional ONLINE Course Fees: Online fees are NON-negotiable.

$50 online Testing Fee for ALL online courses (per course). Covers Blackboard, Proctor U and Ground Testing Fees.

NOTE: Proctor U charges a late testing fee that ranges from $5.00 to $8.75. Students must schedule their test with ProctorU at least 72 hours prior to testing. If not, a LATE fee (paid to ProctorU by the student) will be assessed. The $50 online testing fee DOES NOT include late fees.

Some online courses have embedded eTextbook fees. Fees range from $50-$150 per course.

Online PE courses have special equipment fees. Fees vary and range from $50-$150. Some students with Smartphones have App. options (with lesser fees).
STUDENT LIFE
STUDENT LIFE ACTIVITIES & ORGANIZATIONS

STUDENT ACTIVITIES

Lawson State Community College is dedicated to the total development of the individual. Therefore, the variety of activities at Lawson State represents a diversity of student interests. These activities are under the direction of the Dean of Students.

All student organizations are open to students of this institution who qualify for membership.

NO STUDENT MAY BE DENIED MEMBERSHIP TO ANY STUDENT ORGANIZATION BY REASON OF RACE, RELIGION, SEX NATIONAL ORIGIN, OR HANDICAPPING CONDITIONS.

STUDENT GOVERNMENT

The governing body of the students is the Student Government Association (SGA). The SGA is composed of officers elected by the entire student body, the presidents of the freshman and sophomore classes, the Inter-Club Council, and elected representatives from two classes.

CAMPUS ORGANIZATIONS

Afro-American History Club seeks to enlighten students about their Afro-American Heritage and the contributions made to the American society.

Alpha Sigma Mu is an organization for Veterans. Each member must have a service record with the armed forces of the United States. He or she also must maintain a scholastic average of 2.5 throughout the membership in the fraternity. Each year the fraternity gives a $200 scholarship to a graduating senior who is the child of a veteran. In addition to other activities, Alpha Sigma Mu sponsors a book exchange at the beginning of each semester and solicits the support of all veterans on campus.

Alpha Theta Phi Library Society is an organization that promotes an interest among students in the use of books and libraries. Membership is open to all interested persons. The organization promotes activities during National Library Week and sponsors literary programs during the year.

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

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

Association of Information Technology Professional is the professional association comprised of career minded individuals who seek to expand their potential—employers, employees, managers, programmers, and many others. The organization seeks to provide avenues for all their members to be teachers as well as students and to make contacts with other members in the IT field, all in an effort to become more marketable in rapidly changing, technological careers. The organization is comprised of computer science students.

The Honors College is designed to attract and develop tomorrow’s civic, political, scholastic and corporate leaders. The four pillars are as follows: Scholarship, Leadership, Global Citizenship and Community Service. Ultimately, the Honors College is simply a platform that allows its students to express themselves in their own unique way, and through critical reflection of self, the students are better prepared to shape their own destinies and discover how they can have the most profound impact on a global society.

Human Services Club seeks to strengthen students in their work to improve humanity intellectually, morally, and religiously. Good citizenship and perpetuation of the concept of human services are encouraged.

Inter-Club Council coordinates all clubs on the campus. The Council’s membership is composed of all club presidents. This organization co-sponsors with the Student Government Association, all activities, and identifies ways to improve the club program.
Kappa Beta Delta International Honor Society (KBD) is for the students who rank in the top 20 percentile in the Business and Information Technologies Department. Member institutions are accredited through the Association of Collegiate Business Schools and Programs (ACBSP). ACBSP was established in 1988 as an accrediting body for business programs. An Associate Degree Commission established standards in 1991 for accrediting programs at two-year institutions. Kappa Beta Delta membership is available exclusively to business students enrolled at schools accredited by ACBSP.

Kappa Beta Delta’s purposes are to encourage and recognize scholarship and accomplishment among students of business pursuing associate degrees; and to encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind.

Mu Beta Chi Phi is the science-mathematics club that seeks to broaden the science-mathematics experiences of Lawson State Community College’s science-mathematics students. Ideas and experiences are shared with the College family and with other students and teachers. The Club’s further purpose is to assist in developing greater awareness of the academic areas and their relationship to daily life in the local community. Through field trips, seminars, workshops, and special assemblies, the club provides opportunity for active participation of all its members.

Pep Squad seeks to promote school spirit and provide more student involvement in all school-sponsored athletic activities. Any student at Lawson State can be a part of the Pep Squad.

Phi Beta Lambda (PBL) is an organization sponsored by the Business and Information Technologies Department. The objective is to develop strong, aggressive leadership so that future businessmen and women may participate more effectively in the business and community life of which they are a part. Members learn to lead and participate in group discussions, preside at meetings and conferences, work on committee assignments, engage in group problem conferences, and work in other activities that contribute to the development of desirable leadership qualities. Phi Beta Lambda is opened to all majors.

Phi Theta Kappa Honor Society has as its objective to promote scholarships among students with superior achievement.

Skills USA (VICA) seeks to promote progressive leadership in the field of trade, industrial, and technical education that is competent, aggressive, self-reliant, and cooperative. Skills USA (VICA) is a national organization serving high school and college students and professional members who are enrolled in technical, skilled, and service occupations, including health occupations.

Society of Manufacturing Engineers (SME) is an international organization whose purpose is to serve the professional enrichment needs of varied practitioners that make up the manufacturing community. Membership includes access to SME’s database of more than 15,000 papers, articles, and periodicals that relate to the varied manufacturing disciplines; an opportunity to network through conferences and seminars; recognition through certification; employment and resume database assistance; and the development of personal relationships through participation in the Birmingham Area Senior Chapter activities.

Student Alabama Education Association seeks to acquaint the student with the objectives and goals of education in the American society. During American Education Week, this club sponsors special programs such as lectures, field trips of educational interest, and a social hour for respected educators. Membership in the SAEA is open to all students who plan to enter the teaching profession.

Student Nurses Association seeks to promote a spirit of citizenship, leadership and fellowship; it encourages responsibility for maintaining the high ideals for the nursing profession.

ALL-COLLEGE ANNUAL STUDENT ACTIVITIES

Students are advised and encouraged to participate in annual activities designed to set the cultural, spiritual, moral, and academic tone of the institution. Such activities include: SGA Election, Installation of SGA Officers, Convocations, Annual Christmas Musical, Black History Month, Career/Wellness Fair, L Week, Blood Drive, Martin Luther King, Jr. Celebration, Vocational Education Week, Homecoming, Miss Lawson State Coronation, Honors Convocation, and Commencement.

CONTACT PERSONS—For further information regarding Student Activities contact:

► Ms. Sunkeissa Cantrell
Student Activities Manager
scantrell@lawsonstate.edu
205-929-2072
ALUMNI ASSOCIATION

After a student has completed a course or a program of study at Lawson State Community College, he or she becomes a member of the Lawson State Community College’s Alumni Association.

The purpose of the association is to establish and maintain a mutually beneficial relationship between the alumni and the College and to work actively and effectively in advancing the interests of Lawson State Community College, its faculty, students, alumni, and surrounding community.

Benefits of this membership include life-time career services and job placement assistance, the use of College facilities such as the bookstore, library, and physical education facilities, and communication through various College publications.

RECREATION AND ATHLETICS

Lawson State is committed to providing quality intercollegiate and intramural programs designed to foster the personal growth of each student. These programs encourage individual and team achievement and strive to enhance the academic success, social development, and physical and emotional well being of each student. There are a variety of athletics and recreational facilities available for students. The Arthur Shores Fine Arts Building is equipped with a modern fitness center, hardwood court gym, swimming pool, and locker facilities. Students may participate in basketball, baseball, volleyball, field and track, cross-country, tennis, golf and swimming.

STUDENT SUCCESS CENTER

The student success program is a college-wide retention plan designed to assist students with their persistence and success here at Lawson State. Every faculty and staff member becomes knowledgeable of retention problems affecting our campuses and collectively work toward providing the best customer service LSCC has to offer.

The Student Success Centers provide a variety of academic support that will help students improve their basic skills. The Center offers a variety of instructional and tutorial services free of charge to enhance student’s success. Counselors in the Center help students plan an individualized, self-paced, course of study for the successful completion of their program. The Center is equipped with computers and a wide selection of software that will supplement and reinforce classroom instruction.

STUDENT HEALTH SERVICES

Lawson State Community College is committed to providing direct, basic health care to all students following an assessment of illness or injury by a licensed staff member.

Wellness is an integral component of our student health services. Every effort is made to increase health awareness among students with each contact, health pamphlets, health fairs, and films relating to health issues (AIDS, alcohol, drugs, teenage pregnancy, etc.).

Health services are provided for students on both campuses. Whenever there is a medical emergency, the student health nurse and Campus Police should be called.

The student’s parents, spouse, guardian or any other person designated will be contacted as soon as possible to inform them of the student’s condition and any other vital information needed. Expenses incurred for care beyond that provided by Lawson State Community College’s insurance provider is the responsibility of the student.

STUDENT ID CARDS

Student registration is not complete until an ID card is issued. ID cards should be worn at all times and are required for using equipment in the library; being admitted to social, cultural, and athletic events; voting in student elections; etc. Lost or stolen cards should be reported to the Chief of Police immediately. A $25 fee is assessed for the second ID.

STUDENT FACILITIES

The Leon Kennedy Student Center on the Birmingham campus houses the cafeteria, recreation room and Chief of Police offices on the first floor, Student Services and the Dean of Students Office, Testing, SPACE Center, bookstore, and Upward Bound on the second floor.

The Student Services Center (Building A) on the Bessemer campus houses the offices of Admissions, Records, Student Financial Services, Counseling Services, Student Assessment, Career Services, and the Dean of Students office. The cafeteria is also located in Building A, adjacent to the Student Services Center.

LEARNING LIVING RESIDENTIAL FACILITY

Become a part of the new and exciting experience at Lawson State Community College! Living on campus gives the student an opportunity to meet other students and develop bonds that last a lifetime. The Learning Living Residential Facility consists of 120 units available to students on a first come, first serve basis.

All students interested in living in campus housing facilities must completed an application for admission.
and have been accepted by the Admissions Office. A housing application must be completed along with a non refundable deposit of $200.00.

Students may enter into a 12 Month Contract, a 10 Month Contract (Fall & Spring Semesters) or a 3 Month Contract (Summer Semester only). Each Contract includes a $500.00 Meal Plan per semester that is required for all students living on campus.

Room and Board costs are:

<table>
<thead>
<tr>
<th>Contract Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Month Contract</td>
<td>$5,150.00</td>
</tr>
<tr>
<td>10 Month Contract</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>3 Month Contract</td>
<td>$1,150.00</td>
</tr>
</tbody>
</table>

Other Fees are:

- Key deposit fee $25.00
- Key replacement fee $50.00
- Small appliance fee $30.00/semester

**All college fees are subject to change**

<table>
<thead>
<tr>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lost and Found</td>
</tr>
<tr>
<td>The college’s centralized Lost and Found Service is located in the Bookstore on the Birmingham and Bessemer campuses. Articles found and left with Lost and Found will be inventoried, dated and held for a period of 90 calendar days during which time they may be claimed upon identification. After 90 calendar days, the college is not responsible for articles turned into the Lost and Found Service.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Library/Learning Resource Center</th>
</tr>
</thead>
</table>
| The Learning Resource Center (LRC) serves as a support system; providing services and resources to sustain the mission and goals of the college. With innovative technology, print and non-print materials and instruction in library use, the library is a matrix of educational activity and gateway to information. The library is located in Building D of the West Campus (Birmingham) and Building A on the Bessemer campus. All students are entitled to free use of the LRC. The library maintains open stacks on both campuses to allow direct access to approximately 60,000 books, more than 400 periodical subscriptions, 1000+ videocassettes and 10,000 microfilm and microfiche of back issues of magazines and newspapers. The collection may be accessed through the “Athena” on-line public access catalog which locates materials by using subject, title, author and keyword searches. It is available from any internet compatible computer through the library’s web page, campus network and any remote location. The Center also provides public access to the Internet through work-stations with World Wide Web browsers, Microsoft Office software and information via CD-ROM and on-line databases. A collection of scholarly, essential, electronic information resources is accessed through the Alabama Virtual Library. Home access to the Alabama Virtual Library is provided for students and faculty through the Lawson State Community College LRC. Passwords and User ID’s are available at the circulation desk. Books are circulated for a 14 day loan period with one renewal. Reserved books, articles and audio-visual materials loan periods vary according to faculty recommendations. Failure to return books and other library materials can delay grades, and transcripts, until the library records are cleared. The student’s name is referred to the Office of Admissions and Records. Lawson State Community College’s Learning Resource Center on the Bessemer campus includes the Library and Curriculum Services. Students may use the Learning Resource Center to improve proficiency in any subject for which software is available. The center houses multimedia workstations with Internet access, a large study room and computer labs. Information Literacy is provided to all incoming students through Orientation (ORN 101) classes, individual instruction and classes tailored to specific disciplines. Orientation to the library includes teaching new users how to access bibliographic information and other learning resources. The library also provides students with opportunities to learn how to access information in different formats so that they can continue lifelong learning. Professional librarians work closely with faculty members and other information providers in assisting students in the effective use of resource materials. Library services include:

- Photo Copiers and Printers
- Borrowing privileges with cooperating colleges in the local area
- Electronic Classrooms
- Research and reference assistance
- Document delivery
- Interlibrary loan services
- Course reserve list and materials
- Courier delivery between campuses
- Meeting rooms and auditoriums |
Alternative Delivery Services

The following guide outlines services available for students enrolled in alternative delivery courses. Since information requirements may vary with location or circumstance, alternative learning students are encouraged to contact library services, (205)-929-3434 or (205)-929-6333.

Alternative delivery students may borrow books both on campuses during regular library hours and via mail. Requests for books delivered by mail will be filled within two business days. Policies for the circulation of materials will be the same for all students regardless of location. Alternative delivery students may borrow books utilizing the following methods:

Phone: (205) 929-3490, 929-6333 Fax: (205) 929-6324 or Email: shenderson@lawsonstate.edu

Document Delivery

Document delivery may be requested by mail or e-mail. Documents will be delivered via e-mail whenever possible. Documents delivered via mail will be sent within two business days.

Electronic Resources

An excellent collection of electronic resources is available to all Lawson State students and faculty consisting of the Alabama Virtual Library and other full text databases. Electronic books are also available to the college community. Distance learning students may obtain passwords and user ID’s from the library circulation desk for access to all electronic resources. In addition to the Alabama Virtual Library, a free service to all residents of Alabama, students and faculty may access all electronic resources through the college’s web page: www.lawsonstate.edu.

Interlibrary Loan Services

Interlibrary Loan is a service provided to all students and faculty of Lawson State Community College for access to materials in other libraries by request. A small fee is charged for photo copies of articles.

Research and Reference

Research and reference assistance is available during regular library hours by visiting the campus, by phone: (205) 929-6333 or (205) 929-3490; by e-mail: reference@lawsonstate.edu

Library Hours

8:00 a.m. to 8:30 p.m.  Monday through Thursday
8:00 a.m. to 4:00 p.m.  Friday
8:00-12:00 noon  Saturday

MOTOR VEHICLE INFORMATION

General Campus Parking and Traffic Regulations

Lawson State Community College provides on-campus parking to handle as many vehicles as possible. However, rules and regulations are necessary to assure maximum usefulness and convenience. It is required that all students cooperate in seeing that these rules and regulations serve their intended purpose – to make parking spaces available to as many vehicles as possible, and, to assure a safe, smooth traffic flow on the campus.

The use of motor vehicles on the campus should be regarded as a privilege to park on campus. Each student and employee of the college should become familiar with and make every effort to comply with these rules and regulations.

Vehicle Registration/Parking Decals

All motor vehicles operated on campus by students and employees alike must be registered with the Campus Police Department. Motor vehicles including motorcycles, motor scooters and motorbikes must be registered. It is further required that owners of these motor vehicles carry appropriate liability insurance on such vehicles. Vehicle registration decals can be obtained from the College Bookstore, located in the Leon Kennedy Student Center (Birmingham Campus) or the College Cashier on the Bessemer Campus. To properly register a motor vehicle, all students and employees must present a current college ID and a current vehicle tag number in order to complete the vehicle registration and receive a parking decal.

Parking decals are valid for one year only. All decals expire yearly at the end of the Summer Semester and must be renewed annually. Parking decals are not transferable from one vehicle to another or from one individual to another.

All parking decals must be permanently affixed to the driver’s side of the front window of all motor vehicles, except motorcycles and motorbikes. The parking decal must be easily seen. Only a current decal should be displayed.

Parking decals should be removed if a motor vehicle is sold or traded. All changes in motor vehicle ownership must be reported to the Office of the Chief of Police. The
individual under whose name a vehicle is registered, and to whom a parking decal is issued, will be responsible for all violations, regardless of who is driving the vehicle.

### Parking and Traffic Restrictions/Regulations

All students and employees of the college are required to adhere to the following applicable parking and traffic restrictions while operating a motor vehicle on campus:

Students and employees must park in designated areas as follows:

<table>
<thead>
<tr>
<th>Curb/Parking Slot Color</th>
<th>Type Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unpainted</td>
<td>Student</td>
</tr>
<tr>
<td>Green</td>
<td>Faculty and Staff</td>
</tr>
<tr>
<td>Red</td>
<td>Administrators</td>
</tr>
<tr>
<td>White</td>
<td>Visitors</td>
</tr>
<tr>
<td>Blue</td>
<td>Handicapped</td>
</tr>
<tr>
<td>Yellow</td>
<td>No Parking</td>
</tr>
</tbody>
</table>

- All parking will conform to marked off areas and shall be in accordance with curb/parking slot colors and parking signs.
- Improper parking will not be permitted anywhere on campus.
- Double parking is prohibited at all times.
- Parking on or over a line curb is prohibited.
- All parallel parking will be within twelve inches of the curb.
- In all lots marked with parking spaces, motor vehicles will be parked headed into the parking space.
- Driving or parking on the grass or sidewalks and parking or standing at crosswalks, loading zones or yellow curbing is prohibited at all times.
- Motorcycles, motor scooters, motor bikes and bicycles must not be parked on yellow curbs, or sidewalks, or in driveways so that they block entrances or exits to parking areas, sidewalks, or buildings.
- Employees of the college may not authorize students to park in any other parking zone other than those specifically designated for student parking.
- All traffic regulation signs on campus must be obeyed, including stop signs, yield, crosswalk one way, and speed limit signs.
- The speed limit on all campus roadways and in all parking areas is 15 mph, but any speed not safe for the conditions of the road, including vehicle and pedestrian congestion during peak periods of the day, is prohibited.
- Motor vehicles must yield to pedestrians in designated crosswalks.
- The use of the track as a roadway by any vehicle, including bicycles, is prohibited.
- If a motor vehicle must be left on campus overnight, the Campus Police Department should be notified.

### Fines and Citations

Each violation of the Parking and Traffic Restrictions or Regulations stated above will result in a citation, and a fine will be assessed as follows:

<table>
<thead>
<tr>
<th>Standing Violation Fines:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No Decal</td>
<td>$5.00</td>
</tr>
<tr>
<td>Parking in a Prohibited Zone</td>
<td>$5.00</td>
</tr>
<tr>
<td>Double Parking/Blocking Traffic</td>
<td>$5.00</td>
</tr>
<tr>
<td>Improper Parking</td>
<td>$5.00</td>
</tr>
<tr>
<td>Warning</td>
<td>No Fine</td>
</tr>
<tr>
<td>Handicap Parking Violation</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Moving Violation Fines:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving wrong way on one-way lane</td>
<td>$10.00</td>
</tr>
<tr>
<td>Speeding</td>
<td>$10.00</td>
</tr>
<tr>
<td>Improper Passing</td>
<td>$5.00</td>
</tr>
<tr>
<td>Following Too Closely</td>
<td>$5.00</td>
</tr>
<tr>
<td>Running a Stop Sign</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

### Enforcement of Disciplinary Actions

Police and Security Officers patrol the campus and, where necessary, warnings and tickets will be issued. Students who receive citations for serious traffic violations such as speeding or reckless driving may be referred to the Disciplinary Committee.

Payment of all Lawson State Community College fines must be made through the Business Affairs Office within seventy-two (72) hours of violation. Failure of a student to pay a fine will result in the student’s inability to register for a new semester, to graduate, or receive a transcript. In the case of repeated parking or traffic violations, a written notice will be sent to the violator prior to revocation of permit. Any unauthorized vehicle parked on campus may be towed away at the owner’s expense.

All City of Birmingham fines must be made through the Traffic Citation Division of Birmingham Municipal Court located at 710 20th Street North, City of Birmingham, by the court date at the bottom of the citation to avoid doubling of fines or warrants being issued.

### Appeal

Any student or employee of the college who wishes to discuss and to appeal a traffic/parking citation shall contact the Chief of Police within three school days. If not, the right of appeal is waived. Individuals shall have their appeals processed within thirty days of citation. Appeals for City of Birmingham citations are made at Traffic Citation, 710 20th Street North, after three school days.
Termination of Parking Authorization

Authorization to park on campus will be terminated when:
- A student or employee is no longer enrolled or employed at the college.
- A student or employee is officially prohibited from coming on campus.
- There is a change in control of ownership to the motor vehicle.
- Parking privileges are revoked due to repeated parking or traffic violations.

SAFETY AND SECURITY

Lawson State Community College provides a safe environment for students, faculty, staff and other campus visitors. The college maintains a staff of uniformed Campus Police/Security officers 24 hours a day. Selected areas on campus are under video surveillance as well. A student should report suspicious activity, safety hazards, or security concerns to the Campus Police/Security Office.

A person who is not enrolled at the college; who is not an officer or employee of the college; or who is not otherwise authorized to be on the campus or at any other facility owned, operated, or controlled by the governing board of the college and who does not have legitimate business on the campus or facility or has no license or invitation to enter or remain on the campus or facility may be directed by any officer of the college to leave the campus or facility.

Any person committing any act tending to interfere with the normal, orderly, peaceful, or efficient conduct or activities of such facility, may be directed by an official of the college to leave the campus or facility. If the person fails to do so, trespassing charges may be made by the college through the appropriate local law enforcement agency or court.

Emergency Assistance

Assistance is available any time that Campus Police/Security can help a student with problems, such as keys locked in vehicle, starting problems, or an accident on campus. Campus Police/Security can be reached from 8:00 a.m. to 5:00 p.m., Monday through Friday by calling the Switchboard Operator, at night and on weekends by calling 925-3587.

Emergency Messages

Telephone messages will only be delivered to students in the event of an emergency such as illness in the family, death, an accident, or the like.

Emergency Procedures

Evacuation Plan

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

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

Fire Evacuation Procedures

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

When a fire occurs:

1. Report the fire to the Campus Police/Office or Switchboard Operator by dialing “0” from any college telephone. The college dispatcher will notify the Fire Department.
2. Activate the building alarm. If the building is not equipped with an alarm/signal, notify by voice.
3. Begin evacuation of the immediate area. The instructor is responsible for evacuating the classroom, turning off all equipment and lights, and closing all doors and windows before leaving the classroom, lab, or shop, when feasible. DO NOT LOCK DOORS!
4. Assist the disabled in exiting the building! Remember, smoke is the greatest danger in a fire, so stay near the floor where the air is less toxic.
5. Assemble in groups by classes at least 50 yards away in designated safe locations. Safe locations are predetermined by each instructor. Once assembled, the instructor will call roll and report any missing students to the administrator on the scene. Students must remain clear of fire lanes, hydrants, and walkways for emergency vehicles and crews.
6. Do not return to an evacuated building unless instructed to do so by the Campus Police, Security Officer or designee.

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

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

### Tornado Evacuation Procedures

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

The college operator, Campus Police/Security Officer, or administrator will alert the faculty and staff, visitors, etc., in the event of a tornado warning. Should it be necessary to evacuate some areas of the campus, a verbal command will be issued, and students and employees will move to the identified shelter areas. Students and instructors should proceed to these areas in groups and remain in groups until instructed to return to classes by a college administrator.

Everyone should be familiar with the Emergency Evacuation Procedures and safe locations within each department/building. Remember, a safe location is the predetermined area decided upon by the instructor. If unaware of the predetermined area, get as far away from the affected building as possible.

For persons with disabilities, the landings inside of each stairwell and protected elevator lobbies are considered safe areas. It is routine procedure for emergency personnel (i.e., fire department and police) to check these areas for individuals with disabilities and/or injured persons. Individuals with disabilities should be escorted to the closest stairwell, and a staff member should remain with that person until emergency personnel arrive.

### Inclement Weather

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

The Campus Police/Security officer on duty will observe and monitor weather conditions at the college and contact the appropriate college officials if conditions become inclement.

### Authorization to Close the College

The President of the college is the only person authorized to close the college. During his absence, this authority is transmitted to the Vice President or designee. The Evening Coordinator has the responsibility for dismissing evening classes early after receiving approval from the President or Vice President. Should it be necessary to close classes during the day, night classes will also be canceled unless otherwise directed.

### Instructional Days Missed Due to College Closing

The college attempts to design the annual calendar with professional development days at the end of the spring semester/term to be used to make-up instructional (class) days lost when the college is closed due to inclement weather. Because a specific number of instructional (class) days are required each semester/term, accounting for class days lost due to inclement weather must be documented. In the event that class days are lost due to inclement weather, it will be necessary for the college calendar to be revised to account for those days. Students will be notified of changes to the calendar and are expected to attend classes as scheduled.
Notification Procedure
As travel advisories are issued, a decision to implement the Inclement Weather Plan will be made. The plan includes notification of all major radio and television stations in the area. The Cougar Alert Emergency Notification System will be activated to provide specific information. If a student is uncertain of the status of the college (open or closed), he/she should call the college for current information.

Safety, Precautions & Procedures

Protection of Valuables
The college cannot be responsible for personal property. All valuable articles should be locked in a car trunk or a locker. Serial numbered items should have numbers recorded and kept in a separate location. Students are encouraged to keep purses, handbags, and the like in their possession at all times.

Safety Goggles
Alabama Law: SS16-1-7
Eye protective devices for pupils and teachers participating in certain courses.
1. Every pupil and every teacher in the public schools shall wear industrial quality eye protective devices while participating in the following courses:
   a. Vocational or industrial arts, shops, or laboratories involving experience with:
      (1) Hot molten metals
      (2) Milling, sawing, turning, shaping, cutting or stamping of any solid materials;
      (3) Heat treatment, tempering or kiln firing of any metal or other materials;
      (4) Gas or electric arc welding;
      (5) Repair or servicing of any vehicle;
      (6) Caustic or explosive materials.
   b. Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.

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

Student Incident Procedure
Lawson State Community College faculty and staff will provide immediate attention to a student in the event of an incident, injury, or severe illness occurring on campus.

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

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

The Incident Report must be completed when a student is injured. The report will be used by the appropriate college to investigate the injury. It is important that all questions be answered in as much detail as possible.

In the event an injured individual refuses medical attention or transport, the attending staff member will complete and have the injured individual sign the Refusal of Medical Services and/or Transport form. Every student is expected to comply with all emergency procedures.

Utility Failure
In the event of a utility failure occurring during regular working hours, immediately notify the Switchboard Operator by dialing “0” from any college telephone.

If the utility failure occurs after hours, weekends, or holidays, notify Campus Police/ Security at 925-3587.
GENERAL STUDENT POLICIES

[SEE STUDENT HANDBOOK FOR MORE INFORMATION]
GENERAL STUDENT POLICIES

FOLLOWING PROPER CHANNELS OF COMMUNICATION

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

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

1. Instructor
2. Division Chairperson
3. Associate Dean
4. Dean
5. Vice President
6. President

For additional information, contact the Dean of Students.

OFFICIAL COMMUNICATIONS

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

Communications to the entire student body are considered properly delivered when they are sent via college e-mail, placed on official campus bulletin boards and/or displayed on the video information centers. Each student is responsible for checking their college e-mail, the bulletin boards and video information centers regularly and giving proper action to such communications.

CHILDREN ON CAMPUS

In order to maintain the proper environment for the effective delivery of college-level instruction, students are not permitted to bring children to classrooms, labs, or shops at Lawson State Community College. Nor should students leave unattended children in any building or on any grounds of the College at any time. From time to time, activities that minor children may be invited to attend are scheduled at LSCC.

In addition, in the interest of safety, if a person under the age of 18 (who is not a student of Lawson State Community College or another participating college) is a participant in a Lawson State Community College sponsored activity, an adult must supervise or accompany the young person at all times while on the College campus. It is not permissible for any person to leave a child in custodial care on the premises of Lawson State. It is recommended that Lawson State students, and visitors leave their children in the care of an appropriate childcare provider while attending any class, function, or other college activity that may prevent their personal supervision of their children.

Lawson State Community College will not be liable for any injury or property loss/damage suffered by any part as a result of a violation of this policy.

COMPUTER CRIME ACT

The provisions of the Alabama Computer Crime Act are applicable at Lawson State Community College. This act provides for criminal prosecution of any persons who knowingly, willingly and without authorization destroy or manipulate intellectual property. The act in its entirety is available in the Business Office.

DRESS CODE

Students’ dress and grooming are to reflect the high standards of personal conduct so that each student may share in promoting a positive, healthy and safe atmosphere within the college community. Students’ dress and grooming will be the responsibility of the individual within the following guidelines:

1. Dress and grooming will be clean and in keeping with sanitary and safety requirements.
2. All students must wear shoes, boots, or other types of footwear made for outside wear.
3. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student.
4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period, in the interest of maintaining safety standards.
5. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
6. Hats and/or head coverings are not to be worn in the buildings and are not to be visible during instructional time.
7. Shirts/tops must be worn at all times while in public or common areas of the college.
8. Attire must not display obscene, profane, lewd, illegal or offensive images or words.
9. Dress must be in good taste and appropriate for the occasion or setting.
10. Pajamas, stocking caps, wave caps or “do-rags”, hair rollers and bedroom slippers shall not be worn while in public or in common areas of the college.
11. Females must not wear undergarments as shirts or skirts or shorts; dresses, shorts, and skirts must be worn at an appropriate length and in consideration of the activities attending on campus and/or representing the college; females must not wear low cut shirts or blouses which overexpose.

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

<table>
<thead>
<tr>
<th><strong>DRUG- AND ALCOHOL-FREE CAMPUS</strong></th>
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As required by Section 22 of the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) and in recognition of this institution's responsibility to serve as a beneficial influence on its students, its employees, and the community at large, Lawson State Community College is designated as a drug- and alcohol-free campus and will comply with all the provisions of Public Law 101-226:

- The college expects its students and employees to obey all federal, state and local laws concerning the possession, use, distribution, and sale of alcohol and illegal drugs and will consider violation of such laws as grounds for appropriate sanctions up to and including expulsion of students and termination of employees when such violations occur on campus or during an activity officially approved by the college.
- The college also expects its students and employees to be aware that abuse of alcohol and illegal drugs has serious negative consequences to the health of the abuser including, but not limited to, cardiovascular disease, liver failure, and death.
- The college expects its students and employees to be aware that they may seek information about alcohol and drug abuse and may seek aid in the form of referrals to appropriate treatment programs and support groups by contacting a college counselor.
- The college reserves the right to require students and employees who violate the statutory laws or policies of the college concerning alcohol and drug abuse to take part at their own expense in an appropriate counseling or treatment program as a condition of continued enrollment or employment at the college.
- Nothing in this policy may be construed in such a way as to deny any other constitutional or civil protection, nor should anything in this policy be construed in such a way as to conflict with statutory law.

<table>
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<tr>
<th><strong>COMMUNITY RELATED VISITORS</strong></th>
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All visitors to Lawson State Community College, regardless of the nature of their visit, are requested to obtain a Visitor’s Pass and a Visitor’s Parking Permit from the Campus Police or Security Office on duty at the entrance to the campus and to discard same upon leaving the campus. The visitor's pass must be in the possession of the individual at all times during the visit. Unauthorized visitors will not be permitted on campus.

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<tr>
<th><strong>ELECTRONIC DEVICES</strong></th>
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Using devices such as tape players, radios, beepers, cell phones, or other electronic devices in the student center, hallways, lecture rooms, classrooms, library, or any other place which will interfere with normal activity of the college is prohibited.

<table>
<thead>
<tr>
<th><strong>EQUAL OPPORTUNITY STATEMENT</strong></th>
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It is the official policy of the State Board of Education, Alabama Department of Postsecondary Education, and Lawson State Community 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, employment practice, or other educational service.

<table>
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<tr>
<th><strong>FEDERAL STATUTES RELATING TO NONDISCRIMINATION</strong></th>
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Lawson State Community College complies with the following nondiscriminatory regulations:

2. *Title IX of the Education Amendments of 1972*, as amended (20 U.S.C., subsections 1681-1683, 1685-1686), which 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)*, which provides that no otherwise qualified person shall be discriminated against in the provision of an educational service or benefit on the basis of disability. Lawson State Community College endeavors to provide reasonable accommodations to qualified students with a disability.
For more information, contact the Coordinator of ADA, Section 504, Title II and Title IX for Employees: Mrs. Janice McGee, Director of Human Resources or Coordinators of ADA, Section 504, Title II, and Title IX for Students: Ms. Renay Herndon, Counselor, Bessemer Campus, or Ms. Philana Suggs, Counselor, Birmingham Campus.

**ACCEPTABLE USE POLICY**

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

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

**LIFE THREATENING ILLNESSES**

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

1. LSCC 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 LSCC admission or employment will not be considered in the initial admission or employment decision.
3. LSCC 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. LSCC 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 LSCC employment policies and federal guidelines.
5. The access of LSCC students or employees with LTI or LTI-related conditions to LSCC public areas will not be restricted, in compliance with LSCC 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 that has 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 as 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 Director of Human Resources.
   b. Complaints regarding such breaches should be made in writing within seven (7) days of their occurrence.

**STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

The Student Right-To-Know and Campus Security Act of 1990 requires Lawson State Community College to disclose information about student outcomes, campus security, and crime statistics. The college publishes an annual report to faculty, staff, and students to comply with the provisions of the law. This report provides projected graduation rates, program completion rates, licensure requirements, and campus crime statistics. Copies of this publication are available in the Admissions, Business, and Student Services Offices.
FINANCIAL AID INFORMATION
STUDENT FINANCIAL SERVICES

MRS. CASSANDRA R. HOLLINS, DIRECTOR
3060 Wilson Road
Birmingham, Alabama 35221

Phone: 205-929-6380
Fax: 205-925-3716
Email: creneehollins@lawsonstate.edu

MRS. SHARON WILLIAMS, ASSISTANT DIRECTOR
1100 9th Avenue SW
Bessemer, AL 35022

Phone: 205-929-3423
Fax: 205-424-5119
Email: sdwilliams@lawsonstate.edu

OFFICE OF STUDENT FINANCIAL SERVICES
HOURS OF OPERATION

Monday – Thursday
8:00 a.m. – 7:00 p.m.
Friday
8:00 a.m. – 5:00 p.m.

GENERAL INFORMATION

Lawson State Community College offers financial assistance to students who are in need of help to pay the cost of their education. Financial aid is designed to supplement the family’s ability to finance the student’s educational expenses.

Lawson State is approved for the following:

- Federal Financial Assistance
- Veterans Benefits
- Vocational Rehabilitation Training
- Alabama Student Assistance Program
- Alabama Prepaid Affordable College Tuition (PACT)
- Institutional Scholarships
- Private Scholarship Programs

Title IV Federal Financial Aid Programs that are available include the following:

- Federal Pell Grant
- Federal Work-Study Program (FWSP)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Alabama Student Assistant Program (ASAP)

Lawson State Community College does not participate in any Federal and State Loan Programs. Lawson State is, however, approved for deferment of previous loans. Students attending Lawson State are eligible to participate in an affordable tuition payment plan offered through Tuition Management Systems. For additional information contact Tuition Management Systems at 1-800-722-4867 or visit the college’s web site or the Office of Student Financial Services.

APPLYING FOR FINANCIAL AID
PRIORITY DATE

Lawson State Community College awards financial assistance on a rolling basis for the entire year. Upon receipt of the original SAR (Student Aid Report) or electronic ISIR (Institutional Student Information Record), consideration for other financial aid can be made. Those students who submit documents by July 1, for the coming fall semester, who demonstrate the greatest need for assistance will receive priority consideration for other financial aid which is distributed on a first-come, first-served basis. These programs are the Federal Supplemental Educational Opportunity Grant, Federal Work-Study and Alabama Student Assistance Program.

Students applying for financial aid must first adhere to the following:

- Complete an Application for Federal Student Aid (FAFSA) for the current academic year. The FAFSA is available through the Internet by accessing www.fafsa.ed.gov and following the instructions there.

- Apply for admission to the College. If currently not enrolled or accepted for admission, you should apply immediately. An application for Federal Financial Aid cannot be acted upon until you have been accepted for admission as a degree/certificate-seeking student.
Students applying for Federal Financial Assistance must:

- Generally have a financial need; the financial need is determined by the U. S. Department of Education, which will determine the student’s Expected Family Contribution (EFC) from the application submitted.
- Have a high school diploma, GED, have passed an independently administered test approved by the U. S. Department of Education, or complete 6 credit hours which count toward a degree or certificate program at the institution, not using federal funds (effective July 1, 2011), or meet other standards established by your state that are approved by the U.S. Department of Education, or complete a high school education in a home setting that is treated as a home school or private school under state law.
- Be a U. S. citizen or eligible non-citizen (must provide documentation to verify their eligibility).
- Submit signed copies of certain financial documents for the student and student’s spouse or student’s parent if dependent if they are selected for the process called verification. Contact the Office of Student Financial Services to find out which documents are required. Approximately 1/3 of all financial aid applications are selected by the federal government for the process called verification.
- Have a valid social security number.
- Not be in default on a federal loan or owe a refund on a Grant received for attendance at any postsecondary institution.
- Have certified Selective Service registration status (if appropriate).
- Have all official transcripts on file.
- Must be enrolled as a student in an eligible program, making satisfactory academic progress.
- Not be convicted of drug possession or drug sale while receiving federal student aid.

Note: Federal regulations require that Federal Pell grant amounts for selected non-degree programs be calculated differently from other programs leading to an Associate Degree.

The law suspends aid eligibility for students convicted under federal or state law of sale or possession of drugs while receiving federal student aid. If you have been convicted of a drug possession while receiving federal student aid, you will be ineligible for one year from the date of a first conviction, two years after a second conviction, and indefinitely after a third conviction. If you have been convicted for selling drugs, you will be ineligible for two years from the date of a first conviction and indefinitely after a second conviction. If you lose eligibility, you can regain eligibility early by successfully completing an acceptable drug rehabilitation program.

Under HEA Sec. 401(b)(8) 34 CFR 668.32(c)(2)(ii), a student cannot receive a Pell grant if he is subject to an involuntary civil commitment following incarceration for a sexual offense (as determined under the FBI’s Uniform Crime Reporting Program).

Students who are eligible for federal funds will only receive aid for courses within their designated degree plan and program. Students may receive federal funds for courses successfully passed or transferred. Courses may be repeated once. (Effective July 1, 2011)

Students may receive federal funds for failed courses. Courses may be repeated once. All terms of enrollment are considered when reviewing Satisfactory Academic progress regardless of whether aid was received.

Pell Grant Lifetime Eligibility

The recently enacted Consolidated Appropriations Act of 2012 set new lifetime eligibility limits for Pell grant recipients. The duration of a student’s eligibility to receive a Pell grant is set at 12 semesters (or its equivalent).

Renewal of Financial Aid

Financial assistance is awarded annually (August-May). Students who apply for financial aid in the prior year will receive a Renewal reminder by mail or email from the Federal Processor in December of each year. Awards are not automatically renewed from year to year.

Student Rights and Responsibilities

A student attending Lawson State on financial aid has certain rights and responsibilities pertaining to his/her award.

The student has the right to ask the college:

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

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

**Financial Aid Course Load Requirement**

To receive the amount of Federal Pell Grant as indicated on a Financial Aid Award notification, students must enroll for a full-time course load (a minimum of 12 credit hours).

Students who enroll (each semester) in fewer than 12 credit hours will have their Pell Grant Award adjusted according to their registration status. Students enrolling in 9 to 11 credit hours are considered three-quarter (3/4) time, 6 to 8 credit hours are half (1/2) time, and 1-5 credit hours are less than half time. Students will not receive federal financial aid for classes outside their program of study. Questions regarding the enrollment status of adjusted credit hours should be directed to the Office of Student Financial Services.

**Disbursement of Financial Aid Funds**

The Business Affairs Office has the responsibility for disbursement of grants, scholarship checks, and FWS paychecks.

When students receive a Financial Aid Award Notification, it is his or her indication that the financial aid award has been established. The award notification contains data on students' budgets, expected family contribution, award categories and students' rights and responsibilities. The Financial Aid Awards are usually made on an annual basis. The annual award is divided into two equal installments, which are posted to the student's account (WORK-STUDY IS EXCLUDED). If the financial aid award and/or cash payments exceed college expenses/charges, the student is eligible to receive a refund. Refunds are processed by the Business Affairs Office and will be disbursed fourteen (14) days after the first day of class through the Business Affairs Office. Students who drop classes will have their financial aid adjusted accordingly.

**Return of Title IV Funds When a Student withdraws**

**Definitions:**

Federal Financial Grant Recipient – Students who receive one or more of the following: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG). Federal Work-Study money received by the student is affected.

Complete Withdrawal – The withdrawal date is the date the student submits a completed schedule change form (dropping all classes) to the Records Office or the
appropriate instructional site. In those cases where a student unofficially withdraws (stops attendance without completing the withdrawal process), the withdrawal date is the last date of attendance as documented by the instructor.

**Repayment** – This is money that the student must return to the U. S. Department of Education. The amount of repayment will be based upon a formula, prescribed by law, that considers the date of withdrawal and the amount of federal aid (excluding work-study) received. Students who fail to repay the U. S. Department of Education will not be eligible to receive federal aid at Lawson State Community College or any other institution.

**Return of Title IV Funds** is a Department of Education financial aid policy, which affects students receiving federal assistance.

Students completely withdrawing from college will have their financial aid adjusted; however, there are consequences for withdrawing from the college effective fall semester 2000. The U. S. Department of Education requires an institution to return all unearned Title IV funds to the appropriate Title IV program. When a student who receives Title IV aid withdraws on or before completing 60% of the period of enrollment, the College must calculate the amount of Title IV Aid the student did not earn and return it to the Title IV Programs. This action may require a student to repay funds issued directly to them. The non-payment of Title IV aid will be reported to the National Student Loan Data System as required by federal law. If a student withdraws after 60% of the semester is complete, the student most likely will not owe a repayment. In addition, withdrawal from College affects the Satisfactory Academic Standard of progress and may affect the future receipt of Federal Financial Aid.

### Minimum Standards of Satisfactory Academic Progress

Federal and state regulations require that all students at Lawson State Community College meet minimum standards of satisfactory academic progress to receive financial aid. Each student must adhere to the following:

- **ENROLLMENT STATUS/TIME FRAME** – Eligible students may receive Title IV Federal Financial Aid for a period of time. The time allowed MUST not exceed 1.5 times the normal length of a specific program (the “normal length” of a specific program will vary depending upon the enrollment status of the student). A two-year program of study (six semesters) must be completed within three years (nine semesters) of attendance.

- **QUALITATIVE MEASURES** – Each student on Title IV Federal Financial Aid must earn, each academic year, two-third (2/3) of the minimum number of hours required to complete a program and are expected to meet or exceed the following Grade Point Average (GPA) at the indicated points in their program of study:

  Students enrolled in a certificate, diploma, or Associate degree program requiring more than 26 hours must achieve a cumulative grade point average of:
  - 12 – 21 Hours 1.50 GPA
  - 22 – 32 Hours 1.75 GPA
  - 33 Hours and Above – 2.0 GPA

  Students enrolled in a short certificate program equal to 26 hours must achieve a cumulative grade point average of:
  - 12 – 17 Hours 1.50 GPA
  - 18 or more Hours 2.0 GPA

- **QUANTITATIVE MEASURES** – Although a student is maintaining a high GPA by withdrawing from every course they are attempting after the first year would meet qualitative standard, the student is not progressing towards graduation. Each student must pass at least one-half (50%) of the hours attempted during the academic year. The student must complete their degree or certificate within 150% of the length of the program. For instance, if the length of the undergraduate program is 64 credit hours, the maximum time frame allowed to earn a degree/certificate will not exceed 96 attempted hours.

**Example:**

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Hours Earned</th>
<th>Completion</th>
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</thead>
<tbody>
<tr>
<td>12</td>
<td>06</td>
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The number of hours attempted will be counted as of the beginning day of record of each semester. All periods of enrollment at Lawson State Community College,
including transfer hours accepted, will be counted in the completion percentage. Students who do not earn a degree/certificate within the specified time will not be eligible for federal aid.

Developmental (remedial) Courses

A Title IV Federal financial aid recipient enrolled in a developmental (remedial) course may not be paid for more than 30 credit hours of developmental (remedial) course work (Per federal guidelines). These courses will not be counted in the student’s maximum time frame to complete his or her program of study.

Appeals

The appeals process is provided in accordance with Federal regulations and applies to that student who loses financial aid because he or she fails to make satisfactory academic progress. Appeals are accepted each semester on designated dates and times indicated on the Satisfactory Academic Appeals Form. Students are asked to contact the Office of Student Financial Services for additional information.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

Federal Supplemental Educational Opportunity Grant is designed to assist students who demonstrate an exceptional financial need. **These funds are limited and are distributed to students with the most needs based on the student’s EFC number. A student must be eligible for a Federal Pell Grant in order to be considered for this grant.**

**FEDERAL WORK-STUDY PROGRAM (FWSP)**

Federal Work-Study provides on-campus work opportunities for students needing financial assistance to attend college. Students working under this program earn at least minimum wages and are paid monthly for work performed. To be eligible, a student must be enrolled, demonstrate a need, and be capable of maintaining satisfactory progress while employed part-time on campus or off campus with a community service agency.

**ALABAMA STUDENT ASSISTANCE PROGRAM (ASAP)**

The Alabama Student Assistance Program (ASAP) is designed to assist exceptionally needy students. The program consists of the Federal State Student Incentive Grant funds and funds appropriated by the Alabama Legislature. ASAP funds are gifts that do not have to be repaid.

**VOCATIONAL REHABILITATION**

The state of Alabama provides certain benefits for students with disabilities through the Department of Rehabilitation Services (DRS). Please contact DRS for more information.

**BENEFITS FOR VETERANS AND DEPENDENTS OF VETERANS**

Before a veteran can make application for educational benefits, he or she must complete the following procedure:

- Apply for admission to Lawson State and complete his or her admissions file.
- Provide a certified copy of DD-214 or Certificate of Eligibility (Doc# 2384, Chapter 1606) to the Office of Veterans Affairs located in the office of Student

Federal Pell Grant is a part of a federal program that requires interested students to apply directly to the government for funds. A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are only awarded to undergraduate students who have not earned a bachelor’s or professional degree. Any full, three-quarter, or half time student, who is a U.S. Citizen and has not received a bachelor’s degree, is eligible to apply. The amount of each Federal Pell Grant depends on the student’s need, the cost of his or her education and enrollment status (full-time, 12 semester hours or more; three-fourth time, 9-11 semester hours; half-time, 6-8 semester hours; and less than half-time, 1-5 semester hours).
Financial Services.

Documents pertaining to the Alabama GI Dependent’s Scholarship program may be obtained by contacting the State Department of Veterans Affairs • 1515 6th Ave S, Cooper Green Hospital, Birmingham, AL 35233 or Bessemer Courthouse Rm 313, 1801 3rd Ave North, Bessemer, AL 35020

**Documentation of Veterans**

Documents required by the Department of Veterans Affairs and Lawson State are as follows:

- Certified copy of DD-214 (separation papers) or Certificate of Eligibility (Doc# 2384). Dependents must have a copy of their Certificate of Eligibility and Entitlement.
- Chapter 33 recipients must have a copy of their Certificate of Eligibility to determine percentage and remaining eligibility.
- Transcripts from all institutions previously attended.
- Certified copies of divorce papers from any previous marriage by either the veteran or spouse, if applicable.
- Certified copy of the marriage certificate for current marriage, if applicable.
- Certified copies of birth certificates of all children, if applicable.
- Official document of dependency, Form 21-509, if parents are claimed as dependents

**Certification of Veterans**

The following criteria will be used for certifying veterans or eligible persons:

- Enrollment Certification will be submitted once a student is no longer listed as “Pre-registered”, which indicates unpaid.
- Enrollment Certification may be submitted for “Pre-registered” or unpaid students who submit a request for Advanced Payment at least six weeks prior to the beginning of a new term. This option is not available for students returning for an immediate subsequent term, nor is it available for Chapter 33, Post 911 students.
- Certification will be granted for only those courses that are applicable to the declared program of study (major). The appropriate instructional officer must approve any deviation, e.g. course substitution, in writing.
- Certification may be granted for basic institutional credit courses and developmental courses if such courses are necessary for the student to reach his or her objective. Developmental courses will be certified on a semester to semester basis.
- Certification will not be granted for audit courses.
- The veteran must be re-certified for educational benefits when he or she re-enters Lawson State after an interruption of his or her educational program.
- The veteran who has received college credit at other institutions will be certified for only those courses necessary to complete the declared program of study at Lawson State Community College.
- Payments for benefits will be based upon the following schedule:
  - Full-time payment (12 credit hours or more)
  - Three-fourths payment (9-11 credit hours)
  - One-half payment (6-8 credit hours)
  - Reimbursement for tuition and fees (5 or fewer credit hours)
- Should a veteran register for a course not in his or her program of study and not approved by the appropriate instructional officer, his or her benefits may be reduced at any time during the semester. This action may occur without notification to the student.
- Veterans may be certified for only one semester if he or she has prior credit that has not been received and evaluated. Re-certification is contingent upon the receipt of transfer credit information.
- Benefits may not be paid for courses previously passed unless a better grade is required in the degree objective, or for courses in which an “I” (Incomplete) was previously received.

Veterans may contact the Veterans Assistant when registration is complete in order for enrollment certification to be submitted to the Department of Veterans Affairs.

**CLASS ATTENDANCE OF VETERANS**

ALL students attending Lawson State Community College are required to attend classes. For veterans, failure to attend class may result in a reduction or elimination of benefits. Should the veteran accumulate excessive unexcused absences, the reduction of benefits to the veteran will be made effective the first day of attendance in class.

**Withdrawal from Class or Classes by Veterans**

Veterans may adjust their schedule, without penalty, only
during the late registration or drop/add period. A veteran (or dependent) who withdraws after this period, must demonstrate extenuating circumstances, e.g. deployment, or he or she will suffer loss of payments under the VA educational assistance program. The Veterans Assistant must be notified when a reduction is made in the class load.

**Jefferson County WIA Individual Referral Program**

The Workforce Investment Act (WIA) Individual Referral Program is designed to train individuals eighteen years of age or older in a selected academic and career field. The student may be placed in any selected program where there is available space. However, the applicant must first be certified WIA eligible by the Employment Service Intake Unit. Upon determination that the individual is eligible and that training is appropriate, the individual will be referred to the institution.

It is the purpose of the WIA to establish programs to prepare youths and unskilled adults for entry or re-entry into the labor force. WIA affords job training to those economically disadvantaged individuals and other individuals facing serious barriers to employment who are in special need of such training to obtain productive employment.

The ultimate goals of WIA training programs are to:

- Increase employment and earnings of participants.
- Increase educational and occupational skills.
- Reduce welfare dependency.

**Allowable Costs**

Lawson State will determine the participants’ expenses of attending school and whether he or she is eligible for a Pell Grant. All income sources such as the Pell Grant will be deducted from the participant’s budget to determine remaining need.

WIA will pay the following expenses to the extent needed to supplant the shortfall as described below:

- The published tuition rate for the training to be provided as shown in the edition of the College catalog (in effect) during the semester being billed.
- Appropriate fees.
- Required books and training supplies purchased on account through Lawson State’s bookstore up to various amounts as per program.
- Repeat courses will be the responsibility of the participant. WIA funds shall not be used, under any circumstance, to pay for a repeat course (i.e. a failing grade, a dropped course for which the SDA was billed for any portion of training, etc).
- A maximum of three (3) remedial courses may be reimbursed using WIA funds if deemed appropriate by Lawson State.

**Scholarships**

Lawson State Community College offers numerous scholarships in the form of tuition waivers. The college’s scholarship application deadline is April 15. For specific information regarding scholarships offered at Lawson State Community College contact the Office of Student Financial Services or visit the college website.

Listings of scholarship foundations or companies are available in the Office of Student Financial Services, on the Lawson State Community College website, at local libraries and at various websites on the Internet.
Student Handbook:

Complaints, Grievances, Grade Appeals, Code of Conduct, Due Process and More
### Student Complaints, Grievance & Grade Appeal Procedures

**Note: Code of Conduct is the Second-half of this Document**

### Definitions:

#### A-Z

**Academic Injury** is determined based on whether an alleged grading error caused a student’s grade to decrease by a full letter grade. In other words, if a Grade Appeal has to do with a grade changing in percentages (within the same grade category of “A”, “B”, “C”, “D” or “F”), the Grade Appeal will be denied. Meaning, if the change a student is seeking moves a grade from a 82% to an 86%, the Grade Appeal will fail, for the student was not successful in demonstrating that the alleged error had any academic injury, for the grade in the course did not change. Grade Appeals, then, are for students who can demonstrate that an alleged error in the calculation of the final grade caused the grade to drop at least one full letter grade (i.e., error caused the grade to drop from a “B” to a “C”, etc…)

**Anonymous Complaints:** Anonymous complaints are read and the College takes such complaints under advisement. While such complaints are read, no formal action from the College is required unless the College feels it is appropriate (to take action). Students issuing Anonymous complaints should not expect any formal reply or cause of action, since the complaint was issued without a name. Thus, students are encouraged to issue formal complaints if they would like their complaint addressed and tracked by the College formally.

**Appeal:** An appeal can be filed if a student is dissatisfied with a Dean’s Resolution (under the Grade Appeal or complaint process). Appeals are not automatically granted and are assessed and evaluated based on the evidence put forward by the student requesting the appeal. (See the Grievance Process and the Grade Appeal Process for more information).

**Complaint:** A student complaint is a College-related problem or condition in which a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process. A complaint also includes discrimination on the basis of race, color, disability, gender, religion, creed, national origin or age.
Complaint Process: Lawson State has a two-tiered Complaint Process. The first, initial stage, called the Informal Complaint Process, moves a complaint through the proper chain-of-command up to the Dean’s level. In the end, the Dean issues a final resolution (called a Dean’s Resolution) to formally close and address the complaint. Typically, the majority of complaints end on this level. The second tier, called the Formal Complaint Process, only comes into play when a student is dissatisfied with the Dean’s Resolution issued. In such cases, the student can file an official grievance. Afterwards, the complaint is then taken to Committee and reviewed and another resolution is then issued.

External Agency (Social Networking/Public Display) Complaints: Students are strongly discouraged and cautioned against using Social Networking sites to discuss school-related issues or concerns or to personally vent or attack another student or LSCC personnel member, opposed to following Lawson State’s proscribed Informal and Formal Complaint Process. Please note that issuing false claims via a Social Networking site (i.e., Facebook, blogs, websites, and even email) could potentially make the student subject to legal jeopardy (slander) if the accusations shared proved false or proved to be written with malicious intent to cause harm to the institution’s reputation or person’s reputation. Thus, students are encouraged to issue formal complaints if they would like their complaint addressed and tracked by the College.

Formal Complaint Process: The Formal Complaint Process is the second tier of the overall complaint process as LSCC. It only comes into play when a student is dissatisfied with the Dean’s Resolution issued (See Informal Complaint Process). In such cases, the student can file an official grievance. Afterwards, the complaint is then taken to Committee and reviewed and another resolution is then issued.

Grade Appeal: The purpose of the Grade Appeal Process is to provide students with a safeguard against receiving an unfair final grade (based on a calculation error; a misrepresentation of the grading scale; incorrect application of the grading scale; or other error which academically injured the student), while respecting the academic responsibility of the instructor. Grade Appeals cannot be filed unless the student provides evidence of the error. The Vice President for Instructional Services has the final say on all grade appeals.

Arbitrariness: The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise sound professional judgment in administering the grade.

Prejudice: The grade awarded was motivated by ill will, and is not indicative of the student’s academic performance.

Error: The instructor made a calculation error in fact or application of points awarded or the weighting of final grades (as outlined in the syllabus).
**Grade Dispute:** A grade dispute is NOT a grade appeal. A grade dispute deals with disagreements related to individual grades received on assignments, projects, tests. If you have a dispute as it relates to an individual assignment, project or test, you MUST address that matter with the instructor one-on-one. Please be advised that the faculty member, not administration, has the final say on the issued grade for your assignment, test, project, etc...unless your dispute meets the following criteria: (a) the grade issued was issued out of unfairness or calculation error; (b) the grade issued was issued out of retaliation; (c) the grade issued was issued due to harassment. In such cases, the student needs to meet with the Department Chair and the instructor to resolve the single grade dispute. If the matter goes unresolved, and the single grade caused enough academic injury to cause the student to fail the class, the student can provide the grade dispute evidence as part of the formal Grade Appeal packet (for consideration).

**Grievance:** A grievance is filed when a student is not satisfied with the Formal Complaint Process findings and involves a formal hearing by a Grievance Committee. A grievance can only be issued after a student has adhered to the College’s formal complaint process and a Dean’s Resolution has been issued (in writing) and the student would like to challenge the decision reached. (See Formal Complaint Process for more information).

**Informal Complaint Process:** The first or initial stage of LSCC’s complaint process is called the Informal Complaint Process. The Informal Complaint Process moves a complaint through the chain-of-command up to the departmental level. Typically, the majority of complaints end at this level. If a student is dissatisfied at this level, the he or she can file an official complaint using the Advocate system. In doing so, the formal complaint process is initiated.

**Retaliation:** Retaliation is punishment received for filing a complaint. Students filing complaints should never fear retaliation. Retaliation for complaints issued is NOT tolerated on the campus of Lawson State. If a student feels he or she is being retaliated against after filing a complaint, they need to file a Retaliation Complaint immediately. Employees and students are subject to discipline if practicing any form of retaliation against a student or another employee after filing a complaint.

**Resolution:** For the purposes of Lawson State Community College’s complaint, grievance and appeal procedures, the word “Resolution” refers to any decision reached in the complaint process, after facts, evidence and testimony (in some cases) have been reviewed. Resolutions are always mailed to the individual who filed the complaint.

**Unqualified (Third-Party) Complaints:** Unqualified complaints are those complaints that come in from non-Lawson State students or unqualified external agencies. Such complaints are read but no formal action from the College is required unless the College feels it is appropriate (to take action). Students issuing an unqualified complaint should not expect a
formal reply by the College or cause of action, since the complaint was issued by a third party. Thus, students are encouraged to issue formal complaints if they would like their complaint addressed by the College formally.

Terms (associated with harassment and retaliation) below have been expressly written by the legal team from the University of Alabama. Lawson State Community College has been granted special license to use all terms and wording set forth as outlined below.

Harassment
Harassment is abusive or hostile conduct which is directed toward or inflicted upon another person because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran's status and which, because of its severity or pervasiveness, unreasonably interferes with an individual's work or academic performance or creates a hostile or abusive work or learning environment for that individual's work, education, or participation in a [college] activity. Harassment is typically based on stereotyped prejudices and includes, but is not limited to, slurs, jokes, objectionable epithets, or other verbal, graphic, or physical conduct that demeans, insults, or intimidates an individual because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status (UA, 2012).

Sexual Harassment
Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or academic advancement; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an employee or student or creating an intimidating, hostile, or offensive working or learning environment (UA, 2012).

Retaliation (Against Sexual Harassment Claims)
Retaliation against persons who oppose or complain about harassment is strictly prohibited. Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity, such as alleging harassment, making a harassment complaint, or assisting in a harassment investigation. Examples of retaliatory adverse employment actions include suspension, demotion, or termination. In addition, this policy prohibits retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that
would dissuade a reasonable student or employee from filing a harassment complaint or participating in a harassment investigation (UA, 2012).

**Retaliation**

Retaliation against persons who oppose, complain, seek a grade appeal or file a grievance or any other issue is strictly prohibited on the campus of Lawson State. Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity, such as making a complaint or appeal or grievance, or assisting in a complaint or appeal or grievance investigation. Examples of retaliatory adverse employment actions include suspension, demotion, or termination. In addition, this policy prohibits retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student or employee from filing a complaint, an appeal or grievance or participating in said investigation (UA, 2012).
The Complaint Process—from Informal to Formal

NOTE: If you have a Grade Dispute, see Grade Dispute Procedures.

Most complaints issued are resolved informally. Informal complaints related to instructional issues or non-instructional issues all follow the same process that is designed to lead to a fair and vetted resolution of your complaint (informally). All students (whether a ground/on-campus student or online student) are required to follow the Informal Complaint Procedure as outlined (in steps) below. Failure to follow this process can invalidate your complaint.

**STEP 1: Informal Process**
- If comfortable, talk one-on-one with the individual directly related to complaint
- If dissatisfied on this level, move to Step 2

**STEP 2: Informal Process**
- Speak or meet with the Department Chair and/or Instructor (if this is student related)
- This step cannot be skipped. If dissatisfied, move to Step 3

**STEP 3: Formal Process (Dean's Resolution)**
- File a formal complaint online. This will ensure that you meet or speak with the Deans
- A Dean’s Resolution will be issued. Move to the grievance phase if dissatisfied at this level.

**STEP 4: Formal Process (Grievance)**
- If dissatisfied with the Dean's Resolution, an official Grievance can be filed (online).
  - Grievances are heard by Committee and are considered final.
Steps 1 & 2: The Informal Complaint Process

**Note:** If dealing with matters of harassment and/or retaliation, you can skip to Step 3 (if you feel uncomfortable working through Steps 1 and 2).

**Step 1:** Speak with the Individual Privately about Your Concern(s)

**Step 1 is the first stage of the Informal Complaint Process.**

*(If comfortable, speak directly to employee connected or student associated with the complaint in person or over the phone, if you are an online student)* Students who wish to file an informal complaint *should* first discuss the concern with the College employee or student most directly responsible for the condition which brought about the alleged complaint. If no satisfactory resolution is reached at this level or if the student feels uncomfortable, move to Step 2.

**Step 2:** Speak with the Individual’s Department Chair or Your Instructor (if this matter involves another student)

**Step 2 is the second stage of the Informal Compliant Process**

*(Speak with the Department Chairperson or Director of the Office in person or over the phone, if you are an online student)*. Step 2 requires that the student meet with the first level administrator, the Department Chair (if the complaint falls under Instruction) or a Director, if the complaint falls under Administrative (including the Business of Financial Aid Offices) or Student Services Offices or Library Services.

**How to Locate a Department Chair or Office Director**

To view a current listing of Department Chairs or Directors, click on Lawson State’s official webpage at [www.lawsonstate.edu](http://www.lawsonstate.edu).

Once on the webpage, follow these steps to find the Supervisor and their contact information

a. Click on either the **Student Portal** or the **Current Student** button (from LSCC’s main webpage).

b. From there, click on either the **Complaint Process, or Report a Concern** button.

c. Once on that page, look for the **Find a Supervisor** button. This will link to the Employee Directory. Department Chairs are listed by the Department, so search for the specific department. Do not involve the Vice Presidents or Deans at this level. If you still encounter problems locating a supervisor, speak with your advisor for assistance.
d. NOTE: You can click on Quick Links (on the web) which also houses the directory. From there, you can email the Department Chair. Email is preferred and also creates a track record (evidence) that you tried to contact the director. Phone calls are discouraged.

Students filing informal complaints MUST complete Step 2 in order to advance to Step 3, if warranted. If no satisfactory resolution is reached, the student may move to the next level of authority (the Dean’s level, Step 3).

**Step 3: The Formal Complaint Process**

**Step 3: Filing a Formal Complaint**

Step 3 moves complaints from informal to formal. Formal complaints are recorded and tracked at the college.

*(Formal Complaints MUST be Filed Online)*

Filing a formal complaint takes place after the Informal Process was not successful for you (but not before). Filing a Formal Complaint is done in writing and online only. Once filed, a formal investigation into your complaint and meetings to discuss your complaint (with a Dean or Deans) will take place.

If the complaint is still unresolved after following Step 2 (but not before), the student may file a formal complaint online via the Advocate Complaint Reporting System.

**How to File a Formal Complaint (Ground & Online Students)**

Whether you are a ground (on campus) student or whether you are an online student (distance education student), filing of formal complaints is the same and occurs online ONLY.

To file a formal complaint, you need to access Lawson State’s official webpage at www.lawsonstate.edu. Once on the webpage, Click on either the Student Portal or the Current Student button. From there, click on either the Complaint Process, Complaints or Report a Concern button. The system will then “walk you through” the filing of a complaint formally online. Be sure to read the information before filing a formal complaint.

If you have not followed the Informal steps (first) before filing a formal complaint, it is very likely that you will be redirected after issuing your complaint and asked to complete the
Informal Process first. This is not to frustrate you. Rather, the college is simply trying to resolve the complaint informally first before advancing your complaint formally.

**No Computer. How Do I File?**

If you are a ground (on campus) student, and you do not have access to a computer at home, file your complaint in either the library or SPACE Center where computer access is plentiful. Again, formal complaints must be in writing in order for the Deans to initiate a formal investigation into your complaint.

**NOTE:** If you are filing a retaliation or harassment charge, you do not have to follow the informal process, if you feel uncomfortable. You can move directly to filing a formal complaint online, so the matter can be sped up and advanced to the Dean’s level immediately. Lawson State has a no tolerance policy as it relates to harassment and retaliation complaints, so such accusations need to investigated and resolved immediately.

**Dean’s Resolution (Formal Resolution)**

Once you file a formal complaint (online), the Deans will investigate your complaint. Students filing a formal complaint MUST cooperate in all matters related to the investigation of the complaint. This includes meeting with the Deans and providing additional information, upon request. Once the investigation is over, the Deans will issue a formal resolution (called the *Dean’s Resolution*). The formal resolution will be sent by certified and/or registered mail to the student and to any and all parties related to the complaint.

Once the Dean’s Resolution has been issued, the complaint will be formally closed by the college. The entire Formal Complaint process is typically completed within 30 business days, from the initial filing of the complaint online. However, some investigations could take longer, depending on the scope of investigation that is launched and the number of individuals involved.

**Step 4: Formal Grievances**

**Step 4: File a Formal Grievance**

*(Challenging a Dean’s Resolution)*

Filing a Grievance is a serious step to take and must be based on facts, not opinion or simply disagreeing with findings outlined in the Dean’s Resolution. Although extremely rare, if the *Dean’s Resolution* does not prove to be a satisfactory closure to the student (who filed the original formal complaint), a student may file a formal grievance to the *Grievance Committee*. In doing so, a *Grievance Committee* reviews the Dean’s Resolution issued and the original complaint to once again, try to find closure of the complaint.
A Formal Grievance can only be filed if the student has first followed all of the required steps under the Informal and Formal Complaint Process (Steps 1 through 3). If the student does not have an official Dean’s Resolution finding in writing (that is being disputed), then he or she cannot proceed to this step (filing a formal grievance), and as such, must go back and follow the College’s Informal and Formal Complaint Process (Steps 1-3).

**NOTE:** Grade disputes follow a different process. See Grade Disputes/Appeal section for more information.

The Grievance Process continues the Formal Complaint Process and begins ONLY if a student finds that the Dean’s Resolution did not resolve the complaint satisfactorily. The chart below, outlines the Grievance Process (in detail).

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**Filing a Grievance**

Procedures for filing an official grievance are as follows:

**Filing Procedures:** A student who wishes to file a Grievance to be heard by the college’s Grievance Committee (which includes one of the Vice Presidents or designee serving on the committee) must file a formal grievance via the online Advocate system. To file a grievance, go back to either the Student Portal or Current Students page and click on the Complaint button. From there, click on the link to file a Grievance and proceed as instructed.

A Formal Grievance must be submitted online (within 5-business days of receipt of a Dean’s Resolution). Failure to follow the online process and submit your request within that timeframe will automatically invalidate your request for a hearing and the Dean’s Resolution will stand.

*Please note that grade disputes are not handled through this process. If you have grade dispute, please follow the Grade Dispute Complaint Process.*

A Grievance Hearing date must be provided to the student (via email) within 10 to 14 business days of a student filing a Formal Grievance. The hearing should take place no later than 30 to 45 business days following notification to the Grievance Committee (that a hearing has been requested), unless the request comes during a holiday. If a Formal Grievance is filed between semesters (when the College is not operational), expect a delay beyond 30 to 45 business days.
Please note that the Grievance Committee works to adhere to outlined deadlines but students may experience reasonable delays depending on the case load of the Committee to hear all cases.

The Grievance Committee is an ad hoc committee and consists of student(s), faculty members, staff members and administrators and one or both of the Vice Presidents (or designee). It is the responsibility of the College President (or designee) to appoint all committee members, and the appointer shall examine each member to ensure his or her impartiality. All Grievance Committee members held to strict confidentiality rules and are trained on conflict resolution techniques.

The Grievance Committee (which includes the Vice President’s ruling) will make it findings and send its decision to the grievant (student) and the appropriate Dean (who filed the original Dean’s Resolution). Grievance Committee findings are final and binding and officially close the complaint at the college. No further investigate or remedy to the original complaint is required after a Grievance Committee has reached a final resolution of the complaint.

1. A Grievance Hearing is not automatically granted, but all challenges to a Dean’s Resolution are reviewed. The Grievance Committee can take the following actions after reviewing the facts presented in a formal grievance:
   a. **Action 1:** Full Denial. Uphold the decision issued in the Dean’s Resolution without granting a formal hearing.
   b. **Action 2:** Full Reversal. Overturn the decision issued in the Dean’s Resolution (without a hearing) and issue a new decision.
   c. **Action 3:** Modification. Modify the decision in the Dean’s Resolution (without a hearing).
   d. **Action 4:** Grant the Grievance Hearing in which the student is granted a full hearing and re-vetting of the circumstances with the Grievance Committee (and other third parties, if requested by the Committee).

2. The Grievance Committee will make the final finding (called the **Grievance Committee’s Resolution**) and send the decision to the student, Committee members, the Vice Presidents, and the appropriate Dean. The student will receive the final resolution via certified and/or registered mail. The Grievance Committee’s decision is final and cannot be appealed.
Student Responsibilities: 
Grievance Procedures & Requirements

If a student submits a formal grievance (challenging a Dean’s Resolution), a grievance must be filed online (via the Advocate System) in writing (within 5 business days after the Dean’s Resolution has been issued) and contain:

1. The student's name and address;
2. Student’s Lawson State email account;
3. The detailed nature of the grievance; why you are filing and what evidence you are presenting in order to counter the Dean’s Resolution reached.
4. The corrective action sought (what you would like the college to do); and
5. Submit any relevant information requested to establish grounds for the grievance. Simply disagreeing with the Dean’s Resolution, does not establish grounds for a grievance. You must provide a strong rationale for your request to go to hearing.

As previously noted, the Informal and Formal Complaint Process should take no more than 30 days (typically). However, the formal Grievance Process could take a protracted amount of time in large part due to unforeseen legal entanglements. The college does work expeditiously to resolve all complaints in a reasonable amount of time to ensure and protect all parties considered, yet times can vary depending on the type of grievance filed and the complexities that each unique circumstance may yield.

In conducting any Grievance proceeding, administrators representing the College can:

1. Require any student or employee to provide a written statement, along with any documents concerning the events and circumstances that may have given rise to the grievance;
2. Require any student or employee to provide a written statement as to why (or under what grounds) do they object to the Dean’s Resolution filed;
3. Require any student, witness or employee to appear and testify before the Committee;
4. Require any student, witness or employee to maintain confidentiality as it relates to the information shared during the hearing.
5. Record proceedings (audio or video);
6. Require the signing of affidavits, if deemed necessary
7. Question each individual who testifies; and
8. Copy all documents.

Legal Representation at Hearings

Hearings are not an adversarial proceeding. The Committee shall conduct a Hearing in a professional and cooperative manner, and all participants are expected to do likewise. Students wishing to bring legal counsel, although rare, may do so only if pre-approved by the
Grievance Committee (in advance). In such cases, the student must notify the Grievance Committee no less than 7 business days prior to the hearing. Pre-approval MUST be sought. If the student fails to notify the Committee as required, the committee can refuse entry of any and all legal representatives if it chooses to do so. If granted access to a Grievance Committee, legal representatives cannot engage the Committee in any manner or disrupt the Hearing. The legal representative can only engage the student or employee and not ask questions of the Committee directly or interfere in the proceeding in any way. If the legal representative violates this procedural rule, then he or she will be asked to leave the Hearing, without penalty to the student and without incident.

Grievance Hearing (Students Rights)

A student has a right to be heard (in writing or in person, if approved) and their complaint (and all evidence collected to support that complaint) vetted. When participating in any Grievance Hearing, students can:

1. **Have legal representatives attend** (if pre-approved 7 business days prior to the Grievance Hearing). As previously addressed, students wishing to bring legal counsel must notify the Grievance Committee no less than 7 business days prior to the hearing. If the student fails to notify the Committee as required, the committee can refuse entry of any and all legal representatives if it chooses to do so. Legal representatives, though, cannot engage the Committee in any manner or disrupt the Hearing. The legal representative can only engage the student or employee and not ask questions of the Committee directly or interfere in the proceeding in any way. If the legal representative violates this procedural rule, then he or she will be asked to leave the Hearing, without penalty to the student and without incident.

2. **Have a parent or guardian present.** This does not include boyfriends or girlfriends, but legal spouses can attend (for support). Students are permitted to bring a parent or guardian (if they so choose) to a Grievance Hearing or a spouse. If the student is 18 years of age or older, the parent can only engage the student and cannot ask questions of the Committee or disrupt the proceeding in any way. If the parent or guardian violates this procedural rule, then he or she will be asked to leave the Hearing, without penalty to the student. If the parent is a witness to what generated the complaint or is issuing the complaint themselves, then this rule changes and the parent can engage the Committee. This rule also changes if the student is under 18. In such cases, the parent can ask questions of the Committee and be involved in the hearing without restriction. In cases in which the parent or guardian is a witness the
Committee may request that the parent or guardian be interviewed without the student present.

3. **Involve witnesses related to the Complaint to a Grievance Hearing.**
   Witnesses must be first-hand witnesses in order to attend a hearing. Meaning, if the witness is only going to report on what he or she was told by the Complainant (student issuing the complaint), then the witness cannot participate in the Grievance Hearing. However, if the individual witnessed the actual incident that led to the complaint, then the witness can participate.

   NOTE: All witnesses are subject to questions by the Committee and must be pre-approved by the Committee before attending. Only witnesses listed in the initial complaint can attend a hearing. Witnesses do not participate in Vice Presidents’ Appeals process or President’s Appeal situations unless requested.

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### Causes to Dismiss a Complaint or Grievance

There are several reasons that could cause a Complaint or Grievance to be dismissed during the Informal or Formal Complaint Process. **They are as follows:**

- Failure (on the part of a student) to comply with a summons, order or request from a Committee or college representative investigating the complaint.
- Submitting of false statements (of any kind) in a complaint or within a Grievance Hearing will cause a complaint or grievance to be dismissed automatically. Submitting false claims can also lead to disciplinary action being sought against and could potentially lead to legal action being sought if such claims involve filing a false harassment charge.
- Writing or conspiring with another student or witnesses to issue false claims within the investigation of the formal complaint or during a Grievance Hearing.
- Failure to answer questions as it relates to the complaint or grievance filed.
- Failure to file a grievance within the outlined deadlines (within 5-business days after receiving a written Dean’s Resolution).
- Failure to attend a scheduled meeting related to your complaint or grievance on the scheduled date and time provided, a No Show.
- Posting confidential information about the Complaint Process, individuals involved in the complaint, and how the College is handling the complaint on a Social Networking Site or website.
The Reasonable Standard

The College views all student issues, concerns, and complaints seriously. Thus, a student has a right to be heard and their complaint (and all evidence collected to support that complaint) vetted appropriately.

Findings of Complaints and Grievances shall be based on impartiality and recommendations will be based on objectivity, common sense, and good judgment.

Committees (charged with investigating complaints) make recommendations and/or decisions based on the “reasonable” standard. In other words, what would a “reasonable” person do or how would a “reasonable” person react. Using this standard, the Deans (charged with fielding formal complaints) and Grievance Committee members will move forward with a decision.

The Deans and Grievance Committee members also work from a premise of fairness to all parties involved. In order to guarantee fairness, all formal complaints and Grievance Hearings shall ensure that all relevant evidence is obtained from parties during formal complaint investigations and hearings and that all parties are questioned thoroughly and that all information shared during meetings and/or hearings remain confidential.

Other Procedural Matters

(Within the Formal Complaint Process)
Related to Required Cooperation & Dismissal of Complaints

If a student files an informal or formal complaint, the following procedures apply:
(1) The student shall discuss the informal complaint fully at each level in the process in a professional manner. (2) At each level of authority, a decision shall be made based on common sense and good judgment of a reasonable person. (3) Each level may seek the appropriate authority, if necessary, to resolve the complaint. (4) Complaints can be dismissed if the student is no longer willing to discuss the complaint or if he or she misses at least one scheduled meeting to discuss the complaint or if it is determined that a falsehood has been reported by the student.

NOTE: The Grievance process is outside of the scope of the Informal Complaint Process and may be a protracted process taking anywhere from 30 to 45 business days (typically) to meet full resolution, depending on the complexity of the complaint.
Scope

Student Complaints vs. Student Code of Conduct

Complaints must be filed within 45-days of the alleged incident. The student complaint and grievance processes are not intended to supplant the Student Code of Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the College. Rather, the student complaint and grievance procedures are designed to provide the student with the opportunity to file a complaint or a grievance, as defined above and below, and to provide a process for a fair and fully vetted resolution.

At times, student complaints can overlap and involve violations of the Student Code of Conduct. For example, if a complaint involves a student harassing another student, then the complaint will be investigated (under the Student Complaint Process) and if the Student Code of Conduct is found to be violated, then a sanction will be issued. In such cases, the student will fall under the Student Code of Conduct due process protections and will have the right to appeal the findings or the findings could lead to a Disciplinary Hearing being ordered.

General complaints of all types of nature (i.e., treatment on campus by an employee or student; disagreement with a rule issued by a faculty member that caused academic harm, etc…) are taken seriously and should be issued. A student may also file a complaint concerning a policy, procedure, rule, or grade if the complaint alleges discrimination on the basis of race, color, religion, national origin, sex, disability, or age is the basis for the complaint. This student complaint procedure is not designed to include changes in policy nor does it apply to grading practices. A grade dispute that is not based on an allegation of discrimination is handled under the Grade Dispute and Appeal Process.

NOTE: Recommendations for initiating new policy or changing established policy are handled through normal administrative channels, not the Complaint process.

Harassment & Retaliation Claims

Filing a Harassment or Retaliation Claim

Lawson State has a no tolerance harassment and retaliation policy. Due to the serious nature of any harassment or retaliation claim and obvious risk and potential harm to the student, the standard student grievance procedure is not applicable to complaints of this serious nature. Rather, all students shall report complaints of harassment or retaliation to either the Dean of Students, the Academic Dean, or the Dean of Educational Support Services for immediate handling. Complaints must be filed within 45-days of the alleged incident. To report an
incident of harassment or retaliation, students must formally submit a harassment or retaliation claim online or go directly to any Dean (see listing above).

To file online or in-person, students need to follow the steps outlined on the next page.

Filing a Harassment or Retaliation Claim (Online)

**Step 1:** Log on to www.lawsonstate.edu

**Step 2:** From the Main page, click on the **Current Students** page and locate the **Complaint Process** buttons to begin the process.

**Step 3:** Once on the page, review the Terms and Conditions (at the bottom of the page) which outline what Harassment and Retaliation are specifically. Read the definitions. Then, if you still feel you have a claim, click on the **Report Harassment** or **Report Retaliation** link (provided on the page).

**Step 4:** Clicking on the Harassment/Retaliation link, will take you to Lawson’s online Advocate Complaint Reporting System. From there, follow the prompt to submit your harassment or retaliation complaint. The system will prompt you to put your claim in writing, provide witness information (if you have any), and evidence (if you have any). Provide only truthful and accurate information.
NOTE: Filing an intentional false harassment or retaliation claim can lead to disciplinary or civil action being sought. Never file a false claim.

**Step 5:** One of the Deans at the college will contact you for a formal meeting regarding your harassment or retaliation complaint. It is your responsibility to cooperate fully in the investigation of your complaint. Failure to attend meetings or refusing to discuss the complaint absolves the college from all responsibility to pursue your complaint.
Filing a Harassment or Retaliation in Person  
(Secondary Way to File)

Due to the serious nature of harassment complaints and retaliation complaints, students can report the complaint to the Dean in person.

**Follow these steps:**

**Step 1:** Report to any Dean’s office (Academic Dean, Dean of Students or Dean of Educational Support Office) to file your report and see the Dean, if available.

- **Academic Dean:** Office is located on both campuses. Birmingham: Library Complex, Building “D”. Bessemer campus: Library Complex, Building “A” Room:

- **Dean of Students:** Office is located on both campuses. Birmingham: Office is located in Student Services in the Leon Kennedy Building (across from the bookstore on the 2nd floor). Bessemer campus: Office is located in Student Services (near the bookstore) in Building “A”.

**Step 2:** Submit your claim in writing online (at the time of your office visit), providing only truthful and accurate information. Let the Administrative Assistant know you would like to report a harassment or retaliation complaint. They will ensure you have access to a computer to report it at the time of your visit.

**Step 3:** In some instances, if the Dean is available at the time you come to the office, be prepared to meet on the same day your claim is filed.

You will be contacted within 24 to 48 hours, depending on the day and time of the filing of your harassment / retaliation claim. All harassment and retaliation claims are investigated by the institution and resolved in a timely manner and are fully vetted. Harassment and retaliation claims are handled by Committee.

Due to the seriousness of harassment and retaliation claims, such claims are expedited at the College. Complaints of this nature, then, do not follow the normal grievance or appeal process. They are fast-tracked and given priority at the institution.

**NOTE:** Filing false claims of harassment or retaliation can be viewed as an act of retaliation (on the part of the person filing the claim) and will be thoroughly investigated and could lead to a violation of the Student Code of Conduct. This in no way should discourage an individual from filing a claim. This warning is written expressly to discourage the practice of filing intentional false claims.
Grade Disputes, Appeals & Challenges

Understanding What Qualifies for a Grade Appeal Filing

**SPECIAL NOTE:** Lawson State Community College holds that the instructor of record has the professional obligation and expertise to administer final grades. Thus, the grade appeal process should not be treated or turned into an exploration on the part of the student to find points in order to pass. The grade appeal process does not involve going back and looking at every assignment (and every question within every assignment) and examining every exam question in hopes of finding points. Rather, grade disputes must center on a specific claim of unfairness (directed and applied on the single student) or should center a specific error or arbitrariness (i.e., calculation error, weighting of grades error, gradebook errors) that the student feels the faculty member made in the calculation of the **final grade**. The re-vetting of assignments and old exams is not permissible under the grade appeal process. Students who wish to question an exam, assignment, or project results must do so during the administration or review of an exam (while the class is up and running) and work with the instructor of record for clarification of individual assignment grades at the time they are administered, not beyond. If unresolved, the student must use the informal complaint process to resolve individual grade disputes. Grade Appeals, then, deal with final grades, not specific test questions or assignment questions. Hence, grade appeals are not designed to dissect a course and should not be treated as such.

The purpose of the Grade Appeal Process is to provide students with a safeguard against receiving an unfair **final grade** (based on a calculation error; a misrepresentation of the grading scale (as outlined in the syllabus); incorrect application of the grading scale; or other human errors which academically injured the student), while respecting the academic responsibility of the instructor. Thus, this procedure recognizes that,

- Every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious; and,
- Instructors have the right to assign a grade based on any method that is professionally acceptable to all students and applied equally.
- Disagreement with the establish standards applied in the course to evaluate or calculate final grades or projects is not criteria to appeal a grade unless such standards are professionally unacceptable and are not applied equally within a specific class or if a calculation error can be demonstrated.
- Lawson State Community College holds that the instructor of record has the professional obligation and expertise to administer grades. Thus, grade appeals are not designed to go back through the entire class and challenge individual test questions and individual test answers or individual grades on various assignments, projects, etc… in the course unless the student can demonstrate that a calculation error has occurred. Instructors have the
right to assign a grade based on any method that is professionally acceptable and equally applied to all students.

- All syllabi must outline how grades will be calculated and all instructors must follow what is outlined in the syllabus in terms the final calculation of grades.
- Attempting to challenge a grade based on what occurred in a different class is not grounds for a grade appeal.
- Grade appeals must occur within a reasonable time frame, no more than one semester beyond when the grade was issued.

Instructors have the responsibility to provide careful evaluation and timely assigning of appropriate grades. Course and project grading methods should be explained to students at the beginning of the term. Lawson State presumes that the judgment of the instructor of record is authoritative, and the final grades assigned are correct and should be respected by all parties.

A grade appeal shall be confined to charges of unfair action toward an individual student and may not involve a challenge of an instructor’s grading standard. A student has a right to expect thoughtful and clearly defined approaches to course and project grading, but it must be recognized that varied standards and individual approaches to teaching and grading are valid and permissible and the faculty member has the academic freedom to approach his/her course based on their own professional expertise and judgment.

The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects (within a course). Rather, it is incumbent on the student to substantiate the claim that his or her final grade represents unfair treatment, compared to the standard applied to other students. Only the final grade in a course or project may be appealed, not individual assignments. Thus, in the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by the instructor of record is to be considered final.

In a grade appeal, only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for an appeal.

Arbitrariness: The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise sound professional judgment in administering the grade.

Prejudice: The grade awarded was motivated by ill will, and is not indicative of the student’s academic performance.
Error: The instructor made a calculation error in fact or application of points awarded or the weighting of final grades (as outlined in the syllabus)

This grade appeal procedure applies only when a student initiates a grade appeal and not when the instructor decides to change a grade on his or her own initiative. This procedure does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct, which are included in Lawson State’s Student Handbook and Catalog. Also excluded from this procedure are grade appeals alleging discrimination, harassment or retaliation in violation of Lawson State’s Harassment Policy, which shall be referred to the appropriate office. In such cases, the student needs to report a harassment or retaliation claim with the college (online) formally so both matters can be addressed.

Grade Appeal Policy Procedures

Academic Injury is determined based on whether the alleged error caused the student’s grade to decrease by a full letter grade. In other words, if a Grade Appeal has to do with a grade changing in percentages (within the same grade category of “A”, “B”, “C”, “D” or “F”), the Grade Appeal will be denied. Meaning, if the change you are seeking moves your grade from a 82% to an 86%, the Grade Appeal will fail, for you were not successful in demonstrating that the alleged error had any academic injury to you, for you still received a grade of “B” in the course. Grade Appeals, then, are for students who can demonstrate that an alleged error in the calculation of the final grade caused the grade to drop at least one full letter grade (i.e., error caused the grade to drop from a “B” to a “C”, etc…). Before filing a Grade Appeal, be sure you have read the “What Qualifies for a Grade Appeal Filing” (at the beginning of this section). Below are the steps that outline how to file an official grade appeal at Lawson State Community College. Failure to follow these steps and meet all deadlines will void your petition.

Under no circumstances shall a student of Lawson State involve the President of the college in a grade dispute or grade appeal or grade appeal challenge. Grade Disputes and Appeals are handled by the following individuals: the instructor of record, the Department Chair, the Associate Deans, the Academic Dean and the Vice President for Instructional Services (who renders the final decision on all grading matters). The Vice President for Instructional Services makes ALL final decisions on all Grade Appeals (Disputes) issues. Failure to follow the chain-of-command and outlined policy is grounds for dismissal of your petition for a grade change.
Defining a Grade Dispute

A grade dispute is NOT a grade appeal. A grade dispute deals with disagreements related to individual grades received on assignments, projects and tests. If you have a dispute as it relates to an individual assignment, project or test, you MUST address that matter with the instructor one-on-one (at the time the grade is administered). Please be advised that the faculty member, not administration, has the final say on the issued grade for your assignment, test, or project. If the matter goes unresolved, and the single grade caused enough academic injury to cause the student to fail the class or lowered the student’s grade by one letter grade, the student can provide the grade dispute evidence as part of the formal Grade Appeal packet (for consideration).

Filing a Grade Appeal and/or Grade Appeal Challenge

The steps below outline the Grade Appeal process (step-by-step). There are four levels in the Grade Appeal and Grade Appeal Challenge Process: (Level 1, Informal) meet with instructor and Chairperson; (Level 2, Informal) meet with Instructor and Associate Dean and/or Assistant Dean; (Level 3, Formal) File an online Grade Appeal. Dean will issue a Dean’s Resolution; (Level 4, Formal) File a Grade Appeal Challenge which challenges the Dean’s Resolution.
Filing a Grade Appeal and Grade Appeal Challenge (Steps Outlined)

As previously noted, Grade Appeals deal with Final Grades, not individual grades unless the challenge deals with an individual grade had enough weigh to ultimately cause the student to fail the course (i.e., Final Exam, Project). Before any Grade Appeal can be formally filed at the college, the student MUST be on record of first addressing the matter directly with the faculty member (who issued the grade) and the Department Chairs as well as the Associate or Assistant Dean. In doing so, the student must point out the standard of error (i.e., calculation error, exception area was violated and caused the grade to drop at least one letter grade, error in applying weighted totals to calculate final grade, capricious grading, etc.) made in awarding of the final grade.

**Step 1: Faculty (Level 1):**

Step 1 is quite simple. Speak directly to the faculty member about the final grade issued and demonstrate your evidence (i.e., syllabus, calculator output) that the grade was improperly calculated and caused you academic injury. Ask instructor to demonstrate (in writing to you) how the grade was calculated to clear up any questions about your final grade. Please keep in mind that individual grades cannot be disputed once grades have been formally issued. Individual assignment grades MUST be disputed at the time they are issued during the class (as outlined in this manual—See Grade Disputes. Students cannot argue individual assignments during a final grade challenge unless the individual assignment occurred at the end of the course (i.e., Final Exam, Final Project) which left the student little time to dispute the grade or if the individual grade (in question) falls under the Exceptions category outlined within this section of the handbook.

If in disagreement with the decision reached by the instructor or if the instructor is no longer employed at the College, move to Step 2.

**NOTE:** A Grade Dispute cannot be lodged over disputes about make-up work provisions. In other words, instructors have the autonomy to make up their own decisions about allowing or not allowing students make-up work (in cases of absenteeism). Students, then, cannot compel a faculty member to allow for make-up, for there is no such thing as an excused absence. Students are expected to attend classes regularly and submit work on time. Anything outside the parameter (submitting work) on time is beyond the parameters of the student. If a student is hospitalized or undergoes a major life changing event (death of an immediate family member
defined as brother, sister, son, daughter, mother, father) and cannot complete the semester, students are strongly encouraged to withdraw from the class and return the next term, unless the event takes place towards the end of the term. If the student has completed at least 75% of the course (at the time of the interruption), speak with the instructor about receiving an Incomplete grade. In such cases, speak to each instructor individually for assistance and guidance.

**Step 2: Chairperson (Level 2)—This step cannot be SKIPPED!**

Meet with the faculty member and the Department Chair and Associate and Assistant Dean, if available. Provide your evidence and point out the standard of error made in awarding of the final grade.

If in disagreement with the decision reached under Step 2, **move to Step 3.**

**Step 3: File an Official Grade Appeal Online (Level 3):**

Grade Appeals MUST be filed online and can only be filed if the dispute in question has posed academic injury to the student. Meaning, the grade (due to the circumstances) was decreased by at least one letter grade. If in disagreement with the decision reached after meeting the Department Chair and Associate or Assistant Dean *(which was Step 2)*, you are now authorized to file an **Official Grade Appeal Online** at the college. Grade Appeals are reviewed by Instructional Deans based on the evidence submitted. Meetings can be called, but they are typically not necessary in all cases to reach a decision unless the Dean has additional questions. What happens is that your rationale for the grade appeal will be reviewed along with your evidence and the faculty member will be asked to respond (in writing) providing their evidence as well. From there, the Instructional Dean will evaluate both packages of evidence (including the syllabus) and recalculate the grade to determine if any errors were made. In other words, they will test the theory the student puts forth. If more information is needed from either party, the Dean may call a meeting for further clarification or could simply call to address the matter over the phone.

Following a review the evidence presented, a **Dean’s Resolution** is issued (by certified mail) which formally closes the **Grade Appeal** petition. If in disagreement with the Dean’s Resolution reached, move to **Step 4 (the Grade Appeal Challenge)**, the final step in the Grade Appeal process.
How to File Your Grade Appeal

1. First gather all of the evidence you have to support your grade appeal (copy of syllabus, graded assignments, grade reports from Blackboard, emails to instructor, etc…).

   **NOTE:** If you submit a Grade Appeal without any evidence, it is likely that your appeal will not be successful.

2. Logon Lawson State’s website [www.lawsonstate.edu](http://www.lawsonstate.edu)

3. Click on Current Students tab from the main webpage. This will take you to the Current Students landing page (as pictured below)

4. Then, Click on the Grade Appeals button. This will take you to Lawson’s Advocate online reporting system (as pictured below). Follow the prompts to file your Grade Appeal.

5. Attach all documentation. If you need to scan documents and you do not have a scanner, visit the SPACE Center on campus.
Grade Appeals (Review of Criteria)

Grade Appeals **MUST** be filed online and can only be filed if you are challenging the final grade received in a course and you have completed up to **Step 2** in the Grade Appeal process.

In filing a Grade Appeal (online), students **MUST** provide evidence to support their claims that the final grade issued in a particular class was issued in error, was prejudiced or arbitrary. Simple disagreement with a grade is not enough to change an Instructor’s recorded grade for a college student. Thus, the student will have to demonstrate actual teacher error (i.e., the teacher did not properly apply the correct weight to the grade; the teacher singled you out and discriminated against you; the grade issued was capricious in nature; the grades entered in the gradebook were incorrect; the teacher did not follow the syllabus as printed in terms of weights or point values; and as such, it caused academic injury to you as a student. **Academic Injury** is determined based on whether the alleged error caused the student’s grade to decrease by a full letter grade. In other words, if a Grade Appeal has to do with a grade changing in percentages (within the same grade category of “A”, “B”, “C”, “D” or “F”), the Grade Appeal will be denied. Meaning, if the change you are seeking moves your grade from a 82% to an 86%, the Grade Appeal will fail, for you were not successful in demonstrating that the alleged error had any academic injury to you, for you still received a grade of “B” in the course. Grade Appeals, then,
Exceptions to Individual Grade Challenges

As noted, students cannot file Grade Appeals based on individual grades unless a student grade suffered (at least one letter grade) due to the following unresolved exceptions (listed below). During the semester, if a student encounters any of the situations below, contact the instructor and Department Chair immediately for correction and remedy. Students should never wait until the end of the term. Challenge the action taken against you immediately. To assist students in this endeavor, it is advisable for students to print off the guidelines below and present a copy of these exceptions to your instructor or Department Chair to make the process of resolving your concerns easier.

If left unresolved by the instructor or Department Chair, a student can include these circumstances in the Grade Appeal for further investigation, particularly if the violation was challenged but still permitted, and it ultimately caused the student academic harm (of at least one letter grade in nature). If the violation did not cause any harm academically (reduction of at least one letter grade), a Grade Appeal (on this basis) should not be filed by the student. Grade Appeals deal with final grades, so a student could only use a violation of these exceptions if the violation caused harm to the Final Grade.

Exceptions: Individual grade challenges cannot be submitted as part of a Grade Appeal or Grade Challenge, unless they fall under one of the following situations:

1. Exception 1: Student attempted to submit an assignment or project on the same day the assignment was due, but it was refused. NOTE: Instructors can impose a reduction of points if the assignment is not submitted during the class period (if they deem this appropriate), but cannot report that the assignment was not submitted or attempt to issue a zero for assignment (that has been presented the day it was due). Meaning, if the student misses class, but attempts to submit the work (after class but on the same day), a grade
should be issued for the assignment. A zero should not be imposed if the assignment was actually turned in during the class period the day the assignment was due (i.e., refusing to take work from a student who arrived 10 minutes late for class, etc…). If the student misses classes but submits the assignment via electronic means (Blackboard) on the same day, the instructor can impose a reduction in points, but cannot mark the assignment as being not submitted. Provisions must be made for students submitting work on the same day it was due (regardless of means of delivery).

**NOTE:** Although some instructors do allow for late work, this is NOT a requirement of the college. Lawson State holds that all students should respect deadlines for assignments, so students seeking permission to submit late work (as determined by trying to submit an assignment a day after it was due) are dependent on their individual instructor guidelines about such practices, not the college. All such policies, though, must be clearly denoted in the course syllabus and applied equally to all students.

2. **Exception 2:** Student is refused entrance in a class (due to lateness) and as such, the student cannot submit work due or gain access to taking an exam, quiz or assignment.

Because college is not compulsory and students pay tuition to access their classes, students cannot be refused access to an exam or quiz or assignments, even if they are late for class. In such cases, the student will be able to take the exam or quiz or participate in any assignments, **but NO additional time** (to complete the exam, quiz or assignment) should be provided. In other words, if 60 minutes have been given for all students to take an exam, and a student shows up 40 minutes late, he or she will only have 20 minutes to complete the exam (unless the instructor grants additional time on their own). Or, if the student missed the giving of the quiz and entered the room after the quiz had been already administered and collected, the late arriving student has NO rights to the quiz and/or assignment missed. Please note the instructor has the right to issue low marks for students who do not participate in class due to attendance issues. Meaning, if the student was not present to participate in class or came late, and as such, could not participate, the instructor can deduct participation points from the student without question or challenge. This is considered a participate grade, not an attendance grade. There is a difference. Grades cannot be given for attending classes, only for participation within a class.

3. **Exception 3:** If an eCollege student is denied the opportunity to reattempt an exam after encountering a documented technical error, the instructor must reissue the exam and cannot penalize the student with proctored evidence of a technical failure occurring while accessing an exam. Such technical difficulties are reported by Proctor U and are official evidence that
the student is warranted a retake. Faculty also has access to the recorded technical glitch and can view the tape, if suspicious.

**Step 4: File a Grade Appeal Challenge (Level 3):**

Students cannot request a Grade Appeal Challenge without a Dean’s Resolution being issued in writing. All Dean’s Resolutions are submitted to students via certified or registered mail. Grievances governing Grade Appeals are not guaranteed and are handled on the merits of each case filed. Procedures for filing a Grade Appeal Grievance are as follows:

1. If the **Dean’s Resolution** does not prove satisfactory to the student, the student may file a Grade Appeal Challenge online within 5 business days (of receipt of the Dean’s Resolution).

2. The Grade Appeal Challenge Committee consists of one individual: the Vice President for Instructional Services (although third-parties may be consulted or invited to participate by the Vice President, if a hearing is provided).

   **NOTE:** Failure on the part of the student to file his or her Grade Appeal Grievance request ONLINE within 5 business days (upon receipt of the Dean’s Resolution) will invalidate the request and the Dean’s Resolution will stand. There are no exceptions to this policy.

3. Students who wish to file a Grade Appeal Challenge to be heard by the Vice President must establish grounds and submit an official online **Grade Appeal Challenge Request** within 5-business days upon receipt of the Dean’s Resolution. Simply disagreeing with a Dean’s Resolution does not establish grounds for an appeal. An appeal must be based on the student’s ability to demonstrate that a grade was awarded based on arbitrariness, prejudice or error (as previously dictated under the Grade Appeal Process).

   a. **Arbitrariness:** The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise sound professional judgment in administering the grade.

   b. **Prejudice:** The grade awarded was motivated by ill will, and is not indicative of the student’s academic performance.

   c. **Error:** The instructor made a mistake in fact or application of points awarded.

4. Failure to submit a **Grade Appeal Challenge Request** (online) within the specified time period (of 5-business days) following the receipt of a Dean’s Resolution will automatically invalidate a student’s request for a grade appeal and the **Dean’s Resolution** will officially stand.
5. Grade Appeal Challenges are NOT automatically heard, but all challenges are reviewed by the Vice President for Instructional Services. The Vice President can take the following actions after reviewing the facts presented in a grade appeal:

   a. **VP Action 1:** Full Denial. Uphold the decision issued by the Dean without granting a hearing.
   
   b. **VP Action 2:** Full Reverse. Overturn the decision issued by the Dean (without a hearing) and adjust the grade.
   
   c. **VP Action 3:** Modification. Modify the decision issued by the Dean (without a hearing).
   
   d. **VP Action 4:** Grant the Appeal and move to a formal Vice Presidents’ Grade Appeal Grievance Hearing in which the student is granted a full hearing and re-vetting of the circumstances with the Vice President (and other third parties, if requested).
   
   e. **VP Action 5:** Following the hearing, the Vice President can uphold the decision, modify the decision or overturn the decision issued by the Dean.

6. To ensure all parties are protected and all legal matters are thoroughly investigated before conducting a hearing on this level, if a VP Appeal Hearing is granted, the Hearing date *should* be conducted within 45-business days of the initial request for a Vice Presidents’ Appeal Hearing.

7. If a VP Appeal Hearing is not granted, the **Vice Presidents’ Resolution** must be submitted to the student no later than 45-business days upon receipt of the students Vice Presidents’ Appeal Request. The extended time period is in place to ensure all matters can be legally vetted and reviewed by external parties prior to issuing a Vice Presidents’ Resolution.

8. The Vice Presidents’ will make their formal findings (called the **Vice Presidents’ Resolution**) and send their decision to the student, the President, the Grievance Committee Chair, and the appropriate Dean.

9. Although rare, if a student is dissatisfied with the Vice Presidents’ Resolution, he or she may make one final appeal (on grounds) by filing a President’s Appeal (see Step 7). The President’s Resolution (decision) shall be final and cannot be appealed.
### Timeliness & Rationales of Grade Appeals

Under all circumstances, the student shall file an online Grade Appeal within 90 days after the disputed grade has been issued, preferably at the beginning of such term. If a student attempts to file a Grade Appeal two semesters beyond when he or she took the disputed course, the Grade Dispute will **NOT** be valid. In a summer session; however, the grade dispute must be initiated either that summer (if the student is enrolled during the summer) or no later than the end of the following fall semester (if the student was not enrolled during the summer).

The chart below is designed to assist students in understanding these restrictions.

<table>
<thead>
<tr>
<th>When was the grade issued?</th>
<th>When should I file a grade dispute online (to challenge the grade)?</th>
<th>When is it too late for me to file an online grade dispute?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade issued during the fall term. Check your Student Suite account for your grade. Grades are NEVER mailed.</td>
<td>Within 120 days after the grade has been issued—the earlier the better. You enrollment status does NOT impact this deadline.</td>
<td>On the 121st day (or beyond) after a grade has been issued.</td>
</tr>
<tr>
<td>Grade issued during the spring term. Check your Student Suite account for your grade. Grades are NEVER mailed.</td>
<td>Within 120 days after the grade has been issued—the earlier the better. You enrollment status does NOT impact this deadline.</td>
<td>On the 121st day (or beyond) after a grade has been issued.</td>
</tr>
<tr>
<td>Grade issued during the summer term. Check your Student Suite account for your grade. Grades are NEVER mailed.</td>
<td>Within 120 days after the grade has been issued—the earlier the better. You enrollment status does NOT impact this deadline.</td>
<td>On the 121st day (or beyond) after a grade has been issued.</td>
</tr>
</tbody>
</table>
Resolutions of Grade Appeals

A student shall receive a written response within 14 business days (following an Official Grade Appeal) with a decision rendered by the Dean. Some appeals can take longer depending on their complexity. The appropriate faculty member and Department Chair shall be notified in writing regarding the resolution of the matter as well. A Grade Appeal shall only be considered if it is being filed within the 120-day deadline (following the receipt of the grade in Student Suite).

A student shall receive a written response within 21 business days (following an Official Grade Appeal Grievance) with a decision rendered by the Dean. More time is given for grievances for Hearing may be requested. The appropriate faculty member and Department Chair and Dean shall be notified in writing regarding the resolution of the matter as well. A Grade Appeal Grievance shall only be considered if it is being filed within the 5 business day deadline (following the receipt of the Dean’s Resolution).
Lawson State Community College recognizes that enrolled students are both citizens and members of the academic community. Upon enrolling in the college, all students assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution both as ground (traditional) and online students. Upon enrollment, students also fall under the Lawson State Community Colleges Code of Conduct and all sanctions imposed. It is expected that students are enrolled for serious educational pursuits and that they will conduct themselves so as to assume the responsibilities of citizenship in the academic community.

The following Student Code of Conduct (extracted from the Student Handbook) is relative to conduct on college property and at all college-sponsored activities held off campus as well as any online activities (related to Lawson State and students of Lawson State). Failure to comply with the Code of Conduct (which governs both discipline issues and academic integrity issues) can lead to sanctions (punishments) issued and possibly probation or suspension or (in severe cases) criminal charges levied against a student. Students at Lawson State are entitled to due process, if a sanction is imposed.

Below you will find the following:

1. List of Code of Conduct violations and recommended sanctions
2. A detailed breakdown of the Code of Conduct
3. Overview of the Due Process and Appeal Process
Below is a listing of Code of Conduct provisions. Other provisions that fall under the Code of Conduct are listed after this preliminary list and are outlined with a complete listing of sanctions imposed for violating specific codes under the Code of Conduct.

**College Documents and Policies**

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

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

3. Disclosing or otherwise misusing college computer access codes;

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

5. Sharing of passcodes associated with Lawson State Community College and its online platforms (email, Blackboard, Student Suite) or accessing other student records via unauthorized modes.

6. Gaining unauthorized access into administrative or faculty files, records, etc…

**College Sponsored Activities**

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

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

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

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

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

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

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

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

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

College Instruction

1. Conducting an activity on the part of any individual or group that causes disruption or interference with the teaching-learning environment or the regular operation of the college, including:

   a. occupying any building or campus areas for the purpose of disruption or interference;

   b. preventing or attempting to prevent the entrance or exit of students, faculty, administration, staff, or authorized visitors to and from the campus or buildings;

   c. failing to obey directions of faculty, administrators, or security officers in situations relating to the regular operation of the college;

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

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

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

5. Leaving scheduled classes or training sessions without permission of the instructor;

6. Cheating on tests, individual projects, and/or individual assignments through any means, including electronic means.
Firearms, Drugs, and Alcohol

1. Possessing, exhibiting, or using firearms of any kind, explosives (including all types of fireworks), live ammunition, obnoxious bombs, chemicals, or weapons already designated as illegal by city, county, state, or federal law. Duly authorized peace officers, who will be wearing or carrying guns, are required to display their official badges at all times while on campus.

2. Possessing, transporting, selling, and/or using any illegal or hallucinatory substances and/or drug paraphernalia while on campus and/or involved in any college activity.

3. Possessing, transporting, distributing, consuming, or being under the influence of alcoholic beverages and or illegal drugs while on campus or involved in approved college activities.

Harassment and Retaliation

Lawson State Community College has a zero tolerance policy against harassment and/or retaliation and takes such actions seriously. With that in mind, please be advised that knowingly filing false harassment or retaliation claims can have serious repercussions.

Harassment

1. Harassing a student or students, faculty, staff, administration, or the college as an institution by a student or students, or by a non-student or nonstudents, including threats in any way expressed or implied against persons or property.

2. Assaulting physically or abusing any person on campus or at an approved college activity to the extent that such abuse would endanger or threaten the general health or welfare of the person abused or assaulted.

3. Conducting or expressing oneself in a loud, indecent, or profane manner on campus, on college-controlled property, or at approved college activities.

Harassment is abusive or hostile conduct which is directed toward or inflicted upon another person because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran's status and which, because of its severity or pervasiveness, unreasonably interferes with an individual's work or academic performance or creates a hostile or abusive work or learning environment for that individual's work, education, or participation in a [college] activity. Harassment is typically based on stereotyped prejudices and includes, but is not limited to, slurs, jokes, objectionable epithets, or other verbal, graphic, or physical conduct.
that demeans, insults, or intimidates an individual because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status (UA, 2012).

**Sexual Harassment**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or academic advancement; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an employee or student or creating an intimidating, hostile, or offensive working or learning environment (UA, 2012).

**Retaliation (Against Sexual Harassment Claims)**

Retaliation against persons who oppose or complain about harassment is strictly prohibited. Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity, such as alleging harassment, making a harassment complaint, or assisting in a harassment investigation. Examples of retaliatory adverse employment actions include suspension, demotion, or termination. In addition, this policy prohibits retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student or employee from filing a harassment complaint or participating in a harassment investigation (UA, 2012).

**Retaliation**

Retaliation against persons who oppose, complain, or file a grievance or any other issue is strictly prohibited on the campus of Lawson State. Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity, such as making a complaint or appeal or grievance, or assisting in a complaint or appeal or grievance investigation. Examples of retaliatory adverse employment actions include suspension, demotion, or termination. In addition, this policy prohibits retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student or employee from filing a complaint, an appeal or grievance or participating in said investigation (UA, 2012).
Social Media Guidelines

Be mindful with using the name of Lawson State in all social media online. Remember, your opinion online is your opinion and does not reflect Lawson State nor (as a student) are you authorized to speak for Lawson State. Thus, in your comments, you have an obligation as a LSCC student to make it clear that your opinions are yours and do not represent the college in any way.

1. **Students** in using social media should always exercise good judgment and common sense.
2. **Protect your privacy.** Do not share passwords to third parties unless you are working with the technical Help Desk to troubleshoot a technical issue with Student Suite, Email or Blackboard. Releasing of passwords could violate subject you to privacy violations and could also jeopardize the security of your personal records here at Lawson State.
3. **Social Media is Not Private.** Be mindful that you are creating a history via your Social Media sites. Thus, create a positive existence that future colleges or companies would be proud of reading about you. Posting of inappropriate statements to include foul language, sexually explicit photos or videos can damage your reputation. Also note that once you put something on the World Wide Web (associated with your name) it does not truly disappear.
4. **Photo and Video.** Never use individual photos or videos of others online without their express person.
5. **Inappropriate Use Violations.** Violating the Code of Conduct while using social media may result in disciplinary action.
6. **Treat others with respect.** Social media should NEVER be used to assail, attack or seek retribution against others. Remember, everything you do and say can be tracked. Never embarrass yourself or the college. Consider that employers and colleges use social media as well to determine your readiness to enter their college or join their workforce.
7. **Report Inappropriate Incidents Online:** If a student finds themselves on an inappropriate website while on the campus of Lawson State, they should log off and report the incident immediately, so the college can take steps to rid the “pop up” from the system and troubleshoot the problem.
8. **Electronic or Phone (text) stalking or bullying.** Lawson State has a strict harassment. Bullying and stalking fall under harassing behavior. The college makes no distinction between face-to-face bullying, intimidation, assaulting or stalking or online bullying, text harassing, intimidation, assaulting or stalking if it involves two LSCC students or a LSCC employee. Thus, if a student is involved in this type of serious behavior, he or she is subject to disciplinary action.
9. **YouTube, Posting of Video or Creating of a Lawson State Website.** It is a violation to use Lawson State Community College’s name to post unauthorized videos online or websites (using the college’s name in the title). As a student, the college does NOT grant you the right to use the name or likeness of the institution online. Permission to use the name of Lawson State MUST be granted in advance before posting of video or creating of a website. Contact the Public Relations Office for permission. Never create an unauthorized video or website using the name of Lawson State or Lawson State Community College.
**NOTE:** Lawson State reserves the right to seek all legal remedy in its efforts to remove the unauthorized use of any social media page, video, content or account that uses the college’s name (Lawson State or Lawson State Community College or LSCC). Further, the college will seek to remove all content that is deemed as intentionally inflammatory, baseless, deceitful, or harmful to the institution due to its inaccuracy or flagrant disregard of the truth. In addition, the college will cooperate with law enforcement investigators regarding such approaches to defame or harm the institution and seek legal remedy, if necessary.

### Sanctions (Defined)

Sanctions (punishments imposed for acts of academic dishonesty or code of conduct violations) are categorized by levels (based on the severity of the infraction/offense committed by the student or based on whether the infraction has been repeated by a student). Sanctions are categorized by degrees, **Level 1**, **Level 2** and **Level 3**. Sanctions categorized as **Level 1** sanctions are considered less severe punishments in response to violations. If a student repeats an offense, the level of the sanction increases. Some offenses (*based on severity*) do not have a **Level 1** sanction associated with them. In such cases, the college views the offense as being so extreme that the offense is automatically elevated to a **Level 2** or **Level 3** offense upon execution of the act itself (i.e., paying a third party to complete assignments, bringing a weapon on campus, etc…). In such cases, the student could face suspension.

### TYPES OF VIOLATIONS AND RECOMMENDED SANCTIONS

<table>
<thead>
<tr>
<th>Types of Academic Infractions that could be potentially imposed</th>
<th>Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cheating Offenses</strong></td>
<td></td>
</tr>
</tbody>
</table>
| Cheating on tests, individual projects and/or individual assignments | 1<sup>st</sup> Offense (L1): Zero on the Assignment (L1)  
2<sup>nd</sup> Offense: Administrative Withdrawal or Failure in the Class (L2)  
3<sup>rd</sup> Offense: Suspension (L3) Student sent to a Disciplinary Committee for Due Process Hearing. |
| Plagiarism: Submitting work as your own that was created from a secondary source without properly paraphrasing or quoting and crediting the source. | 1<sup>st</sup> Offense (L1): Student must successfully complete an online module regarding academic integrity assigned by Dean. Faculty member must demonstrate that he or she has taught the student how not to plagiarize. Student is given a second attempt to submit the work (plagiarized free). |
### Cheating Offenses Continued

| Using electronic devices to cheat in any form or measure (in traditional or online classes) | 1<sup>st</sup> Offense: Zero on the Assignment (L1)  
2<sup>nd</sup> Offense: Administrative Withdrawal or Failure in the Class (L2)  
3<sup>rd</sup> Offense: Suspension (L3). Student sent to a Disciplinary Committee for Due Process Hearing. |
| --- | --- |
| Use of electronic devices or technologies to share information about course work, quizzes or tests in order to support cheating in the classroom | 1<sup>st</sup> Offense: Zero on the Assignment L1)  
2<sup>nd</sup> Offense: Administrative Withdrawal or Failure in the Class (L2)  
3<sup>rd</sup> Offense: Suspension (L3). Student sent to a Disciplinary Committee for Due Process Hearing. |
| Passing along completed work from one student to another (in person or through electronic means) | 1<sup>st</sup> Offense: Zero on the Assignment (L1)  
2<sup>nd</sup> Offense: Administrative Withdrawal or Failure in the Class (L2)  
3<sup>rd</sup> Offense: Suspension (L3). Student sent to a Disciplinary Committee for Due Process Hearing. |
| Submitting work (as your own) that was not produced 100% by student | 1<sup>st</sup> Offense: Zero on the Assignment (L1)  
2<sup>nd</sup> Offense: Administrative Withdrawal or Failure in the Class (L2)  
3<sup>rd</sup> Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3) |

### Types of Academic Infractions that could be potentially imposed

Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
<table>
<thead>
<tr>
<th>Offense</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copying from another student or from an electronic source</td>
<td>Zero on the Assignment (L1)</td>
<td>Administrative Withdrawal or Failure in the Class (L2)</td>
<td>Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</td>
</tr>
<tr>
<td>Purchasing or sharing of work from another student or from an electronic source</td>
<td>Zero on the Assignment and Automatic Academic Probation (L1). Next cheating infraction of any kind can lead to suspension. (L2)</td>
<td>Administrative Withdrawal or Failure in the Class. Plus, suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</td>
<td></td>
</tr>
<tr>
<td>Using “crib notes” or hidden notes during a test or quiz. Sharing of laboratory books to complete graded assignments in person on via electronic means</td>
<td>Zero on the test or quiz or assignment (L1)</td>
<td>Administrative Withdrawal or Failure in the Class (L2).</td>
<td>Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</td>
</tr>
<tr>
<td>Being in possession of an unauthorized exam in person or via electronic means</td>
<td>Zero on the Test and automatic Academic Probation. (L1) Next cheating infraction of any kind can lead to suspension. (L2)</td>
<td>Administrative Withdrawal or Failure in the Class. Plus, suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</td>
<td></td>
</tr>
<tr>
<td>Forwarding an exam to another student in person or via electronic means</td>
<td>Zero on the Test and automatic Academic Probation (L1). Next cheating infractions of any kind can lead to suspension (L2).</td>
<td>Administrative Withdrawal or Failure in the Class. Plus, suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</td>
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<tr>
<td>Code of Conduct Violations that could be potentially imposed</td>
<td>Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)</td>
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<td>-------------------------------------------------------------</td>
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</tr>
<tr>
<td><strong>College Documents and Policies:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furnishing false or misleading information and/or forging, altering, or misusing college documents, records, or identification cards.</td>
<td>1st Offense: Verbal Warning, Probation and/or Suspension (L1) 2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disclosing records, files, or data in violation of the Family Educational Rights and Privacy Act of 1974 and/or using or attempting to use college computers, computer facilities, or data without proper authorization. Deliberate installation of &quot;viruses&quot; on college computers is included in this provision.</td>
<td>1st Offense: Verbal Warning, Probation and/or Suspension (L1). 2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L2).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disclosing or otherwise misusing or sharing college computer access codes. Attempting to hack or otherwise illegally access college computers, databases or other electronic or digital devices.</td>
<td>1st Offense: Verbal Warning, Probation and/or Suspension (L1). 2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L2).</td>
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<td></td>
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<tr>
<td>Writing, issuing, or attempting to negotiate a check on an account that has insufficient funds.</td>
<td>1st Offense: Violations of this provision will result in a student being automatically withdrawn from the college unless the check, plus applicable service charges, is immediately paid (L2). Such sanctions warrant a hearing. 2nd Offense: Criminal Prosecution will be sought. All funds must be paid back to the college. Possible suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</td>
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<td>Engaging in or sponsoring as an individual student or group of students any college activity on or off the campus that represents a clear and present danger to the normal educational process of the college</td>
<td>1st Offense: Probation; appropriate secondary sanction as determined by the Dean (i.e., community service, letter of apology, essay). Could range from (L1) to (L3), depending on situation. 2nd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</td>
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<td>Gambling in any form on campus or at any social function approved by the college</td>
<td>1st Offense: Probation; appropriate secondary sanction as determined by the Dean (i.e., community service, letter of apology, essay). Could range from (L1) to (L3), depending on situation. 2nd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3).</td>
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<td>Violating college policies, procedures or regulations concerning registration of student organizations, the use of college facilities, or the time, place, and manner of public expression</td>
<td>1st Offense: Verbal Warning (L1) 2nd Offense: Probation (L2)</td>
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<tr>
<td><strong>College and Personal Property</strong></td>
<td></td>
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<tr>
<td>2. Stealing property of the college or other individuals for personal use</td>
<td>1st Offense: Probation and/or suspension, depending on the severity of the offenses. If Probation is selected, an appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).</td>
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<td>2nd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).</td>
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<td>3rd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</td>
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<td>1. Soliciting and/or selling on campus unless approved by the President</td>
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<td>2nd Offense: Probation (L2)</td>
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<td><strong>College and Personal Property (Continued)</strong></td>
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<tr>
<td>Eating or drinking in unauthorized areas to include libraries, resource centers, shops, and laboratories.</td>
<td>1st Offense: Verbal Warning (L1)</td>
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<tr>
<td></td>
<td>2nd Offense: Second Verbal Warning (L1)</td>
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<td></td>
<td>3rd Offense: Loss of Privileges to that location (as appropriate) (L2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Code of Conduction Violations that could be potentially imposed</strong></td>
<td>Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>College Instruction</strong></td>
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<tr>
<td>Conducting an activity on the part of any individual or group that causes disruption or interference with the teaching-learning environment or the regular operation of the college, including:</td>
<td>1st Offense: Verbal Warning. Depending on type of disruption, student can be given probation and/or suspension. Depending on situation, a first offense can range from L1 to L2.</td>
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<td></td>
<td>2nd Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of disruption, student can be given suspension (L2) to (L3).</td>
<td></td>
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<tr>
<td></td>
<td>3rd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3).</td>
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<tr>
<td>Occupying any building or campus areas for the purpose of disruption or interference</td>
<td>1st Offense: Verbal Warning. However, depending on type of disruption, student can be given probation and/or suspension. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).</td>
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</tbody>
</table>
from the residence hall, depending upon the severity of the incident. (L1) to (L2)

2<sup>nd</sup> Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of disruption, student can be given a suspension. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3)

3<sup>rd</sup> Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).

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<tr>
<th>Code of Conduction Violations that could be potentially imposed</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>College Instruction (Continued)</strong></td>
<td></td>
</tr>
<tr>
<td>Preventing or attempting to prevent the entrance or exit of students, faculty, administration, staff, or authorized visitors to and from the campus or buildings;</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense: Automatic 1-year Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of disruption, student can be given a suspension. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L2)</td>
</tr>
</tbody>
</table>

2<sup>nd</sup> Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3)

Failing to obey directions of faculty, administrators, or security officers in situations relating to the regular operation of the college | 1<sup>st</sup> Offense: Verbal Warning. However, depending on type of offense committed, student can be given probation and/or suspension. If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L2) |

2<sup>nd</sup> Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of offense committed student can be given a suspension. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident.
### Code of Conduction Violations that could be potentially imposed

<table>
<thead>
<tr>
<th>Violation</th>
<th>Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displaying any inflammatory or incendiary signs, or gang related paraphernalia, posters or banners, or the distribution of literature, or the circulation of petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment.</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense: Verbal Warning. Automatically remove or discard all inflammatory or incendiary signs, or gang related paraphernalia, posters or banners, or literature, or petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L2) 2&lt;sup&gt;nd&lt;/sup&gt; Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of offense committed student can be given suspension. Automatically remove or discard all inflammatory or incendiary signs, or gang related paraphernalia, posters or banners, or literature, or petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L2) 3&lt;sup&gt;rd&lt;/sup&gt; Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. Automatically remove or discard all inflammatory or incendiary signs, or gang related paraphernalia, posters or banners, or literature, or petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. (L2)</td>
</tr>
</tbody>
</table>

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

- **1<sup>st</sup> Offense:** Verbal Warning (L1)
- **2<sup>nd</sup> Offense:** Probation. If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2)
- **2<sup>nd</sup> Offense:** Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
- **3<sup>rd</sup> Offense:** Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3)
<table>
<thead>
<tr>
<th>Violation</th>
<th>1st Offense: Verbal Warning (L1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failing to follow department rules, directives of instructors, or failing to carry out assignments</td>
<td>2nd Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay) (L2)</td>
</tr>
<tr>
<td></td>
<td>2nd Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</td>
</tr>
<tr>
<td>Code of Conduct Violations that could be potentially imposed</td>
<td>Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)</td>
</tr>
<tr>
<td>Firearms, Drugs and Alcohol</td>
<td></td>
</tr>
<tr>
<td>Possessing, exhibiting, or using firearms of any kind, explosives (including all types of fireworks), live ammunition, obnoxious bombs, chemicals, or weapons already designated as illegal by city, county, state, or federal law. Students are not allowed to be in possession of any type of weapon or firearm while on the physical campus of Lawson State or a college sponsored event. This includes the storage of such weapons or firearms (in vehicles, dormitory or any other physical space).</td>
<td>1st Offense: Automatic Suspension. Leads to a criminal investigation. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, automatic suspension from the Residence Hall. (L3)</td>
</tr>
<tr>
<td>Possessing and/or using any illegal or hallucinatory substances and/or drug paraphernalia while on campus and/or involved in any college activity.</td>
<td>2nd Offense: Probation with up to 20 community hours in a Drug Treatment Facility or possible suspension. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. (L2) to (L3)</td>
</tr>
<tr>
<td></td>
<td>3rd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).</td>
</tr>
<tr>
<td>Distributing, transporting, selling illegal or hallucinatory substances and/or drug paraphernalia while on campus and/or while involved in any college activity.</td>
<td>1st Offense: Probation and/or suspension (depending on the severity of the illegal offense; up to 30 community hours in a Drug Treatment Facility; completion of the Educational Drug Dangers 101 Course. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L3)</td>
</tr>
</tbody>
</table>
| Possessing or consuming, or being under the influence of alcoholic beverages and or illegal drugs while on campus or involved in approved college activities. | 1st Offense: Verbal Warning. Completion of (Educational) Alcohol Dangers 101 Course (L1)  
2nd Offense: Probation with up to 20 community hours in a Drug Treatment Facility or possible suspension  *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3)  
3rd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3) |
| --- | --- |
| Distributing or selling alcoholic beverages and or illegal substances while on campus or involved in while attending approved college activities. | 1st Offense: Probation and/or suspension (depending on the severity of the illegal offense; up to 30 community of hours in a Drug Treatment Facility; completion of the Educational Drug Dangers 101 Course. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L3)  
2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3) |

**College Sponsored Activities that could be potentially imposed**

**Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)**

**Harassment, Assaulting and Bullying**

| Harassing a student or students, faculty, staff, administration, or the college as an institution by a student or students, or by a non-student or nonstudents, including threats in any way expressed or implied against persons or property. | 1st Offense: Probation and/or suspension (depending on the severity of the harassment and duration; up to 15 community of hours; completion of educational seminar or course on alleged offense. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3).  
2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (regardless if he or she is suspended) (L3) |
| --- | --- |
| Assaulting physically or abusing any person on campus or at an approved college activity to the extent that such abuse would endanger or threaten the general health or welfare of the person abused or assaulted. | 1st Offense: Probation and/or suspension (depending on the severity of physical assault and the conditions surrounding the assault; up to 15 community of hours; completion of educational seminar or course on alleged offense. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3).  
2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a |
| Conducting or expressing oneself in a loud, indecent, or profane manner on campus, on college-controlled property, or at approved college activities. This would include the use of profanity. | residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (regardless if he or she is suspended) (L3). |

| 1st Offense: Verbal Warning. However, depending on type and severity of the offense committed, student can be given probation and/or suspension (L1) to (L3). |
| 2nd Offense: Probation with up to 20 community hours. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3). |
| 3rd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3). |
| **College Sponsored Activities that could be potentially imposed** | College Sponsored Activities |
| **Harassment, Assaulting and Bullying (Continued)** | |
| Bullying: The repeated and habitual use of force, threat, or coercion to abuse, intimidate or aggressively impose domination or fear over others (online or face-to-face). | 1st Offense: Probation and/or suspension (depending on the severity of the harassment and duration; up to 15 community hours; completion of educational seminar or course on alleged offense. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L3). |
| 2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3). |
| Stalking: The criminal activity consisting of the repeated and unwanted following and harassment of another individual. | 1st Offense: Probation and/or suspension (depending on the severity of the harassment and duration; up to 15 community hours; completion of educational seminar or course on alleged offense. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L3). |
| 2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3). |
Residence Hall Infractions

All students residing in the residence hall are expected to govern themselves as outlined in the Residence Hall Handbook. Additional policies and procedures are outlined in the Residence Hall Handbook, as well as additional sanctions. It is the responsibility of all Residence Hall students to abide by the Residence Hall policies and procedures and rules governing student safety and security as well as all Code of Conduct rules governing all students at Lawson State Community College.

Definitions of Disciplinary Actions or Sanctions

Sanctions (Defined)

Sanctions (punishments imposed for acts of academic dishonesty or code of conduct violations) are categorized by levels (based on the severity of the infraction/offense committed by the student or based on whether the infraction has been repeated by a student). Sanctions are categorized by degrees, **Level 1**, **Level 2** and **Level 3**. Sanctions categorized as **Level 1** sanctions are considered less severe punishments in response to violations. If a student repeats an offense, the level of the sanction increases. Some offenses (*based on severity*) do not have a **Level 1** sanction associated with them. In such cases, the college views the offense as being so extreme that the offense is automatically elevated to a **Level 2** or **Level 3** offense upon execution of the act itself (i.e., paying a third party to complete assignments, bringing a weapon on campus, etc…). In such cases, the student could face suspension.

Refusal to Carry Out Sanctions

Some sanctions may require the student to take a short educational course (i.e., Drug Abuse 101) or could require the student to write an essay on a topic (associated with the offense) or require a certain number of community service hours. If a student refuses to complete the requirements of the imposed sanction, the original sanction will move up to the next highest level sanction which will lead to more severe sanction, including suspension or dismissal.

Violation of Code of Conduct & Sanctions

A student or group of students deemed to be in violation of the Student Code of Conduct is subject to the imposition of the following restrictions, sanctions and/or action.
1. Warning (Level 1 Sanction): Used for minor infractions of college regulations and consists of a restatement of the regulation violated with an official warning concerning future behavior. The restriction notifies a student that:

   a. Any further violation of college regulations will subject him/her to further disciplinary action.

   b. He/she must maintain exemplary conduct during the period of restriction.

   c. The restriction is generally for an indefinite period of time, but not less than one academic semester/term.

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

2. Community Service (Level 1 Sanction): Students may, in response to a student code of conduct violation, be required to perform a certain number of community service hours within a specific and targeted time period.

3. Online Courses (Behavioral Remediation) - (Level 1 Sanction): Students may, in response to a student code of conduct violation, be required to complete specific behavioral remediation courses (i.e., Alcohol 101, Drug Abuse 101, Plagiarism 101, etc...)

4. Written Work (Remedy) - (Level 1 Sanction): Students may, in response to a student code of conduct violation, may be required to produce written pieces of work that specifically address the infraction and the harm that it caused.

5. Probation (Level 2 Sanction): A strong restriction designed to encourage and require a student to cease and desist from violating college regulations. A student under this restriction is notified in writing. A student on Disciplinary Probation is warned that:

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

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

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

6. Immediate Temporary Suspension (Level 3 Sanction): Is imposed in a situation when a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the teaching-learning environment. Immediate temporary suspension may be imposed in order to ascertain information and resolve conflicts in an effort to avoid official suspension though individual student situations may ultimately result in suspension.
7. Suspension (Level 3 Sanction):: The removal of a student from rolls of Lawson State Community College for a stated period of time, usually not less than one semester/term. At the end of the designated period, a student must make formal application for re-admission.

8. Dismissal (Level 3 Sanction):: The strongest disciplinary restriction. A penalty this severe generally indicates that a student may not return to the college unless he/she is granted special dispensation from the President of the college or his designee. Disciplinary dismissal would apply to a student who is guilty of chronic violations or a major breach of conduct so that rehabilitation possibilities appear to be remote.

The college recognizes the right of both substantive and procedural due process in any matter involving a student misconduct violation where a sanction may be imposed. A student is entitled to a notice, a hearing, and an explanation before receiving a suspension or expulsion from the college.

A student facing suspension or expulsion has the following two options.

**DUE PROCESS RIGHTS OF STUDENTS**

**(1) Option #1: Penalty Without Hearing**

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

1. It is in the best interest of the college and the student concerned, and

2. The student concerned consents in writing to administrative disposition.

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

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

In administrative disposition, the penalties imposed shall not differ from those penalties stated in Definitions of Disciplinary Actions. Once a student has been informed of his/her rights and the penalty that could be imposed should a violation be found and has knowingly and voluntarily accepted in writing the authority of the administration to impose the penalty, a student shall have waived the right to request a formal hearing.
(2) Option 2: Formal Hearing

In the event a student wishes a formal hearing:

1. Notice of the charges and their implications will be given orally or in writing prior to the hearing.

2. The list of witnesses and their expected testimony will be given to the accused student prior to the hearing or at the hearing itself.

A Disciplinary Committee composed of college faculty, staff and two students will be convened to conduct the hearing. It is the duty of the Disciplinary Committee to hear all evidence presented concerning the alleged misconduct/violation. Because the college is an academic institution and not a court of law, the Disciplinary Committee is not bound by the common laws of evidence or civil procedure. Therefore, hearsay may be used during the hearing. It is the committee’s responsibility to render a fair and impartial decision from the evidence presented and to assure the student received due process in accordance with his/her constitutional rights. At the hearing, a student has the right to present his/her defense against the charges and to produce other oral testimony or written affidavits of witnesses in his/her behalf. A student may be represented by counsel. If so, the college expects the courtesy of notification. The counsel will be allowed only to advise a student and not to actively participate in the hearing. The college is not required to provide the opportunity for cross-examination but may do so at the discretion of the chief hearing officer. The Disciplinary Committee shall report findings within 72 hours of the hearing. The findings shall be reported to the President or his designee and said person will notify the student of the results of the hearing and the implications of the decision.

How to Appeal a Formal Hearing Result:

Any student who is dissatisfied with the results of the hearing may file an appeal to the Disciplinary Appeal Committee (online) via the Advocate system. To do so, click on the Current Students page and click on the Appeal button as pictured below. From there, click on the Disciplinary Appeal button within the Advocate system (as pictured on the next page).

If a student would like to challenge the findings of the Discipline Appeal Committee, he or she can file an appeal to the President of the College. During the period of the student’s appeal, the student shall not be present on the campus of Lawson State Community College. To complete a President’s Appeal, click on the Current Student page and click on the Appeal button as pictured below. From there, click on the President’s Appeal button within the Advocate system (as pictured on the next page).
How to File an Appeal Online in the Advocate System

Step 1: Click on the Appeal button

Step 2: Select the correct appeal, either Discipline Appeal or President’s Appeal (for Code of Conduct violations)
More about the Appeal Process (and Categories of Appeal)

All students at Lawson State Community College are entitled to due process. Hence, once a sanction is imposed against a student, a student has a right to Appeal the sanction and present their own defense and evidence and challenge the decision reached (regardless if the sanction is a Level 1, Level 2 or Level 3 sanction).

The Appeal Process differs depending on the type of offense committed (either academic dishonesty offense or code of conduct offense) and is divided into two categories of Appeals—(1) Appeals of Academic Dishonesty Sanctions; and (2) Appeals of Code of Conduct Sanctions.

<table>
<thead>
<tr>
<th>Appealing Academic Sanctions—Categories of Appeals</th>
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<tbody>
<tr>
<td>Appealing Level 1 Academic Dishonesty Sanctions.</td>
</tr>
<tr>
<td>Appealing Level 2 &amp; 3 Academic Dishonesty Sanctions.</td>
</tr>
<tr>
<td>Appealing Code of Conduction Sanctions—Categories of Appeals</td>
</tr>
<tr>
<td>Appealing Level 1 Code of Conduct Violation Sanctions.</td>
</tr>
<tr>
<td>Appealing Level 2 &amp; 3 Code of Conduct Violation Sanctions</td>
</tr>
</tbody>
</table>

Appealing Level 1 (L1) Academic Dishonesty Sanctions

**How to Appeal Level 1** Unlike discipline issues, students can appeal Level 1 academic dishonesty sanctions.

**Academic Dishonesty Sanctions Imposed:** All LSCC students have due process rights the moment an academic dishonesty sanction is imposed. Appealing an imposed sanction is done completely online through the online Advocate system. Failure to file an Appeal (within 7 business days after a sanction has been issued) indicates acceptance and agreement of the sanction issued and penalty imposed.

A Level 1 (L1) academic dishonesty sanction cannot be issued by an instructor unless the following conditions are met.

i. The instructor *must* report the academic dishonesty offense online via the online Advocate Code of Conduct tracking system within 10 business days
following the documented cheating offense. If not, the sanction cannot be issued against a student.

ii. The instructor must report the cheating offense in writing (via the Advocate Code of Conduct tracking system) and upload evidence, including photographic documents (supporting the claims of academic dishonesty including any witness statements) prior to issuing any sanction against any student, if applicable.

Sanctions issued against cheating are assumed factual if a student does not issue an Appeal. Students have 7 business days to challenge a sanction. Once the 7 business days has lapsed, the sanction can be imposed.

If an appeal is filed, the evidence submitted which includes eyewitness accounts (by the instructor or other students) will be reviewed by the appropriate Dean (Academic or College Transfer), and the sanction will either be upheld or denied (due to lack of evidence) within 10 business days upon receipt of the academic dishonesty charge (online). Phone calls and emails are NOT appropriate; this is a completely online process.

**Submitting an Appeal:**

Appeals cannot be issued outside of the Advocate online system. **Students MUST use the Advocate system to submit all Appeals.** Click on the **Current Students** page on the LSCC website to submit your Appeal.

When submitting an Appeal for a Level 1 sanction imposed, the student will need to outline a defense as it relates to the academic dishonesty charge. A student simply stating that he or she does not agree with the sanction or the cheating offense is not enough to turn over a sanction that has been imposed by an instructor. Rather, they will have to provide evidence or witnesses countering the instructor’s assertions that they have been caught cheating.

**NOTE:** Students asserting that they did not know they were committing an academic dishonesty offense is not acceptable, particularly since LSCC publishes its Academic Dishonesty violations publicly. All LSCC students are responsible for reading all policies and procedures, particularly those that govern student behavior and responsibilities on campus and within all academic environments (in class and online). Meaning distance education students are held to the same academic integrity standards as face-to-face (ground) students.

Once an Appeal has been received, the appropriate Dean (Academic or College Transfer) will send the **FINAL** ruling to the student and faculty member via email only. No phone calls will be issued. Because **Level 1** academic sanctions do not involve penalties that require a student to be administratively withdrawn from a course or to be withdrawn from the course or be issued a failing grade in the course or suspension, Appeals cannot be appealed beyond the Dean level.
The Dean’s decision on all Level 1 offenses are final. No other method of Appeal is available at this Level.

To begin a Level 1 Appeal.

1. Go to Lawson State’s main webpage (www.lawsonstate.edu)
2. Click on Current Students
3. Click on the Online Appeal Form icon and follow the prompts to file an Appeal

NOTE: Appeals without evidence will not be successful. You cannot appeal a decision based on your disagreement with the decision. Since sanctions are posed based on evidence submitted, in order to reverse an appeal, you must provide new evidence that would speak to your innocence (i.e., new witnesses, evidence that you wrote the work, etc.).

Appealing Level 2 (L2) or Level 3 (L3) Academic Dishonesty Sanctions

Appealing Level 1 (L1) Academic Dishonesty Sanctions

How to Appeal Level 1 Academic Dishonesty Sanctions Imposed: All LSCC students have due process rights the moment an academic dishonesty sanction is imposed. Appealing an imposed sanction is done completely online through the online Advocate system. No other

A Level 1 (L1) academic dishonesty sanction cannot be issued by an instructor unless the following conditions are met.

iii. The instructor must report the academic dishonesty offense online via the online Advocate Code of Conduct tracking system within 10 business days following the documented cheating offense. If not, the sanction cannot be issued against a student. In other words, if an instructor issues a grade of zero on an assignment (because he or she alleges that a student has cheated on an exam), but fails to report the incident to the college officially (for review and approval by the appropriate Dean—either Academic or College), the sanction will not stand and the original grade earned on the exam will stand.

iv. The instructor must report the cheating offense in writing (via the Advocate Code of Conduct tracking system) and upload evidence, including photographic documents (supporting the claims of academic dishonesty including any witness statements) prior to issuing any sanction against any student.
Confiscation of Cheating Evidence: A teacher has the right to confiscate all evidence of cheating from a student (i.e., cheat sheets, crib notes, phones, calculators, etc…) temporarily for up to ONE hour (no more) after the end of the class. It is during this time, that the instructor will be allowed to photograph all evidence of cheating. Once the hour has expired, the instructor must give the student back all evidence of cheating. If a student refuses to give the instructor the evidence (which is viewed as obstruction), then the sanction sought against the student will automatically move the highest level sanction (Level 3) given for the offense committed. Further, such refusal will be used against the student during his or her Due Process hearing.

v. The evidence submitted (by the instructor) will be reviewed by the appropriate Dean (Academic or College Transfer) and the sanction will either be upheld or denied (due to lack of evidence) within 10 business days upon receipt of the academic dishonesty charge (online). Phone calls and emails are NOT appropriate; this is a completely online process.

vi. Submitting an Appeal: If the Level 1 sanction is upheld, the student can challenge the validity of the academic dishonesty charge and the sanction imposed in writing within 10 business days (via the Advocate online appeal process). Appeals submitted after 10 business days will not be considered. Appeals cannot be issued outside of the Advocate online system. Students MUST use the Advocate system to submit all Appeals. Click on the Current Students page on the LSCC website to submit your Appeal.

vii. When submitting an Appeal for a Level 1 sanction imposed, the student will need to outline a defense as it relates to the academic dishonesty charge. A student simply stating that he or she does not agree with the sanction or the cheating offense is not enough to turn over a sanction that has been imposed by an instructor. Rather, they will have to provide evidence or witnesses countering the instructor’s assertions that they have been caught cheating.

NOTE: Students asserting that they did not know they were committing an academic dishonesty offense is not acceptable, particularly since LSCC publishes its Academic Dishonesty violations publicly. All LSCC students are responsible for reading all policies and procedures, particularly those that govern student behavior and responsibilities on campus.

viii. Once an Appeal has been received, the appropriate Dean (Academic or College Transfer) will send the FINAL ruling to the student and faculty member via email only. No phone calls will be issued. Because Level 1 academic sanctions do not involve penalties that require a student to be administratively withdrawn from a course or to be withdrawn from the
course or be issued a failing grade in the course or suspension, Appeals cannot be appealed beyond the Dean level. The Dean’s decision on all Level 1 offenses are final. No other method of Appeal is available on this Level.

To begin a Level 1 Appeal.

4. Go to Lawson State’s main webpage (www.lawsonstate.edu)
5. Click on Current Students
6. Click on the Online Appeal Form icon and follow the prompts to file an Appeal

NOTE: Appeals without evidence will not be successful. You cannot appeal a decision based on your disagreement with the decision. Since sanctions are posed based on evidence submitted, in order to reverse an appeal, you must provide new evidence that would speak to your innocence (i.e., new witnesses, evidence that you wrote the work, etc….)

Receiving a Level 2 (L2) or Level 3 (L3) Academic Dishonesty sanction is a serious infraction. It means you have either received your second charge of cheating as a Lawson State student or the severity of your first academic dishonesty alleged act was viewed as so severe (i.e., getting someone other than you to complete your work online) that a Level 2 charge is being sought against you.

All Level 2 and Level 3 academic dishonesty claims (against the student) warrant a hearing (unless waived by the student). In such cases, students will be given two options:

1. Challenge the sanction issued via a Due Process Hearing
2. Penalty Without Hearing: Waive his or her rights to a Due Process Hearing and accept the sanction.

How to Issue an Appeal:

If a Level 2 or Level 3 sanction is being sought out against you, and you would like to appeal the sanction (opposed to accepting it) and have a Due Process Hearing, follow these steps to appeal.

To begin a Level 2 and Level 3 Appeal.

1. Go to Lawson State’s main webpage (www.lawsonstate.edu)
2. Click on Current Students
3. Click on the Online Appeal Form icon and follow the prompts to file an Level 2 / Level 3 Appeal
**Please note that all students: regular, transfer, transient and dual enrollment students fall under Lawson State’s Code of Student Conduct.**

**STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

The Student Right-To-Know and Campus Security Act of 1990 requires Lawson State Community College to disclose information about student outcomes, campus security, and crime statistics. The college publishes an annual report to faculty, staff, and students to comply with the provisions of the law. This report provides projected graduation rates, program completion rates, licensure requirements, and campus crime statistics.

Copies of this publication are available in the Admissions, Business, and Student Services Offices and are also posted online.
A 101 Principles of Refrigeration
3
Prerequisite(s): As determined by college
This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer. HVAC-R system components, and specialty tools for HVAC-R, and application of the concepts of basic compression refrigeration. Upon completion, students should understand the process and understand their function, identify and use common and specialty HVAC tools, and maintain components of a basic compression refrigeration system. CORE

A 102 HVAC/R Safety & Procedures
3
Prerequisite(s): As determined by college
This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of humidifiers, hydronic, air conditioning, cooling towers, refrigerant coolers and correct methods of changing and recharging refrigerants. Upon completion, students should be able to properly use/replace/cycle refrigerants and demonstrate safe, correct service procedures which comply with the no-sulfur laws.

A 103 Refrigeration piping
3
Prerequisite(s): As determined by college
This course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning and refrigeration industry. This course covers various methods of working with and joining tubing. Upon completion, students should comprehend related terminology, and be able to fabricate pipe, tubing, and pipe fittings.

A 119 Fundamental Gas and Refrigeration Systems
3
Prerequisite(s): As determined by college
This course provides instructions on the proper and safe service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide variety of applications.

A 121 Principles of Electricity for HVAC-R
3
Prerequisite(s): As determined by college
This course focuses on the electrical components and controls. Emphasis is placed on the use of pumps, contactors, switches, and other HVAC-R electrical components. Upon completion, students should be able to install electrical components and determine their proper operation.

A 122 HVAC Electric Circuits
3
Prerequisite(s): As determined by college
This course introduces the student to basic electrical systems and circuits. Electromechanical and basic wiring diagrams are constructed in this course. Upon completion, students should understand and be able to identify the basic principles of HVAC circuit and circuit components.

A 123 HVAC Electrical Comp.
3
Prerequisite(s): As determined by college
This course introduces students to electrical components and controls. Emphasis is placed on the operations of motors, relays, contactors, starters, and other HVAC-R electrical components. Upon completion, students should be able to install electrical components and determine their proper operation.

A 130 Computer Assisted HVAC Troubleshooting
1
Prerequisite(s): As determined by college
This course focuses on the fundamental electrical systems. Emphasis is placed on the proper use of test equipment and machine/electrical malfunctions. Upon completion, student should be able to diagnose and repair service problems in HVAC equipment.

A 154 Mechanical Gas Safety Code
3
Prerequisite(s): As determined by college
This course is designed to teach students the knowledge of the Southern Mechanical and Gas Code as well as fire and job safety requirements. Emphasis is placed on code book content and compliance with the Southern Gas and Mechanical Code. Upon completion, students should be able to code requirements for all work.

A 158 Customer Relations
3
Prerequisite(s): As determined by college
This course covers the basic aspects of customer relations needed to be an exemplary technician. Topics include employability skills associated with job performance, record keeping, service invoices, certification requirements, local ordinances, and business ethics.

A 144 Basic Draughting and Basic Sheet Metal HVAC
3
Prerequisite(s): As determined by college
This course covers basic with installation requirements as applied to the HVAC industry. Emphasis is on taxistle drawings, basic sheet systems, and isometric piping. Upon course completion, students should be able to perform basic draughting to HVAC system and read pertinent blueprints.

A 147 Refrigerant Replacement and Recovery Theory
3
Prerequisite(s): As determined by college
This course is EPA-approved and covers material relating to the requirements necessary for HVAC-R equipment. Emphasis will be on universal recovery and charging tools and on the handling of environmentally-friendly refrigerants.

A 148 HVAC High Pressure Systems I
3
Prerequisite(s): As determined by college
Instruction received in this course covers the basic theory and application of heat pump systems and related equipment. Upon completion students will be able to install and service heat pumps in a wide variety of applications.

A 151 Special Topics in Air Conditioning and Refrigeration I
3
Prerequisite(s): As determined by college
This course is designed to provide special emphasis in various areas related to the air conditioning and refrigeration industry.

A 152 Special Topics: Heat Pump Systems
3
Prerequisite(s): As determined by college
This course provides special emphasis in various areas related to the heat pump systems and heat pump service.

A 192 HVAC Apprentice/Internship
3
Prerequisite(s): As determined by college
This course is designed to provide basic hands-on experiences in the work place. The student is involved with a training plan developed by the employer and the instructor working together to guide the learning experience. Upon completion, students should be able to work independently and apply related skills and knowledge. This course involves a minimum of 15 work per week.

A 200 Review for Contractors Exam
3
Prerequisite(s): As determined by college
This course prepares students to take the State Certification Examination. Emphasis is placed on all pertinent codes, piping procedures, duct design, load calculation, psychrometrics, installation procedures, and air distribution. Upon completion, students should be prepared to take the contractors exam.

A 205 Commercial Refrigeration
3
Prerequisite(s): As determined by college
This course focuses on the operation of refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components and operation of refrigeration systems. Upon completion students should be able to service and repair commercial refrigeration systems.

A 210 System Sizing and Air Distribution
3
Prerequisite(s): As determined by college
This course provides instruction in the use of various meters and gauges used in the HVAC-R industry. Topics include use of flowmeters, manometers, equipment and air and ducting systems and factors making acceptable indoor air quality. Upon completion, students should be able to calculate system requirements.

A 214 Troubleshooting HVAC Systems
3
Prerequisite(s): As determined by college
This course provides instruction in the operation of various HVAC-R systems. Topics include identification and use of hand/power tools, sheet metal repairs, and structural damage. Upon completion students should be able to perform troubleshooting of HVAC/R.

A 220 Review for Contractors Exam
3
Prerequisite(s): As determined by college
This course prepares students to take the State Certification Examination. Emphasis is placed on all pertinent codes, piping procedures, duct design, load calculation, psychrometrics, installation procedures, and air distribution. Upon completion, students should be prepared to take the contractors exam.

A 223 Automotive Mechanical Components
3
Prerequisite(s): As determined by college
This course provides instruction in collision related mechanical repairs. Emphasis is placed on the repair of suspension components, various types of suspension components, various types of other mechanical repairs. ASE/AUS 130 Drive Train & Axles and ASE/AUS 112 Braking Systems are suitable substitutes for this course.

A 224 Automotive Electrical Components
3
Prerequisite(s): As determined by college
This course provides instruction in collision related electrical repairs and various remnants systems, including sensors, bulbs, switches, and ignition. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire, repair of wiring diagram, airbag modules, and impact sensors. ASE/AUS 112 - Electrical Fundamentals is an acceptable substitute for this course.

A 250 Steering & Suspension
3
Prerequisite(s): As determined by college
This course introduces students to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension alignment and effect of body flexing. Various components and angles. ASE/AUS 112 – Steering & suspension is a suitable substitute for this course.

A 265 Paint Defects and Final Repair
3
Prerequisite(s): As determined by college
This course introduces students to methods of identifying paint defects, causes, cure, and final detailing. Students learn to troubleshoot and correct paint imperfections.

ACCOUNTING (ACC) Course Descriptions

ACC 119 Individual Income Taxation
3
Prerequisite(s): As required by program
This course introduces the student to the relevant laws affecting individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete the various tax forms pertaining to the topics covered in the course.

ACC 140 Payroll Accounting
3
Prerequisite(s): ACC 111 or ACC 248 and/or as required by program
This course covers foundational concepts in accounting including bookkeeping, payroll, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages, preparing appropriate payroll tax forms, and journalizing posting transactions. Upon completion, students should be able to analyze data, make appropriate calculations, complete various payroll accounting entries.

ACC 149 Intro to Accounting
3
Prerequisite(s): ACC 111 or ACC 248 and/or as required by program
This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning financial accounting concepts, balance sheets, income statements, and financial accounting systems. Upon completion of this course, the student will be able to use a computer spreadsheet to complete many of the tasks covered in this course.

ACC 150 Computerized General Ledger
3
Prerequisite(s): As determined by/or as required by program
This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and costing, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACCOUNTING TECHNOLOGY (ACC) Course Descriptions

ACC 246 Microcomputer Accounting
3
Prerequisite(s): As determined by program
This course utilizes the microcomputer in the study of financial accounting principles and accounting concepts and procedures. Emphasis is placed on the use of software programs for financial accounting applications. Upon completion of this course, the student will be able to use software programs for financial accounting applications.

ACC 247 Advanced Accounting Applications on the Computer
3
Prerequisite(s): ACC 246 and/or as required by program
This course uses the microcomputer in managerial accounting. Emphasis is on a variety of software programs for managerial accounting applications. Upon completion of this course, the student will be able to use many managerial accounting software applications.

ACCOUNTING (ACC) Course Descriptions

ACC 145 Payroll Accounting
3
Prerequisite(s): ACC 111 or ACC 248 and/or as required by program
This course focuses on the accounting entries applied to wages, payrolls, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages, preparing appropriate payroll tax forms, and journalizing posting transactions. Upon completion, students should be able to analyze data, make appropriate calculations, complete various accounting entries.

ANTHROPOLOGY (ANT) Course Descriptions

ANT 200 Introduction to Anthropology
3
Prerequisite(s): As required by program
This course is a survey of physical, social, and cultural development and behavior of human beings.

A 214 Automotive Structural Materials
3
Prerequisite(s): As determined by college
This course focuses on the fundamentals of structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/ replacement of structural components. CORE

A 223 Automotive Mechanical Components
3
Prerequisite(s): As determined by college
This course provides instruction in collision related mechanical repairs. Emphasis is placed on the repair of suspension components, various types of suspension components, various types of other mechanical repairs. ASE/AUS 130 Drive Train & Axles and ASE/AUS 112 Braking Systems are suitable substitutes for this course.

A 224 Automotive Electrical Components
3
Prerequisite(s): As determined by college
This course provides instruction in collision related electrical repairs and various remnants systems, including sensors, bulbs, switches, and ignition. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire, repair of wiring diagram, airbag modules, and impact sensors. ASE/AUS 112 - Electrical Fundamentals is an acceptable substitute for this course.

A 255 Steering & Suspension
3
Prerequisite(s): As determined by college
This course introduces students to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension alignment and effect of body flexing. Various components and angles. ASE/AUS 112 – Steering & suspension is a suitable substitute for this course.

A 265 Paint Defects and Final Repair
3
Prerequisite(s): As determined by college
This course introduces students to methods of identifying paint defects, causes, cure, and final detailing. Students learn to troubleshoot and correct paint imperfections.
ART 100 ART APPRECIATION 3
Prerequisite(s): As required by program. This course is designed to help students understand the fundamentals of art, materials used, and have a basic overview of the history of art.

ART 113 DRAWING I 3
Prerequisite(s): As required by program. This course provides the opportunity to develop perceptual and technical skills in a variety of media. Emphasis is placed on communication through experimentation with composition, subject matter, basic design, and personal expression. Upon completion, students should have a basic understanding of the fundamentals of art, and the communication of personal thoughts and feelings.

ART 121 TWO-DIMENSIONAL COMPOSITION I 3
Prerequisite(s): As required by program. This course introduces the basic concepts of two-dimensional design. Topics include the elements and principles of design with emphasis on the arrangement and relationships among them. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.

ART 122 TWO-DIMENSIONAL COMPOSITION II 3
Prerequisite(s): As required by program. This course covers the theories and practice of creating two-dimensional images. Emphasis is placed on the relationship between the basic elements and principles of design and their impact on the visual message. Upon completion, students should, through personal expression, demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.

ART 127 3-DIMENSIONAL COMPOSITION 3
Prerequisite(s): Art 121. This course covers the theories and practice of creating three-dimensional images. Emphasis is placed on the relationship between the basic elements and principles of design and their impact on visual message. Upon completion, students should, through personal expression, demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.

ART 203 ART HISTORY I 3
Prerequisite(s): As required by program. This course covers the historical development of different forms of art, such as sculpture, painting and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion of the course, students should be able to communicate a knowledge of time period and chronological including a knowledge of themes, styles and the impact of society on the arts.

ART 204 ART HISTORY II 3
Prerequisite(s): Art History I. This course covers the chronological development of different forms of art, such as sculpture, painting and architecture. Emphasis is placed on history from the Byzantine to the present. Upon completion of the course, students should be able to communicate a knowledge of time period and chronological including a knowledge of themes, styles and the impact of society on the arts.

ART 233 PAINTING I 3
Prerequisite(s): ART 113, 121, and/or as required by program. This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should begin to understand the fundamentals of art and demonstrate various approaches to the media and the creative process associated with painting.

ART 286 ART FOR TEACHERS 3
Prerequisite(s): As required by program. This course provides the opportunity for perspective teachers to experience and analyze art as an effective tool for communication into the classroom. Emphasis is placed on the exploration of teaching skills using art and the aesthetic expression. Upon completion, students should be able to demonstrate the ability to communicate art knowledge and the validity of the art curriculum.

AUTOMOTIVE SYSTEMS (AMS) Course Descriptions

ASE 101 FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY 3
Prerequisite: As required by program. This course provides basic instruction in Fundamentals of Automotive Technology.

ASE 112 ELECTRICAL FUNDAMENTALS 3
Prerequisite: As required by program. This course introduces basic instruction in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components.

ASE 121 ADVANCED ELECTRICAL AND ELECTRONICS I 3
Prerequisite: As required by program. This course covers advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of advanced electrical and electronic systems, and components.

ASE 122 ADVANCED AUTOMOTIVE ENGINES 3
Prerequisite: As required by program. This course covers advanced instruction in internal combustion engines. Emphasis is placed on understanding and application of basic internal and external operation relating to proper operation and drivability.

ASE 126 ADVANCED AUTOMOTIVE ELECTRICAL AND ELECTRONICS II 3
Prerequisite: As required by program. This course provides advanced instruction in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components.

ASE 140 BEHAVIORAL SCIENCE AND SAFETY 3
Prerequisite: As required by program. This course covers the moral and legal aspects of ownership and use of electrical energy. Emphasis is placed on wiring diagrams, test equipment, electrical circuits, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits.

AUM 111 ELECTRICAL FUNDAMENTALS 3
Prerequisite: As required by program. This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, electrical circuits, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits.

AUM 112 BRAKING SYSTEMS 3
Prerequisite: As required by program. This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on practical application of brakes.

AUM 114 SUSPENSION AND STEERING 3
Prerequisite: As required by program. This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on practical application of suspension and steering.

AUM 115 AUTOMOTIVE SAFETY AND INSURANCE 3
Prerequisite: As required by program. This course provides instruction in the operation of electronic devices and networks. Topics include semiconductor diodes, power supplies, bipolar-junction transistors, amplifiers, feedback, operational amplifiers. Emphasis is placed on the safety and maintenance of electronic circuits. Upon completion of this course a student will be able to analyze a discrete-component electronic network. Note: This course will serve as a suitable substitute for ETC 101.

AUM 211 ROBOTICS 3
Prerequisite: As required by program. This, and other courses, prepare students for jobs in robotics. Software applications, feedback, and advanced software concepts. Upon completion of this course as student will be able to program and operate an industrial robot.
This course provides the student with knowledge of nail structure and experience in

This course includes hair styling and management procedure. Emphasis is placed on

This course introduces the student to the art of hair style and design. Topics include the

Prerequisite: As required by program.

Prerequisite: As required by program.

Prerequisite: As required by program.

Prerequisite: As required by program.

This course is an introduction to the broad area of banking. Topics include the evolution

Prerequisite: As required by program.

Prerequisite: As required by program.

Prerequisite: As required by program.

This course is an introduction to the basic ecological and evolutionary relationships of

Human Anatomy and Physiology II covers the structure and function of the human body.

Human Anatomy and Physiology II covers the structure and function of the human body.

This course is an introduction to the basic nutritional biochemistry of food. Topics include

Prerequisite(s): As required by program.

Prerequisite(s): As required by program.

Prerequisite(s): As required by program.

Prerequisite: As required by program.

This course provides an orientation to the essential principles, concepts, and operations

Prerequisite: As required by program.

Prerequisite: As required by program.

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Prerequisite: As required by program.

Prerequisite: As required by program.

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Prerequisite: As required by program.

Prerequisite: As required by program.

This course is an introduction to the use of chemicals to produce desired structure changes to the hair.

This course introduces the student to the broad area of banking. Topics include the evolution

This course covers the principles of vaccinations, immunization, syndromes, and habitats.

This course is an introduction to the basic nutritional biochemistry of food. Topics include

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This course introduces the student to the basic ecological and evolutionary relationships of

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This course provides an orientation to the essential principles, concepts, and operations
This course provides an overview of the legal and social environment for business. Topics include the selection, placement, testing, orientation, training, rating, performance appraisal, and accountability of employees. The grade is based on the employer’s evaluation of each student’s productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract. Topics include resume writing, presentation skills and interviewing techniques.

This course is designed to enhance reading and writing skills for the workplace. Emphasis will be on the use of punctuation, spelling and substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.

This course is designed to focus on the development of computer skills suited to the needs of students in non-degree occupational programs. The course will generally use software packages appropriate to occupational programs and may include such topics as word processing, database, basic graphics, spreadsheets or other features typically needed in the field. Upon completion, the student will be able to demonstrate proficiency by the completion of appropriate assignments and occupation-specific applications.

This course covers written, oral and nonverbal communications. Topics include the use of accounting information for financial and managerial decisions. Information is presented from a financial statement user's approach.

This course is designed to provide students with basic accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement analysis.

This course is designed to provide students with basic accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement analysis.

This course provides an overview of business plan building concepts and practices. Emphasis is on the preparation and analysis of financial statements, and use of information for financial and managerial decision making.

This course provides an introduction to the business environment. Topics include the role of business in society, the role of business ethics, and the role of business in the global economy. The course aims to develop students’ ability to identify and evaluate ethical issues in business.

This course provides an overview of the legal and social environment for business. Topics include the selection, placement, testing, orientation, training, rating, performance appraisal, and accountability of employees. The grade is based on the employer’s evaluation of each student’s productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract. Topics include resume writing, presentation skills and interviewing techniques.

This course introduces the basic concepts of interpersonal communication and the oral and written communication skills necessary to interact with co-workers and customers, and to work effectively in teams. Topics include overcoming barriers to effective communication, effective presentations, and the use of persuasive communication techniques.

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CAR 122 CONCRETE AND FINISHING LAB
Prerequisite: CAR 111. Co-requisite: CAR 122.
This course provides students with practical experience in concrete applications. Emphasis is placed on pouring, finishing, mixing, pouring, finishing, and reinforcing. Upon completion, students should be able to identify safety rules for the job site, identify components of concrete, describe how concrete forms are built, and describe how concrete is poured, reinforced, and cured.

CAR 123 CONCRETE AND CONCRETE FINISHING LAB
Prerequisite: CAR 111. Co-requisite: CAR 122.
This course provides students with practical experience in concrete applications. Emphasis is placed on pouring, finishing, mixing, pouring, finishing, and reinforcing. Upon completion, students should be able to identify safety rules for the job site, identify components of concrete, describe how concrete forms are built, and describe how concrete is poured, reinforced, and cured.

CART 101 GRAPHICS AND DESIGN SYSTEMS
Prerequisite: CART 111. Co-requisite: CART 121.
This course focuses on the design and installation of food and ceiling systems. Emphasis is placed on the technical applications of digital photo, computer graphics, and digital animation. Upon completion, students will be able to design a food and ceiling system, select proper materials, and apply safety rules for the job site.

CART 132 INTERIOR AND EXTERIOR FINISHING LAB
Prerequisite: CAR 111.
This course is an introductory cabinetry course. Emphasis is placed on design and construction of cabinets. Upon completion, the student should be able to identify different types of muns, windows, moldings and trim, and describe the different types of paint and their appropriate application. NDC CORE

CART 214 INTRODUCTION TO CABINETRY
Prerequisite: As required by program.
This course is an introductory cabinet making course. Emphasis is placed on design and construction of cabinets. Upon completion, the student should be able to design and build cabinets according to specifications.

CART 220 STAINS, MOLDING, AND TRIM
Prerequisite: As required by program.
This course focuses on the materials and finishes used for a repair or remodeling project. Topics include design, estimation of materials, cost, time, manpower, and job preparation. Upon completion, the student should be able to demonstrate an ability to design a repair or remodeling project according to code, accurately quote materials, costs, time, and manpower requirements, and obtain all necessary permits for construction. NBC

CART 230 RESIDENTIAL REMODELING
Prerequisite: As required by program.
This course focuses on the materials and finishes used for a repair or remodeling project. Topics include design, estimation of materials, cost, time, manpower, and job preparation. Upon completion, the student should be able to demonstrate an ability to design a repair or remodeling project according to code, accurately quote materials, costs, time, and manpower requirements, and obtain all necessary permits for construction. NBC

CHEM 101 INTRODUCTION TO CHEMISTRY (College Chemistry I)
Prerequisite: As required by program.
This course is a survey of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. This course is designed to give students a broad introduction to the fundamental concepts of chemistry. Topics include the relationship of food composition and structure to food preparation. Students will be able to demonstrate an understanding of the principles of dietary management in food preparation and service. NBC

CHEM 102 CATERING
Prerequisite: As required by program.
This course includes the theory and practice of operating a catering business. Topics include production and management related to catering and other special services. Upon completion, the student will have a working knowledge of the principles involved in operating a catering business.

CHEM 110 FUNDAMENTALS OF CHEMISTRY (College Chemistry I)
Prerequisite: As required by program.
This course introduces students to the fundamental principles and elements of chemistry. Topics include scientific principles of food preparation and the relationship of food composition and structure to food preparation. Students will be able to develop competencies in food composition as it relates to the food service industry. NBC

CHEM 112 SANITATION, SAFETY, AND FOOD<br>PROTECTION
Prerequisite: As required by program.
This course introduces the principles of sanitation and safety to food handling including food production and management. Topics include scientific principles of food sanitation, food spoilage, food-borne disease, personal hygiene and health, and the sanitary care of the food service establishment. Upon completion of this course, students will be able to demonstrate an understanding of sanitation and safety procedures related to H.A.C.C.P. regulations and the implementation of H.A.P. P. systems. NBC

CHEM 113 TABLE SERVICE
Prerequisite: As required by program.
This course introduces the basic principles of sanitation and safety to food handling including food production and management. Topics include scientific principles of food sanitation, food spoilage, food-borne disease, personal hygiene and health, and the sanitary care of the food service establishment. Upon completion of this course, students will be able to demonstrate an understanding of sanitation and safety procedures related to H.A.C.C.P. regulations and the implementation of H.A.P. P. systems. NBC

CHEM 114 MEAL MANAGEMENT
Prerequisite: As required by program.
This core course covers the principles of meal management. Topics include menu planning, food production and management, food preparation, and service for all phases of food service. Upon completion, students will be able to apply efficient work habits, sanitation and safety in the kitchen.

CHEM 201 FOOD PREPARATION AND COST<br>CONTROL
Prerequisite: As required by program.
This course focuses on meal preparation and processing. Students will be responsible for the preparation of meals including beef, pork, poultry, fish, and seafood so that they can be used as food preparations in the food service industry. Upon completion, students will be able to demonstrate an understanding of the principles of meal preparation and processing.

CHEM 209 FUNDAMENTALS OF BAKING
Prerequisite: As required by program.
This course covers the basic sciences and mechanics of baking. Students will learn how to measure and combine ingredients such as sugar, flour, eggs and milk to produce baked goods. Upon completion, students should be able to classify and use different baking techniques based on the end-use intent of the product.

CHEM 210 FOOD AND DRUG INTERACTION
Prerequisite: As required by program.
This course introduces the student to the planning of special diets in relation to food and drug interactions. Emphasis is placed on reviewing common medications that are often prescribed and how these medications interact with food. Upon completion, students demonstrate an understanding of food and drug interaction.

CHEM 222 DEHYDRATION MANAGEMENT<br>Prerequisite: (Required by program.)
This course includes the basic methods of modifying diets by changing consistency, energy value, or nutrient content to meet a specific need. Topics include special diets such as liquid, soft, regular, and pure liquids. Upon completion, the student will be able to demonstrate an understanding of the principles of dietary management in food preparation and service.

CHEM 301 ORIENTATION TO THE HOSPITALITY PROFESSION
Prerequisite: As required by program.
This course introduces students to the opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on having students comprehend their role as a hospitality industry professional. Topics include an overview of the hospitality profession, management and leadership, and the impact of the hospitality profession on society, issues that impact various segments of the hospitality profession, and emerging trends.

CHEM 302 HOSPITALITY<br>OPERATIONS
Prerequisite: As required by program.
This course is designed for the student to obtain work experience in the Commercial Art Amusement.

CHEM 303 BASIC ADVERTISING DESIGN<br>RESEARCH
Prerequisite: As required by program.
This course focuses on design assignments related to the commercial art field and introduces the student to graphic design terminology such as archetype, design, and layout. This course includes advance design concepts and assignments. Emphasis is placed on specialized areas of commercial art.

CHEM 304 DIGITAL PHOTOGRAPHY<br>PRINCIPLES AND PRACTICE
Prerequisite: As required by program.
This course introduces students to digital imaging techniques. Emphasis is placed on the technical applications of digital photography and digital animation. Upon completion, students should be able to determine the need for digital photography versus analog photography and understand concepts and techniques.

CHEM 305 ADVANCED ADVERTISING<br>DESIGN
Prerequisite: As required by program.
This course allows students to integrate advertising marketing and design principles to produce pieces that communicate effectively. Emphasis is placed on concepts using creative thinking coupled with design application to develop positive advertising campaigns. Upon completion, students should be able to apply their collaborative design skills to meet the needs of the advertising industry.

CHEM 306 PORTFOLIO<br>DEVELOPMENT
Prerequisite: As required by program.
This course provides the advanced student an opportunity to use previous commercial art coursework to complete a portfolio that will be used in the interview and computer layout as applied to advertising campaigns. Upon completion, students should be able to use their design skills to produce professional quality graphics designs and layout. This course includes advance design concepts and techniques.

COMMERCIAL ART & ILLUSTRATION (CAT) Course Descriptions

CAT 101 MODERN COMMERCIAL ART<br>Prerequisite: As required by program.
This course provides students with a basic knowledge of the current methods and practices used in the commercial design industry. Emphasis is placed on computer-aided design techniques, material management, hardware components, and software applications that include image editing, layout, and animation. Students will have a fundamental understanding of using the computer as a design tool in today’s commercial art industry.

CAT 114 ELECTRONIC GRAPHIC APPLICATIONS<br>Prerequisite: As required by program.
This course introduces students to software applications in graphic productions. Topics may include production issues, image editing, illustration, and layout software applications. Upon completion, students should be able to use industry-standard production software packages.

CAT 118 DESIGN DRAWING<br>Prerequisite: As required by program.
This is an introductory course using pencil, conté crayon, and drawing instruments. Topics include perspective, space, and relationships of design elements, light, shadow, and depth. Still life, landscape, fundamental gesture drawing and page design are introduced. Upon completion, students should be able to apply the fundamentals of drawing and composition area.

CAT 120 DIGITAL PHOTOGRAPHY<br>Prerequisite: As required by program.
This course introduces students to digital imaging software. Emphasis is placed on preparing and editing, creating, and printing images, utilizing image correction, preparing images for web publications and creating color separations. Upon completion, students should be able to identify the different tools and functions, work with multiple layer images, retouch a photograph, create special effects and prepare an image for a web publication.

CAT 123 LAYOUT AND DESIGN<br>Prerequisite: As required by program.
This course introduces students to layout and design principles using current software. Emphasis includes importing and integrating communication text, graphic elements, and images for composite layout. Upon completion, students should be able to design and layout various projects as a professional level for production.

CAT 130 PRINCIPLES OF DESIGN<br>Prerequisite: As required by program.
This course introduces students to the traditional principles and elements of design. It promotes creative thinking for the integration and communication of ideas. Emphasis is placed on alignment, contrast, repetition, and proximity. Design concepts include symmetrical and asymmetrical balance as well as the importance of line, shape, texture, value and color. Upon completion, students should be able to use conscious awareness of design principles to create successful projects.

CAT 132 BASIC ADVERTISING DESIGN<br>RESEARCH
Prerequisite: As required by program.
This course focuses on design assignments related to the commercial art field and introduces the student to graphic design terminology such as archetype, design, and layout. This course includes advance design concepts and assignments. Emphasis is placed on specialized areas of commercial art. Upon completion, students should be able to determine the need for digital photography versus analog photography and understand concepts and techniques from concept to completion.

CAT 152 DIGITAL PHOTOGRAPHY<br>PRINCIPLES AND PRACTICE
Prerequisite: As required by program.
This course introduces students to digital imaging techniques. Emphasis is placed on the technical applications of digital photography and digital animation. Upon completion, students should be able to determine the need for digital photography versus analog photography and understand concepts and techniques from concept to completion.

CAT 188 CURRENT TOPICS<br>Prerequisite: As required by program.
This course is a survey of current issues in the commercial art industry and provides specialized instruction in various areas using current professional techniques. Emphasis is placed on specialized areas of commercial art.

CAT 224 ADVANCED ADVERTISING DESIGN<br>Prerequisite: As required by program.
This course allows students to integrate advertising marketing and design principles to produce pieces that communicate effectively. Emphasis is placed on concepts using creative thinking coupled with design application to develop positive advertising campaigns. Upon completion, students should be able to apply their collaborative design skills to meet the needs of the advertising industry.
This course introduces the children's profession including all the functional areas of the Child Development (CD) major. Emphasis is placed on using positive guidance techniques, setting up a classroom and planning a schedule. Upon completion, students should be able to effectively plan and communicate a safe and developmentally appropriate environment that support the physical, social, emotional, language, cognitive, and aesthetic development of young children.

This course is a systematic study of child growth and development from conception through early childhood. Emphasis is placed on principles underlying physical, mental, emotional, and social development of children and the impact of these factors on their growth and development. Upon completion, students should be able to use knowledge of how young children differ in their rate of development, to implement strategies to meet individual needs, use positive guidance to develop positive relationships with children, and promote children's self-confidence and self-motivation.

This course is designed to introduce the student to the environment. Emphasis is placed on using positive guidance techniques, setting up a classroom and planning a schedule. Upon completion, the student should be able to demonstrate proficiency in the operation and management of applicable hardware and software.

This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency in the operation and management of applicable hardware and software.

This course is an introduction to computers and their impact on society. The course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies.

This course introduces programming and computer operating systems. Upon completion, students will have basic knowledge of computer technology and will be able to effectively function in an office support role.
Prerequisite(s): As required by program
This course provides students with hands-on experience in installing computer software, operating systems, and troubleshooting the class. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a suitable substitute for CIS 230, Networking Software.

CIS 265 C + \ Programming
Prerequisite(s): As required by program
This course is designed to prepare students to apply the basics of networking hardware.

CIS 265 BASIC ROUTER TECHNOLOGY
Prerequisite(s): As required by program
This course is designed to prepare students to study the fundamentals of basic router technology. The course covers the following areas: computer networks, basic network concepts, basic network architectures, and the OSI model.

CIS 265 C + \ Programming
Prerequisite(s): As required by program
This course is designed to provide students to study the fundamentals of C + \ programming. The course covers the following areas: computer networks, basic network concepts, basic network architectures, and the OSI model.

CIS 265 JAVA \ Programming
Prerequisite(s): As required by program
This course is designed to study the use of the Java programming language. Topics include: Java class libraries, object-oriented programming, and the Java virtual machine. Upon completion, the student will be able to demonstrate knowledge of the topics tough the completion of programming projects and appropriate tests.

CIS 265 ADVANCED JAVA \ Programming
Prerequisite(s): As required by program
This course is designed to introduce students to the basics of object-oriented programming using the Java programming language. Topics include: Object-oriented design, object-oriented programming, and the Java virtual machine. Upon completion, the student will be able to demonstrate knowledge of the topics tough the completion of programming projects and appropriate tests.

CIS 265 NOVELL \ Administration
Prerequisite(s): As required by program
This course will introduce the basics of managing a Novell Netware server. It will introduce students to the basics of managing a Novell Netware server. It will introduce students to the basics of managing a Novell Netware server.

CIS 265 SECURITY \ Network Design
Prerequisite(s): As required by program
This course provides a study in network security and methods of securing a computer network. Topics include: security policies, security protocols, and security procedures. Upon completion, the student will be able to demonstrate knowledge of the topics tough the completion of programming projects and appropriate tests.

CIS 265 BUSINESS APPLICATIONS \ Programming
Prerequisite(s): As required by program
This course is designed to introduce students to the basics of object-oriented programming using the Java programming language. Topics include: Object-oriented design, object-oriented programming, and the Java virtual machine. Upon completion, the student will be able to demonstrate knowledge of the topics tough the completion of programming projects and appropriate tests.

CIS 265 BUSINESS APPLICATIONS \ Programming
Prerequisite(s): As required by program
This course is designed to introduce students to the basics of object-oriented programming using the Java programming language. Topics include: Object-oriented design, object-oriented programming, and the Java virtual machine. Upon completion, the student will be able to demonstrate knowledge of the topics tough the completion of programming projects and appropriate tests.

CIS 265 BUSINESS APPLICATIONS \ Programming
Prerequisite(s): As required by program
This course is designed to introduce students to the basics of object-oriented programming using the Java programming language. Topics include: Object-oriented design, object-oriented programming, and the Java virtual machine. Upon completion, the student will be able to demonstrate knowledge of the topics tough the completion of programming projects and appropriate tests.

CIS 265 SECURITY \ Network Design
Prerequisite(s): As required by program
This course provides a study in network security and methods of securing a computer network. Topics include: security policies, security protocols, and security procedures. Upon completion, the student will be able to demonstrate knowledge of the topics tough the completion of programming projects and appropriate tests.

CIS 265 SECURITY \ Network Design
Prerequisite(s): As required by program
This course provides a study in network security and methods of securing a computer network. Topics include: security policies, security protocols, and security procedures. Upon completion, the student will be able to demonstrate knowledge of the topics tough the completion of programming projects and appropriate tests.

CIS 265 SECURITY \ Network Design
Prerequisite(s): As required by program
This course provides a study in network security and methods of securing a computer network. Topics include: security policies, security protocols, and security procedures. Upon completion, the student will be able to demonstrate knowledge of the topics tough the completion of programming projects and appropriate tests.

CIS 265 SECURITY \ Network Design
Prerequisite(s): As required by program
This course provides a study in network security and methods of securing a computer network. Topics include: security policies, security protocols, and security procedures. Upon completion, the student will be able to demonstrate knowledge of the topics tough the completion of programming projects and appropriate tests.

CIS 265 SECURITY \ Network Design
Prerequisite(s): As required by program
This course provides a study in network security and methods of securing a computer network. Topics include: security policies, security protocols, and security procedures. Upon completion, the student will be able to demonstrate knowledge of the topics tough the completion of programming projects and appropriate tests.

CIS 265 SECURITY \ Network Design
Prerequisite(s): As required by program
This course provides a study in network security and methods of securing a computer network. Topics include: security policies, security protocols, and security procedures. Upon completion, the student will be able to demonstrate knowledge of the topics tough the completion of programming projects and appropriate tests.
This course allows study of currently relevant computer science topics, with the course content being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate skills acquired.

CIS 297 CO-OP FOR CIS II
Prerequisite(s): As required by program
This course is part of a series where the student works in a degree-program related job. Emphasis is placed on student’s work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technology environments. The grade is based on the employer’s evaluation of each student’s productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract.

CIS 299 DIRECTED STUDIES
Course Description
Prerequisite(s): As required by program
This course allows independent student study under the direction of an instructor. Topics to be included may vary significantly from year to year. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor.

CONSTRUCTION MANAGEMENT (CMT)
Course Descriptions

CMT 101 CONSTRUCTION MATERIALS AND METHODS
Prerequisite: As required by program
This course is designed to introduce the student to the basics of construction materials and methods. Emphasis is placed on the conceptual bases for the selection of materials, and the selection of construction methods. Upon completion, the student will be able to identify or list materials and select them for various design and construction purposes.

CMT 205 CONSTRUCTION MANAGEMENT
Prerequisite: As required by program
The purpose of this course is to introduce the student to the student's work experience as it integrates academic evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor.

CMT 210 CONSTRUCTION APPLICATIONS
Course Description
Prerequisite: As required by program
This course is designed to introduce the student to the student's work experience as it integrates academic evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor.

CMT 220 SUSTAINABLE PROJECT DELIVERY
Prerequisite: As required by program
The purpose of this course is to introduce the student to the student's work experience as it integrates academic evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor.

CMT 250 PROJECT PLANNING AND SCHEDULING
Prerequisite: As required by program
The purpose of this course is to introduce the student to the student's work experience as it integrates academic evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor.

CMT 301 INTRODUCTION TO COSMETOLOGY
Prerequisite: As required by program
This course is designed to provide students with an overview of the history and development of the cosmetology and esthetics industry. Emphasis is placed on the roles and responsibilities of the technician in the workplace. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

CMT 302 INTRODUCTION TO CLEANSING AND DERMATOLOGY
Prerequisite: As required by program
This course is designed to introduce the student to the roles and responsibilities of the technician in the workplace. Emphasis is placed on the roles and responsibilities of the technician in the workplace. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

CMT 303 INTRODUCTION TO THE SALON AND SPA INDUSTRY
Prerequisite: As required by program
This course is designed to introduce the student to the roles and responsibilities of the technician in the workplace. Emphasis is placed on the roles and responsibilities of the technician in the workplace. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

CMT 304 INTRODUCTION TO THE BEAUTY INDUSTRY
Prerequisite: As required by program
This course is designed to introduce the student to the roles and responsibilities of the technician in the workplace. Emphasis is placed on the roles and responsibilities of the technician in the workplace. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

CMT 305 INTRODUCTION TO THE HAIR INDUSTRY
Prerequisite: As required by program
This course is designed to introduce the student to the roles and responsibilities of the technician in the workplace. Emphasis is placed on the roles and responsibilities of the technician in the workplace. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

CMT 306 INTRODUCTION TO THE SKINCARE INDUSTRY
Prerequisite: As required by program
This course is designed to introduce the student to the roles and responsibilities of the technician in the workplace. Emphasis is placed on the roles and responsibilities of the technician in the workplace. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

CMT 307 INTRODUCTION TO THE NAIL INDUSTRY
Prerequisite: As required by program
This course is designed to introduce the student to the roles and responsibilities of the technician in the workplace. Emphasis is placed on the roles and responsibilities of the technician in the workplace. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

CMT 308 INTRODUCTION TO THE BEAUTY INDUSTRY
Prerequisite: As required by program
This course is designed to introduce the student to the roles and responsibilities of the technician in the workplace. Emphasis is placed on the roles and responsibilities of the technician in the workplace. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

CMT 309 INTRODUCTION TO THE HAIRCUT INDUSTRY
Prerequisite: As required by program
This course is designed to introduce the student to the roles and responsibilities of the technician in the workplace. Emphasis is placed on the roles and responsibilities of the technician in the workplace. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

CMT 310 INTRODUCTION TO THE NAIL CARE INDUSTRY
Prerequisite: As required by program
This course is designed to introduce the student to the roles and responsibilities of the technician in the workplace. Emphasis is placed on the roles and responsibilities of the technician in the workplace. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

CMT 311 INTRODUCTION TO COSMETOLOGY
Prerequisite: As required by program
This course is designed to provide students with an overview of the history and development of the cosmetology and esthetics industry. Emphasis is placed on the roles and responsibilities of the technician in the workplace. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

CMT 312 INTRODUCTION TO COSMETIC SERVICES
Prerequisite: As required by program
This course is designed to provide students with an overview of the history and development of the cosmetology and esthetics industry. Emphasis is placed on the roles and responsibilities of the technician in the workplace. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

CMT 401 PROFESSIONAL DEVELOPMENT
Prerequisite: As required by program
This course is designed to provide students with an overview of the history and development of the cosmetology and esthetics industry. Emphasis is placed on the roles and responsibilities of the technician in the workplace. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

CMT 402 PROFESSIONAL DEVELOPMENT
Prerequisite: As required by program
This course is designed to provide students with an overview of the history and development of the cosmetology and esthetics industry. Emphasis is placed on the roles and responsibilities of the technician in the workplace. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

CMT 403 PROFESSIONAL DEVELOPMENT
Prerequisite: As required by program
This course is designed to provide students with an overview of the history and development of the cosmetology and esthetics industry. Emphasis is placed on the roles and responsibilities of the technician in the workplace. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

CMT 404 PROFESSIONAL DEVELOPMENT
Prerequisite: As required by program
This course is designed to provide students with an overview of the history and development of the cosmetology and esthetics industry. Emphasis is placed on the roles and responsibilities of the technician in the workplace. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.
Prerequisite(s): As required by program.

This course provides an introduction to the basic elements of substantive and procedural law, and the stages in the judicial process. It includes an overview of state and federal court structure.

CRI 150 INTRODUCTION TO CORRECTIONS
Prerequisite(s): As required by program.

This course explores the factors that influence the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.

CRI 208 INTRODUCTION TO CRIMINOLOGY
Prerequisite(s): As required by program.

This course focuses on the causes of criminal behavior. An emphasis is placed on sociological and psychological theories of crime causation.

CRI 237 FORENSIC PHOTOGRAPHY
Prerequisite(s): As required by program.

This course involves the history and current practices of forensic photography. The relationship of photography to law enforcement will be considered.

CRI 238 CRIME SCENE INVESTIGATION
Prerequisite(s): As required by program.

This course examines the techniques used in the investigation of crime scenes. Emphasis is placed on basic camera operation and mechanics, crime scene photography, and rules of photographic evidence.

CRJ 209 JUVENILE DELINQUENCY
Prerequisite(s): As required by program.

This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts.

CRJ 212 CORRECTIONAL COUNSELING TECHNIQUES
Prerequisite(s): As required by program.

This course focuses on the basic concepts of influencing human behavior. Theories of individual and group counseling are emphasized, as well as some of the barriers faced in dealing with the public offender.

CRJ 216 POLICY ORGANIZATION AND AGENCY STRUCTURE
Prerequisite(s): As required by program.

This course examines the principles of organization and administration of local law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered.

CRJ 220 CRIMINAL INVESTIGATION
Prerequisite(s): As required by program.

This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in investigation are emphasized.

CRJ 226 FINGERPRINT SCIENCE
Prerequisite(s): As required by program.

This course is designed for students entering careers involving fingerprinting. This course will provide an introduction to fingerprinting as an aspect of law enforcement.

CRJ 230 CRIMINALITIES
Prerequisite(s): As required by program.

This course surveys the techniques of scientific investigation. Emphasis is given to ballistics, photography, fingerprints, DNA, trace evidence, body fluids, fibers, casts, and tools.

CRJ 237 FORENSIC PHOTOGRAPHY
Prerequisite(s): As required by program.

This course involves the history, classification, and current practices of handling latent fingerprints. Latest print examination, filing, and courtroom presentations are considered.

CRJ 293 ISSUES IN LAW ENFORCEMENT
Prerequisite(s): As required by program.

This course involves research, writing, and discussion of selected subjects relating to modern law enforcement. Contemporary police policy problems is provided.

CRJ 295 ISSUES IN CORRECTIONS
Prerequisite(s): As required by program.

This course involves research, writing, and discussion of selected subjects relating to corrections. An analysis of contemporary problems in corrections is provided.

CRJ 298 INTERNSHIP IN CRIMINAL JUSTICE
Prerequisite(s): As required by program.

This course involves the practical experience with a criminal justice agency under faculty supervision. Permission of the instructor is required. This course may be repeated with the approval of the department head.
DENTAL ASSISTANT
Course Descriptions

DAT 108 INTRODUCTION TO DENTAL ASSISTING
Prerequisite: Admission to Dental Assisting Program
This course is designed to provide an introduction to the dental profession. Topics include history of dentistry, dental equipment, and dental assistive procedures as they apply to dentistry. Emphasis will include professional organization, certification requirements, legal and ethical considerations, work ethics, and entry-level skills. This course is held one day per week to accommodate students enrolled in the Dental Assisting Program.

DRAFTING AND DESIGN (DRT)
Course Descriptions

DRT 104 INTRO TO CAD
Prerequisite: As required by college
This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using "hands-on" applications. Topics include terminology, basic drafting and design functions, file manipulation and basic CADD software applications in producing drafting and drafting. CORE

DRT 111 FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY
Prerequisite: Admission to college
This course serves as an introduction to the field of drafting and design and provides a foundation for the bifurcation of CADD in the technical drawing discipline. Topics include orthographic projection, dimensions and tolerances, symbols, iconography, industry standards, and CAD-specific tools. This course may be tailored to meet a specific industry need.

DRT 118 Blueprint Reading for Construction
Prerequisite: As required by college
This course provides students with basic blueprint reading for various industrial applications. Topics include orthographic projection, dimensions and tolerances, symbols, industry applications, scales and notations. This course may be tailored to meet a specific industry need.

DRT 122 ADVANCED TECHNICAL DRAWING
Prerequisite: As required by college
This course covers specialized instruction in Fire Sprinkler Codes for Construction. Emphasis will be placed on the interpretation of four-handed dentistry, sterilization techniques, dental instruments, anesthesia, preventive dentistry, and patient safety. Emphasis will be placed on the practice of Greeking and GTP procedures. Upon completion, students should be able to plan, execute, and evaluate dessert platters, individual plated desserts, and show pieces.

DAT 217 INTRODUCTION TO PASTRIES
Prerequisite: As required by program
This course focuses on preparing various pastries and desserts. Emphasis is on the techniques necessary for floury, chewy, buttercream, whipped cream, meringue, chocolate, and production of macaroons and petit fours. Upon completion, students should be able to plan, execute and evaluate dessert platters, individual plated desserts, and show pieces.

DAT 219 INTRODUCTION TO PATISSERIE
Prerequisite: As required by program
This is an introductory course into patisserie. Students are expected to use basic skills of making pastry, and cake. Upon completion, students should be able to plan, execute, and evaluate dessert platters, individual plated desserts, and show pieces.

DAT 241 BASIC CULINARY LAB I
Prerequisite: Admission to the Program
This course introduces students to the basics of culinary science and practice. Topics include: history of food, basic cooking techniques, and food safety. Upon completion, students should be able to demonstrate skills in food preparation.

DAT 251 MENU DESIGN
Prerequisite: As required by program
This course is designed to give students the opportunity to have hands-on experience with dietary needs. Emphasis will be placed on techniques, production, presentation, service ethics. Upon completion, students should be able to demonstrate skills in menu design.

DAT 253 FIELD EXPERIENCE-PASTRY
Prerequisite: As required by program
This course introduces students to the basics of culinary science and practice. Topics include: history of food, basic cooking techniques, and food safety. Upon completion, students should be able to demonstrate skills in menu design.

DAT 255 FIELD EXPERIENCE-SAVORY
Prerequisite: As required by program
This course is designed to give students practical, hands-on experiences in an approved food service system. Emphasis will be placed on techniques, production, presentation, service ethics. Upon completion, students should be able to plan, execute, and evaluate dessert platters, individual plated desserts, and show pieces.

DAT 260 INTERNSHIP FOR CULINARY APPRENTICE
Prerequisite: Admission to the Program
This course is designed to give students practical, hands-on experiences in an approved food service system under the supervision of a qualified chef and coordinated with the college faculty. This course may be repeated for credit.

DAT 261 CULINARY APPRENTICESHIP PROGRAM
Prerequisite: Admission to the Program
In this course the student will complete the final practical exam required by the American Culinary Federation to complete a formal chef apprenticeship. This course must be taken during the last semester of apprenticeship.

DAT 262 RESTAURANT MANAGEMENT & SUPERVISION
Prerequisite: As required by program
This course introduces restaurant and food service information systems. Topics include planning, cost control, food and labor control, inventory control, production control, and nutritional analysis. Upon completion, students should be able to demonstrate competency in utilizing current information application systems in a restaurant setting.

DAT 271 MANAGEMENT OF FOOD & BEVERAGE SERVICE
Prerequisite: As required by program
This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, stylish service, handling complaints and sales and merchandising. Emphasis will be placed on competency and customer service skills and the use of support materials in the area of food and beverage services.

DAT 275 CULINARY CAPSTONE
Prerequisite: As required by program
In this course, students will demonstrate their mastery of the required competencies for completion of a culinary degree. Students will complete their competency checklist and demonstrate their competency abilities by preparing a meal to be judged by a panel of chefs.

DAT 280 MANAGEMENT OF FOOD & BEVERAGE SERVICE
Prerequisite: As required by program
This is a survey course of basic alcoholic and non-alcoholic beverages as they relate to food service. Topics include wine and food appreciation and relevant related to beverage services. Upon completion, students should be able to determine appropriate beverage complement various cuisines and particular tastes. 2

DAT 283 PRINCIPLES OF FOOD & BEVERAGE CONTROL
Prerequisite: As required by program
This course focuses on various topics from countries and regions throughout the world. Students will prepare complete menus reflective of the cultural and foods of these countries and regions with emphasis on ingredients and authentic preparation methods. Upon completion, students should be able to research and execute international menus.

DAT 286 PLATING DESIGN & SHOW PIECES
Prerequisite: Admission to the Program
This course focuses on plated design details. Emphasis will be placed on complex presentations with two or more main course items using decorative garnishes. Upon completion, students should be able to plan, execute and serve attractive presentations of dishes with appropriate sauces and garnishes.

DAT 287 INTRODUCTION TO PASTRIES
Prerequisite: As required by program
This course focuses on preparing various pastries and desserts. Emphasis is on the techniques necessary for floury, chewy, buttercream, whipped cream, meringue, chocolate, and production of macaroons and petit fours. Upon completion, students should be able to plan, execute, and evaluate dessert platters, individual plated desserts, and show pieces.

DAT 289 INTRODUCTION TO PATISSERIE
Prerequisite: As required by program
This is an introductory course into patisserie. Students are expected to use basic skills of making pastry, and cake. Upon completion, students should be able to plan, execute, and evaluate dessert platters, individual plated desserts, and show pieces.
This course will introduce students to software used to design fire sprinkler systems. Prerequisite: As required by college.

This course provides an introduction to building codes, municipal ordinances, zoning regulations, and compliance with the Americans With Disability Act as related to commercial design and drafting. Emphasis is placed upon working understanding of these topics.

This course addresses the benefits of computer applications necessary to understand the basic design and terminology of structural steel components used in light commercial buildings. Emphasis is placed upon structural steel drafting techniques, bolted and welded connections, framing plans, sections, fabrication and connection details, and bids of material. Upon completion, students should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the AISC Manual and manufacturing safety practices.

This course introduces the various methods of customizing CAD software to meet individual or company needs. Application themes include menu customizing, programming, custom command macros, script files, slides, and slide libraries. Upon completion, students should be able to customize and write macros, write programming routines, and write script files for the purpose of increasing the efficiency of the CAD operator.

This course covers the electronic applications of CAD software to engineering projects in various applications, including mechanical, biological and environmental engineering, with consideration for advanced physical and psychological principles of CAD. These principles will be applied toward the use of computer-aided drafting and design in an engineering environment. Emphasis will be placed on using intelligent CAD techniques to increase the quality of output. And, 3D modeling and rendering will be introduced. Upon completion, students will be able to apply advanced CAD techniques in solving complex problems related to all engineering applications.

This course introduces the various methods of customizing CAD software to meet individual or company needs. Application themes include menu customizing, programming, custom command macros, script files, slides, and slide libraries. Upon completion, students should be able to customize and write macros, write programming routines, and write script files for the purpose of increasing the efficiency of the CAD operator.

This course is designed to develop the skills and abilities of the students to work in the areas of industrial design. Emphasis is placed upon the learning of terminology, legal and ethical practices, and drafting techniques. Further emphasis is placed upon safety and health regulations as they apply to the use of automated drafting equipment.

This course introduces the student to the basic concepts, terminology and applications of components found in hydraulic and pneumatic systems. Topics include valve functions, piping, connections, testing, troubleshooting and repair. Upon completion, students should be able to identify, diagnose, and repair systems using appropriate diagnostic equipment.

This course covers the fundamentals of diagnosing and repairing heating and refrigeration systems. Topics include operation theory, safety, maintenance, troubleshooting and repair of electrical equipment. Upon completion, students should be able to perform diagnosis, repair and testing of these systems. This course provides an in-depth study of building codes, municipal ordinances, zoning regulations, and compliance with the Americans With Disability Act as related to commercial design and drafting. Emphasis is placed upon working understanding of these topics.

This course is designed to provide instruction in fundamentals, diagnosis, and repair of cab and cargo compartment systems. Topics include operation theory, safety, maintenance, troubleshooting and repair of these systems.

This course is designed to introduce the student to the basic concepts, terminology and applications of components found in hydraulic and pneumatic systems. Topics include valve functions, piping, connections, testing, troubleshooting and repair. Upon completion, students should be able to identify, diagnose, and repair systems using appropriate diagnostic equipment.
ELT 117  AD/PC Machines
Prerequisite(s): As required by college.
This course covers the theory and operation of AD/PC machines and the lab facilities required to understand these applications. Emphasis is placed on the various types of AD/PC machines, physical and electrical applications, and the technical application of AD/PC machines.

ELT 118 COMMERCIAL/PROFESSIONAL
Prerequisite(s): As required by college.
This course is designed to introduce students to the application and safety of commercial and industrial wiring. Topics include electrical safety practices, applications of National Electric Code (NEC) practices, and the installation of branch circuits, outlet and conductors, and application techniques.

ELT 206 OSHA SAFETY AND STANDARDS
Prerequisite(s): As required by college.
This course provides the student with the knowledge of OSHA safety standards as required by the organization. Emphasis is placed on the various standards and guidelines related to the job site. Emphasis is placed on overall safety practices, construction site safety practices and safety procedures required by Federal/State laws. Upon completion, students should be able to understand the requirements of OSHA as it relates to general and specific construction sites.

ELT 225 SMART HOUSE WIRING (W)
Prerequisite(s): As required by college.
This course introduces the newest technology available for Smart Home wiring requirements in order to control the home through a high-tech system and home entertainment systems. Emphasis is placed on specialized skills and tools required for installation of new Smart Home systems. Students will be able to install modulli, special devices and automatic devices in a high technology Smart House.

ELT 242 JOURNEYSMAN MASTER PREP
Prerequisite(s): As required by college.
This course is designed to help prepare a student to take either the Journeyman or Master Certification Exam. Emphasis is placed on review of electrical concepts and the principles, practices, test tools, and test taking procedures. Upon completion, students should be able to pass the Journeyman or Master Certification Exam.

ELT 244 CONSTRUCTION AND INSTALLATION
Prerequisite(s): As required by college.
This course provides students with the knowledge to properly handle metallic tubular, rigid and flexible conduit, and PVC conduit. Emphasis is placed on the theory and practical application of conduit bending methods. Upon completion, students should be able to get measurements, layout, and successfully bend conduit using hand type, mechanical and power conduit benders.

EMERGENCY MEDICAL RESCUE
Emergency Medical Services (EMS) Course Descriptions

EMS 100 CARDIOPULMONARY RESUSCITATION
Prerequisite(s): As required by program.
This course provides students with concepts as related to areas of basic life support such as coronary artery disease, pediatric heart, symptoms of heart attack, adult and/or teen rescue CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS response, automated external defibrillation (AED), and special situations for CPR. Upon completion, students should be able to identify situations requiring CPR and use CPR in patient care. In addition, students will be able to implement appropriate management for each situation. Students successfully completing this course will receive proper documentation of completion.

EMS 140 ELECTRICAL PREPARATORY
Prerequisite(s): As required by program.
This course is one of four courses (EMS 140, 141, 142, 143) required for successful completion of the EMT Basic Program. This course covers the theory and operation of DC motors and the lab shall reinforce this knowledge. Emphasis is placed on the various types of and single phase, three phase motors, wiring diagrams, starting devices, and practical applications to the lab. This is a CORE course. This course prepares the student to pass the National Standard Exam.

EMS 141 EMT PREPARATORY II
Prerequisite(s): Admission to the EMT Basic Program.
This course is one of four courses (EMS 140, 141, 142, 143) required for successful completion of the EMT Basic Program. According to the current National Standard Curriculum for the EMT Basic, Core topics will include introductory emergency medical care; the well-being of the EMT Basic; medical and legal issues; the human body; the body systems; basic anatomy and physiology; injury prevention; critical thinking; lifting and moving patients; arrest management; ambulances; hearing; gaining access; an overview of hazardous materials, mass casualty situations, and triage; and state and local EMS rules/regulations. Computer use in simulated scenarios is also included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies are required in this course.

EMS 142 EMT BASIC CLINICAL
Prerequisite(s): Admission to the EMT Basic Program.
This course is one of four courses (EMS 140, 141, 142, 143) required for successful completion of the EMT Basic Program. According to the current National Standard Curriculum for the EMT Basic, Core topics will include introductory emergency medical care; the well-being of the EMT Basic; medical and legal issues; the human body; the body systems; basic anatomy and physiology; injury prevention; critical thinking; lifting and moving patients; arrest management; ambulances; hearing; gaining access; an overview of hazardous materials, mass casualty situations, and triage; and state and local EMS rules/regulations. Computer use in simulated scenarios is also included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies are required in this course.

EMS 143 EMERGENCIES AND PEDIATRIC CARE
Prerequisite(s): Admission to the EMT Basic Program.
This course is one of four courses (EMS 140, 141, 142, 143) required for successful completion of the EMT Basic Program. According to the current National Standard Curriculum for the EMT Basic, Core topics will include introductory emergency medical care; the well-being of the EMT Basic; medical and legal issues; the human body; the body systems; basic anatomy and physiology; injury prevention; critical thinking; lifting and moving patients; arrest management; ambulances; hearing; gaining access; an overview of hazardous materials, mass casualty situations, and triage; and state and local EMS rules/regulations. Computer use in simulated scenarios is also included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies are required in this course.

EMS 144 AMERICAN CULTURE II
Prerequisite(s): ENG 102 or equivalent as required by program.
This course is a survey of American literature from the time of the middle 18th century to the present. Emphasis is placed on representative works and writers of the period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 101 ENGLISH I
Prerequisite(s): Grade of "C" or higher in ENG 100 or equivalent or Compass score for ACT Writing.
English Composition I provides instruction and practice in the writing of six major (6) types of compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage.

ENG 102 ENGLISH II
Prerequisite(s): ENG 101 or equivalent as required by program.
English Composition II provides instruction and practice in the writing of critical analysis of various types of literary and non-literary materials. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 246 CREATIVE WRITING I
Prerequisite(s): ENG 245 and/or as required by program.
This course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Students are placed in originality, emphasis is placed on the writing process. This course may include instruction in publishing. Students will compose a significant body of imaginative literature, which may be read to or by the class.

ENG 251 AMERICAN LITERATURE I
Prerequisite(s): ENG 102 or equivalent.
This course is a survey of American literature from the middle of the 18th century to the present. Emphasis is placed on representative works and writers of the period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 252 AMERICAN LITERATURE II
Prerequisite(s): ENG 251 or equivalent as required by program.
This course is a survey of American literature from the middle of the 19th century to the present. Emphasis is placed on representative works and writers of the period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 261 ENGLISH I
Prerequisite(s): ENG 102 or equivalent as required by program.
This course is a survey of English literature from the Anglo-Saxon period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 262 ENGLISH II
Prerequisite(s): ENG 261 or equivalent as required by program.
This course is a survey of English literature from the Romantic Age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 271 WORLD LITERATURE I
Prerequisite(s): ENG 262 or equivalent as required by program.
This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major works in prose and poetry. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 272 WORLD LITERATURE II
Prerequisite(s): ENG 271 or equivalent as required by program.
This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major works in prose and poetry. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 297 AFRICAN AMERICAN LITERATURE
Prerequisite(s): ENG 262 or equivalent as required by program.
This course is a study of the literature produced by representative African Americans from the 19th century to the present. Emphasis is placed on the diversity of themes as seen in different cultures and techniques found in these works and examines the historical, cultural, literary, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will demonstrate the ability to interpret literature and to relate the works to their historical and literary contexts.
FSC 108 INTRODUCTION TO THE FIRE SERVICE
Energy, knowledge gained from the awareness level to act in a defensive posture to protect people, the environment, or property from the effects of an unplanned hazardous event. This course is designed to give the officer more knowledge of management and administration so that he can make better decisions of employment and assume a more proactive role in their department. This is a project-based class.

FSC 202 FIRE OFFICER II
Prerequisite(s): As required by program.
This course introduces students to the concepts, techniques, and tools of Geographic Information Systems (GIS), which is a computer-based data processing tool used to manage and analyze spatial information. Topics covered include data acquisition, management, manipulation, and analysis, and cartographic output for applications in GIS in scientific and technological operations such as environmental assessment, analysis or natural hazards, site analysis for business and industry, landscape planning, and urban-use planning with ArcGIS and/or projects with other related software packages, students will acquire basic skills in GIS.

FSC 203 FIRE OFFICER II
Prerequisite(s): As required by program.
This course introduces students to the concepts, techniques, and tools of Geographic Information Systems (GIS), which is a computer-based data processing tool used to manage and analyze spatial information. Topics covered include data acquisition, management, manipulation, and analysis, and cartographic output for applications in GIS in scientific and technological operations such as environmental assessment, analysis or natural hazards, site analysis for business and industry, landscape planning, and urban-use planning with ArcGIS and/or projects with other related software packages, students will acquire basic skills in GIS.

FSC 204 FRENCH (FRN)
Course Descriptions

FRN 101 INTRODUCTION TO FRENCH
Prerequisite(s): As required by program.
This course provides an introduction to French. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of France-speaking areas.

FRN 102 INTRODUCTION TO FRENCH
Prerequisite(s): FRN 101 or Equivalent and/or as required by program.
This course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of France-speaking areas.

FRN 103 INTERMEDIATE FRENCH I
Prerequisite(s): As required by program.
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

FRN 104 INTERMEDIATE FRENCH II
Prerequisite(s): FRN 103 or Equivalent and/or as required by program.
This course continuation includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

GEO 101 PRINCIPLES OF PHYSICAL GEOGRAPHY
Course Descriptions

GEO 201 GIS FUNDAMENTALS
Prerequisite(s): As required by program.
This course introduces students to GIS and geographic concepts, data sources, and the role of GIS in spatial analysis. Topics covered include: data models, data management, and implementing GIS for applications in GIS in scientific and technological operations such as environmental assessment, analysis or natural hazards, site analysis for business and industry, landscape planning, and urban-use planning with ArcGIS and/or projects with other related software packages, students will acquire basic skills in GIS.

GEO 202 CARTOGRAPHIC DESIGN FOR GIS
Prerequisite(s): GI 211
This course provides a comprehensive study of GIS-applicable cartographic principles, data sources, and the role of GIS in spatial analysis. Topics covered include: data models, data management, and implementing GIS for applications in GIS in scientific and technological operations such as environmental assessment, analysis or natural hazards, site analysis for business and industry, landscape planning, and urban-use planning with ArcGIS and/or projects with other related software packages, students will acquire basic skills in GIS.

GEO 203 REMOTE SENSING, SPATIAL
Prerequisite(s): GI 211
This course provides a comprehensive study of GIS-applicable cartographic principles, data sources, and the role of GIS in spatial analysis. Topics covered include: data models, data management, and implementing GIS for applications in GIS in scientific and technological operations such as environmental assessment, analysis or natural hazards, site analysis for business and industry, landscape planning, and urban-use planning with ArcGIS and/or projects with other related software packages, students will acquire basic skills in GIS.
This course surveys United States history during the antebellum period. It concludes with the Civil War and Reconstruction.

PREREQUISITE(S): As required by program.
This course provides instruction in the fundamentals of acetylene cutting and the basics of welding and cutting equipment and the use of rigging and installation tools. Topics include the use of wire rope, chain and metal-mesh, and fiber rope and webbing slings, industrial hoists and cranes, crane floor coverings. Topics include floors and floor coverings, walls and wall treatments, and masonry. This course is designed to provide the student with a working knowledge of the various methods of laying bricks and blocks. Emphasis is placed on laying a square plod, laying out and marking lines, cutting and fitting bricks and blocks, and sample panels. Upon completion, the student should be able to construct brick walls to entry-level standards. CORE NDC

MAS 151 - BRICK & BLOCK MAISON FUNDAMENTALS III
Prerequisite: MAS 150.
This course is designed to provide the student with an understanding of basic forging methods and the selection and use of metal working equipment. Topics include the use of powered tools, layout and marking, and various cutting techniques. Upon completion, the student should be able to construct brick walls to entry-level standards. CORE NDC

MAT 100 - INTEGRATED COLLEGE ALGEBRA
Prerequisite: MAT 100.R 002 or MAT 098 or appropriate mathematics placement score.
This course is designed to develop the student in student in the use of logical arguments and symbolic language in the solution of algebraic, geometric, and trigonometric problems. Topics include functions, limits, continuity, differential and integral calculus, and the use of technology. The course is designed to prepare students for the study of advanced mathematics and science courses. CORE NDC

MAT 101 - TECHNICAL MATHEMATICS
Prerequisite: MAT 098 or appropriate mathematics placement score.
This course presents an applied approach to algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics.

MAT 107 - INTRO TO WEB DESIGN
Prerequisite: MAT 100 and/or MAT 101 or appropriate mathematics placement score.
This course is designed to introduce students to the concept of web page design and development. Topics include HTML, CSS, and JavaScript, as well as the use of web design tools and frameworks. The course will cover the basics of web page design, including layout, typography, and color theory. Students will learn how to create dynamic web pages using HTML and CSS.

MAT 110 - PROGRAMMING FOR BEGINNERS I
Prerequisite: MAT 100.R 002 or MAT 098 or appropriate mathematics placement score.
This course is designed to provide an introduction to computer programming for beginners. Topics include basic programming concepts, such as variables, data types, loops, and conditional statements. Students will learn to write and debug simple programs in a high-level programming language, such as Python or Java.

MAT 111 - INTRO TO PROGRAMMING
Prerequisite: MAT 100.R 002 or MAT 098 or appropriate mathematics placement score.
This course is designed to provide an introduction to computer programming for beginners. Topics include basic programming concepts, such as variables, data types, loops, and conditional statements. Students will learn to write and debug simple programs in a high-level programming language, such as Python or Java.

MAT 112 - PRECALCULUS ALGEBRA
Prerequisite: MAT 100.R 002 or MAT 098 or appropriate mathematics placement score.
This course is designed to provide an introduction to the concept of precalculus algebra. Topics include functions, limits, continuity, and basic integration techniques. Students will learn how to solve algebraic and transcendental equations, as well as how to graph and analyze functions. The course will cover the basics of calculus, including derivatives and integrals, and their applications.
Course Descriptions (A-Z) — Program and Course ID Listing

MTH 221 CALCULUS III
Prerequisite(s): MTH 220 or equivalent
This course is the third of the calculus sequence. Topics include multivariable calculus, vector calculus, partial derivatives, multiple integrals, line integrals, and surface integrals. Upon completion, students should be able to solve problems involving vector fields, line integrals, and surface integrals.

MTH 226 ELEMENTARY STATISTICS
Prerequisite(s): MTH 126 or higher
This course provides an overview of the theory and applications of statistics based on topics from calculus. It includes probability, sample spaces, random variables, descriptive statistics, confidence intervals, hypothesis testing, experimental analysis, moments and moment-generating functions, and computer-assisted data analysis using appropriate computer software. This course is offered on a demand basis only.

MTH 270 MACROECONOMICS
Prerequisite: As determined by college.
This course covers macroeconomic principles and policies, including supply and demand, aggregate supply and demand, inflation, unemployment, monetary and fiscal policy, and international trade. Upon completion, the student should be able to discuss the impact of monetary and fiscal policy on the economy.

MUS 101 MUSIC APPRAISAL
Prerequisite: As determined by college.
This course is designed for non-music majors and requires no previous musical experience. It covers the basics of music theory, including scales, chords, and rhythms. Upon completion, students should be able to identify and discuss the elements of music.

MUS 211 ADVANCED MUSICAL ELECTRONICS
Prerequisite: MUS 111 and as required by program
This course covers the design and construction of electronic musical instruments. Upon completion, students should be able to design and build their own electronic musical instruments.

MUS 212 SPECIAL TOPICS IN MUSIC
Prerequisite: As determined by college.
This course covers special topics in music, such as music theory, music history, or music technology. Upon completion, students should be able to demonstrate knowledge and understanding of the selected topic.

MUS 311 MUSIC THEORY I
Prerequisite: As determined by college.
This course covers elementary music theory, including rhythm, pitch, scales, intervals, and chords. Upon completion, students should be able to demonstrate a basic understanding of music theory.

MUS 312 MUSIC THEORY II
Prerequisite: MUS 111 and as required by program
This course continues the study of diatonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of listening and harmonic progression. Upon completion, students should be able to demonstrate a basic understanding of harmonic analysis and composition.

MUS 313 MUSIC THEORY III
Prerequisite: MUS 111 and as required by program
This course is a continuation of MUS 312 and focuses on advanced topics in music theory, such as complex harmonic and melodic structures.

MTH 106 PRACTICAL MATH FOR HEALTH PROFESSIONALS
Prerequisite: MTH 092 or MTH 098 or appropriate placement score.
This course covers basic mathematics skills relevant to healthcare professionals, including dosage calculations, infusion rates, and fluid and electrolyte solutions. Upon completion, students should be able to accurately perform calculations relevant to their field.

MTH 250 DIFFERENTIAL EQUATIONS
Prerequisite: MTH 220 and/or as required by program
This course introduces methods and techniques for solving ordinary differential equations, including first and second order equations, and systems of differential equations. Upon completion, students should be able to solve problems related to the development and analysis of mathematical models.

MTH 290 DISCRETE MATH
Prerequisite: MTH 220 or higher
This course provides an introduction to combinatorics and graph theory. Topics include sets, logic, relations and functions, mathematical induction, graph theory, and applications. Upon completion, students should be able to demonstrate knowledge of combinatorial and graph theory concepts.

MTH 312 STATISTICS
Prerequisite: MTH 126 or higher
This course covers the theoretical foundations of probability and statistical inference, including estimation, hypothesis testing, regression, and analysis of variance. Upon completion, students should be able to apply statistical methods to real-world problems.

MTH 313 LINEAR ALGEBRA
Prerequisite: MTH 220 or equivalent
This course covers the theory and applications of linear algebra, including systems of linear equations, matrices, vector spaces, and linear transformations. Upon completion, students should be able to demonstrate knowledge of key linear algebra concepts and their applications.

MTH 314 ADVANCED MUSICAL ELECTRONICS
Prerequisite: MUS 211 and as required by program
This course builds upon MUS 211 and covers advanced topics in electronic music, such as advanced circuit design, signal processing, and advanced instruments. Upon completion, students should be able to design and build complex electronic musical instruments.

MTH 316 MEDICAL DOSAGES
Co-requisite(s): MTH 106 or equivalent
This course covers medical dosage calculations, including intravenous infusions, oral medications, and parenteral medications. Upon completion, students should be able to accurately calculate dosages for various medications.

MTH 238 APPLIED DIFFERENTIAL EQUATIONS
Prerequisite(s): As required by program
This course covers methods and techniques for solving differential equations, including first and second order equations, and systems of differential equations. Upon completion, students should be able to solve problems related to the development and analysis of mathematical models.

MTH 265 ELEMENTARY PROBABILITY
Prerequisite(s): MTH 170 or 185 and appropriate placement score
This course covers the basic principles of probability, including random variables, distribution functions, expected values, and variance. Upon completion, students should be able to apply probability concepts to real-world problems.

MTH 122 PRE-CALCULUS II
Prerequisite: MTH 092 or MTH 098 or appropriate placement score.
This course covers advanced algebraic topics, including functions, graphs, and linear equations. Upon completion, students should be able to demonstrate knowledge of key algebraic concepts and their applications.

MTH 216 STATISTICS
Prerequisite: MTH 126 or higher
This course provides an introduction to the theory and applications of statistics based on topics from calculus. It includes probability, sample spaces, random variables, descriptive statistics, confidence intervals, hypothesis testing, experimental analysis, and computer-assisted data analysis using appropriate computer software. This course is offered on a demand basis only.

MTH 220 DISCRETE MATH
Prerequisite: MTH 220 or higher
This course provides an introduction to combinatorics and graph theory. Topics include sets, logic, relations and functions, mathematical induction, graph theory, and applications. Upon completion, students should be able to demonstrate knowledge of combinatorial and graph theory concepts.

MTH 215 ADVANCED C++ MACHINING
Prerequisite: As determined by college.
This course covers advanced C++ programming concepts related to the computer-integrated manufacturing (CIM) process. Students cover the design requirements associated with such cutting tools and the principles involved in the full process, and the technician’s role in the process improvement of not only the shop but the full CIM system. Related safety and inspection and process adjustment are also covered.

MTH 219 CNC GRAPHICS TURNING
Prerequisite: As determined by college.
This course covers techniques involved in setting up a program for a multi-axis computer numerical control (CNC) machine turning. Upon completion, the student should be able to set up, program, and operate a 3-axis CNC turning machine to produce a 2½-axis part using CAM software.

MTH 220 CNC GRAPHICS MILLING
Prerequisite: As determined by college.
This course covers basic computer numeric control (CNC) machine milling setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a CNC milling machine (including 3-axis and 5-axis) to produce a part. Related safety and inspection and process adjustment are also covered.

MTH 244 CNC TURNING/LIB PART PROGRAMMING
Prerequisite: As determined by college.
This course covers advanced computer numeric control (CNC) machine turning setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a CNC turning machine (including 3-axis and 5-axis) to produce a part. Related safety and inspection and process adjustment are also covered.

MTH 251 ADVANCED OPC CURVE/SURFACE FABRICATION
Prerequisite: As determined by college.
This course covers advanced metalworking machine programming techniques related to the creation of complex curved surfaces. Upon completion, students should be able to demonstrate a basic understanding of curved surface formation and fabrication techniques.

MTH 261 APPLIED DIFFERENTIAL EQUATIONS
Prerequisite(s): As required by program
This course covers methods and techniques for solving differential equations, including first and second order equations, and systems of differential equations. Upon completion, students should be able to solve problems related to the development and analysis of mathematical models.

MTH 265 ELEMENTARY PROBABILITY
Prerequisite(s): MTH 170 or 185 and appropriate placement score
This course covers the basic principles of probability, including random variables, distribution functions, expected values, and variance. Upon completion, students should be able to apply probability concepts to real-world problems.

MTH 270 MACROECONOMICS
Prerequisite: As determined by college.
This course introduces basic macroeconomic principles and policies, including supply and demand, aggregate supply and demand, inflation, unemployment, monetary and fiscal policy, and international trade. Upon completion, the student should be able to describe the impact of macroeconomic policies on the economy.

MTH 280 MUSICAL MODULATION
Prerequisite: As determined by college.
This course provides a practical application of basic musical materials through sight reading. Topics include the theoretical basis of key signatures, rhythmic patterns, diatonic stepwise melodies, simple triads and short four-part chord progressions. Upon completion, students should be able to demonstrate knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.
This course provides the student with necessary theory and laboratory experiences for the development of skills in music. Topics include: intervals, scales, diatonic melodies with trill and appoggiatura; modulation; the standard week; the year; Prelude and Fugue in C major; and the relationship between music and nature. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, students should be able to apply theoretical concepts to care of the resident/client and perform skills in accordance with the Omnibus Budget Reconciliation Act of 1987 (OBRA) guidelines.

NAS 110 FUNDAMENTALS OF LONG TERM CARE NURSING

Prerequisite(s): As required by program

This course is designed to assist the student to develop the knowledge, attitudes and skills needed to perform basic care in a safe and efficient manner. Emphasis is placed on the application of the knowledge, attitudes and skills appropriate for the long-term care assistant. Upon completion of this course, the student should demonstrate beginning competence in the delivery of care to the client in a long-term care facility.

NAS 115 BEGINNING HOME HEALTH CARE

Prerequisite(s): As required by program

This course provides the student with necessary theory and laboratory experiences for the development of skills required to qualify as a Home Health Aide. Emphasis is placed on the acquisition of skills in hygiene, observation, observation, carrying out delegated tasks, providing care for clients who are incontinent, and care for the home-bound client of all ages. Upon completion of this course, the student should be able to apply concepts and skills in areas required by the Omnibus Budget Reconciliation Act (OBRA) and the National Association of Home Care.
OAD 125  WORD PROCESSING
Prerequisite(s): As required by program
This course is designed to provide the student with basic word processing skills through classroom instruction and related on-the-job experiences that relate meaningfully to office careers. Upon completion, the student should be able to demonstrate proficiency in using industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as letters, memos, and reports.

OAD 126  ADVANCED WORD PROCESSING
Prerequisite(s): OAD 125 and/or as required by program
This course is designed to provide the student with the skills necessary for use of spreadsheets. Emphasis is placed on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to demonstrate proficiency in the production of attractive desktop published documents.

OAD 200  MACHINE TRANSCRIPTION
Prerequisite(s): As required by program
This course is designed to develop marketable skills in transcribing various forms of dictated material tough classroom instruction and outside labs. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.

OAD 201  LEGAL TERMINOLOGY
Prerequisite(s): As required by program
This course is designed to familiarize the student with the medical terminology. Emphasis is placed on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, the student should be able to provide an awareness of the responsibilities and opportunities of professional support personnel in a legal environment tough classroom instruction and outside labs. Emphasis is on legal terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a legal environment.

OAD 202  LEGAL TRANSCRIPTION
Prerequisite(s): OAD 201 and/or as required by program
This course is designed to provide the student with an awareness of current technological applications for the modern office. Topics include business law, economics, management, and communication. Emphasis is on technology relevant to the office environment. Upon completion, the student should be able to perform office support tasks required for employment in a legal environment.

OAD 211  MEDICAL TERMINOLOGY
Prerequisite(s): As required by program
This course is designed to familiarize the student with the medical terminology. Emphasis is placed on the spelling, definition, pronunciation, and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology.

OAD 212  MEDICAL TRANSCRIPTION
Prerequisite(s): As required by program
This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment tough classroom instruction and outside labs. Emphasis is on transcribing medical records and operating a transcription machine efficiently. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings.

OAD 213  ADVANCED MEDICAL TRANSCRIPTION
Prerequisite(s): OAD 212 and/or as required by program
This course is designed to develop the transcription of documents generated in the medical office. Emphasis is placed on the production of forms and reports and the important use of现代technology for the preparation of a variety of reports and forms used in the medical environment.

OAD 214  MEDICAL OFFICE PROCEDURES
Prerequisite(s): OAD 101 and/or as required by program
This course is designed to teach the student about the functions and opportunities of professional support personnel in a medical environment tough classroom instruction and outside labs. Emphasis is on medical terms, the production of appropriate forms and reports, and the important use of modern technology for the preparation of a variety of reports and forms used in the medical environment.

OAD 215  HEALTH INFORMATION MANAGEMENT
Prerequisite(s): As required by program
This course is designed to develop the processes necessary for the management of health care information. Emphasis is on issues related to patient safety and the use of electronic health information to achieve the goals of business in a culturally diverse workplace, including the importance of office organization, team building, and public relations skills. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.

OAD 217  OFFICE MANAGEMENT
Prerequisite(s): As required by program
This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues related to patient safety and the use of electronic health information to achieve the goals of business in a culturally diverse workplace, including the importance of office organization, team building, and public relations skills. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.

OAD 218  OFFICE PROCEDURES
Prerequisite(s): OAD 101 and/or as required by program
This course is designed to develop an awareness of the responsibilities and opportunities of office personnel tough classroom instruction and outside labs. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, and written and verbal communication skills. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.

OAD 219  PHYSICAL EDUCATION (PED)
Course Descriptions

PED 101  FUNDAMENTALS OF PHYSICAL FITNESS
Prerequisite(s): As required by program
This lecture course includes the basic principles of physical activity and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and cardiovascular system. Students should be able to set and implement an individual physical fitness program.

PED 103  BEGINNING WEIGHT TRAINING
Prerequisite(s): As required by program
This course introduces the student to the techniques and elements of weight training. Students are placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness, and upper body, shoulder, and abdominal exercises. Upon completion, students should be able to set and implement an individual weight-training program.

PED 105  PERSONAL FITNESS
This course is designed to provide the student with information allowing him/her to participate in a personally meaningful program. Topics include cardiovascular, strength, muscular endurance, flexibility and body composition.

PED 110  BEGINNING AEROBICS
Dance
Prerequisite(s): PED 108 and/or as required by program
This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness, and upper body, shoulder, and abdominal exercises. Upon completion, students should be able to set and implement an individual aerobics program.

PED 120  INTERMEDIATE AEROBICS
Dance
Prerequisite(s): PED 110 and/or as required by program
This course provides a continuation of step aerobics. Emphasis is placed on a wider variety of movements, cardiovascular fitness, and upper body, shoulder, and abdominal exercises. Upon completion, students should be able to set and implement an individual aerobic program.

PED 123  BEGINNING GOLF
Prerequisite(s): As required by program
This course emphasizes the fundamentals of golf. Topics include the proper grip, stance, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots, demonstrate an awareness of the rules and etiquette of golf.

PED 124  INTERMEDIATE GOLF
Prerequisite(s): PED 123 and/or as required by program
This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning more advanced phases of the game such as club selection, shot strategy, and course management. Upon completion, students should be able to demonstrate an awareness of the rules and etiquette of golf.

PED 131  BEGINNING BADMINTON
Prerequisite(s): As required by program
This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning more advanced phases of the game such as club selection, shot strategy, and course management. Upon completion, students should be able to demonstrate an awareness of the rules and etiquette of golf.

PED 132  BEGINNING BADMINTON
Prerequisite(s): As required by program
This course provides the student to participate in intermediate level competition in badminton. Emphasis is placed on advanced skills and strategies in badminton.

PED 133  BEGINNING TENNIS
Prerequisite(s): As required by program
This course provides the student to participate in intermediate level competition in tennis. Emphasis is placed on the skills and strategies in tennis. Upon completion, students should be able to play recreational tennis.

PED 140  BEGINNING SNOWBOARDING
Prerequisite(s): As required by program
This course provides the student to participate in recreational level competition in snowboarding. Emphasis is placed on the skills and strategies in snowboarding. Upon completion, students should be able to perform the basic snowboarded, demonstrate an awareness of the rules and etiquette of snowboarding.

PED 141  INTERMEDIATE SNOWBOARDING
Prerequisite(s): PED 140 and/or as required by program
This course provides the student to participate in intermediate level competition in snowboarding. Emphasis is placed on the skills and strategies in snowboarding. Upon completion, students should be able to perform the basic snowboarded, demonstrate an awareness of the rules and etiquette of snowboarding.

PED 143  AQUATIC EXERCISE
This course introduces rhythmic aerobic activities and aquatic exercise performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually meaningful exercise program.

PED 171  BEGINNING BASKETBALL
Prerequisite(s): As required by program
This course covers the fundamentals of basketball. Emphasis is placed on basketball rules and strategies. Upon completion, students should be able to participate in recreational basketball.

PED 176  BEGINNING VOLLEYBALL
Prerequisite(s): As required by program
This course covers the fundamentals of volleyball. Emphasis is placed on the rules of volleyball and strategies. Upon completion, students should be able to participate in recreational volleyball.
This course introduces the principles of nuclear energy, modern physics, geology, and related topics. Prerequisite(s): As required by program.

This course provides a calculus-based treatment of the principle subdivisions of physical science. Emphasis on topics such as air, soil, water, wildlife, forestry and solid waste pollution. This course is an interdisciplinary course designed to give the non-science major an introductory survey of the environment. The environment will be studied with an applied approach. Students will be able to understand the scientific principles and be prepared to make decisions in life regarding ethical issues.

This course involves the study of ethical issues which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conduct in society. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.

This course is designed to cover general physics at a level that assures previous knowledge of algebra and trigonometry. Specific topics include wave motion, sound, light, optics, electrostatics, and electromagnetism. Laboratory is required. Students will be able to interpret state and local codes. This course is designed to enhance critical reading skills. Topics include vocabulary, reading strategies, type of print, and the authors' purpose. Students will be able to read and interpret state and local codes. Core-NDC.

This course is a survey of abnormal behavior and its social and biological origins. The course will be given detailed study. Laboratory is required.

This course surveys the background, constitutional principles, organization, and function of the American political system. Topics include the U. S. Constitution, government, political parties, interest groups, Congress, the presidency, bureaucracies, courts, and the administration. Upon completion, students should be able to identify and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems.

This course is the study of the psychological, social, and cultural factors that affect human behavior from an interdisciplinary perspective. Emphasis will be placed on studies underling physical, moral, emotional and social development, methods of child study, and practical implications.

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary political and cultural significance of the Old Testament. This course is an introduction to the content of the New Testament with emphasis on the historical context and contemporary political and cultural significance of the New Testament. This course is an introduction to the content of the New Testament with emphasis on the historical context and contemporary political and cultural significance of the New Testament.
This course provides the non-technical student with an introduction to the basic principles of light and sound production. Topics include terminology, importance of project planning, and special importance of materials and equipment.

RSL 101 Real Estate Sales
Prerequisite: As required by program.
This course covers all phases of the various ethical techniques used in selling real estate. Topics include fundamentals of human relations and various methods used in advertising and promoting the sale of real estate.

RSL 102 Property Management
Prerequisite: As required by program.
This course includes principles and practices of property management. Emphasis is placed on residential, business, industrial, and investment properties.

RSL 211 Commercial and Investment Property
Prerequisite: RSL 101.
This course deals with the sales of apartment buildings, hotels, lot and mercantile buildings, motels, office buildings, regional shopping centers, retail stores, and special purpose properties. Also examined are sales and leaseback plans, percentage leases, and the management of malls through executory clauses and assignments. Specific issues relating to aesthetics of building are discussed.

RTV 202 Media Post Production II
Prerequisite: As required by program.
This course includes further non-linear editing with emphasis on visual effects, transitions, editing shortcuts and test. The course explores current postproduction techniques, examining various editing styles and current video technology. Topics include digital effects and the management of media are developed through exercises and assignments. Specific issues relating to aesthetics of building are discussed.

RTV 204 Special Topics in Video
Prerequisite: As required by program.
The course allows students to participate in independent study of real estate fields. Projects and/or topics may be assigned by the instructor or designed by the student, with instructor’s approval.

RTV 206 Video Production Workshop
Prerequisite: As required by program.
These workshops consist of presentations of current topics of interest to those employed in the real estate industry. The workshops are designed to meet the continuing education requirements of the real estate professional. They are offered upon demand.

RTV 208 Real Estate Sales
Prerequisite: RSL 101.
This course covers all phases of the various ethical techniques used in selling real estate. Topics include fundamentals of human relations and various methods used in advertising and promoting the sale of real estate.

RTV 209 Real Estate Brokerage
Prerequisite: RSL 101.
The course offers an exposure to the principles and techniques of mortgage financing and brokerage operations. It is designed to assist those preparing for the real estate brokerage licensing examination. Upon completion, the student should have a basic understanding of real estate brokerage.

RTV 210 Real Estate Investments
Prerequisite: As required by program.
RTV 283 is an introduction to investment real estate. It examines the advantages, disadvantages, and tax implications of real estate. Students are included dealing with real estate to build for appreciation and income producing real estate.

RTV 218 Video Production I
Prerequisite: As required by program.
This course provides an introduction to the basic principles of post production. Emphasis is placed on post-production techniques, examining various editing styles and current video technology. Topics include digital effects and the management of media are developed through exercises and assignments. Specific issues relating to aesthetics of building are discussed.

RTC 115 Audio Production I
Prerequisite: As required by program.
This course provides an introduction to the basic concepts that apply to all aspects of audio production. It is an introduction to basic audio techniques for film, radio, and television production. Emphasis is placed on effective use of audio, music and noise in the production of audio. Audio production and post-production are covered, with a focus on production. The development of sound technology and its influence on various media, as well as radio history are examined.

RTC 116 Micro Pre Production I
Prerequisite: As required by program.
This course is a study of techniques in skills used in planning for various types of media projects. The class explores all aspects of preproduction planning for media projects. A focus is placed on the role of the producer, and the process of taking a concept from inception to completion through the development of the post-production media production phase. A special emphasis is placed on scriptwriting.

RTC 119 Video Production I
Prerequisite: As required by program.
This course provides an introduction to the basic principles of video production. Emphasis is placed on post-production techniques and provides a basic overview of film and television theory and criticism. It provides a combination of theory and hands-on exercises in order for students to learn the equipment and techniques used in media production and editing. Basic shooting and editing techniques are introduced.

RTC 220 Media Production II
Prerequisite: As required by program.
This course focuses on both the technical and theoretical aspects of video editing. Students are provided with hands-on training and are required to produce various nonlinear editing exercises, exploring various editing techniques and approaches in a digital environment.

RTC 225 Audio Production II
Prerequisite: As required by program.
This course introduces students to digital imaging techniques. Emphasis is placed on the technical applications of the computer in the postphotographic light-viewing methods, and overall composition. Upon completion, students should be able to digitize images and understand the technical aspects of producing high quality photos.

RTC 190 Multi-Media and Video Production
Prerequisite: As required by program.
This course provides an introduction to the student to the production concepts for multimedia and web media. Topics covered will include video/audio, capture, production, editing and presentation in both industry and educational environments.

RTC 218 Audio Post Production II
Prerequisite: As required by program.
This course provides a further combination of concepts that apply to all aspects of audio production. It is an examination of basic audio techniques for film, radio, and television production. Audio production and post-production are covered, with a focus on audio editing, sound design and mixing.

RTC 219 Video Production II
Prerequisite: As required by program.
This course provides further development and practice regarding the video production process. Students are further introduced to basic video production techniques and the course provides an overview of the role of theory and criticism. It provides a combination of theory and hands-on exercises in order for students to learn the equipment and techniques used in media production. Advanced instruction in video production is provided through hands-on, student-intensive course.

RTS 101 Media Post Production I
Prerequisite: As required by program.
This course includes further non-linear editing with emphasis on visual effects, transitions, editing shortcuts and test. The course explores current postproduction techniques, examining various editing styles and current video technology. Topics include digital effects and the management of media are developed through exercises and assignments. Specific issues relating to aesthetics of building are discussed.

RTS 206 Special Topics in Media
Prerequisite: As required by program.
The course allows students to participate in independent study of real estate fields. Projects and/or topics may be assigned by the instructor or designed by the student, with instructor’s approval.

SOC 200 Intro to Sociology
Prerequisite: As required by program.
This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

SOC 201 Juvenile Delinquency
Prerequisite(s): SOC 200 and/or as required by program.
This course examines the causes of delinquency. It also explores programs of prevention, and control of juvenile delinquency as well as the role of the courts.

SOC 210 Social Problems
Prerequisite(s): SOC 200 and/or as required by program.
This course examines the causes of social problems, including the social, psychological, and economic factors related to social problems.

SOC 217 Marriage and the Family
Prerequisite(s): SOC 200 and/or as required by program.
This course examines the study of the family, its dynamics, influences, and characteristics of current social problems in light of sociological theory and research.

Spanish (SPA)
Course Descriptions

SPA 101 Introductory Spanish I
Prerequisite(s): SPA 101
This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

SPA 102 Introductory Spanish II
Prerequisite(s): SPA 101 or Equivalent
This course is a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

SPA 201 Intermediate Spanish I
Prerequisite(s): SPA 102 or Equivalent
This course is a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

SPA 202 Intermediate Spanish II
Prerequisite(s): SPA 201 or Equivalent
This course is an introduction to the further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

SPEECH (SPH)
Course Descriptions

SPH 107 Fundamentals of Public Speaking
Prerequisite: As required by program.
This course provides an introduction to the basic principles of interpersonal communication.
placed on interpreting welding codes, welding procedures, and visual inspection methods. Upon completion, students should be able to visually identify visually acceptable weldments as prescribed by the code or welding specification report.

WDT 221  PIPING AND FABRICATION  3
Prerequisite: As required by college.
This course provides the student with skills necessary for fabricating pipe plans using pipe and fittings. Emphasis is placed on various pipe fittings to include various degree angles. Upon completion, students should be able to fit various pipe fittings, cut and fabricate tees, and assorted angles.

WDT 223  BLUEPRINT READING FOR  FABRICATION  3
Prerequisite: As required by college.
This course provides a student with advanced skills in identifying and interpreting lines, views, dimensions, notes, bill of materials, and the use of tools of the trade. Emphasis is placed on figuring dimensional tolerances, layout and fitting of different component parts. Upon course completion, a student should be able to interpret, layout, and fabricate from blueprints to given tolerances.

WDT 228  GTAW THEORY  3
Prerequisite: As required by college.
This course provides the student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

WDT 257  SAW CARBON STEEL PIPE  3
Prerequisite: As required by college.
This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes.

WDT 258  CERTIFICATION LAB  3
Prerequisite: WDT 218 and/or as required by college.
This course is designed to provide the student with the skills needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass industry standard welding test in accordance with various welding code requirements.

WDT 268  GASEous TUNGSTEN ARC  3
Prerequisite: WDT 235 and/or as required by college.
This course provides student with skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

WDT 281  SPECIAL TOPICS  3
Prerequisite: As required by college.
This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs.
Faculty & Staff Listings
ADMINISTRATORS

WARD, PERRY W. – President
B.A., Miles College; M.S.W. and Ph.D., University of Alabama

CRAWFORD, BRUCE – Vice-President for Instructional Services; B.S., Stillman College; M.A., University of Alabama; Ph.D., Kansas State University

CREWS, SHARON – Vice President for Administrative and Student Services
B.S., Alabama State University; CPA, State of Alabama; M.Ac, University of Alabama – Birmingham

ALLEN, DARREN – Acting Dean of Students; B.A., and M.A., University of Alabama

ANTHONY, CYNTHIA – Dean of Students; B.A., Talladega College; M.Ed., Ed.S., University of Alabama at Birmingham; Ed.D., University of Alabama at Birmingham

DAVIS, SHERRI – Academic Dean
B.A., Hampton University; M.Ed.: Cambridge College; Ph.D., University of Southern Mississippi

GREEN, MYRTES – Assistant to the President and Director of Title III, Sponsored Programs and Development
B.S. & M.S., University of Alabama; Ph.D., University of Alabama

HORN, WENDY – Coordinator, Special Projects & Grant Writing
B.S., Tuskegee University; MPH in Public Health & Ph.D., University of Alabama at Birmingham

MARABLE, SHELLA P. – Associate Dean of Health Professions; B.S.N., M.S.N., and D.S.N., University of Alabama at Birmingham

MILTON, ALICE TYLER – Associate Dean of Business and Information Technologies; B.S., Alcorn State University

PRUITT, KARL – Associate Dean of Liberal Arts and Sciences
B.S., University of Alabama – Birmingham; B.S. and D.P.M., University of Osteopathic Medicine and Health Science; M.S., Alabama A & M University

SLEDGE, DONALD – Associate Dean for Career Technical Programs
A.A.S., Lawson State Community College; B.S., Athens State; M.S., Alabama A & M University; Certification: Barbering

WILSON, NANCY – Assistant Dean, Career Technical Programs, A.A.T., Bessemer State Technical College; B.S., Athens State College; Certification: A+, FCC License

DIRECTORS & COORDINATORS

ALBRIGHT GERI – Director of Public Relations and Community Affairs
B.A., University of Montevallo; MPPA, Birmingham Southern College

BERRYMAN, TOM – Director, Alabama Center for Automotive Excellence
B.S., Western Kentucky University; B.S. University of Alabama

DAVIS, SHERRI – Center for Teaching Excellence and Learning & Dev. Education; B.A., Hampton University; M.Ed.: Cambridge College; Ph.D., University of Southern Mississippi

HARRIS, LASHARRON – Director, Student Support Services; B.S, University of Montevallo; MACN in Counseling, University of Alabama at Birmingham

HENDERSON, SANDRA – Director, Library and Learning Resources Centers; B.A., Dillard University; M.A. and Ed.S., University of Alabama – Birmingham

HOBBS, TOMMY – Director, Workforce Development; A.A.T, Bessemer State Technical College

HOLLINS, CASSANDRA – Director, Student Financial Services
B.S, Alabama A&M University; M.S., Faulkner University

KESHA – Director, Distance Education; B.S., Alabama State University; M.S., Auburn University, Ed.S. Auburn University

LAWRENCE, CRAIG – Director of Auxiliary Services; B.S., Tennessee Temple University; MACC, Samford University; Ph.D., University of Alabama

MANKOWICH, JIM – Director of Information Management Systems
B.S. Virginia College

McGee, Janice – Director, Human Resources; B.S., Jacksonville College; MS, Troy University

NIX, LATASHA – Coordinator, Student Support Services; B.S., Faulkner University; M.P.A., Troy University

RICE, CARLTON – Acting, Athletic Director; B.S., Mississippi State University; M.S., Alabama A&M University

STEPHENS, RONNIE – MIS (Management Information Systems) Director
B.S. Miles College

SHELLEY, JEFF – Director of Admissions; B.A., University of Alabama; MPA & Ed.D., University of Alabama at Birmingham; Ph.D., University of Alabama/UAB

SILAS, MONIQUE – Director of Accounting; B.S., Alabama A & M; M.Ed University of West Georgia

SMITH, ROBERT C. – Director of Housing, B.S., Tuskegee University; MBA, Samford University

YANCY, CHAD – Director of Facilities

YOUNG, ALLEN – Coordinator
B.S., East Tennessee State University; M.Ed., University of Montevallo
INSTRUCTIONAL
CHAIRPERSONS

CATER, RONALD—Chair, Dental Assisting; B.S., Auburn University; DMD, University of Alabama

FOWLER, CHARLES—Chair, Mathematics; B.S., Georgia Institute of Technology; M.S., University of Georgia; Ph.D., University of Nebraska-Lincoln

MASIMASI, VYAVUKA—Chair, Humanities; B.A., National University of Zaire; MAT, The School For International Training, World Learning of Vermont

SWAIN, KATRINA—Health Professions Chair; B.S.N., Jacksonville State University; M.S.N., University of Alabama, Ed.D., University of Alabama

SWEATMON, JEFF—Chair, Construction Careers; Certificate, Air Conditioning/Refrigeration, Wallace State Community College, B.S., Athens State University

TUBBS, VENITA—Chair, Social Sciences Instructor/Psychology; B.A., Alabama of A & M University; M.S., Auburn University

WILKERSON, PIER—Chair, Service Careers; B.A., Education, Athens State. A.A.S., Lawson State Community College; Certifications: Barbersing and Cosmetology

WILSON, TRACEY—Chair, Natural Sciences and Health and Physical Education; B.A., Fisk University; Ph.D., Meharry Medical College

INSTRUCTORS

AGEE, ERIC—Instructor/Physical Education; B.S., University of Alabama; M.A., University of Alabama

APLING, EDNA—JOBS Instructor; B.S., Samford University

ARMBRESTER, RAND—Instructor/Accounting Technology/Business Administration B.S., M.B.A., Samford University Certification: CPA

BERRY, TODD—Instructor/Automotive Service Technology (GM ASE) A.A.T., Bessemer State Technical College, ASE Master Certification, GM World Class Certificate

BIZZELL, DOROTHY—Instructor/Nursing A.A.S., Lawson State Community College; B.S.N., University of Alabama – Birmingham; M.S.N., Samford University; Certification: B.L.S. Certified


BRIGGS, CALVIN—Instructor/Mathematics B.S., Clark Atlanta, M.Ed., Alabama State University; Ed.D, Alabama State University;

BURDEN, CEDRIC—Instructor/English B.A. and M.A.; University of Montevallo

CALHOUN, CHANTE—Instructor/Biology B.S. and M.Ed., Alabama State University; Ed.S, Ph.D., University of Alabama Birmingham.

CLAYTON, JO-LYNNE—Instructor/Nursing B.S.N, Berea College, M.S.N, University of Alabama at Birmingham

COTTINGHAM, LATISHIA—Instructor/Busines-Medical Coding B.S., Colorado Technical University; A.A.S., Hutchinson College; Diploma, Virginia College

DANSBY, LEEVELL—Instructor/Diesel Mechanics B.S., Athens State College ASE Master Automotive and Diesel Certifications

DENSON, SHERLITA—Instructor/Business Ed.-Office Admin. B.S., Alabama State University; M.A., Auburn University; M.Ed. and M.Eds. Lesley University

DUNCAN, REBECCA—Instructor/English B.S. Secondary Education-PCC M.A. English -UAB

ELLIOTT, ADAM—CHEF Culinary Arts, A.A. and B.A.; Culinary Institute of America

GARDNER, ISADORE—Instructor/Plumbing Certification: Journeyman Plumber B.S., Alabama A & M University

GASTON, ALGA—Instructor/Auto Body ASE Certified/Collision Repair Specialty Areas; GMC Certified/Basecoat Refinish

GRAVES, WILLIE—Instructor/Adult Literacy Program B.S., Alabama State University

GUY, ANN RENEE—Instructor/Child Development; B.S., University of West Alabama; M.A., Ed.D., University of Alabama

GWIN, BETHANY—Instructor/Computer Science; B.S., University of Alabama Birmingham; M.S., Jacksonville State University

HALL, SANDRA O. Instructor/English & Developmental English B.A., Stillman College -M.A., University of Alabama at Birmingham

HARBOUR, CLAYTON—Instructor/Air Conditioning/Refrigeration Diploma, Air Conditioning and Refrigeration, Bessemer State Technical College; B.B.A., University of Montevallo

HARRIS, DEBORAH—Instructor/Culinary Arts A.A.S., Lawson State Community College; B.S., Athens State University; M.Ed., Alabama A & M University

HARRIS, JEFF—Instructor/Developmental Mathematics B.S., University of Alabama – Birmingham
HARRIS, JOHN – Instructor/Automotive Service Technology (Ford ASSET). Diploma, Pulaski State Area Vocational-Technical School; B.S., Athens State ASE Master Automotive Certification

HAYES, SHELBY – Instructor/Licensed Practical Nursing BSN, University of Alabama: MSN, University of Alabama – Birmingham; Teaching Certificate in Nursing Family Nurse Practitioner, CRNP


HIGGINBOTTOM, HAROLD B.A., B.S.and M.A.E., University of Alabama at Birmingham; Additional Graduate work, Tulane University

HITCHCOCK, KEVIN – Instructor/Building Construction A.A.T., Bessemer State Technical College; B.S., M.Eng., University of Alabama – Birmingham; Certified Green Professional, National Association of Home Builders(NAHB) National Endowment for the Humanities Scholar

HOLLOWAY, WEYMON – Instructor/Developmental Math. Honor College, Director. B.S., Tuskegee University; M.A., University of Alabama at Birmingham; M.Ed., Alabama State University

HOWARD, TRACEY – Instructor, Adult Education; B.S., Alabama State University

HUNTER, GWENDOLYN – Instructor/Cosmetology A.A.S., Lawson State Community College; B.S., Athens State College; M.S., Alabama A & M University; Certification: Cosmetology

JACKSON, KENDLE – Instructor/Adult Education; B.S.; Alabama State University, M.S. Troy University

JONES, WILLIE TERRY – Instructor/Barbering A.A.S., Lawson State Community College; Certification: Barbering

KELLEY, MICHAEL SCOTT – Instructor/Computer Science B.S., Samford University; M.S., University of Alabama at Birmingham

KING, KELVIN – Instructor/English and Speech; B.A. and M.A., Miami University

LANDERS III, JAMIE – Instructor Sociology, Marriage and Family, Juvenile Delinquency B.A. Psychology Stillman College, M.A. Counseling & Psychology University of West Alabama

LEDFORD, ROY – Instructor/Welding Diploma, Bessemer State Technical College; B.S., Athens State College Certification: AWS Certified Welding Inspector, AWS Certified Welding Educator, AWS Certified Welder

LEWIS, AISHA – Instructor/Developmental Mathematics B.S., Talladega College; M.A., Alabama A & M University

LOPATINA, NADEJDA- Instructor/Biology Ph.D., Moscow Russia; M.S., Moscow State University, Moscow Russia

LYBRAND, WILLIAM – Instructor/Automotive Service Technology (GM ASE) A.A.S., Bessemer State Technical College; ASE Master Automotive Certification, GM World Class Certificate

MARSHALL, LARRY – Instructor/Automotive Mechanics Instructor; B.S., Athens State College, Trade and Industrial Education; B.S., Athens State College, Vocational Education ASE Master Automotive Certification

MARTIN, DARLENE – Instructor/Mathematics B.S., Alabama A&M University, M.Ed., University of Montevallo M. S., University of Alabama at Birmingham

MILLENDER, III, SHELLY – Instructor/College Reading and English; B.S., M.S., and Ed.S., University of Alabama – Birmingham

MONTI, STEPHEN – Instructor/English and Developmental English. QEP Director; B.A. Spring Hill College; M.A., Ph.D., University of Miami

MOORE, BRIAN – Instructor/Air Conditioning/Refrigeration Diploma, Bessemer State Technical College, B.S., Athens State University

MORGAN, RACHEL – Instructor B.A. Fine Arts, Savannah College of Art and Design; M.A., University of Alabama in Arts, Telecommunications and Film

MOYO, NOMSA—Instructor/Nursing B.S.N., Messiah College; M.S.N., University of Zimbabwe

PARSONS, SYLVIA—Instructor/Nursing B.S.N., University of Alabama at Birmingham; M.S.N., Walden University

PERRY, DONNELL – Instructor/Drafting and Design (CAD/CAM and GIS) Certificate, Jefferson State Community College; A.A.T., Jefferson State Community College; B.S., Birmingham Southern College; M.S., Alabama A & M University

POSEY, MARK – Instructor/Toyota (T-TEN); A.A.T., Lawson State Community College

PREVO, CLARA – Instructor/Business Administration;B.A., Clark Atlanta College; M.A., Temple University

RAYMOND, CHARLES – Instructor/Electronics; Diploma, Bessemer State Technical College; A.A.T., Bessemer State Technical College Certification: A+, NOCTI

RODGERS, CHARMAINE – Instructor/Nursing B.S.N., University of North Alabama; M.S.N. & D.S.N., Samford University

ROWE, DARRYL – Instructor/Automotive Body Repair; ICAR Certifications: Auto Refinishing, Service Preparation, Sanding and Masking.

RUMLEY, ROBERT – Instructor/Adult Education; B.A., Florida A & M University; MDIV, Interdenominational Theological Center
<table>
<thead>
<tr>
<th>NAME</th>
<th>INSTRUCTOR TITLE</th>
<th>DEPARTMENT</th>
<th>SCHOOLS &amp; ACCOMPLISHMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanders, Hoyt</td>
<td>Instructor/Electrical</td>
<td>B.S., University of Alabama</td>
<td></td>
</tr>
<tr>
<td>Shelton, Bessie</td>
<td>Instructor/Music &amp; Coordinator of College Choir</td>
<td>B.A., Tuskegee University; B.M., University of Michigan; M.M., University of Montevallo</td>
<td></td>
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<tr>
<td>Smith, Mary</td>
<td>Instructor/Biology</td>
<td>B.S. and M.S., Jackson State University; B.A., Columbia University; M.A.-Ph.D., Cuny Graduate Center</td>
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<tr>
<td>Taff, Jesse</td>
<td>Instructor, Automotive Services (Ford ASSET)</td>
<td>A.A.S, Bessemer State Technical College; Certification: ASE Master Automotive Certification</td>
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</tr>
<tr>
<td>Thomas, Shawanda</td>
<td>Instructor/Math</td>
<td>Honor College, Co-Director. B.S., Alabama A &amp; M University; M.A. &amp; Ph.D., University of Alabama</td>
<td></td>
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<tr>
<td>Traylor, Jarrid</td>
<td>Instructor/Toyota</td>
<td>A.A.T., Lawson State Community College; Certification: ASE Master Technician; Toyota Master Technician</td>
<td></td>
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<tr>
<td>Wade, Henry</td>
<td>Instructor/Drafting</td>
<td>B.A, Architectural Science; Masters of Architecture Tuskegee University</td>
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<tr>
<td>Walker, Stephen</td>
<td>Instructor/Art</td>
<td>B.F.A., University of Alabama</td>
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<tr>
<td>Watkins, Norris</td>
<td>Instructor/Accounting</td>
<td>B.S., Alabama State University; M.B.A. Clark Atlanta University; MACC Sanford University</td>
<td></td>
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<tr>
<td>West, Matthew</td>
<td>Instructor/Sociology</td>
<td>B.A., University of Tennessee, Knoxville, M.A., University of Alabama at Birmingham</td>
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<tr>
<td>Williams, Alisa</td>
<td>Instructor/Cosmetology</td>
<td>B.S., Alabama A &amp; M Certification: Cosmetology</td>
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<tr>
<td>Williams, Larry</td>
<td>Instructor/Math</td>
<td>B.S., Stillman College; M.Ed., Alabama State</td>
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<td>Williams, III</td>
<td>Instructor/Commercial Art, Graphics and Prepress Communication</td>
<td>B.F.A., Savannah College of Art and Design</td>
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<tr>
<td>Williamson, Licia</td>
<td>Instructor/Nursing</td>
<td>B.S.N., University of Alabama; M.S.N., University of Alabama at Birmingham</td>
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<tr>
<td>Zeigler, Bernice</td>
<td>Instructor/Nursing</td>
<td>B.S.N., Tuskegee University; M.S.N., Medical College of Georgia; Certifications: ANA, Pediatric and Psychiatric/Mental Health Nursing</td>
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<tr>
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<td>Instructor/Math</td>
<td>Honor College, Co-Director. B.S., Alabama A &amp; M University; M.A. &amp; Ph.D., University of Alabama</td>
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<td>Instructor/Math</td>
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<td>Blackwell, Nelda</td>
<td>Cashier</td>
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<td>Blue, Jarvis</td>
<td>HVAC Technician</td>
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<td>Bryant, Lola</td>
<td>Administrative Assistant/Web Master for Public Relations</td>
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<td>Byrd, Ralph</td>
<td>Facilities and Maintenance</td>
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<td>Caldwell, Vincent</td>
<td>Custodian</td>
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<td>Cantrell, Sunkeissa</td>
<td>Student Activities Manager</td>
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<td>Carroll, Leigh Ann</td>
<td>Automation Specialist</td>
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<td>Champion, Carol</td>
<td>Administrative Assistant, Human Resources</td>
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<td>Chisum, Lori</td>
<td>Registrar</td>
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<td>Cooper, Jacqueline</td>
<td>Librarian</td>
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<tr>
<td>Cleveland, Evelyn L</td>
<td>Administrative Assistant for the Director of Facility Planning and Management</td>
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<td>Coleman, Tracey</td>
<td>Lab Assistant, Business and Information Technologies</td>
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<tr>
<td>Collins, Gwendolyn O</td>
<td>Student Health Nurse</td>
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<td>Colston, Chester</td>
<td>Food Services</td>
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<td>Conwell, Nicola</td>
<td>Bookstore Clerk</td>
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<td>Cooper, Jacqueline</td>
<td>Librarian</td>
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<tr>
<td>Craig, Debra</td>
<td>Health Professions Administrative Assistant</td>
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<td>Croskey, Angela</td>
<td>Financial Aid Specialist</td>
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<td>Crawford, Mattie W</td>
<td>Coordinator, Upward Bound</td>
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<tr>
<td>Currington, Juanita</td>
<td>Accounts Payable Manager</td>
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<td>Dennard, Harold</td>
<td>Audiovisual Specialist</td>
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<tr>
<td>Dorsey, Regina</td>
<td>Administrative Assistant to the President</td>
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<td>Dudley, Katrina</td>
<td>Enrollment Specialist</td>
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<td>Duff, Albert</td>
<td>Police Officer</td>
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<tr>
<td>Dunn, Tammy</td>
<td>Administrative Assistant to the Vice President for Administrative &amp; Student Services</td>
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<tr>
<td>Ekundayo Gwendolyn</td>
<td>Adult Education Director/One Stop Center</td>
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<tr>
<td>Name</td>
<td>Position</td>
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<tr>
<td>JONES, CLARENCE</td>
<td>Transportation Manager</td>
<td>University of Maryland University College; MLS, University of North Texas</td>
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<tr>
<td>JONES, DENISE</td>
<td>Secretary/Student Financial Services</td>
<td></td>
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<tr>
<td>LEWIS, ALPHONSO</td>
<td>Police Officer</td>
<td>PUGH, DEBRA – Custodian</td>
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<tr>
<td>LEWIS, COURTNEY</td>
<td>Student Financial Services Specialist</td>
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<tr>
<td>LEWIS, LASHINDRA</td>
<td>Administrative Assistant for Facilities</td>
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<tr>
<td>LONG, KATHERINE</td>
<td>Grants &amp; Contracts Accountant</td>
<td>RANKIN, KRISTIE – Coordinator, Career Services, Ph.D.</td>
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<tr>
<td>LUMPKIN, LATHOSIA</td>
<td>Administrative Assistant, Human Resources</td>
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<td>HARRIS, GEORGE</td>
<td>Police Officer</td>
<td>RASBURY, ROBIN – Financial Aid Specialist</td>
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<tr>
<td>HALL, ANGELA</td>
<td>Accountant</td>
<td>RAYFIELD, MARY – Adult Education Office Manager</td>
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<tr>
<td>HALL, ROSIEZIER</td>
<td>Executive Assistant to the President (IAAP)</td>
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<tr>
<td>HAMILTON, GENEVA</td>
<td>Food Services</td>
<td>RICHARDSON, KENNETH – Police Officer</td>
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<tr>
<td>HARPER, LESLEY</td>
<td>Persistence Counselor</td>
<td>RIGGINS, TRACEY – Faculty/Staff Services</td>
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<tr>
<td>HARRIS, GEORGE</td>
<td>Police Officer</td>
<td>ROBERTSON, AUDREY – FOOD Service Assistant</td>
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<tr>
<td>HENRY, DOROTHY</td>
<td>WorkKeys Coordinator/Adult Ed. Profiler</td>
<td></td>
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<tr>
<td>B.S., Grambling State University</td>
<td></td>
<td>ROBINSON, ALEXIS – Accountant/Accounts Receivable</td>
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<td>B.S., Stillman College; M.S., Alabama State</td>
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<td>ROSS, MARVIN – Grounds Keeper</td>
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<td>B.S. Faulkner University</td>
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<td>ROWRY, JAMES – Career Coach</td>
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<td>B.S., Jarvis Christian College; M.S., Alabama State University</td>
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<td>RUFFIN, JANET – Secretary/Student Support Services</td>
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<td>B.S., Stillman College; M.S., Alabama State University</td>
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<td>SAMPLE, ROBERT Jr. – Groundskeeper</td>
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<td>B.S., Stillman College; M.S., Alabama State University</td>
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<td>SAXTON, ROSE – Administrative Assistant, College Transfer Programs.</td>
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<td>B.S., Stillman College; M.S., Alabama State University</td>
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<td>SIDES, GEOFF – Audio/Visual Technician</td>
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<td>B.S., Stillman College; M.S., Alabama State University</td>
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<td>SIMS, KATHERINE – Career Assistant, One-Stop Career Center</td>
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<td>B.S., Stillman College; M.S., Alabama State University</td>
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<td>SMITH, KAMILLE – Administrative Assistant/Associate Dean of Career</td>
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<td>B.S., Stillman College; M.S., Alabama State University</td>
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<td>SPENCER, VICTOR – Shipping &amp; Receiving</td>
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<td>B.S., Stillman College; M.S., Alabama State University</td>
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<td>STANTON, PAUL – Police Officer</td>
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<td>B.S., Stillman College; M.S., Alabama State University</td>
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<td>STEWARD, RICK – Groundskeeper</td>
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<td>B.S., Stillman College; M.S., Alabama State University</td>
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<td>STREETEY, AUDRA – Secretary, Admissions</td>
<td></td>
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<tr>
<td>B.S., Stillman College; M.S., Alabama State University</td>
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<td>SUGGS, PHILANA – Student Services Specialist</td>
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<tr>
<td>B.S., Stillman College; M.S., Alabama State University</td>
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<td>TATE, ROBERT, H. – Police Lieutenant (Interim Police Chief)</td>
<td></td>
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<tr>
<td>B.S., Stillman College; M.S., Alabama State University</td>
<td></td>
<td>TAYLOR, CURTIS – Custodian</td>
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<td>B.S., Stillman College; M.S., Alabama State University</td>
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</tbody>
</table>
THOMAS, CURTIS - Custodian

THOMAS, LORENZO - Director/Center for Com. Outreach/Workforce Dev.

TIMS, CHANDRA - Clerical Assistant, Student Services

TODD, EULA - Administrative Assistant/Title III

TURNER, DEBORAH - Records Manager

UPSHAW, JACQUELINE - Financial Aid Clerk

WASHINGTON, DERRICK - Police Officer

WEBSTER, SHARON - Custodian

WHITE, CHARLOTTE - JOBS Coordinator; B.S. and MPA, Jacksonville State University

WILEY, ASHLEY - Office Assistant Business Affairs

WILEY, AUBREY - Coach/Women’s Basketball and Volleyball.

WILLIAMS, AMICKA - Administrative Assistant for Admissions

WILLIAMS, FALVIE - Administrative Assistant Career Technical Programs

WILLIAMS, ROBERTA - Administrative Assistant

WILLIAMS, SHARON - Assistant Director of Student Financial Services B.S., University of Alabama; M.Ed., University of Alabama at Birmingham

WILLIAMS, Sonya - Resident Manager

WILLIAMS, VERNONA - College Relations Specialist

WREN, LINDA - Custodian

YOUNG, DOROTHY - Secretary, Health Professions
MAPS & DIRECTIONS
Traveling between campuses?

Follow these directions...

From Bessemer to Birmingham

Option 1 — U.S. Hwy. 11 (Bessemer Super Hwy.)
- Turn left onto U.S. Hwy. 11, which is also known as the Bessemer Super Hwy. and 9th Avenue.
- Continue on U.S. Hwy. 11 through Bessemer, Brighton, and Midfield; Turn right on B.Y. Williams Sr. Drive (You will see Western Hills Mall) at light.
- B.Y. Williams Sr. Dr. becomes 40 St. SW; then turn left on Rutledge Ave. Continue on Rutledge Ave. until you see the Campus at Wilson Rd.

Option 2 — Lakeshore Parkway
- Turn left onto U.S. Hwy. 11, which is also known as the Bessemer Super Hwy. and 9th Avenue.
- Take 9th Ave, turning right onto 14th St., which is Hwy. 150.
- Take Hwy. 150 and turn left onto Lakeshore Pky. after you see the sign for the Birmingham campus.
- On Lakeshore Pky., turn left on Venice Rd. Follow Venice Rd. until you reach the campus.

From Birmingham to Bessemer

Option 1 — US Hwy. 11 (Bessemer Super Hwy.)
- Exit the campus and turn right onto Rutledge Ave. Then turn right onto 40 St. SW, which becomes B.Y. Williams Sr. Dr.
- From B.Y. Williams Sr. Dr., Turn left at light onto U.S. Hwy. 11, which is also called the Bessemer Super Hwy. Travel through Midfield, Brighton, and Bessemer.
- Continue on Bessemer Super Hwy. until you reach the campus, which is across the street from UAB Medical West.

Option 2 — Lakeshore Parkway
- Turn right onto Wilson Rd. and follow it until it becomes Venice Rd.
- Follow Venice Rd. until it comes to Lakeshore Pky, turning right onto Lakeshore.
- Turn right onto Hwy. 150 from Lakeshore Pky; Follow Hwy. 150 until you come to the light at 9th Avenue, also called U.S. Hwy. 11, and the Bessemer Super Hwy.
- Continue on the Bessemer Super Hwy. until you reach the campus.
1 Building D: Diesel Mechanics.
2 The Jess Lanier Building: Specialized training for business and industry
3 Building C: Automotive programs. GM ASEP, Ford Assett, General Automotive
4 Ethel H. Hall Automotive Technology Center: Automotive classrooms/labs and an auditorium for satellite telecasts. The President, VP Academic Affairs, and Associate Dean for Career/Technical Education are also located in this building.

5 Building B: Graphics and Prepress Communications, Air Conditioning/Refrigeration, Welding, Drafting, Commercial Art, and Automotive Service Education (Toyota T-TEN).
6 Building A: Administrative offices, the college’s Bookstore, Student Services and Cafeteria. Instructional programs, the Library/Learning Resource Center, and Student Support Services Program, Police Department
7 The Millsap Industrial Training Center: Multi-craft training for business and industry. The One-Stop Career Center, Workforce Development, Adult Education and Skills Training, and the State Vocational Rehabilitation Office