LAWSON STATE COMMUNITY COLLEGE
STUDENT CATALOG 2003-2006

COLLEGE ADDRESS
Lawson State Community College
3060 Wilson Road, SW
Birmingham, AL 35221

PHONE NUMBERS
(205) 925-2515
(205) 929-6316 (fax)

VITAL WEB ADDRESSES
| Lawson State Community College | http://www.lawsonstate.edu |
| Lawson State E-Catalog 03-05 | http://www.ls.cc.al.us/pol_pro/student_cat03_05.html |
| Lawson State E-Student Handbook | http://www.ls.cc.al.us/pol_pro/handbook03_05.html |
| Lawson State E-Courses | http://www.lawsonstate.edu/srecllscctransition.htm |
| Lawson State E-Bookstore | http://www.e-mbs.com/cgi-embs/search.mac/search1?FVCUSNO=40371 |
| Lawson State E-Registration | https://lawreg.ls.cc.al.us/online.html |
| Lawson State E-Library | http://www.ls.cc.al.us/library/lrc.html |
| Lawson State Campus Directory | http://www.ls.cc.al.us/schooldirectory2.html |
| LSCC Foundation | http://www.ls.cc.al.us/welcome/foundation.html |
| Registration Help | http://www.ls.cc.al.us/registration/onlinehelp.html |
| Phone Registration | http://www.ls.cc.al.us/registration/phone.html |
| Semester Schedule | http://lawreg.ls.cc.al.us/cgi-bin/dispcrs2.mbrlselect |
| Campus Directions | http://www.ls.cc.al.us/campus/direct.html |
| Activity Schedule | http://www.ls.cc.al.us/calendars/semesters.html |
| Job Opportunities | http://www.ls.cc.al.us/personnel/joblistings/humanresources.html |

ACCREDITATIONS

- Lawson State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees:

Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033
404-679-4501

- The Associate Degree Nursing Program is approved by the Alabama Board of Nursing and accredited by the National League for Nursing Accrediting Commission. For more information, you may contact:

Alabama Board of Nursing
RSA Plaza – Suite 250
770 Washington Avenue
Montgomery, Alabama 36130
334-242-4060

National League for Nursing Accrediting Commission
61 Broadway – 33rd Floor
New York, New York 10006
212-363-5555

- The Business and Information Technologies Program is accredited by the Association of Collegiate Business Schools and Programs:

Association of Collegiate Business Schools and Programs
7007 College Boulevard, Suite 420
Overland Park, Kansas 66211
913-339-9356
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Non-Discrimination Statement</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catalog Committee</td>
<td>1</td>
</tr>
<tr>
<td>President's Message</td>
<td>2</td>
</tr>
<tr>
<td>Dr. Ethel H. Hall's Message</td>
<td>3</td>
</tr>
<tr>
<td>How To Use This Catalog</td>
<td>4</td>
</tr>
<tr>
<td>School Calendars</td>
<td>5</td>
</tr>
<tr>
<td>Mission and Goals</td>
<td>7</td>
</tr>
<tr>
<td>About the College Location</td>
<td>7</td>
</tr>
<tr>
<td>About the College Services</td>
<td>7</td>
</tr>
<tr>
<td>Inclement Weather Procedures</td>
<td>8</td>
</tr>
<tr>
<td>Children on Campus</td>
<td>8</td>
</tr>
<tr>
<td>Alabama Board of Education</td>
<td>9</td>
</tr>
<tr>
<td>SCC Foundation Board of Directors</td>
<td>9</td>
</tr>
<tr>
<td>Memberships/Partnerships</td>
<td>10</td>
</tr>
</tbody>
</table>

## Division of Student Development Services
- General Information 11
- Orientation PSY 100 11
- Student Health Services 11
- Scholarships 12
- Student Activities 12
- Student Government 12
- Campus Organizations 12
- All-College Annual Student Activities 13
- Recreation and Athletics 13
- Student ID Cards 14
- Alumni Association 14
- Advisement 14
- Counseling 14
- Student Assessment 14
- Placement Testing for Transfer Students 15
- ACT WorkKeys Service Center 15
- Career/Job Placement Services 15
- TRIO 15

## Admissions and Records
- Office of Admissions and Records 17
- Registration 17
- Schedule of Classes 17
- Student Classification 18
- Admission of First-Time College Students 18
- Admission to Courses Creditable Toward an Associate Degree 18
• Admission to Courses Not Creditable Toward an Associate Degree
• Unconditional Admission of First-Time Students
• Conditional Admission of First-Time College Students
• Accelerated High School Program
• Dual Enrollment/Dual Credit for High School Students
• Transfer Student Admission
• Transient Student Admission
• Senior Citizen Admission
• International Student Admission
• Selective Services Registration Policy
• Readmission Requirements

POLICIES AND PROCEDURES
• Statement of Catalog Responsibility
• Class Attendance
• Standards of Honesty
• Change of Program
• Auditing a Course
• Adding and Dropping a Course
• Statute of Limitations for Courses
• Withdrawal from A Course
• Credit for Non-Traditional Academic Work
• Advanced Placement
• Course Load
• Transferring to Lawson State from Another College
• Standards of Progress for Transfer Students
• Transferring to Another College from Lawson State
• Transcripts of Grades
• Residency
• Change of Address
• Grades and Related Marks
• Grade Points
• Standards of Academic Progress
• Required GPA Levels According to Hours Attempted at Lawson State
• Intervention for Student Success
• Application of Standards of Progress
• Academic Bankruptcy
• Dismissal from an Assoc. in Applied Science Degree Program and Cert. Program
• Grounds for Student Dismissal
• Honors List
• Requirements for Graduation in AA, AS, AOT, and AAS Degree Programs
• Requirements for Graduation in Full Certificate Programs
• Receipt of Diploma/Full Certificate
• Repeating Courses
• Second Associate Degree
• Policy Statements—Assurance of Compliance with Federal Laws
• Equal Opportunity Policy
• Family Educational Right and Privacy Act of 1974 (FERPA) Transcript Policy
• Sexual Harassment Policy

COSTS TO ATTEND
• Lawson State’s Fees
• Refund Policy Partial Withdrawal
• Textbook Refund Policy
• Student Insurance
• In-State/Out-of-State Tuition
FINANCIAL AID
- General Information
- Applying for Financial Aid Priority Date
- Qualifying for Federal Financial Aid
- Renewal of Financial Aid
- Financial Aid Course Load Requirement
- Disbursement of Financial Aid Funds
- Repayment of Title IV Funds
- Minimum Standards of Satisfactory Academic Progress

FEDERAL FINANCIAL AID PROGRAMS
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work-Study
- Alabama Student Assistance Program
- Vocational Rehabilitation
- Benefits for Veterans and Dependents of Veterans
- Class Attendance of Veterans
- Withdrawal From Class or Classes by Veterans

JEFFERSON COUNTY WIA INDIVIDUAL REFERRAL PROGRAM
- Allowable Costs

DIVISION OF EDUCATIONAL SUPPORT SERVICES
- Small Business Center
- General Motors Body Service Educational Program (GM BSEP)
- Community Outreach and Development
- Job Training
- Adult Basic Education
- Welfare to Work Grant
- Income Tax Preparation
- Gear-Up Project
- HUD Affordable Home Building Program
- Day and Extended Day Child Care
- Continuing Education
- Training for Business and Industry
- Institutional Research and Evaluation
- Management Information Systems (MIS)

EDUCATIONAL PROGRAMS
- Programs of Study
- Associate in Arts and Associate in Science Degrees
- Associate in Applied Science and Associate in Occupational Technologies
- Full Certificate Programs
- Abbreviated Certificate Programs
- Academic Programs Index
- Associate in Science Degrees
- Associate In Applied Science Degrees
- Full Certificates
- Abbreviated Certificates
- Industry Certificates
- Program Codes
- General Education Program
- Career, Technical, and Occupational Programs
- Distance Education

GENERAL MOTORS - BODY SERVICE EDUCATIONAL PROGRAM (GM-BSEP)
- Curriculum Outline
• Course Descriptions

LIBERAL ARTS AND SCIENCES AND COLLEGE TRANSFER PROGRAMS

• Department of Mathematics and Natural Sciences
  o Associate in Science Degree – Mathematics
  o Associate in Science Degree – Biology
  o Associate in Science Degree – Pre-Engineering
  o Associate in Science Degree – Pre-Nursing

• Department of Humanities
  o Associate in Arts Degree – Art
  o Associate in Arts Degree – English
  o Associate in Arts Degree – General Studies
  o Associate in Arts Degree – Music

• Department of Educational Enrichment
  o Department of Health and Physical Education
  o Health and Physical Education

• Department of Social and Behavioral Science
  o Associate in Arts Degree – History
  o Associate in Arts Degree – Political Science
  o Associate in Arts Degree – Pre-Law
  o Associate in Arts Degree – Pre-Social Work
  o Associate in Arts Degree – Pre-Teacher Education
  o Associate in Arts Degree – Pre-Psychology
  o Associate in Arts Degree – Pre-Sociology
  o Associate in Applied Science Degree – Child Dev. / Early Childhood Education
  o Associate in Applied Science Degree – Criminal Justice

• COURSE DESCRIPTIONS – Division of Liberal Arts and Sciences, and Transfer Programs

CAREER, TECHNICAL, AND OCCUPATIONAL PROGRAMS

• Business and Information Technologies Department
  o Business and Information Technologies Partnerships / Organizations
  o Associate in Arts Degree – Business Administration
  o Associate in Arts Degree – Business Education
  o Associate in Applied Science Degree – Accounting Technology
  o Associate in Applied Science Degree – Business Administration and Management
  o Associate in Applied Science Degree – Computer Science / Business Education
  o Associate in Applied Science Degree – Computer Science / Math
  o Associate in Applied Science Degree – Office Administration
  o Associate in Applied Science Degree – Office Administration / Legal
  o Associate in Applied Science Degree – Office Administration / Medical
  o Full Certificate – Accounting Technology
  o Full Certificate – Business Administration and Management
  o Full Certificate – Computer Science / Business
  o Full Certificate – Computer Science / Math
  o Full Certificate – Office Administration
  o Full Certificate – Office Administration / Legal
  o Full Certificate – Office Administration / Medical
  o Abbreviated Certificate – Banking and Finance
  o Abbreviated Certificate – Management and Supervision
  o Abbreviated Certificate – Office Administration
  o Abbreviated Certificate – Office Administration / Legal
  o Abbreviated Certificate – Office Administration / Medical
  o Industry Certificates – A+ Certification
  o Industry Certificates – Cisco Certified Network Associate (CCNA)
  o Industry Certificates – Certified Novell Administration (CNA)
  o Industry Certificates – Certified Novell Administrator (CNE)
  o Industry Certificates – Microsoft Certified Systems Administrator (MCISA)
  o Industry Certificates – Microsoft Certified Solution Developer (MCSD)
  o Industry Certificates – Microsoft Certified Systems Engineer (MCSE)
• Department of Health Professions
  o Associate in Applied Science Degree – Nursing Education
  o Associate in Applied Science Degree – Generic Program
  o Associate in Applied Science Degree – Mobility Program
  o Abbreviated Certificate – Home Health Aide
  o Abbreviated Certificate – Nurse Assistant
• Department of Career, Technical, and Occupational Programs
  o Associate in Applied Science Degree Drafting and Design Technology
  o Associate in Applied Science Degree – Electronic Engineering Technology
  o Full Certificates – Apparel and Design Technology
  o Full Certificates – Automotive Body Repair
  o Full Certificates – Barbering
  o Full Certificates – Carpentry
  o Full Certificates – Commercial Food Service
  o Full Certificates – Cosmetology
  o Full Certificates – Drafting and Design Technology
  o Full Certificates – Electronic Engineering Technology
  o Full Certificates – Electrical Technology
  o Full Certificates – Industrial Maintenance
  o Full Certificates – Masonry
  o Full Certificates – Plumbing
  o Full Certificates – Radio/TV Broadcasting
  o Abbreviated Certificates – Apparel and Design Technology
  o Abbreviated Certificates – Apparel and Design Specialized Training
  o Abbreviated Certificates – Automotive Body Repair
  o Abbreviated Certificates – Barbering
  o Abbreviated Certificates – Cabinetmaking
  o Abbreviated Certificates – Carpentry
  o Abbreviated Certificates – Commercial Food Service
  o Abbreviated Certificates – Drafting and Design Technology
  o Abbreviated Certificates – Electronic Engineering Technology
  o Abbreviated Certificates – Electrical Technology
  o Abbreviated Certificates – Emergency Medical Services
  o Abbreviated Certificates – Fashion Merchandising
  o Abbreviated Certificates – Fire Science
  o Abbreviated Certificates – Fittings and Alterations
  o Abbreviated Certificates – Industrial Maintenance
  o Abbreviated Certificates – Masonry
  o Abbreviated Certificates – Nail Care
  o Abbreviated Certificates – Plumbing
  o Abbreviated Certificates – Radio/TV Broadcasting Technology
  o Abbreviated Certificates – Soft Interior Furnishings
  o Abbreviated Certificates – Tailoring and Alterations

COURSE DESCRIPTIONS – Division of Career, Technical, and Occupational Programs

GLOSSARY

PERSONNEL

CAMPUS E-MAIL/EXTENSIONS
**NON-DISCRIMINATION STATEMENT**

Lawson State Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI and VII of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Lawson State to be in accordance with Title IX of the Education Amendments of 1972 which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

The Coordinator of Title IX for Lawson State Community College is Mr. Carl L. Davis • 3060 Wilson Road, SW • Birmingham, Alabama 35221. The telephone number is (205) 925-2515.

In addition, Lawson State Community College is in compliance with Section 504 of the Rehabilitation Act 1973, which prohibits discrimination on the basis of handicap in the recruitment and employment of faculty and staff, or the operation of any of its programs and activities, as specified by Federal Laws and Regulations. The Section 504 Coordinator for Lawson State Community College is Mrs. Janice Williams • 3060 Wilson Road, SW • Birmingham, Alabama 35221. The telephone number is (205) 925-2515.

Persons or any specific class of individuals who believe they have been subjected to discrimination prohibited by Title VI, IX, Section 504, of an Act or Regulation issued thereunder may, alone or with a representative, file with the United States Commissioner of Education or with this institution, or with both, a written complaint.

**CATALOG COMMITTEE/LAWSON STATE COMMUNITY COLLEGE**

<table>
<thead>
<tr>
<th>Mr. Cedric Burden</th>
<th>Mr. Charles Jordan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Chairperson, Editor</td>
<td>Academic Data/Photos/Editor</td>
</tr>
<tr>
<td>Mrs. Tracey Coleman</td>
<td></td>
</tr>
<tr>
<td>Credentials Data</td>
<td></td>
</tr>
<tr>
<td>Dr. Eddie Dansby</td>
<td></td>
</tr>
<tr>
<td>Academic Data</td>
<td></td>
</tr>
<tr>
<td>Dr. Randy Glaze</td>
<td></td>
</tr>
<tr>
<td>Typist/Editor/Programs Data</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mr. Charles Jordan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Data/Photos/Editor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ms. Alfreda King</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Chairperson/Editor/Miscellaneous Data</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ms. Delores Martin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dr. Alice Tyler Milton</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typist/Editor/Career Data/Formatting/Advertisements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dr. Perry W. Ward, President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex-Officio</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dr. Bruce Crawford, Vice President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex-Officio</td>
</tr>
</tbody>
</table>
Dear Student:

Welcome to Lawson State Community College — an institution with a storied history of academic achievement and an unmatched record of community leadership and service. The selection of which college to attend, is a very important one, and needs to be considered very carefully. We are elated that you have chosen Lawson State Community College to pursue your goal. Lawson State is on the move in ways you would never imagine. We offer students an exceptional opportunity to obtain an education of high quality built on the basis of solid academic and career programs in an environment that is truly both supportive and challenging. We do our best to help students succeed and grow in every way on this campus—intellectually, socially, and physically. At the same time, we ask students to take responsibility for their own education and to take advantage of the opportunities that are here, both in and outside the classroom.

Lawson State offers a variety of programs of high quality and distinction. The faculty is committed to teaching and takes this responsibility seriously. You will find that Lawson State’s most important resource is its exceptional and dedicated people. The faculty and staff are responsible for and committed to making Lawson State a place of real distinction and a place where the students come first. Moreover, Lawson State takes great pride in our mission. We have the unique task of focusing on the needs and aspirations of the residents in the Birmingham Metropolitan area. We also reach out to the surrounding communities through cooperative programs with the surrounding city schools and area businesses.

This publication is the official guide to programs and services and is a key reference for policies and procedures to assist you in gaining the education and training necessary for a lifetime of success. As you review the 2003-2006 Student Catalog, you will discover that Lawson State Community College offers a comprehensive selection of programs in academic disciplines, applied technologies and community service enrichment courses. Programs of study at Lawson State have kept abreast of advancements in technology. Our number one goal is to prepare YOU with new opportunities.

Thank you for selecting Lawson State Community College.

PERRY W. WARD, PH.D.
Students and Prospective Students:

LAWSON STATE COMMUNITY COLLEGE has become "a way up as well as a way out" for many individuals who have set a goal of improving their opportunities and making life more enjoyable. This two-year College is an integral part of the Alabama educational system that annually enrolls over 100,000 students. Lawson State provides outstanding diverse educational opportunities, and it is especially convenient for those who reside in the Western Jefferson County.

Now more than ever, it is important that we prepare carefully for the job market. It is predicted that individuals in the 21st Century will need a 13.5 education level to be employable above minimum wage. In addition, jobs requiring unskilled labor will rapidly decrease and jobs requiring skilled labor will increase.

I commend the Lawson State faculty and staff contributions to education and I encourage individuals of all ages, who expect to enter the labor market, to assess their job knowledge and skills. If additional training is needed, make a plan of action to acquire the necessary training to upgrade your skills.

Give Lawson State, or another postsecondary institution, a chance to be a part of your way up and way out. You will never regret it. Congratulations and best wishes as you make one of your most important decisions.
How To Use This Catalog

Important Sections

This catalog will be well used during your studies at Lawson State Community College. We suggest that you examine the catalog in its entirety and secure it as a reference. You will find the following sections beneficial during your stay at Lawson State:

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar</td>
<td>5</td>
</tr>
<tr>
<td>Student Developmental Services</td>
<td>11</td>
</tr>
<tr>
<td>Office of Admissions and Records</td>
<td>17</td>
</tr>
<tr>
<td>Office of Financial Aid</td>
<td>36</td>
</tr>
<tr>
<td>Educational Programs</td>
<td>45</td>
</tr>
<tr>
<td>Glossary</td>
<td>152</td>
</tr>
<tr>
<td>Campus Directory</td>
<td>165</td>
</tr>
<tr>
<td>Emergency Procedures</td>
<td>170</td>
</tr>
<tr>
<td>Campus Map</td>
<td>171</td>
</tr>
<tr>
<td>Index</td>
<td>173</td>
</tr>
</tbody>
</table>

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 students' term of attendance. The provisions of this document/publication are subject to change without notice and do not constitute an irrevocable contract between any student and the institution.
August 18, 2003 (Administrators)
Local Professional Development
August 19, 2003 (Total Personnel)
Local Professional Development
August 20-21, 2003
Registration
August 22, 2003
Registration Ends
—Classes Begin/Drop and Add Begin
August 23, 2003
Saturday Classes Begin
August 26, 2003
Drop and Add End
September 1, 2003
School Closed—Labor Day Holiday
September 2, 2003
Classes Resume
September 12, 2003
Last Day to Withdraw and Receive Partial Refund
October 17, 2003
Mid-Term Progress Reports Due
November 3, 2003
Last Day to Withdraw Without Academic Penalty
November 11, 2003
School Closed—Veteran’s Day Holiday
November 12, 2003
Classes Resume
November 24-26, 2003
ACA (Professional Days)
November 27-28, 2003
School Closed—Thanksgiving Holiday
December 1, 2003
Classes Resume
December 2, 2003
Last Day to Withdraw from Classes
December 11, 2003
Last Day of Classes
December 12, 15-17, 2003
Final Examinations
December 17, 2003
Grade Reports Due
December 19, 2003
Duty Day—9 & 12-month Personnel
December 22, 2003
Duty Day—12-month Personnel
December 23-26, 2003
School Closed Christmas Holidays
—12 month Personnel
December 29-31, 2003
Duty Days—12-month Personnel
January 1, 2004
School Closed—New Year’s Holiday
January 2, 2004
Duty Day—12-month Personnel
January 5, 2004
Local Professional Day
January 6-7, 2004
Registration
January 8, 2004
Faculty Duty Day
January 9, 2004
Classes Begin—Late Registration/Drop and Add Begin
January 10, 2004
Saturday Classes Begin
January 12, 2004
Drop and Add End
January 19, 2004
School Closed —Dr. Martin L. King, Jr. Birthday
January 20, 2004
Classes Resume
January 30, 2004
Last Day to Withdraw and Receive Partial Refund
March 5, 2004
Mid-Term Progress Reports Due
March 19, 2004
Last Day to Withdraw Without Academic Penalty
March 22-26, 2004
Spring Break
Faculty and Students
March 22-23, 2004
Duty Days—12 month Personnel
March 24-26, 2004
School Closed
March 29, 2004
Classes Resume
April 23, 2003
Last Day to Withdraw from Classes
May 8, 2004
Last Day of Classes
May 10-12, 2004
Final Examinations
May 13, 2004
Grade Reports Due
May 13-14, 2004
Duty Days—9 & 12-Month Personnel
May 15, 2004
Commencement Exercises
—9 & 12-Month Personnel
May 17, 2004
Duty Day—9 & 12-Month Personnel
May 17-22, 2004
Interim Session (One Week)
May 31, 2004
Memorial Day—School Closed
May 26 – August 11, 2004
Summer Regular Session (Ten Weeks)
ABOUT LAWSON STATE COMMUNITY COLLEGE

May 26 – July 2, 2004
Summer Mini I Term (Five Weeks)
July 6, 2004 – August 11, 2004
Summer Mini-II Term (Five Weeks)

LAWSON STATE COMMUNITY COLLEGE
Academic Calendar—Interim Session 2004

May 17-22, 2004
Interim Session (One Week)
May 17, 2004
Classes Begin
May 21, 2004
Classes End
May 22, 2004
Final Exams for Interim Courses
May 25, 2004
Grades Due

LAWSON STATE COMMUNITY COLLEGE
Regular Term—May 26 – August 11, 2004

May 26, 2004
Registration
May 27, 2004
Classes Begin—Drop and Add Begin
May 28, 2004
Drop and Add End
June 14, 2004
Last Day to Withdraw and Receive Partial Refund
July 2, 2004
Mid-Term Progress Reports Due
July 5, 2004
School Closed—Independence Day Holiday
July 6, 2004
Classes Resume
July 19, 2004
Last Day to Withdraw from Classes Without Penalty
July 23, 2004
Last Day to Withdraw from Classes

August 6, 2004
Last Day of Classes
August 9-10, 2004
Final Examinations
August 11, 2004
Grade Reports Due

LAWSON STATE COMMUNITY COLLEGE
Mini Term I: May 26 – July 2, 2004

May 26, 2004
Registration
May 27, 2004
Classes Begin/Drop & Add Begin
May 28, 2004
Drop & Add End
June 21, 2004
Last Day to Withdraw from Classes
June 30, 2004
Last Day of Classes
July 1, 2004
Final Examinations
July 2, 2004
Grade Reports Due

LAWSON STATE COMMUNITY COLLEGE
Mini Term II: July 6 – August 11, 2004

May 26, 2004
Registration
May 27, 2004
Classes Begin/Drop & Add Begin
May 28, 2004
Drop & Add End
July 6, 2004
Classes Begin
July 23, 2004
Last Day to Withdraw from Classes
August 10, 2004
Final Examinations
August 11, 2004
Grade Reports Due
MISSION AND GOALS

Lawson State Community College is a comprehensive, multi-campus, public two-year college serving the metropolitan area of Birmingham, Alabama. The College's programs and services provide accessible, affordable, high-quality postsecondary education that prepares students to enter the job market; allows them to transfer to senior colleges and universities; and assists them in achieving their professional and personal goals. Through its programs and services, the College provides higher educational opportunities and supports the economic growth of the community.

The mission is further defined by the following Institutional Long-Range Goals:

- To provide education and training programs for diversified employment in industry, business, and government.
- To provide university parallel programs.
- To provide developmental education programs.
- To maintain active programs of student personnel services.
- To provide programs and facilities for community services and continuing education.
- To determine the educational needs of the community through long-range planning and research.
- To encourage participation in the decision-making process by all constituents served.
- To facilitate and promote effective uses of technology for instruction, life-long learning and student development in the institution, workplace and community.

ABOUT THE COLLEGE LOCATION

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.

HISTORY—Lawson State Community College, originally known as Wenonah State Technical Junior College, was established by the Legislative Act Number 93, May 3, 1963. The first president assumed the responsibilities of that office on October 30, 1964, and the initial classes began on September 30, 1965.

Lawson State has experienced three name changes:

- August 22, 1966 Wenonah State 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)

Wenonah State Technical Institute was established in 1949 as a result of the Wallace-Patterson Trade School Act of 1947 and the first class was admitted in 1950.

FACILITIES—Lawson State Community College is located at 3060 Wilson Road, Southwest in Birmingham, Alabama. The West Campus, located on the northern side of Wilson Road, consists of six buildings on 45 acres of land. The buildings are:

- Administration
- Learning Resource Center
- Science
- Academic
- Arthur Shores Fine Arts
- Leon Kennedy Student Center

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

- A. G. Gaston Administration Building
- Ethel Hall Health Professions Building
- One-Stop Center
- George Howard Building
- Shop Buildings #1 and #2
- Small Business Center
- W. Fred Horn High Technology Building

ABOUT THE COLLEGE SERVICES

FOOD SERVICES—Food services are available in the Leon Kennedy Center. Hot meals are available 8:00 a.m. through 2:00 p.m., Monday through Friday. Vending machines are located throughout the campuses.

BOOKSTORE—The Bookstore is located in the Leon Kennedy Student Center as a service to students, faculty, and staff. The bookstore provides non-academic items such as: greeting cards, Cougar Sweatshirts, Windbreakers, Lawson State Cougar Decals, postage stamps, watches, snacks, candy, etc.
ABOUT LAWSON STATE COMMUNITY COLLEGE

HOUSING—Lawson State Community College is a commuter institution designed to serve residents of surrounding area and does not provide housing for its students.

LEARNING RESOURCE CENTER (LRC)—The Learning Resource Center at Lawson State is located in the Academic Building D on the West Campus. Its mission is to provide the informational, educational, and cultural needs of the faculty, students, and extended community by providing quality services and resources.

The LRC holdings include approximately 27,000 volumes, more than 167 periodical subscriptions, 580 video-cassettes, and 10,000 microfilm and microfiche of back issues of magazines and newspapers. The LRC provides public-access to the Internet through workstations with the World Wide Web browsers, Microsoft Office software and information via CD-ROM and online databases. A collection of scholarly, essential, electronic information resources is accessed through the Alabama Virtual Library (AVL). Home access to the AVL is also provided for students and faculty through Lawson State’s LRC.

Additionally, the LRC serves its clientele with reference assistance, photocopying, orientation, and LRC instruction.

INCLEMENT WEATHER PROCEDURES

When inclement weather or other conditions indicate that the College needs to close, local radio and television stations will normally be notified before 6:30 a.m. for day classes and before 4:00 p.m. for evening classes. Information will also be available through the College switchboard, 925-2515, whenever possible.

See page 170 for more information regarding the proper procedures for fire and tornado safety.

CHILDREN ON CAMPUS

In order to retain the proper decorum for the delivery of college-level instruction in the classroom, students enrolled at Lawson State Community College are not permitted (except under the circumstances stated herein as an exception to the general policy) to bring children to College classrooms, labs, or shops, regardless of the age of the child. Nor should students leave unattended children in any building or on any grounds of the College at any time. An exception to this policy can be made with the approval of the respective instructor if the child of a Lawson State Community College student is a high school senior, or at least 18 years of age, and is a prospective student at Lawson State Community College.

In such a case, the student may be allowed to bring the child to no more than one session of each course the student is taking.

In addition, in the interest of the safety, unless 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 times that the young person is on any campus of Lawson State Community College. Furthermore, it is not permissible for any person to leave a child in custodial care on any premises of Lawson State Community College while attending classes or extracurricular activities. It is recommended that Lawson State Community College 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.

This policy applies to all students, guests, and visitors of Lawson State Community College. Lawson State Community College will not be liable for any injury, or property loss/damage, suffered by any party as a result of a violation of this policy.

Keep Abreast of All Current Campus Activities:

http://www.lawsonstate.edu/calendars/semesters.html

Or

Visit Our Home Page At:

http://www.lawsonstate.edu
ABOUT LAWSON STATE COMMUNITY COLLEGE

Governor Bob Riley
State Capitol
Room N-104
600 Dexter Avenue
Montgomery, Alabama 36130
334-242-7100
President

Dr. Roy W. Johnson
Chancellor of Alabama College System
401 Adams Avenue
Montgomery, Alabama 36104
334-242-2900
Secretary & Executive Officer

Vacant –
District I

Mrs. Betty Peters
3507 Huntington Place
Dothan, Alabama 36303
334-793-9303
District II

Mrs. Stephanie Bell
3218 Lancaster Lane
Montgomery, Alabama 36106
334-272-2777
District III

Dr. Ethel H. Hall, Vice President
7125 Westmoreland Drive
Fairfield, Alabama 35064
205-926-6093
District IV

Mrs. Ella B. Bell
2634 Airwood Drive
Montgomery, Alabama 36108
334-229-6806
District V

Mr. David F. Byers, Jr.
2 Metroplex Drive Ste 111
Birmingham, Alabama 35209
205-263-2400
District VI

Mrs. Sandra Ray
2008 University Blvd
Tuscaloosa, Alabama 35401
205-758-7777
District VII

Dr. Mary Jane Caylor
P. O. Box 18903
Huntsville, Alabama 35804
256-489-0541
District III

MR. T. A. LEWIS (PRESIDENT)
President/Founder
T. A. Lewis & Associates, Inc.
The Overlook Building
3620 Eighth Avenue, South
Birmingham, Alabama 35222
Length of Term = 3 Years

DR. PEGGY SPARKS (SECRETARY)
Senior Executive
Director of Parenting, Community,
and Students Support Programs
Birmingham City Schools
417 28th Street, South
Birmingham, Alabama 35233
Length of Term = 3 Years

MR. ROBERT DICKERSON (TREASURER)
Executive Director
Birmingham Business Resource Center
110 12th Street, North
Birmingham, Alabama 35203
Length of Term = 3 Years

MR. GEORGE ADAMS
Allstate Insurance Company, Owner
901 9th Avenue SW
Bessemer, Alabama 35022
Length of Term = 3 Years

MRS. LURLENE MENCER
Retired Faculty Member
865 51st Street West
Birmingham, Alabama 35204
Length of Term = 1 Year

MR. JORDAN FRAZIER
Owner
Midfield Dodge
549 Bessemer Super Highway
Midfield, Alabama 35228
Length of Term = 2 Years

MR. ROBERT E. JOINER
President
Joiner Fire Sprinkler Co., Inc.
104 39th Street North
Birmingham, Alabama 35222
Length of Term = 3 Years

MR. ANTHONY UNDERWOOD
Underwood Automotive, Owner
5130 Bessemer Super Highway
Bessemer, Alabama 35020
Length of Term = 2 Years

MR. THEOPHILUS PHILLIPS
Retired Faculty Member
810 61st Street
Fairfield, Alabama 35064
Length of Term = 1 Year

MR. SHELLY STEWART
President
O2 Ideas, Inc.
2160 Highland Avenue
Birmingham, Alabama 35205
Length of Term = 1 Year

MR. BUNNY STOKES
CEO
Citizens Federal Saving Bank
1700 3rd Avenue North
Birmingham, Alabama 35203
Length of Term = 3 Years

DR. PERRY WARD (EX-OFFICIO)
President
Lawson State Community College
3060 Wilson Road, SW
Birmingham, Alabama 35221
(205) 929-6300

MR. THEOPHILUS PHILLIPS
Retired Faculty Member
810 61st Street
Fairfield, Alabama 35064
Length of Term = 1 Year
MEMBERSHIPS/PARTNERSHIPS

Lawson State Community College holds institutional membership in the following organizations:

- Alabama Association of College Registrars and Administrative Officers
- Alabama Association of Counseling Development
- Alabama Association of Student Financial Aid Administrators
- Alabama College Co-op and Placement Association
- Alabama College System Officers
- Alabama College System
- Alabama College Association
- Alabama College System Public Relations Association
- Alabama Council Administration Professional Nursing
- Alabama Deans of Students Association
- Alabama Foreign Student Association
- Alabama Instructional Officers’ Association
- Alabama Junior College Association
- Alabama Junior and Community College Association
- Alabama Vocational Industrial Clubs of America
- Alliance for Community College Innovation
- American Association Registrar and Admission Officers
- American Association of Community Colleges
- American Correctional Association
- Alabama Information Technology Association (AITA)
- American Technical Education Association
- American Personnel and Guidance Association
- American Library Association
- Association of Alabama College Administrators
- Association of Collegiate Business Schools and Programs (ACBSP)
- Association of Information Technology Professionals (AITP)
- Authorized Testing Center (Drake)
- Authorized Testing Center (Pearson VUE)
- College Board (The)
- Commission on Colleges of the Southern Association of Colleges and Schools
- Cooperative Education Association
- Consortium for Manufacturing Competitiveness
- CompTIA
- International Association of Administrative Professionals (IAAP)
- Kappa Beta Delta (KBD) Honor Society
- Microsoft (IT Academy—Microsoft)
- National Association of Colleges and University Business Officers
- National Association for Equal Opportunity in Higher Education
- National Association of Foreign Students’ Association
- National Association of College Stores
- National Association of Student Financial Aid Administrators
- National Coalition of Advanced Technology Centers
- National Junior College Athletic Association
- National League for Nursing
- National Association of Biology Teachers
- Novell Education Academic Partner (NEAP)
- Phi Beta Lambda (PBL)
- Phi Theta Kappa Honor Society
- Southern Association of College Registrars and Administrative Officers
- Southern Association of Community, Junior, and Technical Colleges
- Southern Association of Student Financial Aid Administrators
- Southern Correctional Association
- Southern Council Education Nursing
- Southern Regional Electronic Campus
GENERAL INFORMATION

The Dean of Students is in charge of the Office of Student Development Services. The office provides educational and career assistance to all students enrolled at Lawson State Community College. A staff of professionally trained counselors and assistants are available to assist the individual students in evaluating his or her potential for success as he or she selects a program of study.

ORIENTATION PSY 100

All full-time and part-time degree seeking students and full-certificate students are required to enroll in PSY 100 during their first semester at Lawson State Community College.

Transfer students with fewer than 12 semester hours on their transcript are required to enroll in PSY 100 during their first semester at Lawson State Community College. Transfer students with 12 semester hours or more on their transcript will not be required to enroll in PSY 100 at Lawson State Community College.

The Orientation Program is designed to provide new students with knowledge of the physical environment of the campus and the college community, and to provide the student with specific and individual counseling for initial registration. Provisions will be made for individual conferences among students, counselors and faculty.

Students are encouraged to make wise use of all services made available in the Office of Student Development 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.

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 all students on the first floor of the Leon Kennedy Student Center. Whenever there is a medical emergency, the student health nurse and security should be called. The student health nurse is located on the first floor of the Leon Kennedy Student Center.

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.

SCHOLARSHIPS

Scholarships are awarded each semester to currently enrolled students. New students are awarded scholarships the fall and spring semesters. Lawson State Community College offers several scholarships in the form of tuition waivers. Scholarships in this category include: academic, technical, athletic, leadership, and performing arts. Senior citizen tuition waivers are available for persons 60 years of age or older to attend classes on a space available basis.

In order to apply for a scholarship, all applications must be on file at least two weeks prior to the end of the semester. The Scholarship Committee reviews all completed scholarship applications.

Private scholarships are available based on certain criteria established by the agencies or organizations sponsoring the scholarship. Assistance is also provided for students who transfer to other colleges and universities. For further information, contact Ms. Mattie Crawford at (205) 929-6339.

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 and staff in the Office of Student Development Services.

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 HANDICAP 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

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.

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.

Kappa Beta Delta International Honor Society 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.

Phi Beta Lambda 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
STUDENT DEVELOPMENT SERVICES

group problem conferences, and work in other activities that contribute to the development of desirable leadership qualities.

Students in Free Enterprise (SIFE) is a non-profit organization sponsored by individuals, foundations and corporations. SIFE's mission is to the performance of the American economy by establishing and directing student-generated free market educational programs at the colleges and universities to bring America's collegians and her citizens to a better understanding of current economic issues and a greater appreciation for the free enterprise system.

Student National 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 SNEA is open to all students who plan to enter the teaching profession.

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.

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.

The Sophist Club is sponsored by the Social Science Department and is open to students who are in good standing with the institution and exhibit the desire to enrich their knowledge through program of civic and social growth by active participation in community projects. Activities include field trips, tutorial programs, surveys, municipal court attendance, and voter education.

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.

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.

Afro-American History Club seeks to enlighten students about their Afro-American Heritage and the contributions made to the American society.

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.

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 Theta Kappa Honor Society has as its objective to promote scholarships among students with superior achievement.

Vocational Industrial Clubs of America seeks to promote progressive leadership in the field of trade, industrial, and technical education that is competent, aggressive, self-reliant, and cooperative. 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.

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, Afro-American History Month, Career Day, Blue and Gold Week, Blood Drive, Martin Luther King, Jr. Celebration, Vocational Education Week, Health Fair, Homecoming, Art Exhibition, Honors Convocation, Graduate/Alumni Banquet, President's Brunch, and Commencement.

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,
volleyball, field and track, cross-country, tennis, golf and
swimming.

**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 student development services
immediately. Students desiring an identification card
should contact the Business Office. A fee of $25 is
assessed for the second ID.

**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 association is to establish and maintain a
mutually beneficial relationship between the alumni and
the College by promoting fellowship among the alumni,
continuing at the advancement of the educational
process, and upholding the high standards instilled by
Lawson State Community College.

Benefits of this membership include life-time job
placement services; the use of College facilities such as
the bookstore, library, and physical education facilities;
communication through various publications; and other
benefits and privileges.

**Contact Information:** Janice Orange, Counselor and
Coordinator of Alumni Activities—205-929-6396

**ADVISEMENT**

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.
Students are assigned to their advisors through the Office
of Admissions and Records with input from the
department chairperson according to their program of
study. Academic advisement is a function performed by
the counseling staff and faculty.

**COUNSELING**

The counseling staff provides professional guidance and
counseling services. The counselors offer assistance in
choosing an appropriate program of study. Thereafter, it
is recommended that students meet with a counselor or
advisor on a regular basis to review degree plans and
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.

**STUDENT ASSESSMENT**

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; and transient students.

9. Students who are transient.

It is the student's responsibility to have ACT, SAT, or COMPASS scores on file with the assessment coordinator at Lawson State. The assessment coordinator is located in the Leon Kennedy Student Center (Room F221).

**Placement Testing for Transfer Students**

Transfer students who have less than 24 semester hours on their transcript and who have not taken reading, English, and mathematics courses will be required to take the battery of placement tests administered to new students at Lawson State Community College.

Transfer students with greater than 24 semester hours on their transcript and who have not taken reading, English, and mathematics courses will be required to take the battery of placement tests 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.

Job profiling is the process of determining the basis skills that a person needs to do a specific job successfully. An ACT trained and licensed profiler is available on campus to perform this task. The profiler meets with actual employees, subject matter experts, and others involved in the job assignment. Together, the team develops a list of tasks required to perform job assignments within a company.

Lawson State Community College students in career/technical programs take the WorkKeys assessment during their first semester at the college. If their assessment scores fall below the scores needed for work in their field of study, they are encouraged to take advantage of 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.

Students finishing career/technical programs with degrees or certificates also take an exit WorkKeys assessment. Thus, in addition to their technical competencies, they will have documentation of their workplace skills.

Testing accommodations are available for students with documented disabilities. Students needing accommodations must contact the ADA Compliance Officer, Mrs. Janice Williams, (205) 929-6383, for special accommodations.

**Career/Job Placement Services**

Job Placement and the Career Education Center function 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.

**TRIO**

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 three programs: Upward Bound, Student Support Services and Math and Science Initiative with the ultimate goal to assist participants in postsecondary education. Each program has its own goals, objectives and clientele.
EXPECTATIONS—PARENTS are expected to provide the support and encouragement necessary for the student to improve their class participation, attendance, and grades. STUDENTS are expected to enter the program voluntarily and to fully understand that it is a program intended to improve their academic skills and to help identify their educational goals. It is expected that students adhere to the following guidelines:

- Maintain excellent school attendance.
- Maintain grades to the best of their abilities.
- Maintain cooperative behavior with school personnel, program staff and fellow students.

Students are eligible if they:

- Have completed the eighth grade.
- Have a need for additional academic support in preparation for a postsecondary education.
- Have potential for success in postsecondary education.
- Meet the United States Department of Education family income guidelines and/or first generation college student.

HOW MUCH DOES IT COST?—There is no cost to the students enrolled in the program or to the family, just the investment of time and enthusiasm.

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

  **Mrs. Janice Orange (Interim)**
  Coordinator of Upward Bound, Math and Science
  jorange@lawsonstate.edu
  205-929-6449

  **Ms. Sandra Howard (Interim)**
  Coordinator of Student Support Services
  showard@lawsonstate.edu
  205-929-6397

The Annual L-Day activities for our graduates – Fun for the ENTIRE FAMILY.
ADMISSIONS AND RECORDS

Mr. Darren Allen, Director
Office of Admissions and Records
Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221

Phone: 205-929-6309
Fax: 205-923-7106
dallen@lawsonstate.edu

OFFICE OF ADMISSIONS AND RECORDS
A Department of Student Development Services
Web Site:
www.lawsonstate.edu/admissions/admissions2.html

- Up-to-Date News
- Admission Forms
- Admission Requirements
- College Costs
- Policies and Procedures

Hours of Operation:

Monday - Thursday
8:00 a.m. - 7:00 p.m.

Friday
8:00 a.m. - 5:00 p.m.

OFFICE OF ADMISSIONS AND RECORDS

The Office of Admissions and Records handles registration each semester for credit classes. This office provides transcripts of student academic records (official and student copies), and verification and certification of enrollment status. In addition, the office processes grade changes, orders and issues certificates and degrees, and processes name and address changes. Specific registration information is contained in instructions distributed before each semester begins.

REGISTRATION

Registration is held each semester according to scheduled dates and procedures published in the semester schedule. 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.

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 and Records 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.
STUDENT CLASSIFICATION

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>A student who is enrolled for a majority of course work scheduled before 5:00 p.m.</td>
</tr>
<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.

ADMISSION OF FIRST-TIME COLLEGE STUDENTS

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

ADMISSION TO COURSES CREDITABLE TOWARD AN ASSOCIATE DEGREE

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

- Applicants who hold a diploma issued at a regionally and/or state accredited high school are eligible for admission. Applicants who hold a certificate or any other award issued in lieu of a diploma are ineligible for admission.
- Applicants who have attended a non-accredited high school may be admitted upon presentation of a transcript indicating successful completion of courses of study on the secondary level. In addition, the courses must be based on the minimum of Carnegie units required by the state’s educational agency at the time of award. These students must have achieved a minimum score of 16 on the ACT test or equivalent score on the SAT or passage of the Alabama High School Graduation Exam (AHSGE).

- Applicants who cannot comply with either condition above may submit a Certificate of High School Equivalency
- GED Certificate issued by Alabama or other state departments of education.
- All first-time students must take the English, Reading, and Mathematics Placement Test (COMPASS). Contact the Office of Student Development Services for information on placement.
- Lawson State may establish additional admission requirements to specific courses or occupational degree programs when student enrollment must be limited or to assure ability to benefit.

ADMISSION TO COURSES NOT CREDITABLE TOWARD AN ASSOCIATE DEGREE

Lawson State Community College, as mandated by the State Board of Education, has an open door policy. Lawson State admits students who do not have a high school diploma or a GED Certificate into certain programs. The courses taken in the programs are not creditable toward an associate degree when the student demonstrates an “ability to benefit” in the programs. Students admitted under these provisions shall be classified as “Non-Degree Eligible” students.

Under the ability to benefit provisions, applicants MUST ENROLL IN COURSES NOT CREDITABLE toward an associate degree. Therefore, the courses must reflect a career technical certificate program. All applicants must:

- Be at least 16 years of age.
- Not have been enrolled in secondary education program for at least one calendar year (or upon the recommendation of the local superintendent).
- Have specifically documented ability to benefit.
- Be a student without a high school diploma or GED Certificate, who wishes to enroll in designated ability to benefit programs and courses, must take an ability to benefit test. The GED coordinator arranges for an independent tester to administer the “ability to benefit” test to determine if the student can enter one of the designated programs. The students must achieve a minimum score to enter one of the designated ability to benefit programs.

These programs are as follows:

- Automotive Body Repair
- Barbering
- Cabinetmaking
- Carpentry
- Clerical Technology
- Commercial Foods/Culinary Arts
- Cosmetology
• Fashion Merchandising
• Masonry
• Nail Care
• Plumbing
• Soft Home and Commercial Furnishings

Lawson State may establish additional requirements to specific courses or occupational degree programs.

UNCONDITIONAL ADMISSION OF FIRST-TIME STUDENTS

For unconditional admission, applicants must have completed the college placement exam and have on file the following documents:

• A completed application for admission.
• Completion of a college placement program.
• A Selective Service Verification Form (if appropriate).
• An official transcript from a regionally and/or state accredited high school and/or college.
• An official transcript showing student has completed any required high school prerequisites (for example: a student may not take English Composition until all required high school English courses have been completed) or an official GED Certificate.

For admission to courses not creditable toward an associate degree, applicants must have on file documented ability to benefit if he or she plans to receive financial assistance.

CONDITIONAL ADMISSION OF FIRST-TIME COLLEGE STUDENTS

Applicants who do not have on file an official transcript from the high school or college(s) attended or an official GED Certificate, but who have completed a college placement exam, may be granted conditional admission.

Applicants will not be allowed to enroll for a second semester unless the requirements for admissions are satisfied. If requirements are unsatisfactory, grade reports will not be issued.

ACCELERATED HIGH SCHOOL PROGRAM

Lawson State Community College offers qualified high school juniors and seniors the opportunity to enroll in the accelerated high school program. During the junior and senior years in high school, a student may take college courses that will fulfill college requirements. Upon graduation from high school, the student may continue at Lawson State or transfer the college credits to another postsecondary institution.

Eligibility

• The student must have successfully completed the 10th grade.
• The student must submit a completed application for admission with an official transcript attached.
• The student must have completed any required high school prerequisites (for example: a student may not take English Composition until all required English courses have been completed).
• The student must have a minimum cumulative "B" average with certification from the principal and/or designee certifying the student’s GPA and recommending admission to the program.
• The student must meet the entrance requirements in order to receive transferable credits.
• The student may enroll in 3 semester hours per fall and spring semester and 6 semester hours during the summer.
• Parental permission to 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.
• The student must provide proof of a minimum of 16 ACT composite score if he/she is enrolled at a non-accredited high school.
• Students may enroll in career occupational/technical courses/programs in accordance with guidelines of the Department of Postsecondary Education.
• Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission from the student’s principal or superintendent.
• All college credit completed at Lawson State Community College prior to earning the high school diploma or GED is conditionally awarded. The student’s transcript will read “CONDITIONAL CREDIT” until the Office of Admissions and Records has received an official high school transcript showing the date of graduation.
• EXCEPTIONS may be granted for a student documented as gifted or talented according to the standards included in the State Plan of Exceptional Children and Youth. Exceptions apply only to bullets #1 and #3 above.

DUAL ENROLLMENT/DUAL CREDIT FOR HIGH SCHOOL STUDENTS

Lawson State Community College is authorized to establish Dual Enrollment/Dual Credit programs with local Boards of Education in the college service area. Courses offered by postsecondary institutions shall be of
postsecondary level. Enrolled students must pay their
college tuition as required. This program allows qualified
high school students to earn dual credits for a high school
diploma and/or a postsecondary degree.

- The student must be in grade 10, 11 or 12.
- The student must complete an Application for
  Admission with an official transcript attached.
- The student must have written approval from the
  appropriate principal and the local superintendent of
  education that the student be admitted in this
  program.
- The student must have a “B” average in completed
  high school courses.
- The student must meet the entrance requirements in
  order to receive transferable credits.
- The student must have six semester credit hours at the
  postsecondary level that equal one credit at the high
  school level in the same or related subject. Partial
  credit agreements shall be developed between
  Lawson State and the local Board of Education.
- Student may enroll in career occupational/technical
  courses/programs in accordance with guidelines of
  Department of Postsecondary Education.
- Students enrolled in courses offered during the
  normal high school day on or off the high school
  campus shall have prior permission from the
  students' principal, superintendent, and President of
  Lawson State Community College.
- EXCEPTIONS may be granted for a student
  documented as gifted or talented according to the
  standards included in the State Plan of Exceptional
  Children and Youth. EXCEPTIONS apply only to
  bullets #1 and #3 above.

TRANSFER STUDENT ADMISSION

Admissions requirements for transfer students that
provide for acceptance of coursework, completed at other
regionally accredited colleges or postsecondary technical
institutions, are as follows:

- Only those courses completed at other regionally
  accredited colleges or postsecondary technical
  institutions, with a minimum grade of “C” will be
  accepted for transfer.
- Credit extended to an applicant will be granted based
  on a comprehensive evaluation of the applicant's
  demonstrated and documented competencies and
  formal training. All transfer students must complete
  at least 40% of the selected program of study at
  Lawson State to receive a degree or certificate.

- Transfer students whose cumulative grade point
  average is less than 2.0 on a 4.0 scale will be
  admitted ONLY on academic probation and will
  adhere to the same probation and suspension
  requirements as returning students at Lawson State.
- Any applicant who is on temporary academic
  suspension from another postsecondary institution
  may be considered for admission upon appeal to
  Admission/Appeal/Grievance Committee.
- Students from other institutions who are on
  permanent academic suspension after 12 months will
  be admitted on probation.
- Any applicant who has been suspended from another
  institution for disciplinary reasons will not be
  considered unless appealed to the Dean of Students.
- Transfer students are required to submit official
  transcripts from all regionally accredited
  postsecondary institutions attended.
- Students who have earned fewer than 24 semester
  hours or 36-quarter hours must also submit a high
  school transcript and meet freshman admission
  standards.
- Transfer students who hold a bachelor's degree must
  submit the transcript from the institution granting the
  degree.

Acceptance of credits and application of credits to a
special degree program are two separate processes.
Students MUST consult an academic advisor for degree
applicability within the desired degree program. However, students must demonstrate completion of
prerequisites before permitted to register in certain
courses.

All admissions material must be on file in the Office of
Admissions and Records by the end of the student's first
semester of enrollment at Lawson State. Students will not
be allowed to enroll the second semester until all
requirements have been met.

TRANSIENT STUDENT ADMISSION

A student enrolled at another institution may secure
permission from that institution to enroll at Lawson State
Community College as a transient student by submitting
an Application for Admission and a Transient Student
Form completed by an official of the primary institution.
Transient students ARE NOT required to submit official
transcripts of their previously earned credits at other
postsecondary institutions.

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.

INTERNATIONAL STUDENT ADMISSION

The admissions requirements of U.S. citizens and all international students must meet the following requirements:

- Present a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) (Exempt countries on file in the Office of Admissions and Records).
- Satisfy the requirements for the Immigration and Naturalization Service and complete forms necessary for attendance at Lawson State Community College.
- Present an F-1 Visa from another institution (for full-time status).
- Submit a $2,000 deposit, an affidavit of financial support, and a complete financial statement of the parent, guardian, or sponsor. The statement should include information regarding savings and checking accounts, certificates of deposit, and any other liquid assets.
- The deposit ($2,000) may not be withdrawn from Lawson State’s account until the student has completed two full-time semesters.
- Purchase and maintain medical insurance coverage equivalent to $50,000 in U.S. currency per injury or illness, including repatriation. *(Premiums to be paid in the Business Affairs Office at registration).*
- Provide notarized medical report from a physician attesting to good health of the international applicant.
- Provide an F-2 Visa and meet admissions requirements. *(All documentation must be translated into English).*
- Provide an F-1 Visa—for transient status. The transient status will only be in effect for one semester under the following conditions:
  - The Visa MUST be presented in advance (before enrollment).
  - A letter must be received from the institution recommending and approving specific courses.
  - F-1 Visa holders are required to be enrolled full-time (12 semester hours) and should be progressing satisfactorily toward a degree.
  - Tuition for international students is two (2) times that of residents of the state of Alabama.

- Lawson State Community College does not provide dormitory facilities; therefore, all international applicants must secure private housing.
- The Dean of Students will make the final decision for acceptance of international students who have met the preceding conditions.
- Applicants are responsible for all consulting costs incurred in processing immigration forms.
- Applicants MUST take the COMPASS exam before being admitted to Lawson State and register for the appropriate English and reading courses during the first semester and each successive semester until all requirements are met.

SELECTIVE SERVICES REGISTRATION POLICY

All males between the ages of 18 and 26 are required by Act No. 9-584, effective January 1, 1992, to register with the Selective Service prior to enrollment at Lawson State Community College. Submission of proof of registration with the Selective Service is a prerequisite to enrollment.

READMISSION REQUIREMENTS

Prospective students who were previously enrolled are required to complete the following steps to reapply for admission to Lawson State Community College:

- Update information on the Application for Admission Form if information is no longer accurate.
- Retake COMPASS placement exam, if needed.
- Request transcripts from other colleges and universities attended to be sent to the Office of Admissions and Records at Lawson State Community College, if such transcripts are not in the student’s academic record.
- Submit Selective Service Verification if appropriate.
- Assignment of appropriate catalogue.

*A returning student who is on academic or disciplinary suspension from any other college(s) must appeal to the Dean of Students.*
POLICIES AND PROCEDURES

STATEMENT OF CATALOG
RESPONSIBILITY

Generally, the student is bound to the program requirements in effect at the time of the student's initial registration at the College. However, if the student is not enrolled for a semester or more (excluding summer semester), the catalog which is current when the student returns to the College will become the catalog in effect. When a student changes his or her program, the catalog at the time of the change becomes the catalog in effect. As courses and program requirements are revised to the extent that it becomes impossible for the student to meet the requirements of the original catalog in effect, it may become necessary for the student to conform to the requirements published in the most recent edition of the catalog.

This Catalog is the official announcement of the program requirements and regulations of Lawson State Community College. Students enrolling in the College are subject to the provisions stated herein. Statements regarding programs, courses, fees, and conditions are subject to change without advance notice.

CLASS ATTENDANCE

Attendance is expected in all classes. Instructors' expectations are high and classes are challenging; therefore, students who are absent may experience difficulty in meeting expected outcomes of the course.

Students are expected to attend class on time and are expected to remain in class for the duration of the published class time. Student absences are calculated from the first day of classes. For the purpose of financial aid, attendance the first day of class is a must. When a student registers late, the classes that the student missed from the first scheduled class date are counted as absences.

If a student has an absence deemed excusable by the instructor, the instructor may give the student an opportunity to make up the work missed. The manner in which make-up work is administered is left to the professional discretion of the instructor. The instructor's policies regarding make-up work shall be clearly defined in the syllabus to be distributed on the first day of class. Any missed material may not be re-taught by the instructor.

The student is responsible for providing documentation of the reason for absence, if such is required by the instructor. The absence will be considered excused only if extenuating circumstances are documented. A student must be able to verify such extenuating circumstances as sickness, death in the immediate family, military, or certain legal obligations. Work-related excuses, childcare, and travel are not generally considered as excused absences.

Some programs require attendance for program accreditation or certification. Students should consult departmental policies or guidelines for details.

A student participating in approved College activities should make every effort to arrange class responsibilities around the schedule of approved activities so that no hardship is placed on other class members or the instructor. Instructors are not required to "re-teach" classes for students who miss class for any reason. Since many events are scheduled ahead of time, the Dean of Students and the coach or sponsor of the activity may notify instructors at the beginning of the semester of all anticipated absences.

Attendance at final examinations is mandatory. Such examinations are administered in all academic subjects at the end of each semester in accordance with an examination schedule issued by the Dean of Instruction or designee. Any student who must miss a final examination has the responsibility of notifying his or her instructor to make arrangements to take the final examination on an alternate date, if possible.

NOTE: 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 Financial Aid.

STANDARDS OF HONESTY

Lawson State Community College is conducted on the principle of honesty. Lawson State regards dishonesty, cheating, plagiarism, or knowingly furnishing false information to Lawson State, as serious offenses. It is expected that cases of dishonesty will first be considered at the department-faculty level, the matter will follow procedures in accordance with the Code of Student Conduct.

CHANGE OF PROGRAM

Students may change their program by completing a "Program Change Form", which is available in the Office of Admissions and Records. The division dean/director for the new program will be asked to evaluate the student's transcript. Following the evaluation, the student's permanent record will indicate a change of program. Only Lawson State Community College grades,
accepted through the Vice President or Divisional Administrator’s evaluation, will be considered in computing the Lawson State Community College grade point average. Credits successfully earned, prior to the change, will be applied toward the new program.

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.troyst.edu.

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 Office of Admissions and Records.
- 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 A COURSE

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 Office of Admissions and Records before it is official.

No course may be dropped or added after the date designated for such by the College calendar.

STATUTE OF LIMITATIONS FOR COURSES

Acceptance of some courses that were taken five years of more may be recommended for approval by the appropriate departmental chairperson to the chief academic officer.

WITHDRAWAL

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 to receive a “W”. The deadline for withdrawals is specified in semester schedule. “WF” or “WF” grades will be assigned for courses(s) withdrawn after the deadline specified in semester schedule. The Vice President must approve “exceptions” to this policy.

Withdrawal procedures must be initiated in the Office of Admissions and Records. The withdrawal form must be submitted to the Office of Admissions and Records with appropriate signatures before it is official.

Students who stop attending classes for any reason should not expect the instructor to withdraw them. It is the student’s responsibility to withdraw officially by completing the withdrawal form in the Office of Admissions and Records by the deadline date published in the semester schedule.

CREDIT FOR NON-TRADITIONAL ACADEMIC WORK

Credit By Examination

Students who wish to enter the Nursing Education Mobility Program and seek college credit for nursing courses by examination, may write the ACT PEP Examination in Fundamentals of Nursing and Maternity Nursing. Successful completion is to receive a minimum score of 45 on each examination. Credit for the course(s) will be given and the grade recorded depends upon the score. The student may take the examination only once. Credits by examination will be applied toward graduation requirements. The student’s record will indicate credits by examination. Quality points are computed for the grades.

ADVANCED PLACEMENT

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.
ADMISSIONS

COURSE LOAD

Students are classified according to the following minimum schedule:

<table>
<thead>
<tr>
<th>Credit-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>13-18</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>
<tr>
<td>Financial Aid and Veterans Benefits (1/2 allowance)</td>
<td>6-8</td>
</tr>
<tr>
<td>International Students (F-1 Visa)</td>
<td>15</td>
</tr>
<tr>
<td>Social Security Benefits</td>
<td>12</td>
</tr>
</tbody>
</table>

Students who plan to register for 20 or more credit hours must secure approval from their academic advisor and the Vice President and Dean of Instruction.

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.

TRANSFERRING TO LAWSON STATE FROM ANOTHER COLLEGE

Any applicant who has previously attended another college will be considered a transfer student and will be required to furnish an official transcript of all work attempted at all institutions before he or she will be considered for admission.

- Courses completed at other regionally accredited postsecondary institutions with a passing grade of "C" or better will be accepted for transfer. A higher grade may be required in said course for in-state students.
- Credit extended to an applicant for graduation requirements will be granted based on the applicability of previous courses accepted for the requirements of the degree pursued. All transfer students must complete at least 25% of other programs at Lawson State.
- Transfer students whose cumulative grade point average is less than 2.0 on a 4.0 scale will be admitted only on academic probation and will be subject to the same probation and suspension regulations as returning students at Lawson State. Transfer students admitted on academic probation will have course grades of "C" or better accepted for transfer.
- Any applicant who is on temporary academic suspension from another postsecondary institution may be considered for admission to Lawson State upon appeal to Lawson State’s Office of Student Development Services.
- Students from other institutions who are on permanent academic suspension may, after twelve month’s duration, be considered for admission upon appeal to Office of Student Development Services.
- Any applicant who has been suspended from another institution for disciplinary reasons will not be considered for admission to Lawson State except upon appeal to the Office of Student Development Services.

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 Lawson State student. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA calculations.
- A transfer student who is admitted on academic probation retains that status until the student has attempted at least 12 credit hours at the institution. If, at the conclusion of the semester, in which the student has attempted a total of 12 or more credit hours at the institution, the cumulative GPA (at the institution) is below 1.5, the student is suspended for one semester. The transcript will read: Suspended—One Semester.
- If, at the conclusion of the semester, in which the transfer student is admitted on academic probation has attempted a total of 12 or more credit hours at the institution, the cumulative GPA at the institution is 1.5 or above, the student’s status is clear.

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 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.

TRANSCRIPTS OF GRADES

Information on a student's academic performance is available on a semester basis via transcript records and Lawson State's website (http://www.lawsonstate.edu)

Transcripts are sent only upon written request of the student. 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.

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: Transcripts will not be released without a signature.

Requests may be mailed to:

Lawson State Community College
Office of Admissions and Records
3060 Wilson Road, SW
Birmingham, AL 35221

Requests may be faxed to: (205) 923-7106

It is the policy of Lawson State Community College not to issue transcripts of other colleges and schools. Official transcripts will be mailed to other institutions by written request only.

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 registration 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.

CHANGE OF ADDRESS

A student should report a change of address on forms available in the Office of Admissions and Records.

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>Grading Scale For Programs Of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
</tr>
<tr>
<td>B</td>
</tr>
<tr>
<td>C</td>
</tr>
<tr>
<td>D</td>
</tr>
<tr>
<td>F</td>
</tr>
<tr>
<td>AU</td>
</tr>
<tr>
<td>I</td>
</tr>
<tr>
<td>S</td>
</tr>
<tr>
<td>U</td>
</tr>
<tr>
<td>W</td>
</tr>
<tr>
<td>WF</td>
</tr>
<tr>
<td>WP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grading Scale for the Nursing Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
</tr>
<tr>
<td>B</td>
</tr>
<tr>
<td>C</td>
</tr>
<tr>
<td>F</td>
</tr>
<tr>
<td>AU</td>
</tr>
<tr>
<td>I</td>
</tr>
<tr>
<td>S</td>
</tr>
<tr>
<td>U</td>
</tr>
<tr>
<td>W</td>
</tr>
<tr>
<td>WF</td>
</tr>
<tr>
<td>WP</td>
</tr>
</tbody>
</table>
NOTE: Some programs and/or courses may require a higher numeric range than the standard noted above.

"A", "B", "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".

"F" is the letter grade assigned to students who fail to meet minimum course requirements. 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.

"W", "WP", and "WF" are letter grades 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. The grade of "WP" may be assigned after the date set for withdrawals and indicates that the student is passing the course at the time of withdrawal. The "WF" may be assigned after the date set for withdrawals and indicates that the student is failing at the time of withdrawal. The grade is punitive and will be calculated as an "F" in the grade point average. Withdrawal from course(s)/program(s) should be initiated by the student. Students must notify the Office of Admissions and Records of their intent to withdraw from a course, courses, or programs.

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 Financial Aid.

Regardless of the circumstances, a grade of "I" must be changed by the end of the following semester, or it will be converted to an F. [NOTE: By policy, a shorter period for make-up work may be designated by the institution; however, most schools use the end of the semester. At LSCC, if a student is seeking federal financial aid, all "I's" 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.

"S" indicates satisfactory completion of course work numbered 0-99 which carry institutional credit and are not acceptable toward degree or certificate requirements. Credit hours are not averaged into the grade point average.

"U" indicates unsatisfactory progress in the course, numbered 0-99 which carry institutional credit and not applicable toward degree or certificate requirements. A student is not allowed to progress to the next course in the sequence until he or she has earned a satisfactory grade.

A student who receives a grade of "U" for two semesters may not take the course a third semester until he or she received special academic advising. The student must appeal through the institutional appeal process before being allowed to enroll in the course for the third time. Credit hours are not averaged in the grade point average.

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 Points</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>
<tr>
<td>WF</td>
<td>0</td>
</tr>
</tbody>
</table>

For more information, a student may contact the Office of Financial Aid.
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 "WF" are assigned. Marks of "S", "U", "W", "WP", "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. Grade changes may occur if legitimate calculation errors are made. The "Change of Grade Form" must be obtained from the Office of Admissions and Records.

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.

**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 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.
- Academic suspension – one year.

**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).
appropriate, the record will reflect Academic Probation, Academic Suspension—One Term, Suspended—One Semester/Readmitted Upon Appeal, 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 Student Development Services within a designated published number of days of receipt of the notice of suspension. During the meeting to petition for readmission, the student shall be given an opportunity to present a rationale. The decision along 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.

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.

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

**ACADEMIC BANKRUPTCY**

A student at Lawson State may declare academic bankruptcy only once. The student may request in writing, to the Office of Admissions and Records, 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 20 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 20 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. This determination will be made by the respective transfer institution.

**DISMISSAL FROM AN ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS AND CERTIFICATE PROGRAMS**

If the instructor and/or 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 through the due process procedure.

Certain courses of many occupational programs are prescribed in a one or two-year sequential pattern and are offered only once during the sequence; therefore, it is essential that students see their adviser before and during each semester.

Students dismissed from an occupational program under this policy may petition for enrollment in a later class. Re-enrollment may be based on 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).

**HONORS LIST**

**President's List**

The President's List is a semester honor roll for students attaining a grade point average of 4.0 consisting of twelve or more hours of work in any given semester (with no withdrawals and/or incompletes being recorded).

**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 semester hours, and maintain at least a 3.50 average with no grade lower than a "B" and with no withdrawals or incompletes being recorded.

**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. Meet all requirements for graduation within a calendar year from the last semester of attendance.

**REQUIREMENTS FOR GRADUATION IN FULL 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. Meet all requirements for graduation within a calendar year from the last semester of attendance.

**RECEIPT OF DIPLOMA/FULL CERTIFICATE**

In order to receive a diploma and/or full certificate from Lawson State Community College, a student must complete the following:

1. Submit a formal application for graduation in accordance with institutional policy and pay the graduation fee.
2. Fulfill all financial obligations to the College.
3. 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.

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 within one calendar year of the last semester of attendance. The specific date of the commencement exercise is listed in the College calendar. 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 Financial Aid.

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 Dean of Instruction for approval in advance. The statute of limitation is five (5) years.

Policy Statements—Assurance of Compliance with Federal Laws

American with Disabilities Act (ADA)

Lawson State Community College is committed to providing a quality environment to support and assist its students during the academic process. Counseling and other special assistance are available to students with disabilities, with emphasis on the unique needs of the student. The counselor acts as a liaison between Lawson State and the rehabilitation agency to assist the student in every way possible. We strive to create a welcoming environment and will work in good faith to meet the needs of our students. It is the responsibility of the student to notify the ADA Coordinator of his or her need(s) for accommodations and provide documentation of the disability. Prospective students are encouraged to contact the Office of Admissions and Records if assistance is needed in applying for college admission. The ADA Coordinator is Mrs. Janice Williams. Her office is located in the Student Center Room 221 • (205) 929-6383.

Drug Abuse Workplace Policy

Lawson State is committed to the maintenance of a drug-free environment for both employees and students. Lawson State has in operation a drug abuse prevention program which is accessible to all officers, employees, and students.

Drug Free Workplace Policy

As a recipient of Federal contracts and grants, Lawson State Community College complies with the requirements of Public Law 100-690 for a drug free workplace. Lawson State’s policy:

- The unlawful manufacture, distribution, dispensation, or use of a controlled substance is prohibited by Lawson State Community College or any property owned, leased or controlled by Lawson State Community College or during any activity conducted, sponsored or authorized by or on behalf of Lawson State Community College. A “controlled substance” shall include any substance defined as a controlled substance in Section 102 or the Federal Controlled Substance Act (21 U.S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.)
• Lawson State Community College has and shall maintain a drug-free awareness program to inform employees about:
  • The danger of drug abuse in the workplace.
  • Lawson State Community College's policy of maintaining a drug-free workplace.
  • Any available drug counseling, rehabilitation, and employee assistance program.
  • The penalties that may be imposed upon employees for drug abuse violations.
  • All employees of Lawson State Community College shall comply with bullet 1 above.
  • Any employee who is convicted by any federal or state court of an offense which constitutes a violation of bullet 1 above shall notify Lawson State's President in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in PL 100-690, shall mean “a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both”.
  • Pursuant to bullet 4 above, if the President receives a report of conviction of an employee who is working on a project or program funded through a federal contract or grant, Lawson State Community College shall notify, in writing, within ten (10) days any federal agency to whom such notification by Lawson State Community College is required under PL 100-690.
  • In the event that any employee violates bullet 1 above or receives a conviction as described in bullet 4 above, the employee shall be subjected to appropriate disciplinary action, which may include, but not limited to, termination of employment. As a condition of continued employment, to complete satisfactorily, a drug rehabilitation program of a reasonable duration and nature must be in effect.
  • Lawson State Community College shall make a good faith effort to comply with bullets 1-6 above.
  • Each employee of Lawson State Community College shall receive a copy of this policy. The Drug and Substance Abuse Coordinator is Mr. Carl L. Davis. His office is located in the A.G. Gaston Building (East Campus) • (205) 929-6353.

EQUAL OPPORTUNITY POLICY

Lawson State Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI, VII, or the Civil Rights Act of 1964 and Regulations issued thereunder, to the end that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving "Federal Financial Assistance". Any person who believes himself or herself or any specific class of individuals to be subjected to discrimination prohibited by Title VI or by Title XI of the Act and Regulations issued thereunder may, by himself or by herself or by a representative, file with the United States Commissioner of Education or with this institution, or with both, a written complaint. The Title IX Coordinator is Mr. Carl L. Davis. His office is located in the A.G. Gaston Building (East Campus) • (205) 929-6353.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA) TRANSCRIPT POLICY

A. In accordance with the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act (Also known as the Buckley Amendment), the Office of Admissions and Records 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.

B. Facsimile (FAX) Transmission of Records. The Office of Admissions and Records will accept transcript requests by fax. 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, date of birth, approximate dates of attendance, school or organization where transcript is to be forwarded, daytime phone number, and a COPY OF DRIVER'S LICENSE.

The Office of Admissions and Records will honor requests to fax transcripts to other institutions provided a written request by the student is on file in the Office of Admissions and Records. Telephone requests are not honored. A student should be aware that the receiving institution has the right to decline faxed transcripts. Lawson State Community College will accept a faxed transcript only as a working document pending the receipt of an official transcript with the seal imprint and Director of Admissions and Records' signature from the forwarding institution.

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.

D. 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.
E. The College will accept verified faxed transcripts from high schools within Jefferson County as official. However, the College reserves the right to require the official transcript by mail.

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 Student Catalog 2003-2005 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 Director of Admissions and Records 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 Office of Admissions and Records has a list of educational records maintained by the College. The Director of Admissions and Records may require that a college official be present when a student inspects and reviews his/her educational records. A student should submit to the Director of Admissions and Records 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 Director of Admissions and Records 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 Director of Admissions and Records, 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 Director of Admissions and Records.

Amendment of Education Records

A student may ask for amendment of a record that he/she believes is inaccurate in 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.
- 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 Director of Admissions and Records 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.

C. 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 Office of Admissions and Records 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 Director of Admissions and Records.

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 include 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 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 either for or on behalf of the College for the purpose of developing, validating, 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.
- Accredit ing 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 Office of Admissions and Records 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 of the Rehabilitation Act of 1973. The 504 Coordinator is Mrs. Janice Williams. Her office is located in the Student Center, Room 221 • (205) 929-6383.

SEXUAL HARASSMENT POLICY

Lawson State Community College is committed to protect all persons from sexual harassment, intimidation, and exploitation of its students, staff, and campus visitors as prohibited by Title IX of the Education Amendments of 1972 and of Title VII (Section 703) of the Civil Rights Act of 1964. Any person who believes he or she is subjected to such sexual harassment, intimidation, and/or exploitation, should contact the Lawson State Title IX coordinator. The Title IX Coordinator is Mr. Carl L. Davis.

COST TO ATTEND

LAWSON STATE'S FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Returned Check Fee</td>
<td>$25.00</td>
</tr>
</tbody>
</table>
| Assessed to an individual or student whose check(s) is returned to Lawson State due to insufficient funds.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Liability Fee</td>
<td>$64.30</td>
</tr>
</tbody>
</table>
| Assessed to all first and/or second-level nursing students, for malpractice insurance coverage.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation Fee</td>
<td>$40.00</td>
</tr>
</tbody>
</table>
| Attire and associated expenses

Other Punitive Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Fines</td>
<td>(See Student Handbook)</td>
</tr>
<tr>
<td>Library Fines</td>
<td>(See Student Handbook)</td>
</tr>
</tbody>
</table>

**All college fees are subject to change**

REFUND POLICY PARTIAL WITHDRAWAL

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.

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

Administrative Fee

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.

Books and Supplies

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.
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 in the Alabama National Guard, the reserves, or the military who are called to active duty in time of national crisis shall receive a full tuition refund at the time of withdrawal if the student is unable to complete the term due to active duty orders or assignment to another location.

Additional Information

- Pertinent dates affecting withdrawal and late registration are noted on the College calendar.
- When credit hours are added during the drop/add period, additional tuition and fees are charged.
- The refund policy is applicable to tuition, instructional fees and facility renewal fees only.
- Drop/Add period is referred to as registration in the College calendar. This period is specified by dates on a semester-to-semester basis.

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.

Student Insurance

A mandatory accidental protection plan is approved for all students enrolled at Lawson State Community College. This plan is a 24-hour coverage for accidental physical and medical protection up to $1,000 and $150 for dental. Accidental Insurance fee is $10 per semester.

In-State Students

Tuition and Fees Summary

<table>
<thead>
<tr>
<th>No. of Credit Hours</th>
<th>Base Tuition</th>
<th>Facility Fee</th>
<th>Technology Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>516</td>
<td>11</td>
<td>49</td>
<td>576</td>
</tr>
<tr>
<td>2</td>
<td>526</td>
<td>12</td>
<td>52</td>
<td>590</td>
</tr>
<tr>
<td>3</td>
<td>526</td>
<td>12</td>
<td>52</td>
<td>590</td>
</tr>
<tr>
<td>4</td>
<td>526</td>
<td>12</td>
<td>52</td>
<td>590</td>
</tr>
<tr>
<td>5</td>
<td>526</td>
<td>12</td>
<td>52</td>
<td>590</td>
</tr>
<tr>
<td>6</td>
<td>526</td>
<td>12</td>
<td>52</td>
<td>590</td>
</tr>
<tr>
<td>7</td>
<td>526</td>
<td>12</td>
<td>52</td>
<td>590</td>
</tr>
<tr>
<td>8</td>
<td>526</td>
<td>12</td>
<td>52</td>
<td>590</td>
</tr>
</tbody>
</table>

A One Time Charge Of $10 Will Be Added For Student Insurance

Out-Of-State Residents Shall Be Charged 2 Times The Above Basic Tuition Rates.

Fees Will Remain The Same Per Credit Hour.
FINANCIAL AID

Ms. Cassandra Matthews, Director
Office of Financial Aid
Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221
Phone: 205-929-6335
Fax: 205-929-6436
cmatthews@lawsonstate.edu

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
- Scholarship for Dis advantaged Students (SDS)

Title IV Federal Financial Aid Programs that are available include the following:

- Federal Pell Grant
- Federal Work-Study (FWS)
- 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.

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 15, 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 from high school guidance counselors, colleges, universities and libraries. You may also file a FAFSA through the Internet by accessing www.fafsa.ed.gov and follow 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.

QUALIFYING FOR FEDERAL FINANCIAL AID

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 documents submitted.
- Have a high school diploma, GED or have passed an independently administered test approved by the U.S. Department of Education.
- Be an 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 Financial Aid office to find out which documents are required. Approximately 1/3 of all financial aid applications are selected by the federal government for a 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.

**Technical classes require clock-hour conversion to receive Title IV funds.

- Not be convicted of drug possession or drug sale.

RENEWAL OF FINANCIAL AID

Financial assistance is awarded annually (August-May). Students who applied for financial aid in the prior year will receive a Renewal Application by mail from the Federal Processor in December of each year. Awards are not automatically renewed from year to year.

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. Questions regarding the enrollment status of adjusted credit hours should be directed to the Financial Aid Office.

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 in the Business Affairs Office. Students who drop classes will have their Financial Aid adjusted accordingly.

REPAYMENT OF TITLE IV FUNDS

Definitions:

Federal Financial Grant Recipient – Students who receive one or more of the following: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant.
FINANCIAL AID

(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 Office of Student Development Services or the appropriate instructional site. In those cases where a student unofficially withdraws (stops attendance without completing withdrawal process), the withdrawal date is the midpoint (50%) of the term.

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 institutions.

Return of Title IV Funds is a new financial assistance 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 of 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 also be reported to the U. S. Department of Education for collections and the overpayment of grants will be reported to the Student Loan Data System as required by federal law.

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-thirds (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:
  - 12 – 21 Hours 1.50 GPA
  - 22 – 32 Hours 1.75 GPA
  - 33 Hours and Above 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 term 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>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>06</td>
<td>50</td>
</tr>
<tr>
<td>25</td>
<td>12</td>
<td>55</td>
</tr>
<tr>
<td>57</td>
<td>34</td>
<td>60</td>
</tr>
<tr>
<td>72</td>
<td>48</td>
<td>67</td>
</tr>
</tbody>
</table>

The number of hours attempted will be counted as the 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.

- A Title IV Federal financial aid recipient enrolled in a developmental (remedial) course MAY NOT
repeat the course more than three (3) times and continue to receive financial assistance. A Title IV financial aid recipient may not be paid for more than 30 credit hours of developmental work.

- The appeals process is provided in accordance with Federal regulations (Contact the Financial Aid Office). Students cannot drop courses for which they are registered simply by not attending class. An official withdrawal form MUST be submitted to the Office of Admissions and Records. If the student is receiving financial aid, a notification of the amount of aid TO BE REPAID or REFUNDED TO THE ACCOUNT will be sent to the student.

FEDERAL FINANCIAL AID PROGRAMS

FEDERAL PELL GRANT

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).

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

Federal Supplemental Educational Opportunity Grant is designed to assist students who demonstrate an exceptional financial need—students with the lowest Expected Family Contributions (EFCs). Priority is given to Federal Pell Grant recipients who apply early (prior to June 1 for the coming fall semester).

FEDERAL WORK-STUDY

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.

ALABAMA STUDENT ASSISTANCE PROGRAM

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 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 106) to the Office of Veterans Affairs.

Documents pertaining to the Alabama Veterans program may be obtained by contacting the State Department of Veterans Affairs •• 809 Green Springs Highway, Suite 100 •• Birmingham, Alabama 35209.

DOCUMENTATION OF VETERANS

Documents required by the Veterans Administration 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.
- Transcripts from all institutions previously attended.
- Certified copies of divorce papers from any previous marriage by either the veteran or spouse.
- Certified copy of the marriage certificate for current marriage.
- Certified copies of birth certificates of all children.
- 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:

- 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 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 receiving 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.

All veterans should contact the Office of Veterans Affairs during registration in order to complete proper certification with the Veterans Administration.

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 period. A veteran who withdraws after this period, must demonstrate extenuating circumstances, or he or she will suffer loss of payments under the VA educational assistance program.

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 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.

Buy Textbooks Online!

The online bookstore can service all your needs without your ever leaving home.

http://www.e-mbs.com/cgi-embs/search.mac/search?FVCUSNO=40371

New or Used Books • Great Savings • Wider Selection • Fast Delivery • Workbooks & Study Guides
EDUCATIONAL SUPPORT SERVICES

MRS. EVA CARTER, DEAN
Educational Support Services
Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221

Phone: 205-929-6384
Fax: 205-925-1052
carter@lawsonstate.edu

EDUCATIONAL SUPPORT SERVICES
Web Site:
http://www.lawsonstate.edu/campus/sbc.html

- Up-to-date News
- Small Business Center
- Community Outreach and Development
- Job Training/WIA
- Welfare to Work Program
- Day and Extended Day Child Care
- General Motors BSEP
- Literacy GEAR-Up Program
- GED Preparation Class
- Continuing Education Programs

Hours of Operation:
Monday - Friday
8:00 a.m. - 5:00 p.m.

SMALL BUSINESS CENTER
The Small Business Center provides customized training for business, industry, governmental agencies, etc. The Center assists small business owners and prospective business owners with business plans as they relate to starting and/or maintaining a successful small business. The Center provides customized training for business and industry within the community. Further, the Center provides on-going services to the community in such areas as Income Tax Preparation, Home Buyers Seminars, changes as they relate to Social Security and Welfare Reform. The Director of the Small Business Center is Mrs. Eva O. Carter.

GENERAL MOTORS BODY SERVICE EDUCATIONAL PROGRAM (GM BSEP)
The General Motors Body Service Education Program (GM BSEP) is a two-year automotive program designed to upgrade the technical competence and professional level of the "entry-level" technician. The curriculum is jointly designed by General Motors and Lawson State Community College and leads to an Associate Degree in Occupational Technology (AOT). The program involves attending classroom lecture and laboratory at the College and requires the student to work at a General Motors dealership. The Coordinator for the GM BSEP program is Mrs. Vernona Williams. For more information, please contact Mrs. Williams at 205-929-6472.

COMMUNITY OUTREACH AND DEVELOPMENT
The Center for Community Outreach/Workforce Development Center’s primary goal is to enhance Lawson State Community College’s mission through community-related programs and activities. The program areas include:

- Community Planning
- Economic Development
- Job Training
- Health Care
- Child Care
- Continuing Education Programs

JOB TRAINING
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. The applicant must first be certified WIA eligible by the Employment
EDUCATIONAL SUPPORT

Service Intake Unit. Upon determination that the individual is eligible and that training is appropriate, the individual will be referred to the institution.

ADULT BASIC EDUCATION

Lawson State Community College provides an opportunity for students to enroll and complete their GED. Students are prepared for the form and content of the exam with sufficient introduction to the appropriate questions, examples, materials and exercises. A pre-test is given to help assess strengths and weaknesses. Classes meet daily 9:00 a.m. - 3:00 p.m. in the One-Stop Center. For more information, please call 205-929-6469.

WELFARE TO WORK GRANT

Lawson State Community College (LSCC) Western Area Welfare to Work Program (Lawson-Connection) is a collaboration of non-profit and community support agencies committed to building upon the infrastructure of the LSCC One Stop Career Center system. This project is designed to engage and empower Welfare to Work (WtW) clients to become active, constructive members of our community. LSCC provides through program activities access to academic success services and career work experience services combined with supportive services enhanced by incentives for completion, achievement, and recognition. The project reaches out for clients with disabilities and those who are basic skill deficient, on probation and parole, foster youth (18-25), pregnant and parenting teens, and domestic violence survivors. A comprehensive needs assessment is conducted at the One Stop Career Center with special attention being made to issues that may impact education and training. An individual service strategy is designed based on the completed needs assessment for each client. An Employment Specialist assists in the implementation process. Support services include transportation, childcare, substance abuse prevention and mental health services. Eligible WtW clients in the target area who are confused, undecided, or uncertain about their careers and future plans or in need of counseling, employment training and education are offered a program entitled Lawson-Connection. For more information, contact Mr. James Watts at 205-929-6470.

INCOME TAX PREPARATION CLINIC

The purpose of the program is to operate a Low Income Taxpayer Clinic (LITC) to perform the following duties: 1) refer taxpayers who have income tax controversies to the appropriate authorities and 2) inform taxpayers who speak English as a second language about their rights and responsibilities concerning the rules and regulations according to the Internal Revenue Service. For more information, please contact Mrs. Eva Carter at 205-929-6384.

GEAR-UP PROJECT

The Jefferson County Western Corridor Gear-Up Project is comprised of three school systems: Bessemer City, Fairfield City and Midfield City; three colleges: Bessemer State Technical College, Lawson State Community College (a HBCU) and Miles College (a HBCU); and one community based organization, The Heritage Center for Human and Community Development. All members of the partnership have pledge to work in concert to achieve the objectives of (1) 55% of the Gear-Up students will attend college, and (2) prepare 75% of the students and parents to apply and obtain financial aide while utilizing the holistic family approach to address other barriers. These objectives will be accomplished through a series of tasks scheduled over a year's period with quarterly evaluations and case studies to provide continuous improvement.

- Raise student enrollment in college gateway coursework.
- Improve Stanford Achievement Test, ACT and Alabama High School Graduation Exam scores.
- Reduce dropout rates.
- Increase college enrollment upon graduation from high school.

The project began working with seventh grade students during the spring of 2003. Services included tutoring after school and on Saturdays, mentoring, a summer program, family outreach, counseling and career shadowing and preparation. For more information, please contact Ms. Janina Nobles at 205-929-2042.

HUD AFFORDABLE HOME BUILDING PROGRAM

Lawson State Community College has partnered with the Department of Housing and Urban Development (HUD) to spearhead a program to provide quality and affordable housing for low-income families by renovating properties in nearby communities. Students enrolled in programs of carpentry, drafting, plumbing and electrical technology utilize this program to gain live-work experience. The project conducts seminars and CEU workshops for first time homebuyers. For more information, please call 205-929-6474.
EDUCATIONAL SUPPORT

DAY AND EXTENDED DAY CHILD CARE

The day care and community care center is housed on the East Campus in Shop Building No. 2. The center is operating on a schedule to meet the needs of the students, faculty, and surrounding communities. Educational programs are provided and laboratory training for students in child care programs.

Motherly Care (extended day care services) is provided for infants and toddlers. The Jefferson County Department of Human Resources, Child Care Resources and other agencies provide transportation and childcare. The hours of operation are 6:30 a.m. to 10:30 p.m.

Application and referrals for students needing day and extended child care services can be obtained through the Office of Student Development Services.

CONTINUING EDUCATION

Lawson State Community College uses Continuing Education Units as a means of recognizing and recording the efforts of those who satisfactorily participate in the college's continuing education activities.

The Continuing Education Unit is granted for participation in an organized continuing education course under responsible sponsorship, capable direction and qualified instruction. Continuing Education Units (C.E.U.s) are computed on the basis of one unit for each ten (10) contact hours of credit-free conferences, seminars, workshops, courses and similar activities. These C.E.U.s carry no credit for college degree programs and are separate and distinct operation from the college's credit program which leads to the associate degree. Available Continuing Education courses are listed in the semester schedule booklet. For more information, please contact Mrs. Eva Carter at 205-929-6384.

TRAINING FOR BUSINESS AND INDUSTRY

Lawson State Community College offers a full-service center to assist companies in making sound investments in the training of employees. Customized programs are designed to provide each client company with training to meet the particular needs of its management and employees. These courses are delivered in a "just in time" format at the convenience of the client with regard to time and location. For more information, please contact Mrs. Vernona Williams at 205-929-6472.

INSTITUTIONAL RESEARCH AND EVALUATION

The Office of Institutional Research and Evaluation (OIRE) at Lawson State Community College is charged with conducting research and evaluation to support planning and decision making across the campus. Part of this role involves coordinating the collection and dissemination of campus data for both internal and external reporting purposes. The office serves as the source of much official data about the College. Activities include:

- Prepare the annual FACTBOOK.
- Coordinate reporting to State agencies and IPEDS.
- Serve as the liaison for the Department Postsecondary Education and the Alabama Commission on Higher Education.
- Coordinate and report survey results and trends.
- Conduct specialized studies in support of campus needs and priorities.

For more information, contact Dr. Randy Glaze at 205-929-6445.

MANAGEMENT INFORMATION SYSTEMS (MIS)

MIS is responsible for both hardware and software for the total college. MIS consists of an IBM AS/400 mainframe with the AS/400 operating system, five servers and related peripherals. MIS monitors a campus wide local area network that consists of PC's, printers, scanners, file servers, hubs, switches, and a fiber optics backbone. MIS is responsible for keeping the hardware and software on the AS/400 up to date as well as keeping the campus wide local area network updated with the most recent software releases. MIS serves as the liaison between respective vendors and the college regarding services on hardware and software. The department serves as the contact between agencies such as ACCESS software and the Department of Postsecondary Education and the College. Furthermore, the department develops and implements training sessions for faculty and staff at the College. The department consists a director, computer programmer and computer systems operator. For more information, please contact Mr. Ronnie Stephens at 205-929-6381.
EDUCATIONAL PROGRAMS

DR. BRUCE CRAWFORD
Dean of Instruction & Vice President
Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221

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

EDUCATIONAL PROGRAMS

LIBERAL ARTS AND SCIENCES AND COLLEGE TRANSFER PROGRAMS
Dr. Karl Pruitt, Associate Dean
- Chairperson of Mathematics and Natural Sciences

Enrichment Education Department
- Dr. Sherri Davis, Chairperson
Health and Physical Education Department
- Ms. Eleanor Pitts, Chairperson
Humanities Department
- Dr. Ann Matchen, Chairperson
Social and Behavioral Science Department
- Mrs. Patricia McCullum, Chairperson

PROGRAMS OF STUDY
- Art
- Biology
- Child Development
- Criminal Justice
- Educational Enrichment
- English
- General Studies
- Health and Physical Ed.
- History
- Music
- Physics/Pre- Engineering
- Political Science
- Pre-Law
- Pre-Psychology
- Pre-Social Work
- Pre-Sociology
- Pre-Teacher Education
- Social Work Technician

CAREER, OCCUPATIONAL, AND TECHNICAL PROGRAMS
Dr. Alice Tyler Milton, Associate Dean
- Chairperson of Business and Information Technologies
- Webmaster & SREC Coordinator

Career, Occupational, and Technical Programs Dept.
- Mr. Donald Sledge, Chairperson
Correctional Education Department
- Mr. Jonathan Eldridge, Chairperson
Health Professions Department
- Sheila Marable, ABD; Chairperson

PROGRAMS OF STUDY
- Accounting Technology
- A+ Certification
- Apparel & Design Repair
- Automotive Body Repair
- Banking and Finance
- Bartering
- Business Administration
- Business Education
- Business Admin. and Mgmt.
- Cabinetmaking
- Carpentry
- Cisco CCNA Certification
- Clerical Office Tech.
- Com. Food Serv. (Cul. Arts)
- Computer Science (Bus.)
- Computer Science (Math)
- Cosmetology
- Drafting & Design Tech
- Electrical Technology
- Drafting & Design Tech
- Emergency Med.
- Fashion Merchandising
- Fire Science
- Fitting and Alterations
- Generic Program (Nursing)
- Home Health Aide
- Legal Secretary
- Management and Supervision
- Masonry
- MCP Certification
- MCSD Certification
- Medical Secretary
- Microsoft Office Specialist
- Mobility Program (Nursing)
- Nail Care
- Novell CNA Certification
- Novell CNE Certification
- Nursing Assistant
- Nursing Education
- Office Administration
- Oracle Certification
- Plumbing
- Radio/TV Broadcasting Tech
- Real Estate
- Soft Interior Furnishing
- Tailoring

KEEP ABREAST OF THE UPCOMING NEWS/EVENTS AND CURRENT PROGRAMS.

Visit Our Web Address:
http://www.lawsonstate.edu
EDUCATIONAL PROGRAMS

PROGRAM OF STUDY

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. Students successfully completing a series of courses called a "program" of study obtain these degrees and certificates. Psychology 100 Orientation (PSY 100) is a prerequisite to all degree and certificate programs. All entering students are required to complete PSY 100. Orientation is not usually transferable.

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.

University Parallel Programs:

Programs leading to the Associate in Arts and the Associate in Science degrees are referred to as "university parallel programs" because they are designed to prepare the student 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 major or field of interest indicated by individual students. Programs of study 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 transfer program in order to prevent loss of credit upon transferring. Students should consult with their faculty advisors before registering.

Students in university parallel programs should become familiar with the Statewide Articulation Reporting System (STARS) which provides them with very specific information about the requirements in each subject AREA for a given transfer institution. The STARS website can be accessed at http://stars.troyst.edu. From STARS, students can print a transfer guide for his or her major and enter into a binding contract with the transfer institution in his or her program of study. The contract is not binding on the student but is binding on the transfer institution so long as the student does not change majors and takes the courses listed on the transfer guide.

ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

Degrees may contain 60-64 hours.

Area I — Written Composition (6)
Area II — Literature, Humanities and Fine Arts (12)
SPH 107 (3) — Fund. of Public Speaking
ENG 251/252 (6 or) — American Literature I-II
English 261/262 — English Literature I-II
Remaining three (3) semester hours to be selected from Humanities and/or Fine Arts: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance from STARS.

Area III — Natural Sciences and Mathematics (11)

Area IV — Social and Behavioral Science (12)

Area V — Pre-Professional/Elective Courses (19-23)
- CIS 130 or Higher (3)
- Two PED I-hour activity courses (2) OR 1 Health — Course [HED] (3)
- Pre-professional courses (15-18)
The specific courses listed are suggested for transfer. Students should consult the requirements of the senior institution to which they plan to transfer.
- Students may be required to take Reading 114, Critical Reading for College (2 hours) based on placement scores.

Total Semester Transfer Hours (64)
- PSY 100 is a prerequisite for this degree.

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 130 or Higher (3)
- MTH 110, MTH 112 or Higher (3)
- Natural Science with Lab (4)
- Social and Behavioral Science (3-6)
- Two PED 1-hour activity courses (2-3) OR 1 Health Course [HED] (3)
- Students may be required to take Reading 114, Critical Reading for College (2 hours) based on placement scores.

Total General Studies Courses (20-32)

Field of Concentration Courses (44-49)

Total Credits (70-76)
- PSY 100 is a prerequisite for this degree.
- WorkKeys pre-assessment is required.
NOTE: CIS130, PED courses and RDG 114 are not included in the requirements for AAS Nursing. Provisions are made for students to document these competencies by other means.

FULL CERTIFICATE PROGRAMS  
(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)
• PSY 100 is a prerequisite for this degree.
• WorkKeys pre-assessment is required.

ABBREVIATED CERTIFICATE PROGRAMS  
(Not to Exceed 26 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
Total General Studies Courses (6)
Field of Concentration Courses (18-20)
Total Credits 24-26
• PSY 100 is a prerequisite for this certificate.
• WorkKeys pre-assessment is required.

Every effort is made to ensure that the courses and programs described in this catalog are offered to students in an appropriate and reasonable sequence. Students should be aware; however, that admission to the college or registration for a given term does not guarantee the availability of a specific course or a program of courses that may be under review for continuance. If course and/or program availability is determined to have insufficient numbers to continue institutional support, students currently enrolled will, whenever possible, be given notification of the decision and sufficient time to complete the program with continuous enrollment. If new students are enrolled after the decision, they will be advised of the tentative status of the program and their potential inability to complete the program.
EDUCATIONAL PROGRAMS

ABBREVIATED CERTIFICATES

- Apparel and Design Technology
- Banking and Finance
- Cabinetmaking
- Child Development
- Emergency Medical Services
- Fashion Design and Merchandising
- Fire Science
- Fittings and Alterations
- Industrial Maintenance
- Management and Supervision
- Nurse Assistant/Home Health Aide
- Radio/TV Broadcasting Technology
- Soft Interiors
- Tailoring

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

PROGRAM CODES

- ABR Automotive Body Repair
- ACC Accounting
- AOT Occupational Technology
- ART Art
- BAD Business Administration
- BAR Barbering
- BFN Banking and Finance
- BIO Biology
- BUS Business and Management
- BED Business Education
- CAB Cabinetry
- CAR Carpentry
- CIB Computer Science/Business
- CIS Computer Information Systems
- CFS Commercial Foods Services
- CLT Clerical Office Technology
- CMS Apparel and Design Technology
- COS Cosmetology
- CRJ Criminal Justice
- EET Electrical Engineering Tech
- ELT Electrical Technology
- EMS Emergency Medical Services
- EGR Pre-Engineering
- ENG English
- FMD Fashion Merchandising
- FSC Fire Science
- GEN General Studies
- HED Health Education
- HHA Home Health Aide
- HIS History
- INT Industrial Maintenance

- LAW Pre-Law
- LSC Legal Secretary
- MAS Masonry
- MDS Medical Secretary
- MTH Mathematics
- MUS Music
- NAS Nursing Assistant
- NSG Pre-Nursing
- NUR Nursing
- OAD Office Administration
- PED Physical Education
- PLB Plumbing
- POL Political Science
- PSY Psychology
- PTE Pre-Teacher Education
- RTV Radio/TV Broadcasting
- SOC Sociology
- SOF Soft Interior Furnish
- SWK Social Work
- SWT Social Work Technician
- UND Undeclared

GENERAL EDUCATION PROGRAM

The purpose of the General Education Program of Lawson State Community College is the development of informed, creative and disciplined minds. The program focuses on undergraduate degree programs and is structured around six goals with each course specifically aimed to address one goal. The goals emphasize the content areas of communication, literature, mathematics, natural science, social and behavioral science and business technologies.

In addition to addressing one of the six goals, each general education course is specifically designed to satisfy, to some degree nine 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. Course Criteria are listed at the end of this document.

Students who seek degrees must fulfill each of the goals of the program. The General Education Program 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 Program is listed below by degree type.

- Associate in Arts and Associate in Sciences — 35 hours
- Associate in Applied Science — 25 hours
- Associate in Occupational Technologies — 19 hours

GOAL 1: The ability to write and speak logically, clearly, precisely, and the ability, through accurate reading and
listening, to acquire, organize, present and document information and ideas.

ENG 101/3 Credits — English Composition I
ENG 102/3 Credits — English Composition II

Associate in Arts and Associate in Sciences — 6 hours
Associate in Applied Science — 6 hours
Associate in Occupational Technologies — 3 hours

GOAL 2: An understanding of our cultural heritage as revealed in humanities and/or literature, its movements and traditions through reading, understanding, and analyzing the major works that have shaped our thinking and provide a record of human experiences).

Associate in Arts and Associate in Science — 9 hours
ENG 251/3 Credits — American Literature I
ENG 252/3 Credits — American Literature II
ENG 261/3 Credits — English Literature I
ENG 262/3 Credits — English Literature II
ENG 271/3 Credits — World Literature I
ENG 272/3 Credits — World Literature II
SPH 107/3 Credits — Fund. of Public Speaking

Associate in Applied Science — 6 hours
Associate in Occupational Technologies — 6 hours
ART 100/3 Credits — Art Appreciation
SPA 101/4 Credits — Spanish I
HUM 101/3 Credits — Humanities I
MUS 101/3 Credits — Music Appreciation
SPH 107/3 Credits — Fund. of Public Speaking

GOAL 3: The application of the methods of science to the acquisition of knowledge, and an appreciation of the major contributions of science to our cultural heritage and to the solution of contemporary problems.

Associate in Arts and Associate in Science — 8 hours
Associate in Applied Science — 4 hours
Associate in Occupational Technologies — 4 hours
BIO 103/4 Credits — Principles of Biology I
BIO 104/4 Credits — Principles of Biology II
CHM 111/4 Credits — College Chemistry I
CHM 112/4 Credits — College Chemistry II
PHS 111/3 Credits — Physical Science I
PHS 112/3 Credits — Physical Science II
PHY 201/4 Credits — General Physics I
PHY 202/4 Credits — General Physics II

GOAL 4: The ability to use computers for acquiring, processing, and analyzing information (Three Credits).

CIS 130/3 Credits — Intro to Information Systems
CIS 146/3 Credits — Microcomputer Applications

NOTE: Nursing students may elect to take CIS 130 as an elective. However, this course is not required for the Associate in Applied Science for Nursing. Students in this program learn computer basics through laboratory experiences on campus and through the use of computers at local hospitals during the clinical process.

GOAL 5: An understanding of cultural foundations to include the study of interrelationships of anthropological and geographical influences and the major historical and social developments, which define world cultures.

Associate in Arts and Associate in Science — 6 hours
Associate in Applied Science — 3 hours
Associate in Occupational Technology — 3 hours

ANTE 101/3 Credits — Introduction to Anthropology
ECO 231/3 Credits — Principles of Macroeconomics
ECO 232/3 Credits — Principles of Microeconomics
GEO 101/3 Credits — Physical Geography
HIS 101/3 Credits — History of Western Civilization I
HIS 102/3 Credits — History of Western Civilization II
HIS 201/3 Credits — United States History I
HIS 202/3 Credits — United States History II
PHL 106/3 Credits — Introduction to Philosophy
PHL 206/3 Credits — Ethics and Society
PSY 200/3 Credits — General Psychology
PSY 230/3 Credits — Abnormal Psychology
PSY 260/3 Credits — Statistics for the Social Sciences
PSY 217/3 Credits — Psychology of Death and Dying
PSY 276/3 Credits — Human Relations
REL 100/3 Credits — World Religions
SOL 201/3 Credits — Introduction to Sociology
SOL 210/3 Credits — Social Problems
SWT 133/3 Credits — Geriatrics
SWT 109/3 Credits — Techniques of Behavior Modification

GOAL 6: The ability to use mathematics in solving problems provides evidence that students can formulate problems, apply a variety of strategies to solve problems, solve problems, verify and interpret results, and generalize solutions. (Three Credits)

MTH 110/3 Credits — Finite Mathematics
MTH 112/3 Credits — Pre-Calculus Algebra

NOTE: Students in the Nursing Program and the BSEP are required to take only MTH 100, Intermediate Algebra. Both programs have permission from the Division of Postsecondary Education for this requirement.

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 courses should consider 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, graphics or other ways of organizing information.

7. General Education courses should require at least one substantive written paper, oral report, or course journal. General Education courses should also require students to articulate information or ideas in their own words on tests and exams.

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.

CAREER, TECHNICAL, AND OCCUPATIONAL PROGRAMS

Programs leading to the Associate in Applied Science and the Associate in Occupational Technology 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.

DISTANCE EDUCATION

Through distance education, Lawson State Community College is reaching beyond its campus into homes and workplaces to help students overcome the obstacles of time, geography, and career commitments. The distance education courses are based on the same instructional outcomes and objectives as on-campus courses. These courses have been developed using cutting edge technologies to aid in student-teacher interaction and enhance learning experiences.

Lawson State Community College offers credit courses that are available via the college's web site: www.lawsonstate.edu. These courses are equivalent to on-campus courses and typically include a textbook, occasional study sessions conducted by the instructor, and an on-campus final examination. A Lawson State Community College faculty member serves as the instructor of each course, and upon successful completion of the course the student receives credit equivalent to an on-campus course. To take advantage of an on-line course, each student must have access to a computer with an Internet account.

Students must register for distance education courses during the regularly scheduled registration period. Once registered, distance education students MUST attend one of the mandatory distance education orientation sessions to meet with instructors and receive materials and guidance necessary for successfully completing the courses at a distance. For further information regarding distance education courses, visit the college web site at www.lawsonstate.edu or contact the department chair of respective departments.

HONORARY ORGANIZATIONS

- Phi Theta Kappa
- Kappa Beta Delta

JOIN PHI THETA KAPPA

International Honor Society of the Two-Year Colleges

The purpose of Phi Theta Kappa is to recognize and encourage scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

See: Mr. Cedric Burden, Advisor
West Campus/B Building
(205) 929-2079

KAPPA BETA DELTA INTERNATIONAL HONOR SOCIETY
Business and Information Technologies Students

Kappa Beta Delta 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 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.

See: Ms. Alfreda King, Advisor
East Campus/AGB Building
(205) 929-6306
GENERAL MOTORS
BODY SERVICE EDUCATIONAL PROGRAM
(GM-BSEP)

GENERAL INFORMATION—The General Motors Body Service Educational Program (BSEP) is a two-year automotive program designed to upgrade the technical competence and professional level of the "entry-level" technician. The curriculum is jointly designed by General Motors and Lawson State Community College and leads to the Associate in Occupational Technology (AOT) Degree. The program involves attending classroom lecture and laboratory at the College and requires the student to work at a General Motors dealership.

The program requires two years to complete with approximately one-half of the time spent at the College and the remaining time spent in the GM dealership. Each specialized subject area of the course of study takes 8 weeks in the on-campus classroom and laboratory, followed by a minimum of 8 weeks of related practical work experience at the dealership during the fall and spring semesters. The summer semester is ten (10) weeks in the dealership and on campus. This rotation system continues throughout the entire program.

Facts to Remember...

All students who intend to register for credit courses leading to a Certificate or Associate Degree, and who have not satisfactorily completed ENG 101 and MTH 110 if enrolled in or are enrolling in College Transfer Division, or who have not satisfactorily completed COM 100 and MAH 100 if enrolled in or are enrolling in the Occupational Division must take the COMPASS Test.

Those Students who have taken the ACT Test with a composite score of 20 or above are exempt from the COMPASS Test. These students are responsible for providing their ACT Test results to the Testing Center.

Those students who have neither High School Diploma nor GED, and who intend to make application and receive financial assistance under the "Ability to Benefit Provision," must take the Career Programs Assessment Test (CPAT). The College administers this test.

CONTACT PERSON:
Mrs. Janice Williams (205-929-6383)

FUTURE
ACATT
Alabama Center for Advanced Technology and Training

The Department of Business and Information Technologies will be housed in the ACATT – 2005 West Campus

BE PREPARED – JUST SOME OF THE FEATURES...

- Cougar Café – Wired/Wireless Capabilities
  - Copies/Booklets/Brochures, Etc.
- Workshops
- Various Trainings
- Current Technical Trends Technologies In:
  - Accounting
  - Desktop Publishing
  - Programming
  - Web Page Design
  - Networking
  - Robotics
  - Hardware
  - Software
  - Operating Environments
  - Management Information Systems
  - Servers
  - E-Learning
  - Business Ethics
  - Small Business Management
  - E-Commerce
  - E-Business
  - Office Technologies, ETC.
- Partnerships:
  - Microsoft
  - Novell
  - NCATC
  - ATIP
  - CompTIA
  - Drake Authorized Testing
  - Pearson VUE Authorized Testing
  - Internal Revenue Service
  - AITA, Etc.
- Student Organizations/Memberships:
  - IAAP
  - PBL
  - ATIP
  - KBD
  - PTK, Etc.
## GM Body Service Educational Program (BSEP) Curriculum Outline

### First Term (Fall)
- **ABR 151** Safety and Environmental Practices
- **ABR 154** Automotive Glass and Trim
- **ABR 201** Dealership Work Experience
- **PSY 100** Orientation
- **BUS 100** Introduction to Business

### Second Term (Spring)
- **ABR 223** Body Electrical
- **ABR 157** Autobody Welding and Cutting
- **ABR 202** Dealership Work Experience
- **ENG 101** English Composition I
- **CIS 130** Intro to Computer Info Systems

### Third Term (Summer)
- **ABR 113** Sheet Metal Repair, Corrosion Repair
- **ABR 153** Plastic and SMC Repair
- **ABR 203** Dealership Work Experience
- **BUS 150** Business Math

### Fourth Term (Fall)
- **ABR 213** Collision, Damage Repair/Replacement
- **ABR 214** Unibody, Frame and Wheel Alignment
- **ABR 204** Dealership Work Experience
- **SPH 107** Fundamentals of Public Speaking
- **PHS 112** Physical Science II

### Fifth Term (Spring)
- **ABR 123** Introduction to Refinishing
- **ABR 250** Overall Refinishing, Matching and Blending
- **ABR 205** Dealership Work Experience
- **MTH 100** Intermediate College Algebra

### Sixth Term (Summer)
- **ABR 224** Mechanical Components—A/C
- **ABR 225** Body Shop Management & Estimating
- **BUS 275** Principles of Management
- **PSY 276** Human Relations

### Total Program Hours / CH = Clock Hours

<table>
<thead>
<tr>
<th>Term</th>
<th>Per Week</th>
<th>Total</th>
<th>Per Week</th>
<th>Total</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Term</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>15</td>
<td>8</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>15</td>
<td>8</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>20</td>
<td>150</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>90</td>
<td>36</td>
<td>270</td>
<td>13</td>
</tr>
<tr>
<td><strong>Second Term</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>15</td>
<td>8</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>15</td>
<td>8</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>20</td>
<td>150</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>120</td>
<td>36</td>
<td>270</td>
<td>15</td>
</tr>
<tr>
<td><strong>Third Term</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.5</td>
<td>15</td>
<td>10</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2.5</td>
<td>15</td>
<td>10</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>25</td>
<td>150</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>7.5</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>12.5</td>
<td>75</td>
<td>45</td>
<td>270</td>
<td>12</td>
</tr>
<tr>
<td><strong>Fourth Term</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>15</td>
<td>8</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>15</td>
<td>8</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>20</td>
<td>150</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>120</td>
<td>36</td>
<td>270</td>
<td>12</td>
</tr>
<tr>
<td><strong>Fifth Term</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>15</td>
<td>8</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>15</td>
<td>8</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>20</td>
<td>150</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>75</td>
<td>36</td>
<td>270</td>
<td>12</td>
</tr>
<tr>
<td><strong>Sixth Term</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.25</td>
<td>15</td>
<td>5</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>1.25</td>
<td>15</td>
<td>5</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3.75</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3.75</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>120</td>
<td>10</td>
<td>120</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>76.5</td>
<td>600</td>
<td>200</td>
<td>1500</td>
<td>80</td>
</tr>
</tbody>
</table>
GM BODY SERVICE EDUCATIONAL PROGRAM (BSEP)  
COURSE DESCRIPTIONS  

AUTOBODY REPAIR (ABR)  

ABR 113  SHEET METAL REPAIR  
Prerequisite(s):  ABR 151  
This course teaches students (1) the characteristics of sheet metal and aluminum repair, along with tools and equipment, which students will apply to actual sheet metal repair on panels or damage on vehicle panels, (2) corrosion protection application and product safety; and (3) the safe use of body fillers.

ABR 123  INTRODUCTION TO  
Prerequisite(s):  ABR 151  
This course teaches students refinishing safety, tools, equipment, surface preparation, and material application procedures.

ABR 151  SAFETY AND  
Prerequisite(s):  None  
This course is designed to instruct the student in safe work practices. Topics include OSHA requirements, EPA regulations as well as state and local laws. Upon completion, students should be knowledgeable in shop safety and environmental regulations.

ABR 153  PLASTIC AND SMC REPAIR  
Prerequisite(s):  ABR 113 and 151  
This course teaches students identification and safe repair of interior and exterior automotive plastics and sheet molded compound.

ABR 154  AUTOMOTIVE GLASS  
Prerequisite(s):  None  
This course covers safe procedures for the removal and replacement of all stationary and movable glass in addition to the various methods of body trim attachment and hardware used.

ABR 157  AUTO BODY WELDING AND  
Prerequisite(s):  ABR 151  
This course covers an overview of safety procedures, familiarization with oxyacetylene, MIG, set-up operation and welding in flat, vertical, and overhead positions. Oxyacetylene and plasma arc cutting processes are used.

ABR 201  DEALERSHIP WORK  
Prerequisite(s):  ABR 151, 154, PSY 100, and BUS 100 and enrollment in General Motors BSEP Program  
This course provides on-the-job training in a General Motors dealership or an independent body shop. Each sponsor provides coordinated work experience in accordance with the program schedule. The work experience is supervised by the college’s BSEP staff and the BSEP coordinator at the dealership/independent body shop.

ABR 202  DEALERSHIP WORK  
Prerequisite(s):  ABR 151, 154, 201, 223, 224, PSY 100, BUS 100, ENG 101, CIS 130, and enrollment in General Motors BSEP Program  
This course provides on-the-job training in a General Motors dealership or an independent body shop. Each sponsor provides coordinated work experience in accordance with the program schedule. The work experience is supervised by the college’s BSEP staff and the BSEP coordinator at the dealership/independent body shop.

ABR 203  DEALERSHIP WORK  
Prerequisite(s):  ABR 113, 151, 154, 157, 201, 202, 203, 213, 214, 224, PSY 100, BUS 100, 150, ENG 101, CIS 130, ABR 203, SPH 105, PHS 112, and enrollment in General Motors BSEP Program  
This course provides on-the-job training in a General Motors dealership or an independent body shop. Each sponsor provides coordinated work experience in accordance with the program schedule. The work experience is supervised by the college’s BSEP staff and the BSEP coordinator at the dealership/independent body shop.

ABR 204  DEALERSHIP WORK  
Prerequisite(s):  ABR 113, 151, 154, 157, 201, 202, 203, 213, 214, 224, PSY 100, BUS 100, 150, ENG 101, CIS 130, ABR 203, SPH 105, PHS 112, and enrollment in General Motors BSEP Program  
This course provides on-the-job training in a General Motors dealership or an independent body shop. Each sponsor provides coordinated work experience in accordance with the program schedule. The work experience is supervised by the college’s BSEP staff and the BSEP coordinator at the dealership/independent body shop.

ABR 205  DEALERSHIP WORK  
Prerequisite(s):  ABR 113, 123, 151, 153, 154, 157, 201, 202, 203, 204, 213, 214, 223, 224, PSY 100, BUS 100, 150, ENG 101, CIS 130, SPH 106, PHS 112, MTH 100, and enrollment in General Motors BSEP Program  
This course provides on-the-job training in a General Motors dealership or an independent body shop. Each sponsor provides coordinated work experience in accordance with the program schedule. The work experience is supervised by the college’s BSEP staff and the BSEP coordinator at the dealership/independent body shop.

ABR 213  COLLISION, DAMAGE  
Prerequisite(s):  ABR 113 and 157  
Students learn tie down and clamping techniques, measuring, and pulling procedures to repair direct and indirect damage on open and closed panels. Replacement of damaged panels is also covered.
Join Lawson State's Chapter of IAAP

International Association of Administrative Professionals

The International Association of Administrative Professionals (IAAP) is the world's largest association for administrative support staff, with over 600 chapters and 40,000 members and affiliates worldwide. For over 60 years, we have provided up-to-date research on office trends, cutting-edge publications, outstanding seminars and conferences, and top-notch resources to help administrative professionals enhance their skills and become more effective contributors to their employers.

For More Information Call:

Mrs. Kesha James, President
205-929-6450

ABR 214 Unibody Frame and Wheel Alignment
Prerequisite(s): ABR 113 and 151
The first part of this course teaches students safe repair of unitized and conventional frame vehicles. The second part of the course covers correcting suspension and wheel alignment problems. Basic wheel alignment for normal wear and tear is also included.

ABR 223 Body Electrical
Prerequisite(s): ABR 151 and 154
This course teaches basic electrical theory, basic circuitry, and Ohm's Law with an emphasis on the use of GM diagnostic procedures and the proper use of vehicle service manuals. There will be a "hands-on" approach focusing on troubleshooting body electrical components, wire repair, and the use of electrical measuring tools.

ABR 224 Mechanical Components/Air Conditioning
Prerequisite(s): ABR 151 and 154
The first part of this course teaches students the removal of mechanical parts in front-wheel drive and rear-wheel drive vehicles. The second part of the course covers the principles of air conditioning, the diagnosis of malfunctions, and procedures for testing and repairing air conditioning units. Practical "hands-on" work is performed on actual systems which includes: evacuating, replacement of components, charging, and performance testing the system.

ABR 225 Body Shop Management and Estimating
Prerequisite(s): ABR 113, 153, 154, 157, 213, 214, 223, or instructor approval
The first part of this course teaches students proper shop management procedures including parts ordering, inventory management, customer relations, and communication skills. The second part of the course consists of several hands-on estimating practice exercises that will include identification and calculation of vehicle damage on many different types of automobile damage.

ABR 250 Overall Refinishing, Matching and Blending
Prerequisite(s): ABR 123, ABR 151, or instructor approval
This course teaches students procedures for overall refinishing, color adjustment techniques, identification and correction of color mismatching, and specialty refinishing applications.
DR. KARL PRUITT, ASSOCIATE DEAN
Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221

kpruitt@lawsonstate.edu

Phone: 205-929-6348
Fax: 205-929-6316

Educational Departments:
- Educational Enrichment
- Health and Physical Education
- Humanities
- Mathematics and Natural Sciences
- Social and Behavioral Sciences

Web Site
http://www.lawsonstate.edu/programs/lstc/lstc.html

- Division Updates
- Schedule Changes
- Current News
- Announcements
- Calendar of Events
- Course Descriptions
- Educational Department
- Online Courses
- Instructor’s Credentials
- E-mail Addresses
- NYSP (Summer Program)

DEPARTMENT OF
MATHEMATICS AND NATURAL SCIENCES

DR. KARL PRUITT, CHAIRPERSON

Web Site:
Mathematics and Natural Sciences:
http://www.lawsonstate.edu/programs/mths/mths.html

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 to:

- 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 areas of study comprising the Natural Sciences are (1) Biology, (2) Pre-Engineering, (3) Pre-Nursing. 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. 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.

ASSOCIATE IN SCIENCE DEGREE
Mathematics

Area – Written Composition
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 6
• ENG 252 American Literature II /OR 6
• ENG 261 English Literature I 6
• ENG 262 English Literature II 6

Humanities & Fine Arts Elective
Art, Art History, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS.

Area III – Natural Science or Mathematics
11
• MTH 112 Pre-Calculus Algebra or higher level Mathematics from STARS 3
Natural Science & Lab
Biology, Chemistry, Geography, Physical Science or Physics from STARS.

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

Social & Behavioral Sciences
Economics, Geography, Political Science, Psychology, Sociology

Area V – Pre-Professional/Elective Courses
19-23
• CIS 130 Intro to Information Systems 3
• Two 1-hour PED activity courses or one 3-hour HED course 2-3
• RDG 114 Critical Reading for College (depending on placement test scores) 2
• MTH 113 Pre-Calculus Trigonometry 3
• MTH 125 Calculus I 4-S1
• MTH 126 Calculus II 4-S2
• Electives 3-4

Approved Area V Electives
(These electives must be filled by the requirements of the institution to which the student plans to transfer. Refer to STARS.)
• CIS 251 C Programming 3
• MTH 227 Calculus III 4-S3
• MTH 237 Linear Algebra 3-S3
• MTH 238 Applied Differential Equations 3-S4
• MTH 265 Elementary Statistics 3-S1

TOTAL REQUIRED HOURS FOR DEGREE 61-64

PSY 100 is a prerequisite for all programs.
S1 – Semester One S3 – Semester Three
S2 – Semester Two S4 – Semester Four

Buy Books Online
Lawson State’s E-Books

www.e-mbs.com/cgi-embs/search.mac/search1?FVCUSNO=40371
## ASSOCIATE IN SCIENCE DEGREE

### Biology

<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>• SPH 107 Fund. of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>• ENG 251 American Literature</td>
<td>6</td>
</tr>
<tr>
<td>• ENG 252 American Literature II/II</td>
<td>6</td>
</tr>
<tr>
<td>• ENG 261 English Literature I</td>
<td>6</td>
</tr>
<tr>
<td>• ENG 262 English Literature II</td>
<td>6</td>
</tr>
</tbody>
</table>

*Humanities & Fine Arts Elective*

Art, Art History, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS.

<table>
<thead>
<tr>
<th>Area III – Natural Science or Mathematics</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>• MTH 112 Pre-Calculus Algebra or higher level Mathematics from STARS</td>
<td>3</td>
</tr>
<tr>
<td>• BIO 103 Principles of Biology I w/Lab</td>
<td>4-S1</td>
</tr>
<tr>
<td>• BIO 104 Principles of Biology II w/Lab</td>
<td>4-S2</td>
</tr>
</tbody>
</table>

<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</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 102 Hist. of Western Civ. II/OR</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 201 United States History I</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 202 United States History II</td>
<td>6</td>
</tr>
</tbody>
</table>

*Social & Behavioral Sciences*

Economics, Geography, Political Science, Psychology, & Sociology

<table>
<thead>
<tr>
<th>Area V – Pre-Professional/Elective Courses</th>
<th>19-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>• CIS 130 Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>• BIO 201 Human Anatomy Phy. I/II w/Lab</td>
<td>4-S2</td>
</tr>
<tr>
<td>• BIO 202 Human Anatomy Phy. III w/Lab</td>
<td>4-S3</td>
</tr>
<tr>
<td>• BIO 220 Microbiology w/Lab</td>
<td>4-S4</td>
</tr>
<tr>
<td>• Two 1-hour PED activity courses or one 3-hour HED course</td>
<td>2-3</td>
</tr>
<tr>
<td>• RDG 114 Critical Reading for College (depending on placement test scores)</td>
<td>2</td>
</tr>
<tr>
<td>• Electives</td>
<td>3-4</td>
</tr>
</tbody>
</table>

*Approved Area V Electives*

These electives must be filled by the requirements of the institution to which the student plans to transfer. Refer to STARS.

| MTH 113 Pre-Calculus Trigonometry | 4-S4 |
| CHM 111 College Chemistry I w/Lab | 4-S2 |
| CHM 112 College Chemistry II w/Lab | 4-S3 |
| CHM 221 Organic Chemistry I | 4-S3 |
| CHM 222 Organic Chemistry II | 4-S4 |

**TOTAL REQUIRED HOURS FOR DEGREE**

61-64

*PSY 100 is a prerequisite for all programs.*

S1 – Semester One
S2 – Semester Two
S3 – Semester Three
S4 – Semester Four

---

## ASSOCIATE IN SCIENCE DEGREE

### Pre-Engineering

<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>• SPH 107 Fund. of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>• ENG 251 American Literature</td>
<td>6</td>
</tr>
<tr>
<td>• ENG 252 American Literature II/OR</td>
<td>6</td>
</tr>
<tr>
<td>• ENG 261 English Literature I</td>
<td>6</td>
</tr>
<tr>
<td>• ENG 262 English Literature II</td>
<td>6</td>
</tr>
</tbody>
</table>

*Humanities & Fine Arts Elective*

Art, Art History, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS.

<table>
<thead>
<tr>
<th>Area III – Natural Science or Mathematics</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>• MTH 113 Pre-Calculus Trigonometry or higher level Mathematics from STARS</td>
<td>3</td>
</tr>
<tr>
<td>• CHM 111 College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>• CHM 112 College Chemistry II</td>
<td>4</td>
</tr>
</tbody>
</table>

<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</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 102 Hist. of Western Civ. II/OR</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 201 United States History I</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 202 United States History II</td>
<td>6</td>
</tr>
</tbody>
</table>

*Social & Behavioral Sciences*

Economics, Geography, Political Science, Psychology, & Sociology

<table>
<thead>
<tr>
<th>Area V – Pre-Professional/Elective Courses</th>
<th>19-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>• CIS 130 Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>• Two 1-hour PED activity courses or one 3-hour HED course</td>
<td>2-3</td>
</tr>
<tr>
<td>• RDG 114 Critical Reading for College (depending on placement test scores)</td>
<td>2</td>
</tr>
<tr>
<td>• PHY 201 General Physics I w/Lab</td>
<td>4-S3</td>
</tr>
<tr>
<td>• PHY 202 General Physics II w/Lab</td>
<td>4-S4</td>
</tr>
<tr>
<td>• MTH 125 Calculus I</td>
<td>4-S2</td>
</tr>
<tr>
<td>• Electives</td>
<td>3-4</td>
</tr>
</tbody>
</table>

*Approved Area V Electives*

These electives must be filled by the requirements of the institution to which the student plans to transfer. Refer to STARS.

| MTH 126 Calculus II | 4-S4 |
| MTH 227 Calculus III | 4-S4 |
| CHM 221 Organic Chemistry I w/Lab | 4-S1 |
| CHM 222 Organic Chemistry II w/Lab | 4-S3 |
| PHY 213 General Physics w/Calculus I | 4-S3 |
| PHY 214 General Physics w/Calculus II | 4-S4 |

**TOTAL REQUIRED HOURS FOR DEGREE**

61-64

*PSY 100 is a prerequisite for all programs.*

S1 – Semester One
S2 – Semester Two
S3 – Semester Three
S4 – Semester Four
ASSOCIATE IN SCIENCE DEGREE
Pre-Nursing

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
ENG 252 American Literature II / OR 6
• ENG 261 English Literature I
ENG 262 English Literature II 6
Humanities & Fine Arts Elective
Art, Art History, Foreign Languages, Humanities, Music,
Philosophy, Religion, Theater, or Dance from STARS.

Area III – Natural Science or Mathematics 11
• MTH 112 Pre-Calculus Algebra or
higher level Mathematics from STARS 3
• BIO 103 Principles of Biology I w/Lab 4-S1
• BIO 104 Principles of Biology II w/Lab 4-S2

Area IV- History, Social & Behavioral Sciences 12
• HIS 101 Hist. of Western Civ. I
HIS 102 Hist. of Western Civ. II / OR 6
• HIS 201 United States History I
HIS 202 United States History II 6
Social & Behavioral Sciences
Economics, Geography, Political Science, Psychology, &
Sociology

Area V – Pre-Professional/Elective Courses 19-23
• CIS 130 Intro to Information Systems 3
• BIO 201 Human Anatomy Phy. I w/ Lab 4-S2
• BIO 202 Human Anatomy Phy. I w/ Lab 4-S3
• BIO 220 Microbiology w/ Lab 4-S4
• Two 1-hour PED activity courses or one 3-hour HED
course 2-3
• RDG 114 Critical Reading for College
(depending on placement test scores) 2
• Electives 3-4
Approved Area V Electives
(These electives must be filled by the requirements of the
institution to which the student plans to transfer. Refer to
STARS.)
• MTH 113 Pre-Calculus Trigonometry 4-S4
• BIO 230 Human Pathophysiology 4
• CHM 104 Intro to Inorganic Chemistry 4-S2
• CHM 105 Intro to Organic Chemistry 4-S3
TOTAL REQUIRED HOURS FOR DEGREE 61-64

PSY 100 is a prerequisite for all programs.
S1 – Semester One
S2 – Semester Two
S3 – Semester Three
S4 – Semester Four

Workforce Development/Continuing
Education Training for Business and
Industry

New Creative Class Each Semester:
• Beginning Keyboarding
• Web Design
• Spanish I
• Starting Your Own Business
• Job Search Skills
• Basic Grant Writing
• Basic Sewing
• Window Treatments
• Plumber Prep Class
• Master Plumber Prep Class
• Real Estate License Class
• Interior Design
• Computers
• Kids College

And More!!

Contact the Small Business Center at:
205-929-6384
DEPARTMENT OF HUMANITIES

DR. ANNE MATCHEN, CHAIRPERSON
Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221

amatben@lawsonstate.edu

Phone: 205-929-6377
Fax: 205-929-6316

Web Site
http://www.lawsonstate.edu/programs/hum/hum.html

• Departmental Updates
• E-Mail/Direct Contact
• Course Descriptions
• Departmental Programs
• Current News

MISSION: The Humanities Department serves students from the Birmingham area in providing components of a liberal arts education degree. College writing, speaking, foreign language, speech, humanities, art and music are available for courses as well as degrees for concentration in a two-year transfer program. The Department assists students in achieving their educational goals through mastery of academics as well as the arts. Through the service-oriented philosophy of the department, students are provided the experiences of on-site learning, as well as performance-oriented achievement ideals through community service.

LONG-RANGE GOALS

• To increase the variety and availability of courses offered in the department.
• To develop and implement a comprehensive program for staff development based on identified needs and current research in the area of Humanities.
• To expose students to diversity through Humanities.
• To support the General Educational Program of the institution through implementation of requirements throughout the department.
• To recruit and maintain full-time and adjunct faculty to meet the needs of the department.

The Department of Humanities is designed to provide opportunities for students to:

• Develop knowledge and understanding of art.
• Help students develop the ability to read, think, and write clearly, and critically.
• Help students understand and appreciate good writing and literature.
• Help students become aware of the truth, beauty, and wisdom of our culture to the extent that they are able to make value judgments about the society in which they live.
• Teach the fundamental skills of speaking, reading, and writing in a foreign language.
• Help students develop an understanding of and a respect for another culture.
• Give the student an awareness and appreciation of the aesthetic and intellectual history of the target culture and of its present day manifestations.
• Help students comprehend, analyze and explicate literary works in a foreign language.
• To preserve, appreciate and transmit knowledge of the past and to provide a comprehensive understanding of the human experience.
• To increase understanding of a multi-cultural world and demonstrate the ability and diversity of human experience.
• To improve the understanding of students' own culture.
• To help remove myths and stereotypes.
• To develop critical thinking.

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.
### ASSOCIATE IN ARTS DEGREE

#### Area I – Written Composition
- ENG 101 English Composition I 3
- ENG 102 English Composition II 3

#### Area II – Humanities & Fine Arts
- SPH 107 Fund. of Public Speaking 3
- ENG 251 American Literature I 6
- ENG 252 American Literature II /OR 6
- ENG 261 English Literature I 6
- ENG 262 English Literature II 6

*Humanities & Fine Arts Elective* 3
- Art, Art History, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS.

#### Area III – Natural Science or Mathematics
- MTH 110 Finite Mathematics or higher level Mathematics from STARS 3
- BIO 103 Principles of Biology I w/Lab 4-S1
- BIO 104 Principles of Biology II w/Lab 4-S2

#### Area IV – History, Social & Behavioral Sciences
- 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

*Social & Behavioral Sciences* 6
- Economics, Geography, Political Science, Psychology, & Sociology

#### Area V – Pre-Professional/Elective Courses
- CIS 130 Intro to Information Systems 3
- ART 113 Drawing I 3-S1
- ART 114 Drawing II 3-S2
- ART 121 Two-Dimensional Comp. 3-S1
- ART 122 Two-Dimensional Comp. 3-S2
- Two 1-hour PED activity courses or one 3-hour HED course 2-3
- RDG 114 Critical Reading for College (depending on placement test scores) 2
- Electives 3-4

*Area V Electives Must Be Approved By The Advisor*

(These electives must be filled by the requirements of the institution to which the student plans to transfer. Refer to STARS.)

**TOTAL REQUIRED HOURS FOR DEGREE** 61-64

**PSY 100 is a prerequisite for all programs.**

### ASSOCIATE IN ARTS DEGREE

#### Area I – Written Composition
- ENG 101 English Composition I 3
- ENG 102 English Composition II 3

#### Area II – Humanities & Fine Arts
- SPH 107 Fund. of Public Speaking 3
- ENG 251 American Literature I 6
- ENG 252 American Literature II /OR 6
- ENG 261 English Literature I 6
- ENG 262 English Literature II 6

*Humanities & Fine Arts Elective* 3
- HUM 101 Introduction to Humanities I 3

#### Area III – Natural Science or Mathematics
- MTH 110 Finite Mathematics or higher level Mathematics from STARS 3
- BIO 103 Principles of Biology I w/Lab 4-S1
- BIO 104 Principles of Biology II w/Lab 4-S2

#### Area IV – History, Social & Behavioral Sciences
- 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

*Social & Behavioral Sciences* 6
- Economics, Geography, Political Science, Psychology, & Sociology

#### Area V – Pre-Professional/Elective Courses
- CIS 130 Intro to Information Systems 3
- ENG 246 Creative Writing I 3-S3
- ENG 247 Creative Writing II 3-S4
- ENG 297 Afro-American Literature 3-S3
- HUM 102 Introduction to Humanities II 3-S2
- Two 1-hour PED activity courses or one 3-hour HED course 2-3
- RDG 114 Critical Reading for College (depending on placement test scores) 2
- Electives 3-4

*All Electives Must Be Approved By The Advisor*

(These electives must be filled by the requirements of the institution to which the student plans to transfer. Refer to STARS)

- Foreign Lang. (SPA 101-102 or FRN 101-102) 8
- ENG 271 World Literature I 3
- ENG 272 World Literature II 3

**TOTAL REQUIRED HOURS FOR DEGREE** 61-64

**PSY 100 is a prerequisite for all programs.**

**S1 – Semester One**

**S2 – Semester Two**

**S3 – Semester Three**

**S4 – Semester Four**
ASSOCIATE IN ARTS DEGREE

General Studies

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
- ENG 252 American Literature II /OR 6
- ENG 261 English Literature I
- ENG 262 English Literature II 6

Humanities & Fine Arts Elective 3
Art, Art History, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS.

Area III – Natural Science or Mathematics 11
- MTH 110 Finite Mathematics or higher level Mathematics from STARS 3
- BIO 103 Principles of Biology I w/Lab 4-S1
- BIO 104 Principles of Biology II w/Lab 4-S2

Area IV – History, Social & Behavioral Sciences 12
- HIS 101 Hist. of Western Civ. I
- HIS 102 Hist. of Western Civ. II/OR 6
- HIS 201 United States History I
- HIS 202 United States History II 6

Social & Behavioral Sciences 6
Economics, Geography, Political Science, Psychology, & Sociology

Area V – Pre-Professional/Elective Courses 19-23
- CIS 146 Microcomputer Applications 3
- SOC 247 Marriage & Family 3-S2
- SOC 210 Social Problems 3-S2
- ENG 297 African American Literature 3-S4
- Two 1-hour PED activity courses or one 3-hour HED course 2-3
- RDG 114 Critical Reading for College (depending on placement test scores) 2
- Electives 6

All Electives Must Be Approved By The Advisor
(These electives must be filled by the requirements of the institution to which the student plans to transfer. Refer to STARS)
- HED 224 Personal & Community Health 3
- PHL 206 Ethics & Society 3
- ENG 246 Creative Writing 3
- SPH 116 Introduction to Inter. Comm. 3
- MUL 101 Class Piano 1

TOTAL REQUIRED HOURS FOR DEGREE 61-64

ASSOCIATE IN ARTS DEGREE

Music

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
- ENG 252 American Literature II /OR 6
- ENG 261 English Literature I
- ENG 262 English Literature II 6

Humanities & Fine Arts Elective 3
Art, Art History, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS.

Area III – Natural Science or Mathematics 11
- MTH 112 Pre-Calculus Algebra or higher level Mathematics from STARS 3
- BIO 103 Principles of Biology I w/Lab 4-S1
- BIO 104 Principles of Biology II w/Lab 4-S2

Area IV – History, Social & Behavioral Sciences 12
- HIS 101 Hist. of Western Civ. I
- HIS 102 Hist. of Western Civ. II/OR 6
- HIS 201 United States History I
- HIS 202 United States History II 6

Social & Behavioral Sciences 6
Economics, Geography, Political Science, Psychology, & Sociology

Area V – Pre-Professional/Elective Courses 19-23
- CIS 146 Microcomputer Applications 3
- MUS 111 Music Theory I
- MUS 112 Music Theory II
- MUS 113 Music Theory Lab I 1-S1
- MUS 114 Music Theory Lab II 1-S2
- MUS 211 Music Theory III 3-S3
- MUS 212 Music Theory IV 3-S4
- MUS 213 Music Theory Lab III 1-S3
- MUS 214 Music Theory Lab IV 1-S4
- Two 1-hour PED activity courses or one 3-hour HED course 2-3
- RDG 114 Critical Reading for College (depending on placement test scores) 2

All Electives Must Be Approved By The Advisor
(These electives must be filled by the requirements of the institution to which the student plans to transfer. Refer to STARS)

TOTAL REQUIRED HOURS FOR DEGREE 61-64

PSY 100 is a prerequisite for all programs.
S1 – Semester One
S2 – Semester Two
S3 – Semester Three
S4 – Semester Four
DEPARTMENT OF EDUCATIONAL ENRICHMENT

DR. SHERRI DAVIS, CHAIRPERSON
Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221

sdavis@lawsonstate.edu

Phone: 205-929-6357
Fax: 205-929-6316

Web Site
http://www.lawsonstate.edu/programs/lsct/ee.htm

MISSION: The Department of Educational Enrichment (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.

LABORATORIES: All developmental students, except those taking Elementary Algebra, are required to take a corresponding laboratory with each developmental class assigned. Laboratory assignments are set-up to enhance classroom instruction, provide for more targeted assisted practice, and provide classroom instructors with more time for individualized instruction.

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.

Objectives
- 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.
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 physically, 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 relationship 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.

Sports That We Offer:
- Basketball
- Volleyball
- Cross Country Track

Program objectives of the National Youth Sports Program are designed to:

- Expand the opportunities for disadvantaged youth to benefit from sports-skill instruction, engage in sports competition and improve their physical fitness.
- Help young people acquire good health practices, to help them become better citizens and to acquaint them with career and educational opportunities by using the personnel and facilities of institutions of higher education.

The National Youth Sports Program (NYSP) at Lawson State is an academic enrichment sports program for ages 10-16. As a form of community service, Lawson State uses its facilities, services, and resources.

NYSP targets youth from low-income families who agree to fully participate in daily sports instruction and educational enrichment activities.

Participants receive breakfast and lunch each day. NYSP is provided at no cost to the participants and families. For more information, contact:

Eleanor Pitts, Chairperson of HPE Department
ASSOCIATE IN ARTS DEGREE
Health and Physical Education

Area I - Written Composition
- ENG 101 English Composition I 3
- ENG 102 English Composition II 3

Area II - Humanities & Fine Arts
- 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
Art, Art History, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS.

Area III - Natural Science or Mathematics
- MTH 110 Finite Mathematics or higher level Mathematics from STARS 3
- BIO 103 Principles of Biology I w/Lab 4-S1
- BIO 104 Principles of Biology II w/Lab 4-S2

Area IV - History, Social & Behavioral Sciences
- HIS 101 Hist. of Western Civ. I
  HIS 102 Hist. of Western Civ. II/OR 6
- HIS 201 United States History I
  HIS 202 United States History II 6
Social & Behavioral Sciences
Economics, Geography, Political Science, Psychology, & Sociology

Area V - Pre-Professional/Elective Courses
- CIS 130 Intro to Information Systems 3
- PED 200 Foundations of Phy. Ed. 3-S1
- PED 216 Sports Officiating 3-S2
- PED 295 Practicum in Physical Ed. 3-S3
- Two 1-hour PED activity courses or one 3-hour HED course 2-3
- Students may be required to take Reading 114, Critical Reading for College (2 hours) based on placement test scores. 2
- Electives 6

All Electives Must Be Approved By The Advisor
(These electives must be filled by the requirements of the institution to which the student plans to transfer. Refer to STARS)
- HED 224 Personal & Community Health 3-S1
- HED 231 First Aid 3-S2
- HED 232 Care & Prev. Ath. Injuries 3-S3

Total Required Hours For Degree 61-64

Come Join Us For:
- Excitement!
- Originality!
- Fun!

Lawson State Cougars

Check the Web/Semester Schedules for Game Times and Places!
DEPARTMENT OF
SOCIAL AND BEHAVIOR SCIENCE

MRS. PATRICIA MCCULLUM, CHAIRPERSON
Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221

pmccullum@lawsonstate.edu

Phone: 205-929-6382
Fax: 205-929-6316

Web Site
http://www.lawsonstate.edu/programs/sb/sb.htm

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.

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. The Department offers the following degrees and certificates designed to fulfill the unique employment requirements of the community.

ASSOCIATE IN ARTS DEGREE
History

Area I – Written Composition
• ENG 101 English Composition I 3
• ENG 102 English Composition II 3

Area II – Humanities & Fine Arts
• SPH 107 Fund. of Public Speaking 3
• ENG 251 American Literature I 6
• ENG 252 American Literature II/OR 6
• ENG 261 English Literature I 6
• ENG 262 English Literature II 6

Humanities & Fine Arts Elective 3
Art, Art History, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS.

Area III – Natural Science or Mathematics
• MTH 110 Finite Mathematics or higher level Mathematics from STARS 3
• BIO 103 Principles of Biology I w/Lab 4-S1
• BIO 104 Principles of Biology II w/Lab 4-S2

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

Social & Behavioral Sciences 6
Economics, Geography, Political Science, Psychology, & Sociology

Area V – Pre-Professional/Electic Courses 19-23
• CIS 130 Intro to Information Systems 3
• HIS 201 United States History I 3
• HIS 202 United States History II 3
• HIS 216 History of World Religions 3
• POL 211 American National Government 3
• Two 1-hour PED activity courses or one 3-hour HED course 2-3
• Students may be required to take Reading 114, Critical Reading for College (2 hours) based on placement test scores. 2
• Electives 3-4

All Electives Must Be Approved By The Advisor
(These electives must be filled by the requirements of the institution to which the student plans to transfer. Refer to STARS)
• POL 220 State & Local Gov’t 3-S2
• HIS 256 Afro-American History 3-S3
• HIS 260 Alabama History 3-S4
• GEO 101 Geography/OR 3-S4
• ANT 200 Anthropology 3-S4
• PSY 276 Human Relations 3-S3

TOTAL REQUIRED HOURS FOR DEGREE 61-64

PSY 100 is a prerequisite for all programs.
S1 – Semester One S3 – Semester Three
S2 – Semester Two S4 – Semester Four
ASSOCIATE IN ARTS DEGREE
Political Science

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 6
• ENG 252 American Literature II/OR 6
• ENG 261 English Literature I 6
• ENG 262 English Literature II 6
Humanities & Fine Arts Elective 3
Art, Art History, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS.

Area III - Natural Science or Mathematics 11
• MTH 110 Finite Mathematics or higher level Mathematics from STARS 3
• BIO 103 Principles of Biology I w/ Lab 4-S1
• BIO 104 Principles of Biology II w/ Lab 4-S2

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
Social & Behavioral Sciences 6
Economics, Geography, Political Science, Psychology, & Sociology

Area V - Pre-Professional/Elective Courses 19-23
• CIS 130 Intro to Information Systems 3
• HIS 201 United States History I 3
• HIS 202 United States History II 3
• POL 200 Introduction to Political Science 3-S3
• POL 211 American National Gov't 3-S3
• Two 1-hour PED activity courses or one 3-hour HED course 2-3
• Students may be required to take Reading 114, Critical Reading for College (2 hours) based on placement test scores. 2
• Electives 3-4
All Electives Must Be Approved By The Advisor
(These electives must be filled by the requirements of the institution to which the student plans to transfer. Refer to STARS)
• POL 220 State & Local Gov’t 3-S2
HIS 256 Afro-American History 3-S3
TOTAL REQUIRED HOURS FOR DEGREE 61-64

PSY 100 is a prerequisite for all programs.
S1 – Semester One S3 – Semester Three
S2 – Semester Two S4 – Semester Four
<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>• SPH 107 Fund. of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>• ENG 251 American Literature I</td>
<td>6</td>
</tr>
<tr>
<td>• ENG 252 American Literature II/OR</td>
<td>6</td>
</tr>
<tr>
<td>• ENG 261 English Literature I</td>
<td>6</td>
</tr>
<tr>
<td>• ENG 262 English Literature II</td>
<td>6</td>
</tr>
</tbody>
</table>

**Humanities & Fine Arts Elective** 3
Art, Art History, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS.

<table>
<thead>
<tr>
<th>Area III – Natural Science or Mathematics</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>• MTH 110 Finite Mathematics or higher level Mathematics from STARS</td>
<td>3</td>
</tr>
<tr>
<td>• BIO 103 Principles of Biology I w/Lab</td>
<td>4-S1</td>
</tr>
<tr>
<td>• BIO 104 Principles of Biology II w/Lab</td>
<td>4-S2</td>
</tr>
</tbody>
</table>

<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</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 102 Hist. of Western Civ. II/OR</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 201 United States History I</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 202 United States History II</td>
<td>6</td>
</tr>
</tbody>
</table>

**Social & Behavioral Sciences** 6
Economics, Geography, Political Science, Psychology, & Sociology

<table>
<thead>
<tr>
<th>Area V – Pre-Professional/Elective Courses</th>
<th>19-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>• CIS 130 Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>• SWT 109 Techniques of Beh. Modification</td>
<td>3</td>
</tr>
<tr>
<td>• SWT 130 The Com. &amp; the Soc. Worker</td>
<td>3</td>
</tr>
<tr>
<td>• SWT 131 Problems for Children &amp; Youth</td>
<td>3</td>
</tr>
<tr>
<td>• SWT 133 Geriatrics</td>
<td>3</td>
</tr>
<tr>
<td>• Two 1-hour PED activity courses or one 3-hour HED course</td>
<td>2-3</td>
</tr>
<tr>
<td>• Students may be required to take Reading 114, Critical Reading for College (2 hours) based on placement test scores.</td>
<td>2</td>
</tr>
<tr>
<td>• Electives</td>
<td>3-4</td>
</tr>
</tbody>
</table>

**All Electives Must Be Approved By The Advisor**
(These electives must be filled by the requirements of the institution to which the student plans to transfer. Refer to STARS)

| • SOC 210 Social Problems | 3 |
| • POL 211 American National Gov’t | 3 |
| • POL 220 State & Local Gov’t | 3 |
| • ECO 231 Prin. of Macroeconomics | 3 |

**TOTAL REQUIRED HOURS FOR DEGREE** 61-64

**PSY 100 is a prerequisite for all programs.**

<table>
<thead>
<tr>
<th>S1 – Semester One</th>
<th>S3 – Semester Three</th>
</tr>
</thead>
<tbody>
<tr>
<td>S2 – Semester Two</td>
<td>S4 – Semester Four</td>
</tr>
</tbody>
</table>

---

<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>• SPH 107 Fund. of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>• ENG 251 American Literature I</td>
<td>6</td>
</tr>
<tr>
<td>• ENG 252 American Literature II/OR</td>
<td>6</td>
</tr>
<tr>
<td>• ENG 261 English Literature I</td>
<td>6</td>
</tr>
<tr>
<td>• ENG 262 English Literature II</td>
<td>6</td>
</tr>
</tbody>
</table>

**Humanities & Fine Arts Elective** 3
Art, Art History, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS.

<table>
<thead>
<tr>
<th>Area III – Natural Science or Mathematics</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>• MTH 110 Finite Mathematics or higher level Mathematics from STARS</td>
<td>3</td>
</tr>
<tr>
<td>• BIO 103 Principles of Biology I w/Lab</td>
<td>4-S1</td>
</tr>
<tr>
<td>• BIO 104 Principles of Biology II w/Lab</td>
<td>4-S2</td>
</tr>
</tbody>
</table>

<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</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 102 Hist. of Western Civ. II/OR</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 201 United States History I</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 202 United States History II</td>
<td>6</td>
</tr>
</tbody>
</table>

**Social & Behavioral Sciences** 6
Economics, Geography, Political Science, Psychology, & Sociology

<table>
<thead>
<tr>
<th>Area V – Pre-Professional/Elective Courses</th>
<th>19-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>• CIS 130 Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>• HIS 256 Principles of American History</td>
<td>3</td>
</tr>
<tr>
<td>• HIS 261 Psychology At Death</td>
<td>3</td>
</tr>
<tr>
<td>• Foreign Language Elective</td>
<td>4</td>
</tr>
<tr>
<td>• Two 1-hour PED activity courses or one 3-hour HED course</td>
<td>2-3</td>
</tr>
<tr>
<td>• Students may be required to take Reading 114, Critical Reading for College (2 hours) based on placement test scores.</td>
<td>2</td>
</tr>
<tr>
<td>• Electives</td>
<td>3-4</td>
</tr>
</tbody>
</table>

**All Electives Must Be Approved By The Advisor**
(These electives must be filled by the requirements of the institution to which the student plans to transfer. Refer to STARS)

| • GEO 101 Physical Geography | 3 |
| • POL 211 American National Government | 3 |
| • PSY 211 Psychology At Death | 3 |

**TOTAL REQUIRED HOURS FOR DEGREE** 61-64

**PSY 100 is a prerequisite for all programs.**

<table>
<thead>
<tr>
<th>S1 – Semester One</th>
<th>S3 – Semester Three</th>
</tr>
</thead>
<tbody>
<tr>
<td>S2 – Semester Two</td>
<td>S4 – Semester Four</td>
</tr>
<tr>
<td>Area I – Written Composition</td>
<td>6</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---</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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area II – Humanities &amp; Fine Arts</th>
<th>12</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>6</td>
</tr>
<tr>
<td>• ENG 261 English Literature I</td>
<td>6</td>
</tr>
</tbody>
</table>

Humanities & Fine Arts Elective 3
Art, Art History, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS.

<table>
<thead>
<tr>
<th>Area III – Natural Science or Mathematics</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>• MTH 110 Finite Mathematics or higher level Mathematics from STARS</td>
<td>3</td>
</tr>
<tr>
<td>• BIO 103 Principles of Biology I w/ Lab</td>
<td>4-S1</td>
</tr>
<tr>
<td>• BIO 104 Principles of Biology II w/ Lab</td>
<td>4-S2</td>
</tr>
</tbody>
</table>

<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</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 102 Hist. of Western Civ. II/ OR</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 201 United States History I</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 202 United States History II</td>
<td>6</td>
</tr>
</tbody>
</table>

Social & Behavioral Sciences 6
Economics, Geography, Political Science, Psychology, & Sociology

<table>
<thead>
<tr>
<th>Area V – Pre-Professional/Elective Courses</th>
<th>19-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>• CIS 130 Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>• SOC 210 Social Problems</td>
<td>3-S2</td>
</tr>
<tr>
<td>• PSY 210 Human Growth &amp; Dev.</td>
<td>3-S4</td>
</tr>
<tr>
<td>• PSY 211 Psychology At Death</td>
<td>3-S3</td>
</tr>
<tr>
<td>• PSY 230 Abnormal Psychology</td>
<td>3-S2</td>
</tr>
<tr>
<td>• Two 1-hour PED activity courses or one 3-hour HED course</td>
<td>2-3</td>
</tr>
<tr>
<td>• Students may be required to take Reading 114, Critical Reading for College (2 hours) based on placement test scores.</td>
<td>2</td>
</tr>
<tr>
<td>• Electives</td>
<td>3-4</td>
</tr>
</tbody>
</table>

All Electives Must Be Approved By The Advisor
(These electives must be filled by the requirements of the institution to which the student plans to transfer. Refer to STARS)

• HUS 222 Group Counseling 3-S1
• POL 211 American National Gov’t 3-S1
• PSY 276 Human Relations 3-S4

TOTAL REQUIRED HOURS FOR DEGREE 61-64

PSY 100 is a prerequisite for all programs.

<table>
<thead>
<tr>
<th>S1 – Semester One</th>
<th>S3 – Semester Three</th>
</tr>
</thead>
<tbody>
<tr>
<td>S2 – Semester Two</td>
<td>S4 – Semester Four</td>
</tr>
</tbody>
</table>

<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>• SPH 107 Fund. of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>• ENG 251 American Literature I</td>
<td>6</td>
</tr>
<tr>
<td>• ENG 261 English Literature I</td>
<td>6</td>
</tr>
</tbody>
</table>

Humanities & Fine Arts Elective 3
Art, Art History, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS.

<table>
<thead>
<tr>
<th>Area III – Natural Science or Mathematics</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>• MTH 110 Finite Mathematics or higher level Mathematics from STARS</td>
<td>3</td>
</tr>
<tr>
<td>• BIO 103 Principles of Biology I w/ Lab</td>
<td>4-S1</td>
</tr>
<tr>
<td>• BIO 104 Principles of Biology II w/ Lab</td>
<td>4-S2</td>
</tr>
</tbody>
</table>

<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</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 102 Hist. of Western Civ. II/ OR</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 201 United States History I</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 202 United States History II</td>
<td>6</td>
</tr>
</tbody>
</table>

Social & Behavioral Sciences 6
Economics, Geography, Political Science, Psychology, & Sociology

<table>
<thead>
<tr>
<th>Area V – Pre-Professional/Elective Courses</th>
<th>19-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>• CIS 130 Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>• SOC 210 Social Problems</td>
<td>3-S2</td>
</tr>
<tr>
<td>• SOC 247 Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>• CRJ 209 Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>• HIS 256 Afro-American History</td>
<td>3</td>
</tr>
<tr>
<td>• Two 1-hour PED activity courses or one 3-hour HED course</td>
<td>2-3</td>
</tr>
<tr>
<td>• Students may be required to take Reading 114, Critical Reading for College (2 hours) based on placement test scores.</td>
<td>2</td>
</tr>
<tr>
<td>• Electives</td>
<td>3-4</td>
</tr>
</tbody>
</table>

All Electives Must Be Approved By The Advisor
(These electives must be filled by the requirements of the institution to which the student plans to transfer. Refer to STARS)

• ECO 231 Principles of Macroeconomics 3-S4

TOTAL REQUIRED HOURS FOR DEGREE 61-64

PSY 100 is a prerequisite for all programs.

<table>
<thead>
<tr>
<th>S1 – Semester One</th>
<th>S3 – Semester Three</th>
</tr>
</thead>
<tbody>
<tr>
<td>S2 – Semester Two</td>
<td>S4 – Semester Four</td>
</tr>
</tbody>
</table>
### GENERAL STUDIES COURSES
- ENG 101 English Composition I 3
- ENG 102 English Composition II 3
- SPH 107 Fund. of Public Speaking 3
- SPA 101 Introductory Spanish I 4
- MTH 110 Finite Mathematics or higher level Mathematics from STARS 3
- Natural Science Elective (Biology, Chemistry, Geography, Physical Science, Physics) 4
- PSY 200 Introduction to Psychology 3
- CIS 130 Intro to Information Systems 3
- Two 1-hour PED activity courses or one 3-hour HED course 2-3
- Students may be required to take Reading 114, Critical Reading for College (2 hours) based on placement test scores.

**TOTAL HOURS REQUIRED FOR DEGREE** 28-31

### Field of Concentration Courses
- CHD 100 Intro to Early Care & Ed. of Children 3-S1
- CHD 201 Child Growth & Dev. Principles 3-S1
- CHD 203 Children's Lit. & Lang. Dev. 3-S2
- CHD 204 Meth./Tching. Presch. Children 3-S2
- CHD 205 Prog. Png. for Ed. Yng Children 3-S3
- CHD 206 Children Health & Safety 3-S3
- CHD 208 Admin. of Child Dev. Prog. 3-S3
- CHD 209 Infan. & Toddler Ed. Prog. 2-S3
- ART 286 Art For Teachers 3-S3
- CHD 210 Ed. Exceptional Yng. Children 2-S4
- CHD 211 Child Dev. Seminar 2-S4
- CHD 215 Supv. Pract. Exp. in Child Dev. 3-S4
- MUS 115 Fundamentals of Music 3-S4
- SOC 247 Marriage & Family 3-S4

**TOTAL REQUIRED HOURS FOR DEGREE** 67-70

### GENERAL STUDIES COURSES
- ENG 101 English Composition I 3
- ENG 102 English Composition II 3
- SPH 107 Fund. of Public Speaking 3
- ART 100 Art Appreciation/ OR MUS 101 Music Appreciation 3
- MTH 110 Finite Mathematics or higher level Mathematics from STARS 3
- Natural Science Elective (Biology, Chemistry, Geography, Physical Science, Physics) 4
- PSY 200 General Psychology/ OR POL 211 American National Government 3
- SOC 200 Intro to Sociology 3
- CIS 130 Intro to Information Systems 3
- Two 1-hour PED activity courses or one 3-hour HED course 2-3
- Students may be required to take Reading 114, Critical Reading for College (2 hours) based on placement test scores.

**TOTAL HOURS REQUIRED FOR DEGREE** 31-34

### Field of Concentration Courses
- CRJ 209 Juvenile Delinquency 3
- CRJ 100 Introduction to Criminal Justice 3
- CRJ 130 Intro to Law & Judicial Procedure 3
- CRJ 116 Police Patrol 3
- CRJ 208 Intro to Criminology 3
- CRJ 216 Police Organization & Admin. 3
- CRJ 220 Criminal Investigation 3
- POL 211 American National Government 3
- SOC 210 Social Problems 3
- CRJ 150 Introduction to Corrections / OR CRJ 256 Correctional Counseling 3
- CRJ 256 Correctional Rehabilitation 3
- PSY 276 Human Relations 3
- CRJ 280 Internship 3
- HED 231 First Aid 3

**TOTAL REQUIRED HOURS FOR DEGREE** 73-76

*PSY 100 is a prerequisite for all programs.*

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1</td>
<td>CHD 100 Intro to Early Care &amp; Ed. of Children</td>
</tr>
<tr>
<td>S2</td>
<td>MUS 115 Fundamentals of Music</td>
</tr>
<tr>
<td>S3</td>
<td>CHD 203 Children's Lit. &amp; Lang. Dev.</td>
</tr>
<tr>
<td>S4</td>
<td>ART 286 Art For Teachers</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED FOR DEGREE** 67-70

*PSY 100 is a prerequisite for all programs.*

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1</td>
<td>CRJ 209 Juvenile Delinquency</td>
</tr>
<tr>
<td>S2</td>
<td>CRJ 211 Child Dev. Seminar</td>
</tr>
<tr>
<td>S3</td>
<td>CHD 215 Supv. Pract. Exp. in Child Dev.</td>
</tr>
<tr>
<td>S4</td>
<td>MUS 115 Fundamentals of Music</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED FOR DEGREE** 31-34

*PSY 100 is a prerequisite for all programs.*

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1</td>
<td>CRJ 209 Juvenile Delinquency</td>
</tr>
<tr>
<td>S2</td>
<td>CRJ 209 Juvenile Delinquency</td>
</tr>
<tr>
<td>S3</td>
<td>CRJ 211 Child Dev. Seminar</td>
</tr>
<tr>
<td>S4</td>
<td>CHD 215 Supv. Pract. Exp. in Child Dev.</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED FOR DEGREE** 73-76
LIBERAL ARTS AND SCIENCES AND COLLEGE TRANSFER PROGRAMS

COURSE DESCRIPTIONS

ANTHROPOLOGY (ANT)

ANT 200 INTRODUCTION TO ANTHROPOLOGY 3 HOURS
Prerequisite(s): As required by program
This course is a survey of physical, social, and cultural development and behavior of human beings.

ART (ART)

ART 100 ART APPRECIATION 3 HOURS
Prerequisite(s): As required by program
This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original art work. Upon completion, students should understand the fundamentals of art, the materials used and have a basic overview of the history of art.

ART 113 DRAWING I 3 HOURS
Prerequisite(s): As required by program
This course provides the opportunity to develop perceptional and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects.

ART 114 DRAWING II 3 HOURS
Prerequisite(s): Drawing I and/or as required by program
This course advances the students drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings.

ART 121 TWO DIMENSIONAL COMPOSITION I 3 HOURS
Prerequisite(s): As required by program
This course introduces the basic of concepts of two-dimensional design. Topics include the elements and principles of design with emphasis on the arrangements 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 HOURS
Prerequisite(s): ART 121 and/or as required by program
This course covers the theories and practice of composing two-dimensional images. Emphasis is placed on the relation 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.

BIOLOGY (BIO)

BIO 101 INTRODUCTION TO BIOLOGY I 4 HOURS
Prerequisite(s): As required by program
Introduction to Biology I is the first of a two-course sequence designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structure, bioenergetics, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems. A 120-minute laboratory is required.

BIO 102 INTRODUCTION TO BIOLOGY II 4 HOURS
Prerequisite(s): BIO 101 and/or as required by program
Introduction to Biology II is the second of a two-course sequence for non-science majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. A 120-minute laboratory is required.

BIO 103 PRINCIPLES OF BIOLOGY I 4 HOURS
Prerequisite(s): As required by program
This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protist. A 120-minute laboratory is required.
BIO 104  PRINCIPLES OF BIOLOGY II  4 HOURS
Prerequisite(s):  BIO 103
This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180 minute laboratory is required.

BIO 201  HUMAN ANATOMY AND PHYSIOLOGY I  4 HOURS
Prerequisite(s):  BIO 103 and/or as required by program
Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120- minute laboratory is required.

BIO 202  HUMAN ANATOMY AND PHYSIOLOGY II  4 HOURS
Prerequisite(s):  BIO 103, 201, and/or as required by program
Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.

BIO 220  GENERAL MICROBIOLOGY  4 HOURS
Prerequisite(s):  BIO 103 (Recommended:  4 Semester Hours of Chemistry) and/or as required by program
This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. Two 120-minute laboratories are required.

BIO 120  MEDICAL TERMINOLOGY  3 HOURS
Prerequisite(s):  As required by program
This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciation, and meanings of prefixes, suffixes, and roots. No laboratory is required.

BIO 230  HUMAN PATHOPHYSIOLOGY  4 HOURS
Prerequisite(s):  BIO 201, 202, 220, and/or as required by program
Human Pathophysiology covers the nature, etiology, prognosis, prevention, and therapeutics of human disease. A 120-minute laboratory is required.

CHM 104  INTRODUCTION TO INORGANIC CHEMISTRY  4 HOURS
Prerequisite(s):  MTH 092 or equivalent math placement score and/or as required by program
This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required.

CHM 105  INTRODUCTION TO ORGANIC CHEMISTRY  4 HOURS
Prerequisite(s):  As required by program
PREREQUISITE:  CHM 104 (Introduction to Inorganic Chemistry) or CHM 111 (College Chemistry I)
This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required.

CHM 111  COLLEGE CHEMISTRY I  4 HOURS
Prerequisite(s):  MTH 112 or equivalent math placement score and/or as required by program
This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required.

CHM 112  COLLEGE CHEMISTRY II  4 HOURS
Prerequisite(s):  CHM 111 and/or as required by program
This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required.

CHM 221  ORGANIC CHEMISTRY I  4 HOURS
Prerequisite(s):  CHM 112 and/or as required by program
This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, and aromatic compounds with special
CHM 222  ORGANIC CHEMISTRY II  4 HOURS
Prerequisite(s): CHM 221 and/or as required by program
This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochmistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

CHD 100  INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN  1-3 HOURS
Prerequisite(s): As required by program
This course introduces the childcare profession including the teaching of young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science and social studies concepts. Upon completion students should be able to demonstrate basic methods of creating learning experiences using appropriate techniques, materials and realistic expectations.

CHD 205  PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN  3 HOURS
Prerequisite(s): As required by program
This course is designed to give students practice in lesson and unit planning, writing behavioral objectives, and evaluating activities taught to young children. Emphasis is placed on identifying basic aspects of cognitive development and how children learn. Upon completion students should be able to plan and implement developmentally appropriate curriculum and instructional practices based on knowledge of individual differences and the curriculum goals and content.

CHD 206  CHILDREN'S HEALTH AND SAFETY  3 HOURS
Prerequisite(s): As required by program
This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on setting up and maintaining a safe, healthy environment for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. Upon completion, students should be able to prepare a healthy, safe environment, plan nutritious meals and snacks, and recommend referrals if necessary.

CHD 208  ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS  3 HOURS
Prerequisite(s): As required by program
This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state and federal regulations; budget planning; record keeping; personnel policies and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record-keeping techniques, and identify elements of a developmentally appropriate program.

CHD 209  INFANT AND TODDLER EDUCATION PROGRAMS  1-3 HOURS
Prerequisite(s): As required by program
This course focuses on child development from infancy to thirty months of age with emphasis on planning programs using developmentally-appropriate material. Emphasis is placed on positive ways to support an infant's social, emotional, physical and intellectual development. Upon completion, students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children.

CHD 210  EDUCATING EXCEPTIONAL YOUNG CHILDREN  1-3 HOURS
Prerequisite(s): As required by program
This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with young exceptional children.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 211</td>
<td>Child Development Seminar</td>
<td>1-2</td>
</tr>
<tr>
<td>CRJ 100</td>
<td>Introduction To Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 116</td>
<td>Police Patrol</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 130</td>
<td>Introduction To Law And Judicial Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 150</td>
<td>Introduction To Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 177</td>
<td>Criminal And Deviant Behavior</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 208</td>
<td>Introduction To Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 209</td>
<td>Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 212</td>
<td>Correctional Counseling Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 216</td>
<td>Police Organization And Administration</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 220</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 226</td>
<td>Fingerprint Science</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 230</td>
<td>Criminalities</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 237</td>
<td>Forensic Photography</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 238</td>
<td>Crime Scene Investigation</td>
<td>3</td>
</tr>
</tbody>
</table>

**CRIMINAL JUSTICE (CRJ)**

- **CRJ 100** *Introduction To Criminal Justice*: 3 hours
  - Prerequisite(s): As required by program
  - This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.

- **CRJ 116** *Police Patrol*: 3 hours
  - Prerequisite(s): As required by program
  - This course studies the duties and responsibilities of the uniformed police patrol. It emphasizes the importance of patrol functions and includes principles, methods, procedures and resources used in police patrol operations.

- **CRJ 130** *Introduction To Law And Judicial Process*: 3 hours
  - 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.

- **CRJ 150** *Introduction To Corrections*: 3 hours
  - Prerequisite(s): As required by program
  - This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.

- **CRJ 177** *Criminal And Deviant Behavior*: 3 hours
  - Prerequisite(s): As required by program
  - This course analyzes criminal and deviant behavior systems. An emphasis is placed on sociological and psychological theories of crime causation.

- **CRJ 208** *Introduction To Criminology*: 3 hours
  - Prerequisite(s): As required by program
  - This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. This study includes criminal personalities, principles of prevention, control, and treatment.

- **CRJ 209** *Juvenile Delinquency*: 3 hours
  - 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*: 3 hours
  - 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** *Police Organization And Administration*: 3 hours
  - Prerequisite(s): As required by program
  - This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered.

- **CRJ 220** *Criminal Investigation*: 3 hours
  - 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*: 3 hours
  - Prerequisite(s): As required by program
  - This course involves the history, classification, and current procedures of handling latent fingerprints. Latent print examination, filing, and courtroom presentations are considered.

- **CRJ 230** *Criminalities*: 3 hours
  - Prerequisite(s): As required by program
  - This course surveys the different techniques of scientific investigation. Emphasis is given to ballistics, photography, fingerprints, DNA, trace evidence, body fluids, casts, and the like.

- **CRJ 237** *Forensic Photography*: 3 hours
  - Prerequisite(s): As required by program
  - This course analyzes the principles, techniques, and uses of forensic photography in criminal investigation. Emphasis is placed on basic camera operation and mechanics, crime scene photography, and rules of photographic evidence.

- **CRJ 238** *Crime Scene Investigation*: 3 hours
  - Prerequisite(s): As required by program
  - This course examines the fundamentals of crime scene investigation. Measuring and sketching the scene, photography, evidence collection and preservation, and courtroom procedures are considered.
CRJ 239  ISSUES IN LAW ENFORCEMENT  3 Hours
Prerequisite(s):  As required by program
This course involves research, writing, and discussion of selected subjects relating to law enforcement. An analysis of contemporary police problems is provided.

CRJ 256  CORRECTIONAL REHABILITATION  3 Hours
Prerequisite(s):  As required by program
This course surveys the different methods used in the rehabilitation of public offenders. Topics include individual and group counseling, education, recreation, religion, drug treatment, and vocational programs.

CRJ 259  ISSUES IN CORRECTIONS  3 Hours
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 280  INTERNSHIP IN CRIMINAL JUSTICE  1-3 Hours
Prerequisite(s):  As required by program
This course involves 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.

**DEVELOPMENTAL ENGLISH (ENG)**

ENG 080  ENGLISH LABORATORY  1 Hour
Prerequisite(s):  Required with ENG 092, ENG 093 and/or as required by program
This course, which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on English assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in English courses. A student's success in this course is measured by success in those other English courses in which the student is enrolled.

ENG 092  BASIC ENGLISH I  3 Hours
Prerequisite(s):  Placement recommended on the ASSET/COMPASS and/or as required by program
This course is a review of basic writing skills and basic grammar. Emphasis is placed on the composing process of sentences and paragraphs in standard American written English. Students will demonstrate these skills chiefly through the writing of well-developed, multi-sentence paragraphs.

ENG 093  BASIC ENGLISH II  3 Hours
Prerequisite(s):  Placement recommended on the ASSET/COMPASS and/or as required by program
This course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays.

**DEVELOPMENTAL MATHEMATICS (MTH)**

MTH 080  MATHEMATICS LABORATORY  1 Hour
Prerequisite(s):  Required with MTH 090, MTH 091, and/or as required by program
This course is designed to offer supplemental help to students in mathematics. Students work in a laboratory situation under qualified instructors. This course may be repeated as needed. Emphasis is on arithmetic and algebra as determined by the individual need of the students.

MTH 090  BASIC MATHEMATICS  3 Hours
Prerequisite(s):  As required by program
This is a developmental course reviewing arithmetical principles and computations designed to help the student's mathematical proficiency for selected curriculum entrance.

MTH 091  DEVELOPMENTAL ALGEBRA I  3 Hours
Prerequisite(s):  MTH 090 or appropriate mathematics placement score and/or as required by program
This sequence of developmental courses provides the student with a review of arithmetic and algebraic skills designed to provide sufficient mathematical proficiency necessary for entry into Intermediate College Algebra.

MTH 098  ELEMENTARY ALGEBRA  3 Hours
Prerequisite(s):  MTH 091 and/or as required by program
This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs.

**DEVELOPMENTAL READING (RDG)**

RDG 080  READING LABORATORY  3 Hours
Prerequisite(s):  Required with RDG 083, RDG 084, RDG 085, and/or as required by program
This course, which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on reading assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in reading courses. A student's success in this course is measured by success in those other reading courses in which the student is enrolled.

RDG 084  DEVELOPMENTAL READING II  3 Hours
Prerequisite(s):  RDG 083 or equivalent placement score and/or as required by program
This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.
### RDG 085  **DEVELOPMENTAL READING III**  3 Hours

**Prerequisite(s):** RDG 084 or equivalent placement score and/or as required by program

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

### RDG 114  **CRITICAL READING FOR COLLEGE**  2 Hours

**Prerequisite(s):** College test score placement or permission of the instructor and/or as required by program

This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines.

### EDU 100  **EXPLORING TEACHING AS A PROFESSION**  2 Hours

**Prerequisite(s):** As required by program

This course provides students with an opportunity to explore teaching as a career. The role of the teacher, the benefits of teaching and the steps to becoming a teacher are some of the topics that will be explored. Students will be exposed to examples of good teaching and self-assess their personal and professional qualities.

### ENG 101  **ENGLISH COMPOSITION I**  3 Hours

**Prerequisite(s):** Successful completion of ENG 093; or a score of 42 or better on the English section of ASSET; or a score of 20 or better on the ACT (or equivalent SAT score)

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

### ENG 102  **ENGLISH COMPOSITION II**  3 Hours

**Prerequisite(s):** A grade of "C" or better in ENG 101 or the equivalent

English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage.

### ENG 246  **CREATIVE WRITING I**  3 Hours

**Prerequisite(s):** ENG 102 and/or as required by program

This course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class.

### ENG 247  **CREATIVE WRITING II**  3 Hours

**Prerequisite(s):** ENG 246 and/or as required by program

A continuation of ENG 246, this course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class.

### ENG 251  **AMERICAN LITERATURE I**  3 Hours

**Prerequisite(s):** ENG 102 or equivalent

This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

### ENG 252  **AMERICAN LITERATURE II**  3 Hours

**Prerequisite(s):** ENG 102 or equivalent

This course is a survey of American literature from the middle of the nineteenth century 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 261  **ENGLISH LITERATURE I**  3 Hours

**Prerequisite(s):** ENG 102 or equivalent

This course is a survey of English literature from its 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 LITERATURE II**  3 Hours

**Prerequisite(s):** ENG 102 or equivalent and/or 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  3 HOURS
Prerequisite(s): ENG 102 or equivalent and/or as required by program
This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major 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 272  WORLD LITERATURE II  3 HOURS
Prerequisite(s): ENG 102 or equivalent and/or as required by program
This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major 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 297  AFRICAN AMERICAN LITERATURE  3 HOURS
Prerequisite(s): ENG 102 or the equivalent and/or as required by program
This course is a study of literature produced by representative African Americans from the eighteenth century to the present. The course emphasizes the diversity of themes 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. Students will demonstrate the ability to interpret the literature and to relate the works to their historical and literary contexts.

FRN 101  INTRODUCTORY FRENCH I  4 Hours
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 French-speaking areas.

FRN 201  INTERMEDIATE FRENCH I  3 Hours
Prerequisite(s): FRN 102 or Equivalent and/or 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 202  INTERMEDIATE FRENCH II  3 Hours
Prerequisite(s): FRN 201 or Equivalent and/or as required by program
This continuation course 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  4 Hours
Prerequisite(s): As required by program
Physical Geography I is the first in a two-part sequence including topics such as weather and climate relative to the earth and relationships between the earth and sun. Laboratory is required.

HED 221  PERSONAL HEALTH  3 Hours
Prerequisite(s): As required by program
This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development, psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying.

HED 224  PERSONAL AND COMMUNITY HEALTH  3 Hours
Prerequisite(s): As required by program
This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized.

HED 230  SAFETY AND FIRST AID  3 Hours
Prerequisite(s): As required by program
HED 230 is divided into two parts. The first part concerns itself with the development of a safety education program within an organization (i.e., school, office, shop, etc.). The second part deals with physical injuries, emergency care, and treatment of those injuries. CPR certification and Standard Red Cross Cards are given upon successful completion of American Red Cross requirements.

HED 231  FIRST AID  3 Hours
Prerequisite(s): As required by program
This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced
requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Prerequisite(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HED 232</td>
<td>CARE AND PREVENTION OF ATHLETIC INJURIES</td>
<td>3</td>
<td>As required by program</td>
<td>This course provides a study of specific athletic injuries, their treatment, and preventive measures.</td>
</tr>
<tr>
<td>HED 267</td>
<td>DRUG EDUCATION</td>
<td>3</td>
<td>As required by program</td>
<td>This course provides an examination of the drug scene with emphasis on the following: pharmacological, and sociological aspects of drug use; rehabilitation and treatment resources; and the law enforcement procedures.</td>
</tr>
<tr>
<td>HIS 101</td>
<td>WESTERN CIVILIZATION I</td>
<td>3</td>
<td>As required by program</td>
<td>This course is a survey of social, intellectual, economic, and political developments, which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.</td>
</tr>
<tr>
<td>HIS 102</td>
<td>WESTERN CIVILIZATION II</td>
<td>3</td>
<td>As required by program</td>
<td>This course is a continuation of HIS 101; it surveys development of the modern western world from the era of the Renaissance and Reformation to the present.</td>
</tr>
<tr>
<td>HIS 216</td>
<td>HISTORY OF WORLD RELIGIONS</td>
<td>3</td>
<td>As required by program</td>
<td>This course presents a comparison of the major religions of the world from a historical perspective. Emphasis is placed on the origin, development, and social influence of Christianity, Judaism, Islam, Hinduism, Buddhism, and others.</td>
</tr>
<tr>
<td>HIS 201</td>
<td>UNITED STATES HISTORY</td>
<td>3</td>
<td>As required by program</td>
<td>This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction.</td>
</tr>
<tr>
<td>HIS 202</td>
<td>UNITED STATES HISTORY</td>
<td>3</td>
<td>As required by program</td>
<td>This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.</td>
</tr>
<tr>
<td>HIS 256</td>
<td>AFRICAN-AMERICAN HISTORY</td>
<td>3</td>
<td>As required by program</td>
<td>This course focuses on the experience of African-American people in the western hemisphere, particularly the United States. It surveys the period from the African origins of the slave trade during the period of exploration and colonization to the present. The course presents a comparison between the African experience in the United States and in Mexico and South America.</td>
</tr>
<tr>
<td>HIS 260</td>
<td>ALABAMA HISTORY</td>
<td>3</td>
<td>As required by program</td>
<td>This course surveys the development of the state of Alabama from pre-historic times to the present. The course presents material on the discovery, exploration, colonization, territorial period, ante-bellum Alabama, Reconstruction, and modern history.</td>
</tr>
<tr>
<td>HIS 299</td>
<td>DIRECTED STUDIES IN HISTORY</td>
<td>1-3</td>
<td>As required by program</td>
<td>This course affords students opportunities to study selected topics of a historical nature under the direction of an instructor either as part of class or on an individual basis. Internships with historical and preservation organizations, thesis development, and the analysis of secondary monographs are examples of activities for this course. HIS 299 may be repeated for credit.</td>
</tr>
<tr>
<td>HUM 101</td>
<td>INTRODUCTION TO HUMANITIES I</td>
<td>3</td>
<td>As required by program</td>
<td>This is the first course in a two-semester sequence that offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy that relates to a unifying theme.</td>
</tr>
<tr>
<td>HUM 102</td>
<td>INTRODUCTION TO HUMANITIES II</td>
<td>3</td>
<td>HUM 101 and/or as required by program</td>
<td>This course is a continuation of HUM 101.</td>
</tr>
<tr>
<td>HUS 222</td>
<td>GROUP COUNSELING TECHNIQUES</td>
<td>3</td>
<td>As required by program</td>
<td>This course provides the techniques used for facilitating and assisting individuals to seek a variety of social experiences and interests. Emphasis is placed on outlets for such needs as status, security and other emotional feelings and problems to be expressed in a non-threatening atmosphere. Upon completion of this course the student will have attained leadership techniques and skills that enable him/her to effectively work through the different stages of the group process.</td>
</tr>
</tbody>
</table>
MTH 100  INTERMEDIATE COLLEGE  3 HOURS
ALGEBRA
Prerequisite(s): MTH 092 or MTH 098 or appropriate mathematics placement score.
This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics.

MTH 110  FINITE MATHEMATICS  3 HOURS
Prerequisite(s): All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) Intermediate College Algebra.
This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications.

MTH 112  PRECALCULUS ALGEBRA  3 HOURS
Prerequisite(s): All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) Intermediate College Algebra.
This course emphasizes the algebra of functions - including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.

MTH 113  PRECALCULUS TRIGONOMETRY  3 HOURS
Prerequisite(s): A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) MTH 112.
This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems.

MTH 116  MATHEMATICAL APPLICATIONS  3 HOURS
Prerequisite(s): MTH 090 or appropriate mathematics placement score.
This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some types included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for students seeking an AAS degree and does not meet the general core requirement for mathematics.

MTH 126  CALCULUS II  4 HOURS
Prerequisite(s): A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher MTH 125.
This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations.

MTH 186  MEDICAL DOSAGE CALCULATION  3 HOURS
Prerequisite(s): MTH 090 or suitable placement score.
This course explains mathematical applications to the following dosage calculations: oral dosages, injectable drugs, intravenous fluids, insulin, heparin, pediatric dosages, geriatric dosages, and electrolyte solutions. This course does not apply toward the general core requirement for mathematics.

MTH 227  CALCULUS III  4 HOURS
Prerequisite(s): MTH 126 and/or as required by program.
This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem).

MTH 237  LINEAR ALGEBRA  3 HOURS
Prerequisite(s): MTH 126 and/or as required by program.
This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and dimension, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product spaces, and the diagonalization of symmetric matrices. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations.

MTH 238  APPLIED DIFFERENTIAL EQUATIONS I  3 HOURS
Co-requisite(s): MTH 227 and/or as required by program.
An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the
behavior of the solutions, and applications to physical models whose governing equations are of higher order; the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous.

MTH 265 ELEMENTARY STATISTICS 3 HOURS
Prerequisite(s): MTH 100 or appropriate mathematics placement score and/or as required by program
This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variables, and distributions may be included.

MUS 101 MUSIC APPRECIATION 3 HOURS
Prerequisite(s): As required by program
This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three (3) stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.

MUS 111 MUSIC THEORY I 3 HOURS
Prerequisite(s): MUS 110 or suitable placement score or and/or as required by program. Co-requisite: MUS 113, if ear training lab is a separate course
This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

MUS 112 MUSIC THEORY II 1-4 HOURS
Prerequisite(s): MUS 111 and/or as required by program Co-requisite: MUS 114, if ear training lab is a separate course
This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

MUS 113 MUSIC THEORY LAB I 1 HOUR
Prerequisite(s): MUS 110 or suitable placement score and/or as required by program Co-requisite(s): MUS 111, if ear-training lab is a separate course
This course provides the practical application of basic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter and four-part triadic progressions in root position. Upon completion, students should be able to write, sing and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads and short four-part progressions in root position.

MUS 114 MUSIC THEORY 1 HOUR
Prerequisite(s): MUS 113 and/or as required by program Co-requisite(s): MUS 112, if ear training lab is a separate course
This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiation, more complex rhythmic patterns in simple and compound meter and four-part diatonic progressions in all inversions. Upon completion, students should be able to write, sing and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatonic melodies and four-part diatonic progressions.

MUS 115 FUNDAMENTALS OF MUSIC 3 HOURS
Prerequisite(s): As required by program
This course is designed to teach the basic fundamentals of music and develop usable musical skills for the classroom teacher. Topics include rhythmic notation, simple and compound meters, pitch notation, correct singing techniques, phrases, keyboard awareness, key signatures, scales, intervals and harmony using I, IV, and V with a choral instrument. Upon completion, students should be able to sing a song, harmonize a simple tune, demonstrate rhythmic patterns and identify musical concepts through written documentation.

MUS 211 MUSIC THEORY III 1-4 HOURS
Prerequisite(s): MUS 112 and/or as required by program Co-requisite(s): MUS 213, if ear training lab is a separate course
This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and ternary forms. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation and keyboard skills.

MUS 212 MUSIC THEORY IV 1-4 HOURS
Prerequisite(s): MUS 211 and/or as required by program Co-requisite(s): MUS 214, if ear training lab is a separate course
This course completes the study of chromatic harmonic practices in the Common Practice Period and introduces the student to twentieth-century practices. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony and twentieth-century practices and forms. Upon completion, students should be able to demonstrate competence using chromatic harmony and basic
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 conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.
advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling.

**PED 123 BEGINNING GOLF 1 HOUR**
*Prerequisite(s): As required by program*

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, 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 and demonstrate a knowledge of the rules and etiquette of golf.

**PED 124 INTERMEDIATE GOLF 1 HOUR**
*Prerequisite(s): PED 123 and/or as required by program*

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play a recreational round of golf.

**PED 131 BEGINNING BADMINTON 1 HOUR**
*Prerequisite(s): As required by program*

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drop, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations.

**PED 132 INTERMEDIATE BADMINTON 1 HOUR**
*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 1 HOUR**
*Prerequisite(s): As required by program*

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.

**PED 140 BEGINNING SWIMMING 1 HOUR**
*Prerequisite(s): As required by program*

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards.

**PED 141 INTERMEDIATE SWIMMING 1 HOUR**
*Prerequisite(s): PED 140 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 new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissor kick, the underwater swim, and other related skills.

**PED 171 BEGINNING BASKETBALL 1 HOUR**
*Prerequisite(s): As required by program*

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball.

**PED 176 BEGINNING VOLLEYBALL 1 HOUR**
*Prerequisite(s): As required by program*

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.

**PED 200 FOUNDATIONS OF PHYSICAL EDUCATION 3 HOURS**
*Prerequisite(s): As required by program*

In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors.

**PED 216 SPORTS OFFICIATING 3 HOURS**
*Prerequisite(s): As required by program*

This course surveys the basic rules and mechanics of officiating a variety of sports, including both team and individual sports. In addition to class work, students will receive at least 3 hours of practical experience in officiating.

**PHS 111 PHYSICAL SCIENCE 4 HOURS**
*Prerequisite(s): As required by program*

This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and Astronomy. Laboratory is required.

**PHS 112 PHYSICAL SCIENCE II 4 HOURS**
*Prerequisite(s): As required by program*

This course provides the non-technical student with an introduction to the basic principle of chemistry and physics. Laboratory is required.

**PHS 120 ENVIRONMENTAL SCIENCE 4 HOURS**
*Prerequisite(s): As required by program*

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 emphasis on topics such as air, soil, water, wild life, forestry and solid waste pollution. Laboratory is required and will emphasize field studies and experimentation.

**PHS 121 APPLIED PHYSICAL SCIENCE I 4 HOURS**
*Prerequisite(s): As required by program*

This course introduces the general principles of physics and chemistry. Topics include measurement, motion, Newton's laws of motion, momentum, energy, work, power, heat, thermodynamics, waves, sound, light, electricity, magnetism,
and chemical principles. Upon completion, students should be able to demonstrate an understanding of the physical environment and be able to apply the scientific principles to observations experienced.

PHS 230  INTRODUCTION TO METEOROLOGY  4 HOURS
Prerequisite(s):  As required by program
This course is an introductory survey of meteorology emphasizing the hydrologic cycle, cloud formation, weather maps, forecasting, and wind systems. Local weather systems will be given detailed study. Laboratory is required.

PHY 201  GENERAL PHYSICS I  4 HOURS
—TRIG BASED
Prerequisite(s):  MTH 113 or equivalent and/or as required by program
This course is designed to cover general physics at a level that assures previous exposure to college algebra, basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A laboratory is required.

PHY 202  GENERAL PHYSICS II  4 HOURS
—TRIG BASED
Prerequisite(s):  PHY 201 and/or as required by program
This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required.

PHY 213  GENERAL PHYSICS WITH CAL I  4 HOURS
Prerequisite(s):  MTH 125 and/or as required by program
This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy, including thermodynamics. Laboratory is required.

PHY 214  GENERAL PHYSICS WITH CAL II  4 HOURS
Prerequisite(s):  PHY 213 and/or as required by program
This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required.

POL 200  INTRODUCTION TO POLITICAL SCIENCE  3 HOURS
Prerequisite(s):  As required by program
This course is an introduction to the field of political science through examination of the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems. Topics include approaches to political science, research methodology, the state, government, law, ideology, organized political influences, governmental bureaucracy, problems in political democracy, and international politics. Upon completion, students should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems.

POL 211  AMERICAN NATIONAL GOVERNMENT  3 HOURS
Prerequisite(s):  As required by program
This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U. S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.

POL 220  STATE AND LOCAL GOVERNMENT  3 HOURS
Prerequisite(s):  As required by program
This course is a study of the forms of organization, functions, institutions, and operation of American state and local governments. Emphasis is placed on the variety of forms and functions of state and local governments, with particular attention to those in Alabama and to the interactions between state and local government and the national government. Upon completion, students should be able to identify elements of and explain relationships among the state, local, and national governments of the U.S., and function as more informed participants of state and local political systems.

PSY 100  ORIENTATION  1 HOURS
Prerequisite(s):  As required by program
This course is designed to introduce the student to college life, responsibilities, rules, and regulations.

PSY 200  GENERAL PSYCHOLOGY  3 HOURS
Prerequisite(s):  As required by program
This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.
PSY 210  HUMAN GROWTH AND DEVELOPMENT  3 HOURS
Prerequisite(s): PSY 200 and/or as required by program
This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death.

PSY 211  CHILD GROWTH AND DEVELOPMENT  3 HOURS
Prerequisite(s): PSY 200 and/or as required by program
This course is a systematic study of the behavior and psychological development of the child from conception to adolescence. Emphasis will be placed on principles underlying physical, mental, emotional and social development, methods of child study, and practical implications.

PSY 217  PSYCHOLOGY OF DEATH AND DYING  3 HOURS
Prerequisite(s): As required by program
This course is a study of the special psychological adjustments surrounding the issue of death and dealing with the terminally ill.

PSY 220  HUMAN SEXUALITY  3 HOURS
Prerequisite(s): As required by program
This course is a comprehensive and integrated approach to human sexuality emphasizing biological, psychological, social and emotional aspects.

PSY 230  ABNORMAL PSYCHOLOGY  3 HOURS
Prerequisite(s): PSY 200 and/or as required by program
This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered.

PSY 276  HUMAN RELATIONS  3 HOURS
Prerequisite(s): As required by program
This course focuses on readings, inter-and intrapersonal experiences, individual testing, employer visits and open discussions. Its goal is to assist the student in making a successful transition from classroom to the world of work.

SOC 200  INTRO TO SOCIOLOGY  3 HOURS
Prerequisite(s): As required by program
This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

SOC 209  JUVENILE DELINQUENCY  3 HOURS
Prerequisite(s): SOC 200 and/or 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.

SOC 210  SOCIAL PROBLEMS  3 HOURS
Prerequisite(s): SOC 200 and/or as required by program
This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research.

SOC 247  MARRIAGE AND THE FAMILY  3 HOURS
Prerequisite(s): SOC 200 and/or as required by program
This course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life.

SPA 101  INTRODUCTORY SPANISH I  4 HOURS
Prerequisite(s): As required by program
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  4 HOURS
Prerequisite(s):  SPA 101 or Equivalent
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

SPA 201  INTERMEDIATE SPANISH I  3 HOURS
Prerequisite(s):  SPA 102 or Equivalent
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

SPA 202  INTERMEDIATE SPANISH II  3 HOURS
Prerequisite(s):  SPA 201 or Equivalent
This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

SPH 106  FUNDAMENTALS OF  3 HOURS
PREREQUISITE(S):  AS REQUIRED BY PROGRAM
Oral Communication
This course includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application.

SPH 107  FUNDAMENTALS OF  3 HOURS
PREREQUISITE(S):  AS REQUIRED BY PROGRAM
Public Speaking
This course explores principles of audience and environment analysis as well as the actual planning, rehearsing and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performances are emphasized.

SPH 116  INTRODUCTION TO  3 HOURS
PREREQUISITE(S):  AS REQUIRED BY PROGRAM
Interpersonal Communication
This course is an introduction to the basic principles of interpersonal communication.

Don't Miss the Excitement – Support Our Cougars ...

The Athletic Web Site:
http://www.lawsonstate.edu/athletics/athletics03/index.html
CAREER, TECHNICAL, AND OCCUPATIONAL PROGRAMS

DR. ALICE TYLER MILTON, ASSOCIATE DEAN
Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221
amilton@lawsonstate.edu

Phone: 205-929-6306
Fax: 205-929-6362

Web Site
http://www.lawsonstate.edu/programs/ctop/ctop.html

- Division Updates
- Schedule Changes
- Current News
- Announcements
- Calendar of Events
- Course Descriptions
- Educational Department
- Online Courses
- Instructor’s Credentials
- E-mail Addresses

- Student Organizations
  - Association of Information Technology Professionals
  - International Association of Administrative Professionals
  - Kappa Beta Delta
  - Phi Beta Lambda
  - Phi Theta Kappa
  - SIFE
  - VICA

- Live Works
- Student Achievement
- Partnerships

EDUCATIONAL DEPARTMENTS

- Apparel and Design
- Auto Body
- Barbering
- Business and Information Technologies
- Career, Technical, and Occupational Technologies
- Carpentry
- Commercial Foods
- Correctional Education
- Cosmetology
- Drafting and Design Technology
- Electrical Technologies
- Electronics
- Emergency Medical Service
- Fire Science
- Health Professions
- Plumbing
- Radio and Television
- Related Subjects

Get Ready For An Even Better Challenging Experience . . .

ACATT
Alabama Center for Advanced Technology and Training
Visit the New ACATT Web Site
http://www.acatt.org

The Business and Information Technologies Department Future Site
– West Campus – 2005 –
MISSION: The mission of the Business and Information Technologies Department primarily is to organize and provide instruction in the areas of business for individuals in the metropolitan county. To accomplish this mission, the Department 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.

Secondary to the Business Technologies Department's principal focus is that of providing community service. The services performed by the Department vary to seek and achieve the objectives of the Department. Recently, our students placed nationally in their community services' efforts. Moreover, they placed nationally in their belief of the American Enterprise System, Multimedia Presentations, and Business Law. This experience alone has provided them growth in their vocation.

The Business and Information Technologies Department has become stronger each year because of the desire to be the best of the best, which makes the student highly marketable in their endeavors.

The Department's mission and objectives reflect the application of Lawson State's overall mission to the field of Business. Specifically, the Department's certificate and degree programs allow students to gain entry-level employment in industry, business, or government; and/or to transfer to senior institutions. The course offerings to accomplish these two objectives include numerous courses which also allow persons employed in business to learn new skills or refresh existing skills. Persons desiring noncredit, personal enrichment may audit any course offering which complements their personal proficiency.

The Business Technologies Department at Lawson State Community College specializes in providing a state-of-the-art, highly marketable systems education. Our goal is to provide students with a strong foundation upon which they can continue to build as the profession changes. Students play an important and active role in the life of the Department; they are valued members of the Lawson State family. Students work closely with faculty and often work with them several times a week. Each student is treated as an important individual, with unique goals, drives, and needs.

The Department offers a balance between technical and managerial issues through a strong emphasis on business applications. The curriculum provides students with a broad understanding of business, a competence in business computer programming, and knowledge of information technology infrastructure.

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.

Upon completion, graduates of the Business Technologies Department are prepared to continue their education at a four-year institution or apply for entry-level positions in industry. Excellent career opportunities exist for students in the expanding field of Information Technology including programming, systems analysis and design, personal networking, networking, and systems integrations. Managing these technologies to help solve business problems provides students concentrating in information systems a wide variety of career opportunities. According to the Occupational Handbook, 1996 - 2006, the Business Technologies Department can train individuals in 10 of the 30 fastest growing occupations. According to Occupational Outlook Handbook 2000 - 2001, the Business Technologies Department can train individuals in over 100 occupations.

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

BUSINESS AND INFORMATION TECHNOLOGIES PARTNERSHIPS/ORGANIZATIONS

- Authorized Drake Testing Center
- Authorized VUE Testing Center
  Phone Number: 205-929-6448
- Member of SREC (Southern Regional Electronic Campus)
  —Online Courses
- Authorized Academic Training Partner (IT Academy Pro Plus—Microsoft)
- ACBSP Accreditation
- SREB – Distance Learning
- Novell Education Academic Partner (NEAP)
- Active Kappa Beta Delta Honor Society (Accredited Business Programs)
- Active Phi Beta Lambda Chapter (All Business Technologies Students)
- Active Association of Information Technology Professionals (Computer Science Students)
- National Coalition of Advanced Technology Centers
- IAAP – Administrative Professionals Organization (Office Administration Students)
- VITA e-filing Site (Income Taxes)

Join PBL Today!!

*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. *Phi Beta Lambda* 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.

Ms. Alfreda King, Advisor -205-929-6460
A. G. Gaston Building/East Campus
## ASSOCIATE IN ARTS DEGREE
### Business Administration

<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>• SPH 107 Fund. Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>• ENG 251 American Literature I</td>
<td>6</td>
</tr>
<tr>
<td>• ENG 252 American Literature II / OR</td>
<td></td>
</tr>
<tr>
<td>• ENG 261 English Literature I</td>
<td>6</td>
</tr>
<tr>
<td>• ENG 262 English Literature II</td>
<td></td>
</tr>
</tbody>
</table>

### Humanities & Fine Arts Electives:
Choose Art, Art History, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS.

<table>
<thead>
<tr>
<th>Area III – Natural Science &amp; Mathematics</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>• BIO 101/102 Intro to Biology I – II W/Lab / OR</td>
<td>8</td>
</tr>
<tr>
<td>Other disciplines accepted in the Natural Sciences include: Astronomy, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.</td>
<td></td>
</tr>
<tr>
<td>• MTH 112 Pre-Calculus Algebra or higher level Mathematics from STARS</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area IV – History, Social, &amp; Beh. Sciences</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>• HIS 101/102 Western Civilization I – II OR</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 121/122 World History I – II</td>
<td>6</td>
</tr>
<tr>
<td>• PSY 200 General Psychology / OR</td>
<td>3</td>
</tr>
<tr>
<td>• SOC 200 Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>• ECO 231 Principles of Macroeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

### Area V – Pre-Professional/Elective Courses 17-23
- Two 1-hour PED activity courses or one 3-hour HED course 2-3
- Students may be required to take Reading 114, Critical Reading for College (2 hours) based on placement test scores. 2
- CIS 146** Microcomputer Applications** 3 -S2
- BUS 241 Principles of Accounting I 3 -S1
- ECO 232 Principles of Microeconomics 3 -S4
- BUS 150 Introduction to Business 3 -S2
- Electives (ACC, BUS, CIS, ECO, OAD) 6*

**TOTAL REQUIRED HOURS FOR DEGREE** 62-64

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1 - First Semester</td>
<td></td>
</tr>
<tr>
<td>S2 - Second Semester</td>
<td></td>
</tr>
<tr>
<td>S3 - Third Semester</td>
<td></td>
</tr>
<tr>
<td>S4 - Fourth Semester</td>
<td></td>
</tr>
</tbody>
</table>

### Notes
- *Elective(s) and/or substitutions must be approved by the area advisor
- **CIS 130 or prior computer experience that is equivalent to CIS 130 is required
- PSY 100 is a prerequisite for this program
- WorkKeys pre-assessment is required
- BUS 210 (Introduction to Accounting) is recommended as a prerequisite for BUS 241

---

## ASSOCIATE IN ARTS DEGREE
### Business Education

<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>• SPH 107 Fund. Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>• ENG 251 American Literature I</td>
<td>6</td>
</tr>
<tr>
<td>• ENG 252 American Literature II / OR</td>
<td></td>
</tr>
<tr>
<td>• ENG 261 English Literature I</td>
<td>6</td>
</tr>
<tr>
<td>• ENG 262 English Literature II</td>
<td></td>
</tr>
</tbody>
</table>

### Humanities & Fine Arts Electives:
Choose Art, Art History, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS.

<table>
<thead>
<tr>
<th>Area III – Natural Science &amp; Mathematics</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>• BIO 101/102 Intro to Biology I – II W/Lab / OR</td>
<td>8</td>
</tr>
<tr>
<td>Other disciplines accepted in the Natural Sciences include: Astronomy, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.</td>
<td></td>
</tr>
<tr>
<td>• MTH 112 Pre-Calculus Algebra or higher level Mathematics from STARS</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area IV – History, Social, &amp; Beh. Sciences</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>• HIS 101/102 Western Civilization I – II OR</td>
<td>6</td>
</tr>
<tr>
<td>• HIS 121/122 World History I – II</td>
<td>6</td>
</tr>
<tr>
<td>• PSY 200 General Psychology / OR</td>
<td>3</td>
</tr>
<tr>
<td>• SOC 200 Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>• ECO 231 Principles of Macroeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

### Area V – Pre-Professional/Elective Courses 17-23
- Two 1-hour PED activity courses or one 3-hour HED course 2-3
- Students may be required to take Reading 114, Critical Reading for College (2 hours) based on placement test scores. 2
- CIS 146** Microcomputer Applications** 3 -S2
- CIS 147 Adv. Microcomputer Apps. 3 -S3
- ECO 231 Principles of Macroeconomics 3 -S4
- Electives (ACC, BUS, CIS, ECO, OAD) 9*

**TOTAL REQUIRED HOURS FOR DEGREE** 62-64

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1 - First Semester</td>
<td></td>
</tr>
<tr>
<td>S2 - Second Semester</td>
<td></td>
</tr>
<tr>
<td>S3 - Third Semester</td>
<td></td>
</tr>
<tr>
<td>S4 - Fourth Semester</td>
<td></td>
</tr>
</tbody>
</table>

### Notes
- *Elective(s) and/or substitutions must be approved by the area advisor
- **CIS 130 or prior computer experience that is equivalent to CIS 130 is required
- PSY 100 is a prerequisite for this program
- WorkKeys pre-assessment is required
- BUS 210 (Introduction to Accounting) is recommended as a prerequisite for BUS 241
### ASSOCIATE IN APPLIED SCIENCE DEGREE

#### Accounting Technology

**General Studies Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ART 100 Art Appreciation / OR</td>
<td>3</td>
</tr>
<tr>
<td>MUS 101 Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107 Fund. Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101 Intro to Biology I W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CIS 146** Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>MTH 110 Finite Mathematics / OR</td>
<td>3</td>
</tr>
<tr>
<td>MTH 112 Pre-Calculus (or higher level math from STARS)</td>
<td>3</td>
</tr>
<tr>
<td>PSY 200 General Psychology / OR</td>
<td>3</td>
</tr>
<tr>
<td>SOC 200 Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses or One 3-hour HED course (depending on placement test scores)</td>
<td>2 - 3</td>
</tr>
<tr>
<td>RDG 114 Critical Reading for College</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL GENERAL STUDIES COURSES** 24-27

**Field of Concentration Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 129 Individual Income Taxes</td>
<td>3 - S4</td>
</tr>
<tr>
<td>ACC 150 Computerized General Ledger</td>
<td>3 - S3</td>
</tr>
<tr>
<td>BUS 150 Business Mathematics</td>
<td>3 - S1</td>
</tr>
<tr>
<td>BUS 190 Mgmt. Workshop I/Grant Writing</td>
<td>3 - S3</td>
</tr>
<tr>
<td>BUS 215 Business Communications</td>
<td>3 - S2</td>
</tr>
<tr>
<td>BUS 241 Principles of Accounting I</td>
<td>3 - S1</td>
</tr>
<tr>
<td>BUS 242 Principles of Accounting II</td>
<td>3 - S2</td>
</tr>
<tr>
<td>BUS 246 Acct. on the Microcomputer</td>
<td>3 - S4</td>
</tr>
<tr>
<td>BUS 248 Managerial Accounting</td>
<td>3 - S3</td>
</tr>
<tr>
<td>BUS 263 Legal/Social Env. of Business</td>
<td>3 - S2</td>
</tr>
<tr>
<td>BUS 275 Principles of Management</td>
<td>3 - S4</td>
</tr>
<tr>
<td>BUS 285 Principles of Marketing</td>
<td>3 - S4</td>
</tr>
<tr>
<td>BUS 296 Business Internship</td>
<td>3 - S4</td>
</tr>
<tr>
<td>CIS 147 Adv. Microcomputer Apps.</td>
<td>3 - S3</td>
</tr>
<tr>
<td>ECO 231 Principles of Macroeconomics</td>
<td>3 - S2</td>
</tr>
<tr>
<td>OAD 130 Electronic Calculations</td>
<td>3 - S1</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR DEGREE** 70 - 75

#### Business Administration and Management

**General Studies Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ART 100 Art Appreciation / OR</td>
<td>3</td>
</tr>
<tr>
<td>MUS 101 Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107 Fund. Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101 Intro to Biology I W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CIS 146** Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>MTH 110 Finite Mathematics / OR</td>
<td>3</td>
</tr>
<tr>
<td>MTH 112 Pre-Calculus (or higher level math from STARS)</td>
<td>3</td>
</tr>
<tr>
<td>PSY 200 General Psychology / OR</td>
<td>3</td>
</tr>
<tr>
<td>SOC 200 Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses or One 3-hour HED course (depending on placement test scores)</td>
<td>2 - 3</td>
</tr>
<tr>
<td>RDG 114 Critical Reading for College</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL GENERAL STUDIES COURSES** 24-27

**Field of Concentration Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 100 Introduction to Business</td>
<td>3 - S2</td>
</tr>
<tr>
<td>BUS 150 Business Mathematics</td>
<td>3 - S1</td>
</tr>
<tr>
<td>BUS 190 Management Workshop I</td>
<td>3 - S3</td>
</tr>
<tr>
<td>BUS 215 Business Communications</td>
<td>3 - S2</td>
</tr>
<tr>
<td>BUS 241 Principles of Accounting I</td>
<td>3 - S1</td>
</tr>
<tr>
<td>BUS 242 Principles of Accounting II</td>
<td>3 - S2</td>
</tr>
<tr>
<td>BUS 246 Acct. on the Microcomputer</td>
<td>3 - S4</td>
</tr>
<tr>
<td>BUS 263 Legal/Social Env. of Business</td>
<td>3 - S2</td>
</tr>
<tr>
<td>BUS 275 Principles of Management</td>
<td>3 - S4</td>
</tr>
<tr>
<td>BUS 285 Principles of Marketing</td>
<td>3 - S4</td>
</tr>
<tr>
<td>BUS 296 Business Internship</td>
<td>3 - S4</td>
</tr>
<tr>
<td>CIS 147 Adv. Microcomputer Apps.</td>
<td>3 - S3</td>
</tr>
<tr>
<td>ECO 231 Principles of Macroeconomics</td>
<td>3 - S2</td>
</tr>
<tr>
<td>OAD 130 Electronic Calculations</td>
<td>3 - S1</td>
</tr>
<tr>
<td>OAD 230 Electronic Publishing</td>
<td>3 - S4</td>
</tr>
<tr>
<td>Electives (ACC, BUS, CIS, OAD)</td>
<td>3*</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR DEGREE** 70 - 75

#### Kappa Beta Delta

Are you striving for Excellence? Are you Trustworthy? Are you Genuine? Are you Esteemed?

You Are **Kappa Beta Delta**

An Honor For The TOP Business Students!

---

Contact: Ms. Alfreda King, Advisor – 205-929-6460
### ASSOCIATE IN APPLIED SCIENCE DEGREE

#### Computer Science – Business Education

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ART 100 Art Appreciation / OR</td>
<td>3</td>
</tr>
<tr>
<td>MUS 101 Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107 Fund. Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101 Intro to Biology I W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CIS 146** Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>MTH 110 Finite Mathematics / OR MTH 112 Pre-Calculus (or higher level math from STARS)</td>
<td>3</td>
</tr>
<tr>
<td>PSY 200 General Psychology / OR SOC 200 Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses or One 3-hour HED course</td>
<td>2-3</td>
</tr>
<tr>
<td>RDG 114 Critical Reading for College (depending on placement test scores)</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL GENERAL STUDIES COURSES 24-27**

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th>48</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 241 Principles of Accounting</td>
<td>3 -S1</td>
</tr>
<tr>
<td>BUS 246 Aec. on the Microcomputer</td>
<td>3 -S2</td>
</tr>
<tr>
<td>CIS 140 Basic Web Page Design</td>
<td>3 -S3</td>
</tr>
<tr>
<td>CIS 145 Advanced Web Page Design</td>
<td>3 -S3</td>
</tr>
<tr>
<td>CIS 147 Adv. Microcomputer Apps.</td>
<td>3 -S3</td>
</tr>
<tr>
<td>CIS 160 Multimedia for the WWW</td>
<td>3 -S3</td>
</tr>
<tr>
<td>CIS 189 Co-op for CIS I</td>
<td>3 -S4</td>
</tr>
<tr>
<td>CIS 190 Introduction to Programming</td>
<td>3 -S1</td>
</tr>
<tr>
<td>CIS 251 “C” Programming</td>
<td>3 -S3</td>
</tr>
<tr>
<td>CIS 212 Visual Basic Programming</td>
<td>3 -S2</td>
</tr>
<tr>
<td>CIS 281 Systems Analysis and Design</td>
<td>3 -S4</td>
</tr>
<tr>
<td>OAD 230 Electronic Publishing</td>
<td>3 -S4</td>
</tr>
<tr>
<td>Electives (BUS, CIS, OAD, MTH, ACC)</td>
<td>12*</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR DEGREE 70 - 75**

S1 - First Semester

S2 - Second Semester

S3 - Third Semester

S4 - Fourth Semester

- Elective(s) and/or substitutions must be approved by the area advisor.
- **CIS 130 or prior computer experience that is equivalent to CIS 130 is required**
- PSY 100 is a prerequisite for this program
- WorkKeys pre-assessment is required
- BUS 210 (Introduction to Accounting) is recommended as a prerequisite for BUS 241

### ASSOCIATE IN APPLIED SCIENCE DEGREE

#### Computer Science - Math

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ART 100 Art Appreciation / OR</td>
<td>3</td>
</tr>
<tr>
<td>MUS 101 Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107 Fund. Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101 Intro to Biology I W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CIS 146** Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>MTH 110 Finite Mathematics / OR MTH 112 Pre-Calculus (or higher level math from STARS)</td>
<td>3</td>
</tr>
<tr>
<td>PSY 200 General Psychology / OR SOC 200 Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Two 1-hour PED activity courses or One 3-hour HED course</td>
<td>2-3</td>
</tr>
<tr>
<td>RDG 114 Critical Reading for College (depending on placement test scores)</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL GENERAL STUDIES COURSES 24-27**

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th>48</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 150 Computerized Gen. Ledger/OR</td>
<td>3 -S3</td>
</tr>
<tr>
<td>BUS 246 Aec. on the Microcomputer</td>
<td>3 -S2</td>
</tr>
<tr>
<td>CIS 140 Basic Web Page Design</td>
<td>3 -S2</td>
</tr>
<tr>
<td>CIS 145 Advanced Web Page Design</td>
<td>3 -S3</td>
</tr>
<tr>
<td>CIS 147 Adv. Microcomputer Apps.</td>
<td>3 -S3</td>
</tr>
<tr>
<td>CIS 189 Co-op for CIS I</td>
<td>3 -S4</td>
</tr>
<tr>
<td>CIS 190 Introduction to Programming</td>
<td>3 -S1</td>
</tr>
<tr>
<td>CIS 212 Visual Basic Programming</td>
<td>3 -S2</td>
</tr>
<tr>
<td>CIS 251 C Programming</td>
<td>3 -S3</td>
</tr>
<tr>
<td>CIS 250 E-Commerce</td>
<td>3 -S4</td>
</tr>
<tr>
<td>OAD 230 Electronic Publishing</td>
<td>3 -S4</td>
</tr>
<tr>
<td>Electives (CIS, MTH, OAD, ACC)</td>
<td>18*</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR DEGREE 70 - 75**

S1 - First Semester

S2 - Second Semester

S3 - Third Semester

S4 - Fourth Semester

- Elective(s) and/or substitutions must be approved by the area advisor.
- **CIS 130 or prior computer experience that is equivalent to CIS 130 is required**
- PSY 100 is a prerequisite for this program
- WorkKeys pre-assessment is required
- BUS 210 (Introduction to Accounting) is recommended as a prerequisite for BUS 241

TO: ALL MAJORS
Join
PBL (Phi Beta Lambda) Today!

*A Challenge For A Lifetime*

Contact: Ms. Alfreda King (205)-929-6460
ASSOCIATE IN APPLIED SCIENCE DEGREE
Office Administration

General Studies Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ART 100</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS 101</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107</td>
<td>Fund. Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Intro to Biology I W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CIS 146**</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>MTH 110</td>
<td>Finite Mathematics / OR</td>
<td>3</td>
</tr>
<tr>
<td>MTH 112</td>
<td>Pre-Calculus</td>
<td>3</td>
</tr>
<tr>
<td>ART 100</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS 101</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107</td>
<td>Fund. Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Intro to Biology I W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CIS 146**</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>MTH 110</td>
<td>Finite Mathematics / OR</td>
<td>3</td>
</tr>
<tr>
<td>MTH 112</td>
<td>Pre-Calculus</td>
<td>3</td>
</tr>
<tr>
<td>RDG 114</td>
<td>Critical Reading for College</td>
<td>2-3</td>
</tr>
<tr>
<td>RDG 114</td>
<td>Critical Reading for College</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL GENERAL STUDIES COURSES 24-27

Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 150</td>
<td>Computerized General Ledger</td>
<td>3-S3</td>
</tr>
<tr>
<td>BUS 150</td>
<td>Business Mathematics</td>
<td>3-S1</td>
</tr>
<tr>
<td>BUS 215</td>
<td>Business Communications</td>
<td>3-S2</td>
</tr>
<tr>
<td>BUS 241</td>
<td>Principles of Accounting I</td>
<td>3-S1</td>
</tr>
<tr>
<td>BUS 246</td>
<td>Acct. on the Microcomputer</td>
<td>3-S4</td>
</tr>
<tr>
<td>BUS 263</td>
<td>Legal/Social Env. of Business</td>
<td>3-S2</td>
</tr>
<tr>
<td>BUS 275</td>
<td>Principles of Management</td>
<td>3-S4</td>
</tr>
<tr>
<td>CIS 147</td>
<td>Adv. Microcomputer Apps.</td>
<td>3-S3</td>
</tr>
<tr>
<td>OAD 130</td>
<td>Electronic Calculations</td>
<td>3-S1</td>
</tr>
<tr>
<td>OAD 125</td>
<td>Word Processing</td>
<td>3-S1</td>
</tr>
<tr>
<td>OAD 200</td>
<td>Machine Transcription</td>
<td>3-S4</td>
</tr>
<tr>
<td>OAD 203</td>
<td>Secretarial Office Procedures</td>
<td>3-S4</td>
</tr>
<tr>
<td>OAD 230</td>
<td>Electronic Publishing</td>
<td>3-S4</td>
</tr>
<tr>
<td>OAD 240</td>
<td>CPS Review (Certified Prof. Sec.)</td>
<td>3-S2</td>
</tr>
<tr>
<td>OAD 242</td>
<td>Office Internship</td>
<td>3-S4</td>
</tr>
<tr>
<td>OAD 244</td>
<td>Database Concepts</td>
<td>3-S3</td>
</tr>
</tbody>
</table>

TOTAL REQUIRED HOURS FOR DEGREE 70 - 75

S1 - First Semester  S3 - Third Semester  S2 - Second Semester  S4 - Fourth Semester

*Elective(s) and/or substitutions must be approved by the area advisor
**CIS 130 or prior computer experience that is equivalent to CIS 130 is required
PSY 100 is a prerequisite for this program
WorkKeys pre-assessment is required
BUS 210 (Introduction to Accounting) is recommended as a prerequisite for BUS 241

Be A Part Of:

International Association of Administrative Professionals®

Growth for All Professionals
Contact: Mrs. Kesha James - 205-929-6450
### General Studies Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ART 100 Art Appreciation /OR</td>
<td>3</td>
</tr>
<tr>
<td>MUS 101 Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107 Fund. Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101 Intro to Biology I W/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CIS 146 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>MTH 110 Finite Mathematics / OR</td>
<td>3</td>
</tr>
<tr>
<td>MTH 112 Pre-Calculus (or higher level math from STARS)</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107 Fund. Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SOC 200 Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>RDG 114 Critical Reading for College (depending on placement test scores)</td>
<td>2-3</td>
</tr>
</tbody>
</table>

**TOTAL GENERAL STUDIES COURSES**

24-27

### Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 150 Computerized General Ledger</td>
<td>3 -S3</td>
</tr>
<tr>
<td>BIO 120 Medical Terminology</td>
<td>3 -S2</td>
</tr>
<tr>
<td>BUS 150 Business Mathematics</td>
<td>3 -S1</td>
</tr>
<tr>
<td>BUS 215 Business Communications</td>
<td>3 -S2</td>
</tr>
<tr>
<td>BUS 241 Principles of Accounting I</td>
<td>3 -S1</td>
</tr>
<tr>
<td>BUS 246 Acct. on the Microcomputer</td>
<td>3 -S4</td>
</tr>
<tr>
<td>BUS 263 Legal/Social Env. of Business</td>
<td>3 -S2</td>
</tr>
<tr>
<td>CIS 147 Adv. Microcomputer Apps.</td>
<td>3 -S3</td>
</tr>
<tr>
<td>OAD 125 Word Processing</td>
<td>3 -S1</td>
</tr>
<tr>
<td>OAD 212 Medical Transcription</td>
<td>3 -S4</td>
</tr>
<tr>
<td>OAD 214 Medical Office Procedures</td>
<td>3 -S4</td>
</tr>
<tr>
<td>OAD 230 Electronic Publishing</td>
<td>3 -S4</td>
</tr>
<tr>
<td>OAD 240 CPS Review (Certified Prof. Sec.)</td>
<td>3 -S2</td>
</tr>
<tr>
<td>OAD 242 Office Internship</td>
<td>3 -S4</td>
</tr>
<tr>
<td>OAD 244 Database Concepts</td>
<td>3 -S3</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR DEGREE**

70 - 75

### General Studies Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107 Fund. Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 147 Adv. Microcomputer Apps.</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL GENERAL STUDIES CREDITS**

12

### Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 150 Computerized General Ledger</td>
<td>3 -S2</td>
</tr>
<tr>
<td>BUS 150 Business Mathematics</td>
<td>3 -S1</td>
</tr>
<tr>
<td>BUS 215 Business Communications</td>
<td>3 -S2</td>
</tr>
<tr>
<td>BUS 241 Principles of Accounting I</td>
<td>3 -S1</td>
</tr>
<tr>
<td>BUS 242 Principles of Accounting II</td>
<td>3 -S2</td>
</tr>
<tr>
<td>BUS 246 Acct. on the Microcomputer</td>
<td>3 -S4</td>
</tr>
<tr>
<td>BUS 263 Legal/Social Env. of Business</td>
<td>3 -S2</td>
</tr>
<tr>
<td>BUS 275 Principles of Management</td>
<td>3 -S3</td>
</tr>
<tr>
<td>OAD 130 Electronic Calculations</td>
<td>3 -S1</td>
</tr>
<tr>
<td>Electives (ACC, BUS, CIS, OAD)</td>
<td>18*</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR CERTIFICATE**

57

### Computer Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 140 Basic Web Page Design</td>
<td>3 -S2</td>
</tr>
<tr>
<td>CIS 145 Advanced Web Page Design</td>
<td>3 -S3</td>
</tr>
<tr>
<td>CIS 190 Introduction to Programming</td>
<td>3 -S1</td>
</tr>
<tr>
<td>CIS 255 Java Programming</td>
<td>3 -S3</td>
</tr>
<tr>
<td>CIS 251 &quot;C&quot; Programming</td>
<td>3 -S4</td>
</tr>
<tr>
<td>OAD230 Electronic Publishing</td>
<td>3 -S4</td>
</tr>
<tr>
<td>Electives (ACC, BUS, CIS, MTH, OAD)</td>
<td>27*</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR CERTIFICATE**

57

- *Elective(s) and/or substitutions must be approved by the area advisor
- **CIS 130 or prior computer experience that is equivalent to CIS 130 is required
- PSY 100 is a prerequisite for this program
- WorkKeys pre-assessment is required
- BUS 210 (Introduction to Accounting) is recommended as a prerequisite for BUS 241
Association of Information Technology Professionals 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.

Office Administration

General Studies Courses

- ENG 101 English Composition I 3
- SPH 107 Fundamental of Public Speaking 3
- CIS 146 Microcomputer Applications 3
- CIS 147 Adv. Microcomputer Apps. 3

TOTAL GENERAL STUDIES CREDITS 12

Field of Concentration Courses

- ACC 150 Computerized General Ledger 3-S3
- BUS 150 Business Mathematics 3-S1
- BUS 215 Business Communications 3-S2
- BUS 241 Principles of Accounting I 3-S1
- BUS 246 Acct. on the Microcomputer 3-S4
- BUS 263 Legal/Social Env. of Business 3-S2
- OAD 130 Electronic Calculations 3-S1
- OAD 125 Word Processing 3-S1
- OAD 201 Legal Terminology 3-S2
- OAD 202 Legal Transcription 3-S4
- OAD 203 Legal Office Procedures 3-S4
- OAD 230 Electronic Publishing 3-S4
- OAD 240 CPS Review (Certified Prof. Sec.) 3-S4
- Electives (ACC, BUS, CIS, OAD) 6*

TOTAL REQUIRED HOURS FOR CERTIFICATE 57

Business Mathematics
Business Communications
Principles of Accounting I
Acct. on the Microcomputer
Legal/Social Env. of Business
Electronic Calculations
Word Processing
Legal Terminology
Legal Transcription
Legal Office Procedures
Electronic Publishing
CPS Review (Certified Prof. Sec.)
Electives (ACC, BUS, CIS, OAD)

Office Administration – Medical Technology

General Studies Courses

- ENG 101 English Composition I 3
- SPH 107 Fundamental of Public Speaking 3
- CIS 146 Microcomputer Applications 3
- CIS 147 Adv. Microcomputer Apps. 3

TOTAL GENERAL STUDIES CREDITS 12

Field of Concentration Courses

- ACC 150 Computerized General Ledger 3-S3
- BIO 120 Medical Terminology 3-S2
- BUS 150 Business Mathematics 3-S1
- BUS 215 Business Communications 3-S2
- BUS 241 Principles of Accounting I 3-S1
- BUS 246 Acct. on the Microcomputer 3-S4
- BUS 263 Legal/Social Env. of Business 3-S2
- OAD 130 Electronic Calculations 3-S1
- OAD 125 Word Processing 3-S1
- OAD 212 Medical Transcription 3-S4
- OAD 214 Medical Office Procedures 3-S4
- OAD 230 Electronic Publishing 3-S4
- OAD 240 CPS Review (Certified Prof. Sec.) 3-S4
- Electives (ACC, BUS, CIS, OAD) 6*

TOTAL REQUIRED HOURS FOR CERTIFICATE 57
### ABBREVIATED CERTIFICATES

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1 - First Semester</td>
<td>S3 - Third Semester</td>
</tr>
<tr>
<td>S2 - Second Semester</td>
<td>S4 - Fourth Semester</td>
</tr>
</tbody>
</table>

- Elective(s) and/or substitutions must be approved by the area advisor.
- PSY 100 is a prerequisite for this program.
- WorkKeys pre-assessment is required.
- BUS 210 (Introduction to Accounting) is recommended as a prerequisite for ACC 150 and BUS 241.
- CIS 146 or prior computer experience that is equivalent to CIS 130 is required.
- OAD 101 or prior keyboarding experience that is equivalent to OAD 101 is required.

### Banking and Finance

#### General Studies Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 150</td>
<td>3</td>
</tr>
<tr>
<td>BUS 150</td>
<td>3</td>
</tr>
<tr>
<td>BUS 215</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BNF 100</td>
<td>3-S1</td>
</tr>
<tr>
<td>BNF 101</td>
<td>3-S1</td>
</tr>
<tr>
<td>BNF 102</td>
<td>2-S2</td>
</tr>
<tr>
<td>BFN 103</td>
<td>1-S2</td>
</tr>
<tr>
<td>BFN 207</td>
<td>1-S2</td>
</tr>
</tbody>
</table>

#### TOTAL REQUIRED HOURS FOR CERTIFICATE

| Hours | 22 |

### Management and Supervision

#### General Studies Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 150</td>
<td>3</td>
</tr>
<tr>
<td>BUS 150</td>
<td>3</td>
</tr>
<tr>
<td>BUS 215</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 241</td>
<td>3-S1</td>
</tr>
<tr>
<td>BUS 263</td>
<td>3-S2</td>
</tr>
<tr>
<td>BUS 275</td>
<td>3-S1</td>
</tr>
<tr>
<td>OAD 130</td>
<td>1-S2</td>
</tr>
</tbody>
</table>

#### TOTAL REQUIRED HOURS FOR CERTIFICATE

| Hours | 24 |

### Office Administration

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

#### General Studies Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 150</td>
<td>3</td>
</tr>
<tr>
<td>BUS 215</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241*</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146**</td>
<td>3</td>
</tr>
</tbody>
</table>

#### TOTAL GENERAL STUDIES CREDITS

| Hours | 12 |

#### Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAD 125***</td>
<td>3-S1</td>
</tr>
<tr>
<td>OAD 130</td>
<td>3-S1</td>
</tr>
<tr>
<td>OAD 230</td>
<td>3-S2</td>
</tr>
<tr>
<td>OAD 244</td>
<td>3-S2</td>
</tr>
</tbody>
</table>

#### TOTAL REQUIRED HOURS FOR CERTIFICATE

| Hours | 24 |

### Office Administration - Legal

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

#### General Studies Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 215</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 263</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146**</td>
<td>3</td>
</tr>
</tbody>
</table>

#### TOTAL GENERAL STUDIES CREDITS

| Hours | 12 |

#### Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAD 125***</td>
<td>3-S1</td>
</tr>
<tr>
<td>OAD 201</td>
<td>3-S1</td>
</tr>
<tr>
<td>OAD 202</td>
<td>3-S2</td>
</tr>
<tr>
<td>OAD 218</td>
<td>3-S2</td>
</tr>
</tbody>
</table>

#### TOTAL REQUIRED HOURS FOR CERTIFICATE

| Hours | 24 |

### Office Administration - Medical

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

#### General Studies Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 150</td>
<td>3</td>
</tr>
<tr>
<td>BUS 215</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241*</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146**</td>
<td>3</td>
</tr>
</tbody>
</table>

#### TOTAL GENERAL STUDIES CREDITS

| Hours | 12 |

#### Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 120</td>
<td>3-S1</td>
</tr>
<tr>
<td>OAD 125***</td>
<td>3-S1</td>
</tr>
<tr>
<td>OAD 212</td>
<td>3-S2</td>
</tr>
<tr>
<td>OAD 214</td>
<td>3-S2</td>
</tr>
</tbody>
</table>

#### TOTAL REQUIRED HOURS FOR CERTIFICATE

| Hours | 24 |

Visit the New ACATT Web Site
http://www.acatt.org
## Industry Certificates

Updates are often with Industry Certifications, please visit the various Web sites for updates:

### 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 267 Computer Hardware Problem Deter. 3
- CIS 278 Computer Operating Systems 3

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

**Total Required Hours for Industry Certificate** 6

### Cisco Certified Network Associate (CCNA)
- The CCNA certification (Cisco Certified Network Associate) 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 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 advanced or journeyman knowledge of networks. With a CCNP, a network professional can install, configure, and troubleshoot local and wide area networks for enterprise organizations with networks from 100 to more than 500 nodes.

The content emphasizes topics such as security, converged networks, quality of service (QoS), virtual private networks (VPN) and broadband technologies.


### Professional Courses Required:
- CIS 161 - Cisco I
- CIS 162 - Cisco II
- CIS 165 - Cisco III
- CIS 164 - Cisco IV

**Total Required Hours for Industry Certificate** 3 - 12

### Certified Novell Administrator (CNA)
- CNAs provide companies direct support for software users in various work environments including professional offices and small businesses, work groups or departments, and corporate information services (IS).

http://www.novell.com/training/certinfo/cna

**Total Required Hours for Industry Certificate** 3

### Certified Novell Engineer (CNE)
- Your CNE training gives you a wide variety of network support skills that allow you to keep your company's network running efficiently - with less downtime. As a CNE, you solve advanced company-wide support problems and high-level network problems. You perform planning, installation, configuration, troubleshooting and upgrade services for networks.

http://www.novell.com/training/certinfo/cne/

**Total Required Hours for Industry Certificate** 24

### Microsoft Certified Systems Administrator (MCSA)
- The new Microsoft Certified Systems Administrator (MCSA) on Microsoft Windows® 2000 credential will advance your career by ensuring you have the skills to successfully manage and troubleshoot system environments running on the Windows 2000 operating system.

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

**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

### Microsoft Certified Systems Engineer (MCSE)
- The Microsoft Certified Systems Engineer (MCSE) on Microsoft Windows® 2000 credential is the premier certification for professionals who design and implement the infrastructure for business solutions based on the Microsoft Windows 2000 platform and Microsoft .NET Enterprise Servers.


**Total Required Hours for Industry Certificate** 18
MICROSOFT OFFICE SPECIALIST (OFFICE SPECIALIST) — The premier Microsoft desktop certification, that is a globally recognized standard for demonstrating desktop skills. The Office Specialist program is helping meet the demand for qualified and knowledgeable people in the modern workplace.

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

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 9

ORACLE – DATABASE ADMINISTRATOR (DBA) – 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 or DBA. With the fast growth of e-commerce, knowledgeable DBAs 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 Oracle Academic Initiative.

http://www.oracle.com

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 15

Oracle – Database Developer – 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. An internship is provided with this degree to allow work experience in database technologies. Lawson State is a member of the Oracle Academic Initiative.

http://www.oracle.com

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 15

THE BUSINESS AND INFORMATION TECHNOLOGIES DEPARTMENT

Specializes in

Novell.

CNA Certified Novell Administrator
CNE Certified Novell Engineer

DEPARTMENT OF BUSINESS AND INFORMATION TECHNOLOGIES

New Partnership

The Center Specializes in the Following:

Call Center Industry Advisory Council Certification - (CIAC) Established in response to the need for an objective third party to establish and maintain industry-recognized competency standards for individuals that lead, manage, and work in call centers.

EAN-UCC XML Fundamentals Certification - provides the tools and services that speed the process by which businesses realize the true economic value of their investment in eBusiness standards.

For More Information: Call 205-929-6448

DEPARTMENT OF BUSINESS AND INFORMATION TECHNOLOGIES

New Partnership

The Center Specializes in the Following:

Exams for Microsoft, Cisco, CompTIA, IBM, Novell, NCLEX, The American College, NASD, the UK Teacher Training Agency and many other testing programs.

For More Information: Call 205-929-6448

BUSINESS AND INFORMATION TECHNOLOGIES DEPARTMENT

Is An Official

The Microsoft IT Academy Program supports academic institutions in developing a highly trained global workforce for the 21st century. From the desktop to networking and programming, students and employers worldwide look to Microsoft IT Academies for the latest technologies, in-demand skills, and the assurance of the Microsoft quality standard.
The mission of the Associate Degree Nursing Program within the Department of Health Professions is to prepare individuals in the art of caring in a high touch and high technology learning environment to be employed in the community as registered nurses.

The Associate Degree Nursing Program consists of a combination of general education courses and nursing courses. Basic needs, as identified by Maslow, threats to needs, and the nursing process are the major themes used to develop content with 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. 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, the student may be readmitted to repeat the failed course. Readmission is allowed only once during the entire nursing program.

There are two alternate admission procedures in the Department of Health Professions. The first is designed for students without any previous nursing experiences. The class is admitted in the Fall Semester (Generic Nursing Program). Throughout the program, general education courses are provided with patient care experience in the hospitals and community-based agencies.

The second is designed with an advanced placement option for Licensed Practical Nurses (LPN) with a minimum of 14 hours of college credits in required general education courses. The prospective student is given recognition for previous nursing knowledge and skills through assessment tests (Excelsior Tests, credit by Pharmacology National Exam and Clinical Skills Evaluation). This prior learning is reflected by awarding nursing credit hours. The class is admitted in the Spring Semester (Advanced Placement Mobility Program) and consists of four (4) sequential semesters.

Upon successful completion of the program in nursing, graduates are eligible to apply to write the National Council Licensure Examination Registered Nurse (NCLEX-RN). The program of nursing is approved by the Alabama Board of Nursing and accredited by the National League for Nursing Accrediting Commission.

Application Procedures

Students are admitted to the Nursing Program without discrimination in regards to age, creed, marital status, race, gender, or disabilities with reasonable accommodations. Moreover, the following must apply:

- The applicant must be admitted to Lawson and currently enrolled as a regular student.
- The COMPASS Test is required of all entering freshmen whose ACT results are below 20.

If the COMPASS is taken and indicates that there is a deficiency in any area tested, the course(s) must be taken prior to registering for general education courses. Remedial courses must be passed with a “satisfactory” grade. All transfer applicants must have a cumulative grade point average or 2.0 on a 4.0 scale to be accepted into the program. Only grades of “C” or better will be accepted. All nursing courses attempted must have a satisfactory grade of “C” or better.

- The applicant may submit scores on the Nursing Entrance Test (NET) or the recent high school graduate may submit scores on the ACT (within two years of graduation). The NET is given each semester with the exception of the Summer Semester. Deadline for application is one day prior to final NET exam day in May of each school year. Pre-registration for taking the NET is made through the Department of Health Professions. A minimum score of 50 in both Reading Comprehension and Essential Math Skills on the NET or 20 on the ACT is required for consideration.
- The applicant must successfully complete the following pre-requisite courses prior to fall semester:

<table>
<thead>
<tr>
<th>Generic Program</th>
<th>Nurse Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Health Aide</td>
<td>Nursing Education/General</td>
</tr>
<tr>
<td>Mobility Program</td>
<td></td>
</tr>
</tbody>
</table>
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.

**Essential Performance Criteria**

The applicant must be able to demonstrate the essential performance criteria for nursing students with or without reasonable accommodations. All admissions are contingent upon one's ability to demonstrate the essential performance criteria delineated for nursing students with or without reasonable accommodations. In order to be admitted to and to progress in the nursing education program, a student must possess a functional level of ability to perform the duties required of a registered nurse with or without reasonable accommodations. Those abilities include but are not limited to:

- The ability to satisfactorily perform cardiopulmonary resuscitation (infant, child, adult). The ability to observe and discern subtle changes in the physical conditions and the milieu (example: monitors, skin colors).
- The ability to visualize different color spectrums and read small print (example: bright red drainage as opposed to serous drainages and reading a thermometer).
- The ability to interpret monitoring devices to distinguish muffled sounds heard through the stethoscope and to hear high and low frequency sounds produced by the body and the milieu (example: heart sounds, blood pressure sounds and telephones).
- The ability to detect body changes or vibrations (example: palpate pulses or nodules).
- The ability to coordinate fine and gross motor movements with hands in handling small, delicate equipment (example: giving injections, starting IV’s percussions).
- The ability to coordinate eye and hand movements (example: releasing a blood pressure cuff valve while observing the blood pressure gauge.)
- The ability to respond rapidly to emergency situations and maneuver in small areas.
- The ability to engage in two-way communication and interact effectively with others, verbally and in writing, from a variety of social, emotional, cultural, and intellectual backgrounds.
- The ability to comprehend readings and to write legibly (example: documenting on patient records).
- The ability to send a message(s) to the receiver and interpret the feedback appropriately (example: receiving telephone orders from a physician or obtaining history from a patient).
- The ability to turn, transfer, assist with lifting or lift and carry patients and/or objects (exert up to 50 lbs. of force).
Under the criteria of the first admission. Students out more than two years will be required to meet current criteria and program updates at the time of readmission. Graduation requirements must be fulfilled within five years of entry into the program. Upon re-entry to the nursing sequence, the returning students must validate proficiency in the critical behaviors required of students at that sequence level and previous clinical critical skills. Readmission due to failure of a nursing course is allowed only once during the entire nursing program.

Course Progression

In order to progress in the Associate Degree Nursing Program, the student is expected to meet the following requirements:

- Maintain a grade of "C" or better in the classroom component and an “S” (Satisfactory) in the clinical component of each course. Student with a grade of less than a “C” or and “U” (Unsatisfactory) in clinical will be required to repeat the entire nursing course before continuing the program sequence.
- Demonstrate competence in calculating drug dosages at 90% in NUR 241. Three attempts will be allowed to achieve a passing score of 90%. Failure to achieve the passing score will result in failure of the course regardless of other course grades.
- Write Educational Resources INC. (ERJ) Comprehensive Achievement Profiles throughout the program of study.
- Maintain legal, moral, legislative standards, which determine acceptable behavior of a registered nurse.
- Complete all Level I course requirements with a cumulative grade point average of 2.0 in order to progress to Level II.
- Possess a functional level of ability to perform duties required of a registered nurse with or without reasonable accommodations.

Admission Through the Advance Placement Mobility Program

Student must hold a current Alabama License to practice as a Licensed Practical Nurse and have one year of nursing experience. The following must be adhered to:

- The applicant must be admitted to the College as a regular student.
- Transcripts from high school and postsecondary education institutions must be submitted to the Admission Office for review. All transfer applicants must have a cumulative grade point average of 2.0 on a 4.0 scale to be accepted into the program. Only grades of “C” or better will be accepted. All freshman students must complete the COMPASS Test and register for appropriate general education courses based on the results of the CPT.
- Successfully complete the following pre-requisite course prior to spring semester:
  - BIO 103 Principles of Biology
  - BIO 201 Human Anatomy & Physiology (must have been taken within last 5 years)
  - ENG 101 English Composition
  - MTH 100 Intermediate Algebra
Write Excelsior Examination to challenge NUR 110 for six (6) credit hours. To receive credit for the course, the applicant must pass the following examinations as indicated:

**Excelsior Examination** | **Passing Grade**
---|---
Fundamentals of Nursing | (403) C
Clinical Skills Performance (LSCC Lab) | Satisfactory

- Application packets and information for the Excelsior Exam may be obtained from the Department of Health Professions.
- Applications must be submitted by November 15th for spring semester enrollment of the school year.
- Credit by examination NUR 241, Basic Pharmacology (1 Credit Hour)

**Graduation**

All students must satisfy the specific requirements for the Association in Applied Science Degree as outlined in the Student Catalog 2003-2006. 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 22 semester hours of nursing courses at the 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.

**PROGRAM OUTCOMES**

The Department of Health Professions through its associate degree nursing program is committed to prepare a graduate to function in the role of a registered nurse. The program 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 outlined by the Council of Associate Degree Programs. The program of learning is designed to enable a graduate to:

1. Provide therapeutic nursing interventions to individuals/groups of individuals using knowledge from the humanities, the biological, social, and behavioral sciences to assist in health promotion, health maintenance, health, restoration, or to enable a peaceful death.
2. Communicate effectively using written, verbal, and information technological skills.
3. Utilize the nursing process as a framework for critical thinking when caring for culturally diverse individuals and groups of culturally diverse individuals at various developmental stages.
4. Utilize human caring and relationship skills in the management of nursing care for individuals and groups of individuals in multiple health care settings including community-based settings.
5. Utilize leadership skills and principles of management when assessing, organizing, planning, and delegating care of individuals and/or group of individuals.
6. Collaborate with health care team members in providing health teachings to individuals and/or groups of individuals.
7. Apply research findings when caring for culturally diverse individuals or groups of individuals.
8. Assume responsibility and accountability for professional growth, thus applying ethical/legal principles consistent with those established by the profession and the nurse practice act.

Written: September 1969
Reviewed: Yearly

**VISIT LAWSON STATE’S WEB SITE FOR IMPORTANT DATES AND UPDATES**

**Nursing Events:**
http://www.ls.cc.al.us/calendars/semesters.html

**Health Professions Home Page:**
http://www.lawsonstate.edu/programs/ctop/nur/health.htm

**ONLINE COURSES ARE NOW BEING OFFERED IN HEALTH PROFESSIONS!**

CONTACT: SHEILA MARABLE, ABD
(205) 929-6437
ASSOCIATE IN APPLIED SCIENCE DEGREE
Nursing Education
General Education Required Courses

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hr(s)</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>
<tr>
<td>SPH 107 Fund. Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>BIO 103 Principles of Biology I</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; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 220 Microbiology w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>MTH 100 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSY 200 General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL GENERAL STUDIES COURSES** 31

Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 110 Fundamentals of Nursing</td>
<td>6-L1</td>
</tr>
<tr>
<td>NUR 131 Health Assessment</td>
<td>1-L1</td>
</tr>
<tr>
<td>NUR 211* Nursing Concepts for Mobility Students</td>
<td>5-L1</td>
</tr>
<tr>
<td>NUR 241 Basic Pharmacology</td>
<td>1-L1</td>
</tr>
<tr>
<td>NUR 242 Advanced Pharmacology</td>
<td>2-L2</td>
</tr>
<tr>
<td>NUR 251 Adult Health I</td>
<td>5-L1</td>
</tr>
<tr>
<td>NUR 252 Adult Health II</td>
<td>5-L2</td>
</tr>
<tr>
<td>NUR 253 Adult Health III</td>
<td>5-L2</td>
</tr>
<tr>
<td>NUR 271 Material Newborn Nursing</td>
<td>4-L1</td>
</tr>
<tr>
<td>NUR 274 Concepts of Pediatric Nursing I</td>
<td>2-L2</td>
</tr>
<tr>
<td>NUR 275 Concepts of Pediatric Nursing II</td>
<td>2-L2</td>
</tr>
<tr>
<td>NUR 280 Psychosocial Nursing</td>
<td>4-L2</td>
</tr>
<tr>
<td>NUR 291 Transition Into Nursing Practice</td>
<td>3-L2</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR DEGREE** 71

- L1 Level I Course
- L2 Level II Course
- *Advance Placement Mobility/Students Must Take NUR 211
- **Five-Year Time Frame

---

PHI BETA LAMBDA
is now opened to ALL majors at the college!

PTK - Phi Theta Kappa

PTK is an honorary organization for community colleges that recognizes and encourages scholarship. PTK provides opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Contact: Mr. Cedric Burden ~ (205) 929-2079
ASSOCIATE IN APPLIED SCIENCE DEGREE
Mobility Program Curriculum

General Studies Sem. Hr(s)
• BIO 103 Principles of Biology I w/Lab 4-P
• BIO 201 Human Anatomy & Physiology I 4-P
• MTH 100 Intermediate Algebra 3-P
• ENG 101 English Composition I 3-P
TOTAL GENERAL STUDIES 14

EXCELSIOR EXAMS
Credit by Examination NUR241 Basic Pharmacology 1

Level I Courses 17-
• BIO 202 Human Anatomy & Physiology II 4-S1
• NUR 131 Health Assessment 1-S1
• NUR 211 Nursing Concepts for Mobility Students 5-S1
• NUR 271 Material Newborn Nursing 4-S1
• PSY 200 General Psychology 3-S1

Level II Courses 33
• BIO 220 Microbiology w/Lab 4-S2
• ENG 102 English Composition II 3-S2
• NUR 242 Advanced Pharmacology 2-S3
• NUR 252 Adult Health II 5-S3
• NUR 253 Adult Health III 5-S4
• NUR 274 Concepts of Pediatric Nursing I 2-S3
• NUR 275 Concepts of Pediatric Nursing II 2-S4
• NUR 280 Psychosocial Nursing 4-S2
• NUR 291 Transition Into Nursing Practice 3-S4
• SPH 107 Fund. Public Speaking 3-S3
TOTAL REQUIRED HOURS FOR DEGREE 71

PSY 100 is a prerequisite for this program
WorkKeys pre-assessment is required

ABBREVIATED CERTIFICATES

Home Health Aide
• HHA 113 Fund. of Home Health Care 5
• HHA 114 Fund. of Home Health Care Clinicals 2
• HHA 115 CPR and Basics First Aid 2
TOTAL REQUIRED HOURS FOR CERTIFICATE 9

Nurse Assistant
• NAS 111 Fund. of Long-Term Care 5
• NAS 112 Fund. of Long-Term Care Clinicals 2
• NAS 115 CPR and Basics First Aid 2
TOTAL REQUIRED HOURS FOR CERTIFICATE 9

Get the Cougar Pride ~ Support Our Teams!
~ Basketball ~ Volleyball ~ Cross Country

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: Sheila Marable, ABD - Chairperson
Department of Health Professions
(205) 929-6437
The Career, Technical, and Occupational Programs Department prepare students to enter a wide range of occupations or give them an opportunity to upgrade their skills. Students enrolled in our programs are prepared to learn the skills that will enable them to earn a living. All trades are taught by expert faculties with work experience and professional degrees. Instruction is of the most current technology using up-to-date equipment.

The curricula content is individualized for students according to their occupational interests and needs that provide them with an opportunity to upgrade their skills and earn a certificate or associate degree. A program of study for each student will be selected from the certificate or degree level courses offered by the College.

The Department's graduates enter the world of work as effective workers that are better qualified for advancements within their field of employment or are qualified for a wide range of entry level employment opportunities.

The Department offers the following degrees and certificates designed to fulfill the unique employment requirements of business and industry. Our traditional trades programs enable students to enter the job market quickly, with up-to-date skills and knowledge of the latest techniques and equipment. The pedagogical courses prepare students to meet the certification requirements of the state board for educator certification.

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree/Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Body</td>
<td>Electronic Engineering</td>
</tr>
<tr>
<td>Barbering</td>
<td>Emergency Med. Serv.</td>
</tr>
<tr>
<td>Carpentry</td>
<td>Fire Science</td>
</tr>
<tr>
<td>Commer. Foods/Cul. Arts</td>
<td>Industrial Maintenance</td>
</tr>
<tr>
<td>Com. Sewing/Apparel Design</td>
<td>Masonry</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Plumbing</td>
</tr>
<tr>
<td>Drafting &amp; Design Tech</td>
<td>Radio/TV Broadcasting</td>
</tr>
<tr>
<td>Electrical Technology</td>
<td>Related Subjects</td>
</tr>
</tbody>
</table>


Visit Our Web Sites:
http://www.lawsonstate.edu/programs/ctop/occ/occtech.html
http://www.lawsonstate.edu/programs/ctop/occ/cortech.html

The Career, Technical, and Occupational Programs Department prepare students to enter a wide range of occupations or give them an opportunity to upgrade their skills. Students enrolled in our programs are prepared to learn the skills that will enable them to earn a living. All trades are taught by expert faculties with work experience and professional degrees. Instruction is of the most current technology using up-to-date equipment.

The curricula content is individualized for students according to their occupational interests and needs that provide them with an opportunity to upgrade their skills and earn a certificate or associate degree. A program of study for each student will be selected from the certificate or degree level courses offered by the College.

The Department's graduates enter the world of work as effective workers that are better qualified for advancements within their field of employment or are qualified for a wide range of entry level employment opportunities.

The Department offers the following degrees and certificates designed to fulfill the unique employment requirements of business and industry. Our traditional trades programs enable students to enter the job market quickly, with up-to-date skills and knowledge of the latest techniques and equipment. The pedagogical courses prepare students to meet the certification requirements of the state board for educator certification.

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree/Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Body</td>
<td>Electronic Engineering</td>
</tr>
<tr>
<td>Barbering</td>
<td>Emergency Med. Serv.</td>
</tr>
<tr>
<td>Carpentry</td>
<td>Fire Science</td>
</tr>
<tr>
<td>Commer. Foods/Cul. Arts</td>
<td>Industrial Maintenance</td>
</tr>
<tr>
<td>Com. Sewing/Apparel Design</td>
<td>Masonry</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Plumbing</td>
</tr>
<tr>
<td>Drafting &amp; Design Tech</td>
<td>Radio/TV Broadcasting</td>
</tr>
<tr>
<td>Electrical Technology</td>
<td>Related Subjects</td>
</tr>
</tbody>
</table>

JOIN VICA VOCATIONAL INDUSTRIAL CLUBS OF AMERICA TODAY!

Contact: Mr. Alga Gaston (205-929-6321), Ms. Bertha James (205-929-6479), Mr. David Jones, (205-929-6304), OR Mr. Roderic Taylor (205-929-2013)
### ASSOCIATE IN APPLIED SCIENCE DEGREE

#### Drafting and Design Technology

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Written Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107 Fund. Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 130 Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MTH 112 Pre-Calculus</td>
<td>3</td>
</tr>
<tr>
<td>MTH 113 Pre-Calculus Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>PHS 120 Environmental Science</td>
<td>4</td>
</tr>
<tr>
<td>HIS 101 Western Civilization I</td>
<td>3</td>
</tr>
</tbody>
</table>

- Two 1-hour PED activity courses or One 3-hour HED course | 2-3 |
- RDG 114 Critical Reading for College (depending on placement test scores) | 2 |

**TOTAL GENERAL STUDIES COURSES** | 27-30 |

#### Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDT 103 Introduction to CAD</td>
<td>S1</td>
</tr>
<tr>
<td>DDT 111 Fundamentals of Drafting/Design</td>
<td>S1</td>
</tr>
<tr>
<td>DDT 116 Blueprint Reading for Construction</td>
<td>S1</td>
</tr>
<tr>
<td>DDT 123 Intermediate CAD</td>
<td>S1</td>
</tr>
<tr>
<td>DDT 132 Architectural Drafting</td>
<td>S2</td>
</tr>
<tr>
<td>DDT 193 Drafting Internship</td>
<td>S3</td>
</tr>
<tr>
<td>DDT 212 Intermediate Architectural Drafting</td>
<td>S2</td>
</tr>
<tr>
<td>DDT 217 Building Codes, Ordinances</td>
<td>S4</td>
</tr>
<tr>
<td>DDT 222 Advanced Architectural Drafting</td>
<td>S3</td>
</tr>
<tr>
<td>DDT 231 Advanced CAD</td>
<td>S3</td>
</tr>
<tr>
<td>DDT 234 3D Graphics and Animation</td>
<td>S4</td>
</tr>
<tr>
<td>DDT 250 Theory of Commercial Drawing</td>
<td>S2</td>
</tr>
<tr>
<td>DDT 255 Drawing for Commercial Const.</td>
<td>S4</td>
</tr>
<tr>
<td>DDT 271 Co-op Field Experience</td>
<td>S4</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR DEGREE** | 70 – 73 |

- **PSY 100 is a prerequisite for this program**
- WorkKeys pre-assessment is required
- **NOTE:** Students may take DDT 191 or DDT 192 in lieu of DDT 193. Students may take DDT 267 or DDT 268 in lieu of DDT 271

### ASSOCIATE IN APPLIED SCIENCE DEGREE

#### Electronic Engineering Technology

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107 Fund. Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>CIS 130 Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>MTH 100 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSY 200 General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

- Two 1-hour PED activity courses or One 3-hour HED course | 2-3 |
- RDG 114 Critical Reading for College (depending on placement test scores) | 2 |

**TOTAL GENERAL STUDIES COURSES** | 23-26 |

#### Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 100 Introduction to EET</td>
<td>S1</td>
</tr>
<tr>
<td>EET 101 DC Theory</td>
<td>S1</td>
</tr>
<tr>
<td>EET 102 DC Laboratory</td>
<td>S1</td>
</tr>
<tr>
<td>EET 120 Electronics Fabrication</td>
<td>S1</td>
</tr>
<tr>
<td>EET 151 AC Theory</td>
<td>S2</td>
</tr>
<tr>
<td>EET 152 AC Laboratory</td>
<td>S2</td>
</tr>
<tr>
<td>EET 142 Microcomputer Systems Application</td>
<td>S2</td>
</tr>
<tr>
<td>EET 161 Solid State Theory</td>
<td>S3</td>
</tr>
<tr>
<td>EET 162 Solid State Laboratory</td>
<td>S3</td>
</tr>
<tr>
<td>EET 201 Electronic Circuits</td>
<td>S3</td>
</tr>
<tr>
<td>EET 202 Electronic Circuits Laboratory</td>
<td>S3</td>
</tr>
<tr>
<td>EET 210 Digital Basics</td>
<td>S3</td>
</tr>
<tr>
<td>EET 211 Digital Basics Laboratory</td>
<td>S3</td>
</tr>
<tr>
<td>EET 232 Microprocessor Assembler</td>
<td>S2</td>
</tr>
<tr>
<td>EET 235 Microcomputer Systems Basics</td>
<td>S4</td>
</tr>
<tr>
<td>EET 236 Microcomputer Systems Basics Lab</td>
<td>S4</td>
</tr>
<tr>
<td>EET 242 Microcomputer System Principles</td>
<td>S4</td>
</tr>
<tr>
<td>Electives (Instructor permission required)</td>
<td>9-12</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR DEGREE** | 69 – 75 |

- Elective(s) and/or substitutions must be approved by the area advisor
- **PSY 100 is a prerequisite for this program**
- WorkKeys pre-assessment is required

---

**BE SMART!**

**PRE-REGISTER EACH SEMESTER**

**SEE YOUR ADVISOR**

---

**Cougar Pride**
## Full Certificates

### General Studies Courses
- **DPT 107** Computer Essentials 3
- **COM 100** Introductory Technical English I 3
- **MAH 101** Introductory Technical Math I 3
- **SPC 103** Oral Communication Skills 3

**Total General Studies Credits**: 12

### Field of Concentration Courses
- **CMS 101** Intro to Apparel Trades 3-S1
- **CMS 111** Apparel Ind. Tools/Machinery 3-S1
- **CMS 113** Apparel Prod. Line/Methods 3-S1
- **CMS 115** Creative Selling 3-S1
- **CMS 120** Concepts Apparel Construction 3-S2
- **CMS 121** Basic Apparel Construction Lab 3-S2
- **CMS 123** Advanced Applied Production 3-S2
- **CMS 130** Intro to Textiles 3-S3
- **CMS 131** Textile Analysis and Testing 3-S3
- **CMS 140** Consumer/Cultural Aspects Cloth 3-S2
- **CMS 141** Apparel Design 3-S3
- **CMS 143** Quality Control Techniques 3-S4
- **CMS 145** Basic Tailoring and Alterations 3-S3
- **CMS 146** Adv. Tailoring and Alterations 3-S4
- **CMS 181** Special Topics in CMS 3-S4
- **CMS Elective 3**

**Total Required Hours for Certificate**: 57

---

## Automotive Body Repair

### General Studies Courses
- **DPT 107** Computer Essentials 3
- **COM 100** Introductory Technical English I 3
- **MAH 101** Introductory Technical Math I 3
- **SPC 103** Oral Communication Skills 3

**Total General Studies Credits**: 12

### Field of Concentration Courses
- **ABR 111** Non Structural Repair 3-S1
- **ABR 112** Non Structural Panel Replacement 3-S1
- **ABR 121** Refinishing Materials/Equipment 3-S1
- **ABR 122** Surface Preparation 3-S2
- **ABR 151** Safety and Environmental Practices 3-S2
- **ABR 154** Auto Glass and Trim 3-S2
- **ABR 156** Auto Cutting and Welding 3-S2
- **ABR 211** Structural Analysis 3-S3
- **ABR 212** Structural Repair 3-S3
- **ABR 221** Mechanical Components 3-S3
- **ABR 222** Electrical Components 3-S3
- **ABR 252** Body Shop Management 3-S4
- **ABR 253** Air Conditioning and Cooling 3-S4
- **ABR 255** Steering and Suspension 3-S4
- **ABR 257** Advanced Structural Repair 3-S4

**Total Required Hours for Certificate**: 45

---

## Barbering

### General Studies Courses
- **DPT 107** Computer Essentials 3
- **COM 100** Introductory Technical English I 3
- **MAH 101** Introductory Technical Math I 3
- **SPC 103** Oral Communication Skills 3

**Total General Studies Credits**: 12

### Field of Concentration Courses
- **BAR 110** Orientation to Barbering S1 3
- **BAR 111** Science of Barbering S1 3
- **BAR 112** Bacteriology and Sanitation S1 3
- **BAR 113** Barbering Styling Lab S1 3
- **BAR 120** Properties of Chemistry S2 3
- **BAR 121** Chemical Hair Processing S2 3
- **BAR 130** Marketing and Business Mgmt S2 3
- **BAR 131** Structure Disorders of Nails S3 3
- **BAR 132** Hair Styling and Design S2 3
- **BAR 122** Hair Coloring Chemistry S3 3
- **BAR 124** Hair Coloring Methodology Lab S3 3
- **BAR 133** Hair Styling and Management Lab S3 3

**Total Required Hours for Certificate**: 48

---

### Pre-Register for Classes Each Semester

### Check Our Web Site for More Details

http://www.lawsonstate.edu
### General Studies Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 103</td>
<td>Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>COM 100</td>
<td>Introductory Technical English I</td>
<td>3</td>
</tr>
<tr>
<td>MAH 101</td>
<td>Introductory Technical Math I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 103</td>
<td>Oral Communication Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Studies Credits:** 12

### Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAR 111</td>
<td>Construction Basics</td>
<td>3-S1</td>
</tr>
<tr>
<td>CAR 112</td>
<td>Floors, Walls, Site Prep</td>
<td>3-S1</td>
</tr>
<tr>
<td>CAR 113</td>
<td>Floors, Walls, Site Prep Lab</td>
<td>3-S1</td>
</tr>
<tr>
<td>CAR 114</td>
<td>Intro to Carpentry Tools/Materials</td>
<td>3-S1</td>
</tr>
<tr>
<td>CAR 121</td>
<td>Introduction to Blueprint Reading</td>
<td>3-S2</td>
</tr>
<tr>
<td>CAR 122</td>
<td>Concrete and Forming</td>
<td>3-S2</td>
</tr>
<tr>
<td>CAR 123</td>
<td>Concrete and Forming Lab</td>
<td>3-S2</td>
</tr>
<tr>
<td>CAR 124</td>
<td>Wall and Floor Specialties</td>
<td>3-S3</td>
</tr>
<tr>
<td>CAR 131</td>
<td>Roof and Ceiling Systems</td>
<td>3-S3</td>
</tr>
<tr>
<td>CAR 132</td>
<td>Interior and Exterior Finishing</td>
<td>3-S3</td>
</tr>
<tr>
<td>CAR 133</td>
<td>Roof and Ceiling Systems Lab</td>
<td>3-S3</td>
</tr>
<tr>
<td>CAR 211</td>
<td>Construction Specialties</td>
<td>3-S4</td>
</tr>
<tr>
<td>CAR 212</td>
<td>Construction Specialties Lab</td>
<td>3-S4</td>
</tr>
<tr>
<td>CAR 213</td>
<td>Plans, Specifications and Codes</td>
<td>3-S4</td>
</tr>
<tr>
<td>CAR 217</td>
<td>Estimating</td>
<td>3-S4</td>
</tr>
</tbody>
</table>

**Total Required Hours for Certificate:** 57

### Drafting and Design Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 103</td>
<td>Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>MAH 101</td>
<td>Intro Technical Math I</td>
<td>3</td>
</tr>
<tr>
<td>COM 100</td>
<td>Intro Technical English I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 103</td>
<td>Oral Communication Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Studies Credits:** 12

### Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDT 103</td>
<td>Introduction to CAD</td>
<td>3</td>
</tr>
<tr>
<td>DDT 111</td>
<td>Fundamentals of Drafting/Design</td>
<td>3</td>
</tr>
<tr>
<td>DDT 116</td>
<td>Blueprint Reading for Construction</td>
<td>3</td>
</tr>
<tr>
<td>DDT 123</td>
<td>Intermediate CAD</td>
<td>3</td>
</tr>
<tr>
<td>DDT 132</td>
<td>Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DDT 192</td>
<td>Drafting Internship</td>
<td>2</td>
</tr>
<tr>
<td>DDT 212</td>
<td>Intermediate Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DDT 217</td>
<td>Building Codes, Ordinances</td>
<td>3</td>
</tr>
<tr>
<td>DDT 222</td>
<td>Advanced Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DDT 231</td>
<td>Advanced CAD</td>
<td>3</td>
</tr>
<tr>
<td>DDT 234</td>
<td>3D Graphics and Animation</td>
<td>3</td>
</tr>
<tr>
<td>DDT 250</td>
<td>Theory of Commercial Drawing</td>
<td>3</td>
</tr>
<tr>
<td>DDT 255</td>
<td>Drawing for Commercial Const.</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Required Hours for Certificate:** 51

### Cosmetology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 103</td>
<td>Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>MAH 101</td>
<td>Intro Technical Math I</td>
<td>3</td>
</tr>
<tr>
<td>COM 100</td>
<td>Intro Technical English I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 103</td>
<td>Oral Communication Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Studies Credits:** 12

### Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 111</td>
<td>Cosmetology Science and Art</td>
<td>3-S1</td>
</tr>
<tr>
<td>COS 112</td>
<td>Cosmetology Science/Art Lab</td>
<td>3-S1</td>
</tr>
<tr>
<td>COS 113</td>
<td>Chemical Methodology</td>
<td>3-S1</td>
</tr>
<tr>
<td>COS 114</td>
<td>Chemical Methodology Lab</td>
<td>3-S1</td>
</tr>
<tr>
<td>COS 121</td>
<td>Colorimetry</td>
<td>3-S2</td>
</tr>
<tr>
<td>COS 122</td>
<td>Colorimetry Applications</td>
<td>3-S2</td>
</tr>
<tr>
<td>COS 124</td>
<td>Salon Management</td>
<td>3-S3</td>
</tr>
<tr>
<td>COS 131</td>
<td>Aesthetics</td>
<td>3-S2</td>
</tr>
<tr>
<td>COS 132</td>
<td>Aesthetics Applications</td>
<td>3-S2</td>
</tr>
<tr>
<td>COS 143</td>
<td>Hair Designs</td>
<td>3-S3</td>
</tr>
<tr>
<td>COS 144</td>
<td>Hair Shaping and Design</td>
<td>3-S3</td>
</tr>
<tr>
<td>COS 151</td>
<td>Nail Care</td>
<td>3-S3</td>
</tr>
<tr>
<td>COS 167</td>
<td>State Board Review</td>
<td>3-S3</td>
</tr>
<tr>
<td>COS 191</td>
<td>Co-op</td>
<td>3-S3</td>
</tr>
</tbody>
</table>

**Total Required Hours for Certificate:** 56

### Commercial Food Service

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 103</td>
<td>Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>MAH 101</td>
<td>Intro Technical Math I</td>
<td>3</td>
</tr>
<tr>
<td>COM 100</td>
<td>Intro Technical English I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 103</td>
<td>Oral Communication Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Studies Credits:** 12

### Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFS 101</td>
<td>Orientation to Food Service Indus.</td>
<td>1-S1</td>
</tr>
<tr>
<td>CFS 102</td>
<td>Catering</td>
<td>2-S3</td>
</tr>
<tr>
<td>CFS 110</td>
<td>Basic Food Preparation</td>
<td>3-S1</td>
</tr>
<tr>
<td>CFS 111</td>
<td>Foundations in Nutrition</td>
<td>3-S1</td>
</tr>
<tr>
<td>CFS 112</td>
<td>Sanitation, Safety and Food Service</td>
<td>2-S1</td>
</tr>
<tr>
<td>CFS 113</td>
<td>Table Service</td>
<td>2-S2</td>
</tr>
<tr>
<td>CFS 114</td>
<td>Meal Management</td>
<td>3-S1</td>
</tr>
<tr>
<td>CFS 141</td>
<td>Food Production for Special Op.</td>
<td>2-S2</td>
</tr>
<tr>
<td>CFS 201</td>
<td>Meat Preparation and Processing</td>
<td>2-S3</td>
</tr>
<tr>
<td>CFS 204</td>
<td>Foundations of Baking</td>
<td>3-S2</td>
</tr>
<tr>
<td>CFS 213</td>
<td>Food Purchasing and Cost Control</td>
<td>3-S2</td>
</tr>
<tr>
<td>CFS 216</td>
<td>Food and Drug Interaction</td>
<td>1-S3</td>
</tr>
<tr>
<td>CFS 222</td>
<td>Dietary Management</td>
<td>3-S3</td>
</tr>
<tr>
<td>CFS 251</td>
<td>Menu Design</td>
<td>2-S2</td>
</tr>
<tr>
<td>CFS 260</td>
<td>Internship for CFS</td>
<td>3-S3</td>
</tr>
<tr>
<td>CFS 299</td>
<td>Special Topics in CFS</td>
<td>3-S3</td>
</tr>
</tbody>
</table>

**Total Required Hours for Certificate:** 50
### Electronic Engineering Technology

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>MTH 100 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146 Microcomputer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Studies Credits**: 12

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 100 Introduction to EET</td>
<td>3-S1</td>
</tr>
<tr>
<td>EET 101 DC Theory</td>
<td>3-S1</td>
</tr>
<tr>
<td>EET 102 DC Laboratory</td>
<td>2-S1</td>
</tr>
<tr>
<td>EET 120 Electronics Fabrication</td>
<td>1-S1</td>
</tr>
<tr>
<td>EET 151 AC Theory</td>
<td>3-S2</td>
</tr>
<tr>
<td>EET 152 AC Laboratory</td>
<td>2-S2</td>
</tr>
<tr>
<td>EET 142 Microcomputer Sys/Application</td>
<td>2-S2</td>
</tr>
<tr>
<td>EET 161 Solid State Theory</td>
<td>3-S3</td>
</tr>
<tr>
<td>EET 162 Solid State Laboratory</td>
<td>1-S3</td>
</tr>
<tr>
<td>EET 201 Electronic Circuits</td>
<td>3-S3</td>
</tr>
<tr>
<td>EET 202 Electronic Circuits Laboratory</td>
<td>1-S3</td>
</tr>
<tr>
<td>EET 210 Digital Basics</td>
<td>3-S2</td>
</tr>
<tr>
<td>EET 211 Digital Basics Laboratory</td>
<td>1-S3</td>
</tr>
<tr>
<td>EET 232 Microprocessor Assembler</td>
<td>2-S2</td>
</tr>
</tbody>
</table>

**Total Required Hours For Certificate**: 42

---

**Notes**: CIS 130 or prior computer experience that is equivalent to CIS 130 is required.

### Industrial Maintenance Technology

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>MTH 100 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>CIS 130 Intro to Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Studies Credits**: 12

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT 111 Industrial Mechanics</td>
<td>3-S1</td>
</tr>
<tr>
<td>INT 112 Industrial Mech. Safety Procedure</td>
<td>3-S1</td>
</tr>
<tr>
<td>INT 113 Fund. of Industrial Hydraulics</td>
<td>3-S1</td>
</tr>
<tr>
<td>INT 114 Mech. Measurements/Drawings</td>
<td>3-S1</td>
</tr>
<tr>
<td>INT 121 Ind. Hydraulics Troubleshooting</td>
<td>3-S2</td>
</tr>
<tr>
<td>INT 122 Preventive and Predictive Maint.</td>
<td>3-S2</td>
</tr>
<tr>
<td>INT 123 Ind. Pumps and Piping Systems</td>
<td>3-S2</td>
</tr>
<tr>
<td>INT 124 Prod. Equipment Layout/Install</td>
<td>3-S2</td>
</tr>
<tr>
<td>INT 193 Industrial Maintenance Co-Op</td>
<td>3-S4</td>
</tr>
<tr>
<td>INT 215 Troubleshooting Techniques</td>
<td>3-S4</td>
</tr>
<tr>
<td>INT 231 Industrial Electrical Fundamentals</td>
<td>3-S3</td>
</tr>
<tr>
<td>INT 232 Manufacturing Plant Utilities</td>
<td>3-S3</td>
</tr>
<tr>
<td>INT 233 Industrial Maint. Metal Welding</td>
<td>3-S3</td>
</tr>
<tr>
<td>INT 241 Industrial Electrical Control</td>
<td>3-S4</td>
</tr>
<tr>
<td>INT 242 Fund. of Industrial Pneumatics</td>
<td>3-S4</td>
</tr>
</tbody>
</table>

**Total Required Hours For Certificate**: 57

---

### Electrical Technology

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>MTH 100 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>CIS 130 Intro to Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Studies Credits**: 12

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ELT 101 DC Principals of Electricity</td>
<td>3-S1</td>
</tr>
<tr>
<td>ELT 102 AC Principles of Electricity</td>
<td>3-S1</td>
</tr>
<tr>
<td>ELT 111 Residential Wiring Methods</td>
<td>3-S1</td>
</tr>
<tr>
<td>ELT 122 Advanced AC/DC Machines</td>
<td>3-S2</td>
</tr>
<tr>
<td>ELT 131 Commercial/Industrial Wiring I</td>
<td>3-S2</td>
</tr>
<tr>
<td>ELT 132 Commercial/Industrial Wiring II</td>
<td>3-S2</td>
</tr>
<tr>
<td>ELT 181 Special Topics in Electrical Tech.</td>
<td>3-S3</td>
</tr>
<tr>
<td>ELT 194 Practicum</td>
<td>3-S3</td>
</tr>
<tr>
<td>ELT 211 Motor Control I</td>
<td>3-S3</td>
</tr>
<tr>
<td>ELT 212 Motor Control II</td>
<td>3-S4</td>
</tr>
<tr>
<td>ELT 221 Electronics for Electricians</td>
<td>3-S4</td>
</tr>
<tr>
<td>ELT 225 Smart House Wiring</td>
<td>3-S2</td>
</tr>
<tr>
<td>ELT 231 Programmable Controls I</td>
<td>3-S3</td>
</tr>
<tr>
<td>ELT 241 National Electric Code</td>
<td>3-S4</td>
</tr>
<tr>
<td>ELT 244 Conduit Bending and Installation</td>
<td>3-S4</td>
</tr>
</tbody>
</table>

**Total Required Hours For Certificate**: 47

---

### Masonry

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 107 Computer Essentials</td>
<td>3</td>
</tr>
<tr>
<td>MAH 101 Intro Technical Math I</td>
<td>3</td>
</tr>
<tr>
<td>COM100 Intro Technical English I</td>
<td>3</td>
</tr>
<tr>
<td>SPC103 Oral Communication Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Studies Credits**: 12

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MAS 111 Masonry Fundamentals</td>
<td>3-S1</td>
</tr>
<tr>
<td>MAS 121 Brick/Block Masonry</td>
<td>3-S1</td>
</tr>
<tr>
<td>MAS 131 Residential/Commercial</td>
<td>3-S3</td>
</tr>
<tr>
<td>MAS 151 Masonry Fundamentals Lab</td>
<td>3-S1</td>
</tr>
<tr>
<td>MAS 152 Masonry Fundamentals Lab</td>
<td>3-S2</td>
</tr>
<tr>
<td>MAS 153 Special Topics/Projects</td>
<td>3-S1</td>
</tr>
<tr>
<td>MAS 161 Concrete Block Masonry</td>
<td>3-S2</td>
</tr>
<tr>
<td>MAS 162 Brick Masonry Lab</td>
<td>3-S2</td>
</tr>
<tr>
<td>MAS 171 Residential/Commercial</td>
<td>3-S3</td>
</tr>
<tr>
<td>MAS 211 Stone Masonry</td>
<td>3-S4</td>
</tr>
<tr>
<td>MAS 231 Basic Cement Masonry</td>
<td>3-S3</td>
</tr>
<tr>
<td>MAS 251 Stone Masonry Lab</td>
<td>3-S4</td>
</tr>
<tr>
<td>MAS 252 Fireplace Construction</td>
<td>3-S4</td>
</tr>
<tr>
<td>MAS 253 Brick Arches Lab</td>
<td>3-S4</td>
</tr>
<tr>
<td>MAS 271 Basic Cement Masonry Lab</td>
<td>3-S3</td>
</tr>
</tbody>
</table>

**Total Required Hours For Certificate**: 57
### CAREER, TECHNICAL AND OCCUPATIONAL PROGRAMS

#### Plumbing *

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hr(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• DPT 103 Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>• MAH 101 Intro Technical Math I</td>
<td>3</td>
</tr>
<tr>
<td>• COM 100 Intro Technical English I</td>
<td>3</td>
</tr>
<tr>
<td>• SPC103 Oral Communication Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL GENERAL STUDIES CREDITS** 12

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• PLB 111 Introduction to Plumbing</td>
<td>3</td>
</tr>
<tr>
<td>• PLB 112 Plumbing Applications</td>
<td>3</td>
</tr>
<tr>
<td>• PLB 113 Pipes and Fittings</td>
<td>3</td>
</tr>
<tr>
<td>• PLB 114 Joining Pipes and Fittings</td>
<td>3</td>
</tr>
<tr>
<td>• PLB 115 Pressure and Non-Pressure Systems</td>
<td>3</td>
</tr>
<tr>
<td>• PLB 116 Pressure/Non-Pressure Sys. App.</td>
<td>3</td>
</tr>
<tr>
<td>• PLB 117 Plumbing Codes</td>
<td>3</td>
</tr>
<tr>
<td>• PLB 118 Code Application</td>
<td>3</td>
</tr>
<tr>
<td>• PLB 211 Plumbing/Repair/Installation</td>
<td>3</td>
</tr>
<tr>
<td>• PLB 212 Plumbing/Repair/Installation Lab</td>
<td>3</td>
</tr>
<tr>
<td>• PLB 213 Process Piping</td>
<td>3</td>
</tr>
<tr>
<td>• PLB 214 Process Piping Applications</td>
<td>3</td>
</tr>
<tr>
<td>• PLB 217 Pumps and Compressors</td>
<td>3</td>
</tr>
<tr>
<td>• PLB 218 Pumps/Compressors Applications</td>
<td>3</td>
</tr>
<tr>
<td>• PLB 219 Medical Gas</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR CERTIFICATE** 45

#### Radio/TV Broadcasting Technology *

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ENG 101 Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>• SPH 107 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>• MTH 100 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>• CIS 130 Intro to Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL GENERAL STUDIES CREDITS** 12

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• PFC 173 Photography I</td>
<td>3</td>
</tr>
<tr>
<td>• PFC 174 Photography II</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 100 Introduction to Broadcasting</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 106 Broadcast Announcing</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 116 Radio Production/Programming</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 117 Television Production</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 143 Practicum in RTV</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 207 Broadcast News</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 216 Advanced Radio Prod./Program</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 217 Advanced Television Production</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 220 Broadcast Regulations</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 242 Internship in RTV</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 243 Practicum in Radio or Television</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR CERTIFICATE** 39

#### Apparel and Design Technology (CMS)

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>• DPT 103 Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>• COM 100 Intro Technical English I</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL GENERAL STUDIES CREDITS** 6

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• CMS101 Introduction to Apparel Trades S1</td>
<td>3</td>
</tr>
<tr>
<td>• CMS111 Apparel Industry Tools/Machinery S1</td>
<td>3</td>
</tr>
<tr>
<td>• CMS113 Apparel Production Line/Methods S1</td>
<td>3</td>
</tr>
<tr>
<td>• CMS120 Concepts/Apparel Construction S2</td>
<td>3</td>
</tr>
<tr>
<td>• CMS121 Basic Apparel Construction Lab S2</td>
<td>3</td>
</tr>
<tr>
<td>• CMS123 Advanced Applied Production S2</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR CERTIFICATE** 18

#### Apparel and Design Specialized Training (CMS)

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>• DPT 103 Introductory Computer Skills II</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL GENERAL STUDIES CREDITS** 3

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• CMS111 Apparel Industry Tools/Machine</td>
<td>3</td>
</tr>
<tr>
<td>• CMS182 Special Topics in Commercial Sew</td>
<td>3</td>
</tr>
<tr>
<td>• CMS Elective Instructor approval required</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR CERTIFICATE** 12

*Elective(s) and/or substitutions must be approved by the area advisor
*PSY 100 is a prerequisite for this program
*WorkKeys pre-assessment is required

### ABBREVIATED CERTIFICATES

<table>
<thead>
<tr>
<th>S1 - First Semester</th>
<th>S3 - Third Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>S2 - Second Semester</td>
<td>S4 - Fourth Semester</td>
</tr>
</tbody>
</table>

#### Radio/TV Broadcasting Technology *

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ENG 101 Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>• SPH 107 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>• MTH 100 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>• CIS 130 Intro to Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL GENERAL STUDIES CREDITS** 12

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• PFC 173 Photography I</td>
<td>3</td>
</tr>
<tr>
<td>• PFC 174 Photography II</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 100 Introduction to Broadcasting</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 106 Broadcast Announcing</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 116 Radio Production/Programming</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 117 Television Production</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 143 Practicum in RTV</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 207 Broadcast News</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 216 Advanced Radio Prod./Program</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 217 Advanced Television Production</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 220 Broadcast Regulations</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 242 Internship in RTV</td>
<td>3</td>
</tr>
<tr>
<td>• RTV 243 Practicum in Radio or Television</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR CERTIFICATE** 57

#### Be

**A Part Of**

**V I C A**

**SKILLS USA**
### Automotive Body Repair (ABR)

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 103 Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>One of the following courses:</td>
<td></td>
</tr>
<tr>
<td>COM 100 Introductory Technical English I</td>
<td></td>
</tr>
<tr>
<td>MAH 101 Introductory Technical Math I</td>
<td></td>
</tr>
<tr>
<td>SPC 103 Oral Communication Skills</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL GENERAL STUDIES CREDITS** 6

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ABR 111 Non Structural Repair S1</td>
<td>3-S1</td>
</tr>
<tr>
<td>ABR 112 Panel Replacements S1</td>
<td>3-S1</td>
</tr>
<tr>
<td>ABR 121 Refinishing Mat. and Equip.</td>
<td>3-S1</td>
</tr>
<tr>
<td>ABR 122 Surface Preparation S2</td>
<td>3-S2</td>
</tr>
<tr>
<td>ABR 151 Safety/Environ Pre-activities S2</td>
<td>3-S2</td>
</tr>
<tr>
<td>ABR 154 Auto Glass and Trim S2</td>
<td>3-S2</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR CERTIFICATE** 18

---

### Cabinetmaking (CAB)

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 103 Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>One of the following courses:</td>
<td></td>
</tr>
<tr>
<td>COM 100 Introductory Technical English I</td>
<td></td>
</tr>
<tr>
<td>MAH 101 Introductory Technical Math I</td>
<td></td>
</tr>
<tr>
<td>SPC 103 Oral Communication Skills</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL GENERAL STUDIES CREDITS** 6

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CAB 101 Intro to Cabinetmaking</td>
<td>3-S1</td>
</tr>
<tr>
<td>CAB 102 Introduction to Lumber</td>
<td>3-S1</td>
</tr>
<tr>
<td>CAB 103 Sizes, Dimensions &amp; Joists</td>
<td>3-S1</td>
</tr>
<tr>
<td>CAB 140 Wood Finishing Fundamentals</td>
<td>3-S1</td>
</tr>
<tr>
<td>CAB 104 Cabinet Shop Operations</td>
<td>3-S2</td>
</tr>
<tr>
<td>CAB 141 Wood Finishing</td>
<td>3-S2</td>
</tr>
<tr>
<td>CAB 145 Refinishing Furniture</td>
<td>3-S2</td>
</tr>
<tr>
<td>CAB 204 Cabinet Making and Millwork</td>
<td>3-S2</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR CERTIFICATE** 24

- Students must complete the short-term certificate in Carpentry or demonstrate the basics of carpentry prior to enrolling in Cabinetmaking.

---

### Barbering (BAR)

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 103 Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>One of the following courses:</td>
<td></td>
</tr>
<tr>
<td>COM 100 Introductory Technical English I</td>
<td></td>
</tr>
<tr>
<td>MAH 101 Introductory Technical Math I</td>
<td></td>
</tr>
<tr>
<td>SPC 103 Oral Communication Skills</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL GENERAL STUDIES CREDITS** 6

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BAR 110 Orientation to Barbering</td>
<td>3-S1</td>
</tr>
<tr>
<td>BAR 112 Bacteriology and Sanitation</td>
<td>3-S1</td>
</tr>
<tr>
<td>BAR 113 Barbering Styling Lab</td>
<td>3-S1</td>
</tr>
<tr>
<td>BAR 121 Chemical Hair Processing</td>
<td>3-S2</td>
</tr>
<tr>
<td>BAR 130 Marketing Business Management</td>
<td>3-S2</td>
</tr>
<tr>
<td>BAR 132 Hair Styling and Design</td>
<td>3-S2</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR CERTIFICATE** 18

---

### Commercial Food Service (CFS)

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 103 Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>One of the following courses:</td>
<td></td>
</tr>
<tr>
<td>COM 100 Introductory Technical English I</td>
<td></td>
</tr>
<tr>
<td>MAH 101 Introductory Technical Math I</td>
<td></td>
</tr>
<tr>
<td>SPC 103 Oral Communication Skills</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL GENERAL STUDIES CREDITS** 6

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CFS 101 Orientation to Food Service</td>
<td>1-S1</td>
</tr>
<tr>
<td>CFS 110 Basic Food Preparation</td>
<td>3-S1</td>
</tr>
<tr>
<td>CFS 112 Safety and Sanitation</td>
<td>2-S1</td>
</tr>
<tr>
<td>CFS 114 Meal Management</td>
<td>3-S1</td>
</tr>
<tr>
<td>CFS 113 Table Service</td>
<td>2-S2</td>
</tr>
<tr>
<td>CFS 141 Food Production for Spec. Op.</td>
<td>2-S2</td>
</tr>
<tr>
<td>CFS 204 Foundations of Baking</td>
<td>3-S2</td>
</tr>
<tr>
<td>CFS 213 Food Purchasing/Cost Control</td>
<td>3-S2</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR CERTIFICATE** 19

---

### Carpentry (CAR)

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 103 Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>One of the following courses:</td>
<td></td>
</tr>
<tr>
<td>COM 100 Introductory Technical English I</td>
<td></td>
</tr>
<tr>
<td>MAH 101 Introductory Technical Math I</td>
<td></td>
</tr>
<tr>
<td>SPC 103 Oral Communication Skills</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL GENERAL STUDIES CREDITS** 6

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CAR 111 Construction Basics</td>
<td>3-S1</td>
</tr>
<tr>
<td>CAR 112 Floors Walls, Site Prep</td>
<td>3-S1</td>
</tr>
<tr>
<td>CAR 113 Floors, Walls, Site Prep Lab</td>
<td>3-S1</td>
</tr>
<tr>
<td>CAR 121 Introduction to Blueprint Reading</td>
<td>3-S2</td>
</tr>
<tr>
<td>CAR 122 Concrete Forming</td>
<td>3-S2</td>
</tr>
<tr>
<td>CAR 123 Concrete Forming Lab</td>
<td>3-S2</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR CERTIFICATE** 18

---

### Drafting and Design Technology (DDT)

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 130 Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>MTH 100 Intermediate Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL GENERAL STUDIES CREDITS** 6

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DDT 103 Introduction to CAD S1</td>
<td>3-S1</td>
</tr>
<tr>
<td>DDT 116 Blueprint Reading for Const. S1</td>
<td>3-S1</td>
</tr>
<tr>
<td>DDT 123 Intermediate CAD S1</td>
<td>3-S1</td>
</tr>
<tr>
<td>DDT 132 Architectural Drafting S2</td>
<td>3-S2</td>
</tr>
<tr>
<td>DDT 212 Intermediate Architectural Draft S2</td>
<td>3-S2</td>
</tr>
<tr>
<td>DDT 250 Theory of Commercial Drawing S2</td>
<td>3-S2</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS FOR CERTIFICATE** 24
### Electronic Engineering Technology (EET)

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>• CIS 130 Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>• MTH 100 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL GENERAL STUDIES CREDITS</strong></td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th>18</th>
</tr>
</thead>
<tbody>
<tr>
<td>• EET 100 Introduction to EET</td>
<td>3-S1</td>
</tr>
<tr>
<td>• EET 101 DC Theory</td>
<td>3-S1</td>
</tr>
<tr>
<td>• EET 102 DC Laboratory</td>
<td>2-S1</td>
</tr>
<tr>
<td>• EET 120 Electronics Fabrication</td>
<td>1-S1</td>
</tr>
<tr>
<td>• EET 151 AC Theory</td>
<td>3-S2</td>
</tr>
<tr>
<td>• EET 152 AC Laboratory</td>
<td>2-S2</td>
</tr>
<tr>
<td>• EET 142 Microcomputer Systems/Appl.</td>
<td>2-S2</td>
</tr>
<tr>
<td>• EET 232 Microprocessor Assembler</td>
<td>2-S2</td>
</tr>
<tr>
<td><strong>TOTAL REQUIRED HOURS FOR CERTIFICATE</strong></td>
<td>24</td>
</tr>
</tbody>
</table>

### Electrical Technology (ELT)

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>• CIS 130 Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>• MTH 100 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL GENERAL STUDIES CREDITS</strong></td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th>18</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ELT 101 DC Principles of Electricity</td>
<td>3-S1</td>
</tr>
<tr>
<td>• ELT 102 AC Principles of Electricity</td>
<td>3-S1</td>
</tr>
<tr>
<td>• ELT 111 Residential Wiring Methods</td>
<td>3-S1</td>
</tr>
<tr>
<td>• ELT 122 Advanced AC/DC Machines</td>
<td>3-S2</td>
</tr>
<tr>
<td>• ELT 131 Commercial/Industrial Wiring I</td>
<td>3-S2</td>
</tr>
<tr>
<td>• ELT 132 Commercial/Industrial Wiring II</td>
<td>3-S2</td>
</tr>
<tr>
<td><strong>TOTAL REQUIRED HOURS FOR CERTIFICATE</strong></td>
<td>24</td>
</tr>
</tbody>
</table>

### Emergency Medical Services (EMS)

| **TOTAL GENERAL STUDIES CREDITS** | 0 |

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>• EMS 100 Cardiopulmonary Resuscitation I</td>
<td>1</td>
</tr>
<tr>
<td>• EMS 140 EMT Preparatory &amp; Pre-Hosptial EMS Operations</td>
<td>2</td>
</tr>
<tr>
<td>• EMS 141 EMT Assessment &amp; Trauma</td>
<td>3</td>
</tr>
<tr>
<td>Related Injuries</td>
<td></td>
</tr>
<tr>
<td>• EMS 142 EMT Med. Emer. Pediatric Care</td>
<td>3</td>
</tr>
<tr>
<td>Pediatric Care</td>
<td></td>
</tr>
<tr>
<td>• EMS 143 EMT Basic Clinical Competencies</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL REQUIRED HOURS FOR CERTIFICATE</strong></td>
<td>10</td>
</tr>
</tbody>
</table>

### Fashion Merchandising (CMS)

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>• DPT 103 Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>• SPC 103 Oral Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL GENERAL STUDIES CREDITS</strong></td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th>18</th>
</tr>
</thead>
<tbody>
<tr>
<td>• CMS101 Introduction to Apparel Trades</td>
<td>3-S1</td>
</tr>
<tr>
<td>• CMS111 Apparel Industry Tools/Machine</td>
<td>3-S1</td>
</tr>
<tr>
<td>• BUS263 Legal/Social Environment of Bus</td>
<td>3-S1</td>
</tr>
<tr>
<td>• CMS150 Apparel Management</td>
<td>3-S2</td>
</tr>
<tr>
<td>• CMS148 Accessories/Related Merchandise</td>
<td>3-S2</td>
</tr>
<tr>
<td>• BUS285 Principles of Marketing</td>
<td>3-S2</td>
</tr>
<tr>
<td><strong>TOTAL REQUIRED HOURS FOR CERTIFICATE</strong></td>
<td>24</td>
</tr>
</tbody>
</table>

### Fire Science (FSC)

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ENG 101 Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL GENERAL STUDIES CREDITS</strong></td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th>21</th>
</tr>
</thead>
<tbody>
<tr>
<td>• FSC 111 Fire Hydraulics</td>
<td>3-S1</td>
</tr>
<tr>
<td>• FSC 130 Introduction to Fire Suppression</td>
<td>3-S1</td>
</tr>
<tr>
<td>• FSC 200 Fire Combat Tactics and Strategy</td>
<td>3-S1</td>
</tr>
<tr>
<td>• FSC 220 Fire Extinguishment Agents</td>
<td>3-S2</td>
</tr>
<tr>
<td>• FSC 240 Fire Cause Determination</td>
<td>3-S2</td>
</tr>
<tr>
<td>• FSC 250 Fire Prevention Inspection</td>
<td>3-S2</td>
</tr>
<tr>
<td>• FSC 260 Special Service Hazards</td>
<td>3-S2</td>
</tr>
<tr>
<td><strong>TOTAL REQUIRED HOURS FOR CERTIFICATE</strong></td>
<td>24</td>
</tr>
</tbody>
</table>

### Industrial Maintenance Technology

<table>
<thead>
<tr>
<th>General Studies Courses</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>• CIS 130 Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>• MTH 100 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL GENERAL STUDIES CREDITS</strong></td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field of Concentration Courses</th>
<th>18</th>
</tr>
</thead>
<tbody>
<tr>
<td>• INT 111 Industrial Mechanics</td>
<td>3-S1</td>
</tr>
<tr>
<td>• INT 112 Industrial Mech. Safety Procedure</td>
<td>3-S1</td>
</tr>
<tr>
<td>• INT 113 Fund. of Industrial Hydraulics</td>
<td>3-S1</td>
</tr>
<tr>
<td>• INT 121 Ind. Hydraulics Troubleshooting</td>
<td>3-S2</td>
</tr>
<tr>
<td>• INT 122 Preventive and Predictive Maint.</td>
<td>3-S2</td>
</tr>
<tr>
<td>• INT 123 Ind. Pumps and Piping Systems</td>
<td>3-S2</td>
</tr>
<tr>
<td><strong>TOTAL REQUIRED HOURS FOR CERTIFICATE</strong></td>
<td>24</td>
</tr>
</tbody>
</table>
# Career, Technical, and Occupational Programs

## General Studies Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 103</td>
<td>Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>MAH 101</td>
<td>Introductory Technical Math I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Studies Credits**: 6

## Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 111</td>
<td>Apparel Industry Tools/Machinery</td>
<td>3-S1</td>
</tr>
<tr>
<td>CMS 120</td>
<td>Concepts Apparel Construction</td>
<td>3-S1</td>
</tr>
<tr>
<td>CMS 121</td>
<td>Basic Apparel Construction Lab</td>
<td>3-S1</td>
</tr>
<tr>
<td>CMS 156</td>
<td>Pattern Fitting and Adjustments</td>
<td>3-S2</td>
</tr>
<tr>
<td>CMS 131</td>
<td>Special Topic in Comm Sewing</td>
<td>3-S2</td>
</tr>
<tr>
<td>CMS Elective</td>
<td></td>
<td>3-S2</td>
</tr>
</tbody>
</table>

**Total Required Hours for Certificate**: 24

## General Studies Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 103</td>
<td>Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>One of the following courses:</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>COM 100</td>
<td>Introductory Technical English I</td>
<td>3-S1</td>
</tr>
<tr>
<td>MAH 101</td>
<td>Introductory Technical Math I</td>
<td>3-S1</td>
</tr>
<tr>
<td>SPC 103</td>
<td>Oral Communication Skills</td>
<td></td>
</tr>
</tbody>
</table>

**Total General Studies Credits**: 6

## Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 130</td>
<td>Apparel Industry Tools/Machinery</td>
<td>3-S1</td>
</tr>
<tr>
<td>CMS 156</td>
<td>Concepts Apparel Construction</td>
<td>3-S1</td>
</tr>
<tr>
<td>CMS 121</td>
<td>Basic Apparel Construction Lab</td>
<td>3-S1</td>
</tr>
<tr>
<td>CMS 156</td>
<td>Pattern Fitting and Adjustments</td>
<td>3-S2</td>
</tr>
<tr>
<td>CMS 131</td>
<td>Special Topic in Comm Sewing</td>
<td>3-S2</td>
</tr>
<tr>
<td>CMS Elective</td>
<td></td>
<td>3-S2</td>
</tr>
</tbody>
</table>

**Total Required Hours for Certificate**: 24

## Plumbing (PLB)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 103</td>
<td>Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>One of the following courses:</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>COM 100</td>
<td>Introductory Technical English I</td>
<td>3-S1</td>
</tr>
<tr>
<td>MAH 101</td>
<td>Introductory Technical Math I</td>
<td>3-S1</td>
</tr>
<tr>
<td>SPC 103</td>
<td>Oral Communication Skills</td>
<td></td>
</tr>
</tbody>
</table>

**Total General Studies Credits**: 6

## Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLB 111</td>
<td>Introduction to Plumbing</td>
<td>3-S1</td>
</tr>
<tr>
<td>PLB 112</td>
<td>Plumbing Applications</td>
<td>3-S1</td>
</tr>
<tr>
<td>PLB 113</td>
<td>Pipes and Fittings</td>
<td>3-S1</td>
</tr>
<tr>
<td>PLB 115</td>
<td>Pressure and Non-Pressure Sys</td>
<td>3-S2</td>
</tr>
<tr>
<td>PLB 116</td>
<td>Pressure/Non-Pressure Sys App</td>
<td>3-S2</td>
</tr>
<tr>
<td>PLB 118</td>
<td>Code Application</td>
<td>3-S2</td>
</tr>
</tbody>
</table>

**Total Required Hours for Certificate**: 24

## Masonry (MAS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 103</td>
<td>Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>One of the following courses:</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>COM 100</td>
<td>Introductory Technical English I</td>
<td>3-S1</td>
</tr>
<tr>
<td>MAH 101</td>
<td>Introductory Technical Math I</td>
<td>3-S1</td>
</tr>
<tr>
<td>SPC 103</td>
<td>Oral Communication Skills</td>
<td></td>
</tr>
</tbody>
</table>

**Total General Studies Credits**: 6

## Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAS 111</td>
<td>Masonry Fundamentals</td>
<td>3-S1</td>
</tr>
<tr>
<td>MAS 121</td>
<td>Brick/Block Masonry</td>
<td>3-S1</td>
</tr>
<tr>
<td>MAS 151</td>
<td>Masonry Fundamentals Lab</td>
<td>3-S1</td>
</tr>
<tr>
<td>MAS 152</td>
<td>Masonry Fundamentals Lab</td>
<td>3-S2</td>
</tr>
<tr>
<td>MAS 161</td>
<td>Concrete Block Masonry</td>
<td>3-S2</td>
</tr>
<tr>
<td>MAS 162</td>
<td>Brick Masonry Lab</td>
<td>3-S2</td>
</tr>
</tbody>
</table>

**Total Required Hours for Certificate**: 24

## General Studies Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 103</td>
<td>Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>One of the following courses:</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>COM 100</td>
<td>Introductory Technical English I</td>
<td>3-S1</td>
</tr>
<tr>
<td>MAH 101</td>
<td>Introductory Technical Math I</td>
<td>3-S1</td>
</tr>
<tr>
<td>SPC 103</td>
<td>Oral Communication Skills</td>
<td></td>
</tr>
</tbody>
</table>

**Total General Studies Credits**: 6

## Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLB 111</td>
<td>Introduction to Plumbing</td>
<td>3-S1</td>
</tr>
<tr>
<td>PLB 112</td>
<td>Plumbing Applications</td>
<td>3-S1</td>
</tr>
<tr>
<td>PLB 113</td>
<td>Pipes and Fittings</td>
<td>3-S1</td>
</tr>
<tr>
<td>PLB 115</td>
<td>Pressure and Non-Pressure Sys</td>
<td>3-S2</td>
</tr>
<tr>
<td>PLB 116</td>
<td>Pressure/Non-Pressure Sys App</td>
<td>3-S2</td>
</tr>
<tr>
<td>PLB 118</td>
<td>Code Application</td>
<td>3-S2</td>
</tr>
</tbody>
</table>

**Total Required Hours for Certificate**: 24

## Radio/TV Broadcasting Technology (RTV)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 103</td>
<td>Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>One of the following courses:</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>COM 100</td>
<td>Introductory Technical English I</td>
<td>3-S1</td>
</tr>
<tr>
<td>MAH 101</td>
<td>Introductory Technical Math I</td>
<td>3-S1</td>
</tr>
<tr>
<td>SPC 103</td>
<td>Oral Communication Skills</td>
<td></td>
</tr>
</tbody>
</table>

**Total General Studies Credits**: 6

## Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PFC 173</td>
<td>Photography I</td>
<td>3-S1</td>
</tr>
<tr>
<td>RTV 100</td>
<td>Introduction to Broadcasting SI</td>
<td>3-S1</td>
</tr>
<tr>
<td>RTV 116</td>
<td>Radio Production/Programming SI</td>
<td>3-S1</td>
</tr>
<tr>
<td>RTV 117</td>
<td>Television Production S2</td>
<td>3-S2</td>
</tr>
<tr>
<td>RTV 143</td>
<td>Practicum in RTV S2</td>
<td>3-S2</td>
</tr>
<tr>
<td>RTV 242</td>
<td>Internship in RTV S2</td>
<td>3-S2</td>
</tr>
</tbody>
</table>

**Total Required Hours for Certificate**: 24

## Soft Interior Furnishings (CMS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 103</td>
<td>Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>One of the following courses:</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>COM 100</td>
<td>Introductory Technical English I</td>
<td>3-S1</td>
</tr>
<tr>
<td>MAH 101</td>
<td>Introductory Technical Math I</td>
<td>3-S1</td>
</tr>
<tr>
<td>SPC 103</td>
<td>Oral Communication Skills</td>
<td></td>
</tr>
</tbody>
</table>

**Total General Studies Credits**: 6

## Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 111</td>
<td>Apparel Industry Tools/Machinery</td>
<td>3-S1</td>
</tr>
<tr>
<td>CMS 130</td>
<td>Introduction to Textiles</td>
<td>3-S1</td>
</tr>
<tr>
<td>CMS 191</td>
<td>Window Treatments</td>
<td>3-S1</td>
</tr>
<tr>
<td>CMS 192</td>
<td>Soft Interior Furnishings Lab</td>
<td>3-S2</td>
</tr>
<tr>
<td>CMS Elective</td>
<td></td>
<td>3-S2</td>
</tr>
</tbody>
</table>

**Total Required Hours for Certificate**: 24

## General Studies Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT 103</td>
<td>Introductory Computer Skills II</td>
<td>3</td>
</tr>
<tr>
<td>One of the following courses:</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>COM 100</td>
<td>Introductory Technical English I</td>
<td>3-S1</td>
</tr>
<tr>
<td>MAH 101</td>
<td>Introductory Technical Math I</td>
<td>3-S1</td>
</tr>
<tr>
<td>SPC 103</td>
<td>Oral Communication Skills</td>
<td></td>
</tr>
</tbody>
</table>

**Total General Studies Credits**: 6

## Field of Concentration Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 111</td>
<td>Apparel Industry Tools/Machinery</td>
<td>3-S1</td>
</tr>
<tr>
<td>CMS 130</td>
<td>Introduction to Textiles</td>
<td>3-S1</td>
</tr>
<tr>
<td>CMS 191</td>
<td>Window Treatments</td>
<td>3-S1</td>
</tr>
<tr>
<td>CMS 192</td>
<td>Soft Interior Furnishings Lab</td>
<td>3-S2</td>
</tr>
<tr>
<td>CMS Elective</td>
<td></td>
<td>3-S2</td>
</tr>
</tbody>
</table>

**Total Required Hours for Certificate**: 24
### Tailoring and Alterations (CMS)

**General Studies Courses**
- DPT 103 Introductory Computer Skills II 3

**TOTAL GENERAL STUDIES CREDITS** 3

**Field of Concentration Courses**
- CMS101 Introduction to Apparel Trades 3-S1
- CMS111 Apparel Industry Tools/Machine 3-S1
- CMS145 Basic Tailoring and Alterations 3-S1
- CMS123 Advanced Applied Production 3-S2
- CMS143 Quality Control Techniques 3-S2
- CMS146 Advanced Tailoring and Alterations 3-S2
- CMS160 Pattern Fitting and Adjustments 3-S2

**TOTAL REQUIRED HOURS FOR CERTIFICATE** 24

---

**Support Our Cougars!**

**Check the Web for Dates**

[http://www.lawsonstate.edu/athletics/athletics03/index.html](http://www.lawsonstate.edu/athletics/athletics03/index.html)
AUTOMOTIVE BODY REPAIR (ABR)

ABR 111  NON-STRUCTURAL REPAIR  3 HOURS
Prerequisite(s): As required by program
Students are introduced to basic principles of non-structural panel repairs. Topics include shop safety, identification and use of hand/power tools, sheetmetal repairs, and materials. Upon completion, students should be able to perform basic sheetmetal repairs.

ABR 112  NON-STRUCTURAL PANEL  3 HOURS
REPLACEMENT
Prerequisite(s): As required by program
Students are introduced to basic principles of non-structural panel replacement. Topics include replacement and alignment of bolt-on panels, full and partial panel replacement procedures, and attachment methods. Upon completion, students should be able to replace and align non-structural panels.

ABR 121  REFINISHING MATERIALS  3 HOURS
EQUIPMENT
Prerequisite(s): As required by program
Students are introduced to the various types of automotive finishes and the equipment used in their application. Emphasis is placed on identification of refinishing materials, types of spray equipment, and proper safety precautions. Upon completion, students should be able to properly select paint materials and equipment.

ABR 122  SURFACE PREPARATION  3 HOURS
Prerequisite(s): As required by program
This course introduces students to methods of surface preparation for automotive refinishing. Topics include sanding techniques, metal treatment, selection and use of undercoats, and proper masking procedures. Upon completion, students should be able to prepare a vehicle for refinishing.

ABR 151  SAFETY ENVIRONMENT  3 HOURS
PRACTICES
Prerequisite(s): As required by program
This course is designed to instruct the student in safe work practices. Topics include OSHA requirements, EPA regulations as well as state and local laws. Upon completion, students should be knowledgeable in shop safety and environmental regulations.

ABR 154  GLASS AND TRIM  3 HOURS
Prerequisite(s): As required by program
This course is a study of automotive glass and trim. Emphasis is placed on removal and replacement of structural glass, non-structural glass and auto trim. Upon completion, students should be able to remove and replace automotive trim and glass.

ABR 155  STRUCTURAL GLASS AND AUTO TRIM  3 HOURS
Prerequisite(s): As required by program
Upon completion, students should be able to remove and replace automotive trim and glass.

ABR 156  AUTO CUTTING AND WELDING  3 HOURS
Prerequisite(s): As required by program
Students are introduced to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc and oxy-acetylene cutting, resistance type spot welding, and Metal Inert Gas (MIG) welding. Upon completion, students should be able to safely perform automotive cutting and welding procedures.

ABR 211  STRUCTURAL ANALYSIS  3 HOURS
Prerequisite(s): As required by program
Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage. Upon completion, students should be able to locate and identify structural damage.

ABR 212  STRUCTURAL REPAIR  3 HOURS
Prerequisite(s): As required by program
This course provides instruction in the correction of structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of structural components. Upon completion, students should be able to replace and/or align structural components to factory specifications.

ABR 221  MECHANICAL COMPONENTS  3 HOURS
Prerequisite(s): As required by program
This course provides instruction in collision related mechanical repairs. Emphasis is placed on diagnosis and repairs to drivetrain, steering/suspension components and various other mechanical repairs. Upon completion, students should be able to diagnose and repair collision damaged mechanical components.

ABR 222  ELECTRICAL COMPONENTS  3 HOURS
Prerequisite(s): As required by program
This course provides instruction in collision related electrical repairs. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair and use of wiring diagrams. Upon completion, students should be able to diagnose and repair collision damaged electrical components.

ABR 252  BODY SHOP MANAGEMENT  3 HOURS
Prerequisite(s): As required by program
Students are instructed in basic principles of body shop management. Emphasis is placed on management structure, customer/insurance company relations and sound business practices. Upon completion, students should be able to understand the principles of operating a collision repair facility.

ABR 253  AIR CONDITIONING AND COOLING  3 HOURS
Prerequisite(s): As required by program
This course is a study of automotive air conditioning and cooling systems. Topics include automotive air conditioning and cooling theory, component replacement and system service. Upon completion, students should be able to repair and service air conditioning and cooling systems related to collision repair.
### ABR 255  **STEERING AND SUSPENSION**  3 Hours

**Prerequisite(s):** As required by program

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 angles and effect of body/frame alignment on these components and angles. Upon completion, students should be able to repair and/or replace damaged components and prepare the vehicle for alignment.

### ABR 257  **ADVANCED STRUCTURAL**  3 Hours

**Prerequisite(s):** As required by program.

This course provides instruction in the correction of major structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of major structural components. Upon completion, students should be able to replace and/or align major structural components to factory specification.

### ACC 129  **INDIVIDUAL INCOME**  3 Hours

**Taxes**

**Prerequisite(s):** As required by program

This course introduces the relevant laws governing 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 various tax forms pertaining to the topics covered in the course.

### ACC 140  **PAYROLL ACCOUNTING**  2 Hours

**Prerequisite(s):** ACC 115 or ACC 244 and/or as required by program

This course covers federal and state laws pertaining to wages, payroll taxes, 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 computations, complete forms, and prepare accounting entries.

### ACC 149  **INTRODUCTION TO ACCOUNTING**  3 Hours

**Spreadsheets**

**Prerequisite(s):** ACC 115 or ACC 241 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-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

### ACC 150  **COMPUTERIZED GENERAL LEDGER**  3 Hours

**Prerequisite(s):** ACC 115 and/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 correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

### ACCOUNTING TECHNOLOGY (ACT)

#### ACT 246  **MICROCOMPUTER ACCOUNTING**  3 Hours

**Prerequisite(s):** ACT 141 and/or as required by program

This course utilizes the microcomputer in the study of financial accounting principles and practices. Emphasis is placed on the use of software programs for financial accounting applications. Upon completion of this course, the student will be able to use software programs for financial accounting applications.

#### ACT 247  **ADVANCED ACCOUNTING APPLICATIONS ON THE COMPUTER**  3 Hours

**Prerequisite(s):** ACT 246 and/or as required by program

In this course, students use 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 various managerial accounting software programs.

#### ACT 249  **PAYROLL ACCOUNTING**  3 Hours

**Prerequisite(s):** ACT 145 or ACT 141 and/or as required by program

This course focuses on federal, state and local laws affecting payrolls. Emphasis is on payroll accounting procedures and practices, and on payroll tax reports. Upon completion of this course, the student will be able to apply knowledge of federal, state and local laws affecting payrolls.

#### ACT 253  **INDIVIDUAL INCOME TAX**  3 Hours

**Prerequisite(s):** BUS 210, 241, and/or as required by program

This course focuses on the fundamentals of the federal income tax laws with primary emphasis on those affecting the individual. Emphasis is on gross income determination, adjustments to income, business expenses, itemized deductions, exemption, capital gains/losses, depreciation, and tax credits. Upon completion of this course, the student will be able to apply the fundamentals of the federal income tax laws affecting the individual.

### BARBERING (BAR)

#### BAR 110  **ORIENTATION TO BARBERING**  3 Hours

**Prerequisite(s):** As required by program

This course provides an orientation to professional barber styling. Topics include professional image, basic fundamentals, and the history of barber-styling. Upon completion, the student should be able to identify the core concepts of the profession.

#### BAR 111  **SCIENCE OF BARBERING**  3 Hours

**Prerequisite(s):** As required by program

This course introduces the student to the basic science of barber-styling. Topics include anatomy/physiology, disorders and treatments of the skin, scalp, and hair, and theory of facial
and scalp massage. Upon completion, the student should be familiar with the anatomical structures, as well as disorders and treatments of the skin, scalp, and hair.

BAR 112  Bacteriology and Sanitation  3 Hours
Prerequisite(s):  As required by program
This course provides the theory of bacteriology and sanitation. Topics include the types of bacteria and sanitation procedures. Upon completion, the student should be able to identify types of bacteria and methods of sanitation.

BAR 113  Barber-Styling Lab  3 Hours
Prerequisite(s):  As required by program
This course provides practical application of barber-styling fundamentals. Emphasis is placed on the care of implements, shampooing and haircutting. Upon completion, the student should be able to care for their implements properly and demonstrate the basic techniques of shampooing and haircutting with only minimal supervision.

BAR 120  Properties of Chemistry  3 Hours
Prerequisite(s):  As required by program
This course provides the student with a basic knowledge of chemicals used in barber-styling. Topics include the changes produced in the hair and skin through exposure to chemicals, electricity, and special light spectrums. Upon completion, the student should understand the proper use of implements and chemicals to treat hair and skin.

BAR 121  Chemical Hair Processing  3 Hours
Prerequisite(s):  As required by program
This course provides the student with knowledge and hands-on experience using chemicals to alter the appearance of hair. Emphasis is placed on the use of chemicals to relax, wave, and soft curl the hair. Upon completion, the student should be competent in the use of chemicals to produce desired structure changes to the hair.

BAR 122  Hair Coloring Chemistry  3 Hours
Prerequisite(s):  As required by program
This course provides the student with a basic knowledge of hair color alteration. Topics include temporary, semi-permanent, and permanent changes. Upon completion, the student should be able to identify and explain the procedures for each classification of hair color alteration.

BAR 124  Hair Coloring Methodology Lab  3 Hours
Prerequisite(s):  As required by program
This course provides the student an opportunity for practical application of all classifications of chemical hair coloring and processing products in a supervised environment. Emphasis is placed on experience in all classifications of hair coloring and processing procedures.

BAR 130  Marketing and Business Management  3 Hours
Prerequisite(s):  As required by program
This course provides the student with marketing and management skills that are essential for successful salon management. Topics include first aid, job search, bookkeeping, selling techniques, shop floor plans, shop location, and legal regulations. Upon completion, the student should be aware of marketing and business management requirements for a successful salon.

BAR 131  Structure and Disorder of Nails  3 Hours
Prerequisite(s):  As required by program
This course provides the student with knowledge of nail structure and experience in identifying nail disorders. Emphasis is placed on identifying disorders and also using the correct implements and supplies for healthy nail care and manicures. Upon completion, the student should be capable of providing professional nail care.

BAR 132  Hair Styling and Design  3 Hours
Prerequisite(s):  As required by program
This course introduces the student to the art of hair styling and design. Topics include the selection of styles to create a mood or complement facial features as well as hair replacement and hair pieces. Upon completion, the student should know the principals of style and design.

BAR 133  Hair Styling and Management Lab  3 Hours
Prerequisite(s):  As required by program
This course includes hair styling and management procedure. Emphasis is placed on styling, management, marketing, and legal regulations. Upon completion, the student should be able to integrate a variety of skills and be ready to begin an internship in a salon setting.

BANKING AND FINANCE (BFN)

BFN100  Principles of Banking  2 Hours
Prerequisite(s):  As required by program
This course is an introduction to the broad area of banking. Topics include the evolution of banking, Federal Reserve System, documents and forms used, rudimentary laws and regulations, as well as a study of the specialized services offered. Upon completion of this course, the student will be able to perform basic banking functions.

BFN101  Law and Banking: Principles  2 Hours
Prerequisite(s):  As required by program
This course is an introduction to banking law and legal issues, with special emphasis on the Uniform Commercial Code. Topics include the role of regulators, torts, contracts, real estate, bankruptcy, and the legal implications of consumer lending. Upon completion of the course, the student will be able to work with basic banking documents.

BFN 102  Law and Banking: Applications  2 Hours
Prerequisite(s):  As required by program
This course is an introduction to laws pertaining to secured transactions, letters of credit, the bank collection process, check losses and the legal issues related to processing checks. Topics include negotiable instruments, authorized signatures, collection routes, forgery and fraud, letters of credit and secured transactions. Upon completion of this course, the
BFN 103  PERSONNEL AND THE LAW  1 HOUR
Prerequisite(s):  As required by program
This course is an introduction to some basic laws essential to the management of bank personnel. Topics include the Civil Rights Act, EEOC, ERISA, COBRA, and OSHA. Upon completion of this course the student will be able to understand what rights he or she has in the workplace.

BFN 207  ESSENTIALS OF BANKING  1 HOUR
Prerequisite(s):  As required by program
This course provides an orientation to the essential principles, concepts, and operations of banking. Topics include sweep accounts, branches, Federal Reserve System, importance of banks in the economy, laws and regulations, and financial statements. Upon completion of this course, the student will have the rudimentary skills to perform basic banking functions.

BUS 100  INTRODUCTION TO BUSINESS  3 HOURS
Prerequisite(s):  As required by program
This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.

BUS 146  PERSONAL FINANCE  3 HOURS
Prerequisite(s):  As required by program
This course is a survey of topics of interest to the consumer. Topics include budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchase, retirement planning, estate planning, investing, and consumer purchases.

BUS 147  INTRODUCTION TO FINANCE  3 HOURS
Prerequisite(s):  As required by program
This course is a survey of monetary and credit systems. Topics include the role of the Federal Reserve System, sources of capital, including forms of long-term corporate financing, and consumer credit in the financial structure of our economy.

BUS 150  BUSINESS MATH  3 HOURS
Prerequisite(s):  As required by program
This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest discounting notes, depreciation methods, and present value.

BUS 186  ELEMENTS OF SUPERVISION  3 HOURS
Prerequisite(s):  As required by program
This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating.

BUS 188  PERSONAL DEVELOPMENT  3 HOURS
Prerequisite(s):  As required by program
This course provides strategies for personal and professional development. Topics include business etiquette, personal appearance, interviewing techniques, and development of a self-concept necessary for business success.

BUS 189  HUMAN RELATIONSHIPS  3 HOURS
Prerequisite(s):  As required by program
This course enables employees to better understand actions and motivations within the organizational structure. Topics include general principles of human behavior operating in the workplace.

BUS 190  MANAGEMENT WORKSHOP I  3 HOURS
Prerequisite(s):  As required by program
This course is a part of a series of workshops where current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business and industry.

BUS 191  MANAGEMENT WORKSHOP II  3 HOURS
Prerequisite(s):  As required by program
This course is a part of a series of workshops where current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business and industry.

BUS 192  MANAGEMENT WORKSHOP III  3 HOURS
Prerequisite(s):  As required by program
This course is a part of a series of workshops where current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business and industry.

BUS 194  BUSINESS CO-OP II  3 HOURS
Prerequisite(s):  As required by program
This course is part of a series wherein 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 practices in the business environment. 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.

BUS 198  COMPUTER INFORMATION SYSTEMS IN A CALL CENTER  3 HOURS
Prerequisite(s):  Instructor Approval and Minimum and/or as required by program
This course is a "hands-on" introduction to the computer systems used in a typical call center. Topics include computer fundamentals, basic hardware, and specific software applications common to the call center industry. Working within a customer information database and basic keyboarding will also be a component of this course.
BUS 202  PROFESSIONAL DEVELOPMENT  3 HOURS
Prerequisite(s):  Instructor Approval and Minimum and/or as required by program
This course equips the student with the skills to effectively present themselves for call center interviews. Topics include resume writing, presentation skills and interviewing techniques.

BUS 210  INTRODUCTION TO ACCOUNTING  3 HOURS
Prerequisite(s):  As required by program
This course is an introduction to accounting and financial reporting concepts and the use of accounting information for financial and managerial decisions. Information is presented from a financial statement user approach.

BUS 215  BUSINESS COMMUNICATION  3 HOURS
Prerequisite(s):  As required by program
This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

BUS 241  PRINCIPLES OF ACCOUNTING I  3 HOURS
Prerequisite(s):  As required by program
This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

BUS 242  PRINCIPLES OF ACCOUNTING II  3 HOURS
Prerequisite(s):  BUS 241 and/or as required by program
This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis introductory cost accounting, and use of information for planning, control, and decision-making.

BUS 246  ACCOUNTING ON THE MICROCOMPUTER  3 HOURS
Prerequisite(s):  BUS 242 and/or as required by program
This course utilizes the microcomputer in a study of accounting principles and practices. Emphasis is on the preparation and analysis of financial statements, measuring business activity, and making rational business decisions.

BUS 248  MANAGERIAL ACCOUNTING  3 HOURS
Prerequisite(s):  BUS 241, 242, and/or as required by program
This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems.

BUS 261  BUSINESS LAW I  3 HOURS
Prerequisite(s):  As required by program
This course provides an overview of legal principles affecting businesses. Topics include contracts, agency and employment, negotiable instruments, bailments, and sale of goods.

BUS 262  BUSINESS LAW II  3 HOURS
Prerequisite(s):  As required by program
This course is a continuation of BUS 261. Topics include legal principles related to partnerships, corporations, real property and leases, insurance, security devices, bankruptcy, trust and estates; government regulations of business and labor; civil and criminal liability; and business security.

BUS 263  THE LEGAL AND SOCIAL ENVIRONMENT  3 HOURS
Prerequisite(s):  As required by program
This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.

BUS 275  PRINCIPLES OF MANAGEMENT  3 HOURS
Prerequisite(s):  As required by program
This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

BUS 276  HUMAN RESOURCE MANAGEMENT  3 HOURS
Prerequisite(s):  As required by program
This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.

BUS 277  MANAGEMENT SEMINAR  3 HOURS
Prerequisite(s):  As required by program
This course offers study of current problems, issues, and developments in the area of management. Students are guided through individual projects and outside research related to their areas of concentration and employment training.

BUS 279  SMALL BUSINESS MANAGEMENT  3 HOURS
Prerequisite(s):  As required by program
This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

BUS 285  PRINCIPLES OF MARKETING  3 HOURS
Prerequisite(s):  As required by program
This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.
should be able to plan jobs, make shop drawings, job layouts and patterns.

CAB 104  CABINET SHOP  3 HOURS
OPERATIONS
Prerequisite(s):  As required by program
This course covers establishing and maintaining a custom cabinet shop. Topics include financing, equipment acquisition, maintenance, inventory techniques, OSHA requirements, shop organization, and safety and delivery systems. Upon completion, students should be able to organize and maintain a custom cabinet business.

CAB 141  WOODFINISHING  2 HOURS
Prerequisite(s):  As required by program
This course offers instruction in refinishing furniture and restoring antiques. Emphasis is on the removal of old finish by stripping, washing, and sanding furniture; repair of broken pieces; and the use of veneers in patching. Upon course completion, students should be able to refinish furniture and antiques.

CAB 204  CABINETMAKING AND MILLWORK  2 HOURS
Prerequisite(s):  CAB 102 and/or as required by program.
This course focuses on design and construction of casework. Topics include study of designs, construction and installation of kitchen cabinets, vanities, shelves, and other casework and the use and installation of cabinet hardware. Upon course completion, students should be able to design, construct and install basic interior casework.

CAB 111  CONSTRUCTION BASICS  3 Hours
Prerequisite(s):  As required by program
This course introduces students to the opportunities in and requirements of the construction industry. Topics include economic outlook for construction, employment outlook, job opportunities, training, apprenticeship, entrepreneurship, construction tools, materials, and equipment, and job safety. Upon course completion, students should be able to identify the job market, types of training, knowledge of apprenticeship opportunities, construction tools, materials, equipment, and safety procedures.

CAB 145  REFINISHING FURNITURE AND ANTIQUES  2 HOURS
Prerequisite(s):  As required by program
This two-course sequence allows the student to work part-time on a job closely related to his or her academic major while attending classes on a full-time basis. Emphasis is placed on the student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on a term paper, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

CAB 101  INTRODUCTION TO CABINETMAKING  3 Hours
Prerequisite(s):  As required by program
This is a beginning woodworking course that deals with basic materials and processes. Topics include introduction to tools and equipment and safety. Upon course completion, students should be able to perform techniques for building small projects, techniques of gluing, clamping, nailing, and screwing.

CAB 102  INTRODUCTION TO LUMBER  3 HOURS
Prerequisite(s):  As required by program
This is an introductory course to lumber, grades, sizes, characteristics and uses. Also included in the course is the operation, care and sharpening of woodworking equipment. Upon course completion, students should be able to construct and finish a furniture project and demonstrate the characteristics and methods of sawing lumber.

CAB 103  SIZES, DIMENSION AND JOINTS  3 HOURS
Prerequisite(s):  As required by program
This course includes the study of cutting lumber to dimensions and materials to size with power tools. Emphasis is on job planning and the construction of all types of joints made with hand and power tools. Upon course completion, students should be able to design, construct and install basic interior casework.
f .framing, list types of fasteners, and identify property lines, set backs, and demonstrate a working knowledge of terrain and batter boards.

**CAR 113**  
**Floors, Walls, Site**  
**3 Hours**  
**Prep Lab**

**Prerequisite(s):** CAR 111 and/or as required by program

**Co-requisite(s):** CAR 112

The student will engage in applications of floor and wall construction, application of required tools, use of the builder transit, level rod, tape measure and grade stakes. Emphasis is placed on cutting sill plates, floor joists, girders, header bridging, sub-flooring, wall stud partitions, door and window headers, wall bracing, leveling instruments, and batter boards. Upon course completion, students should be able to layout and construct a floor, including the sill, joist bridging and openings, install sub-flooring, construct interior and exterior walls, and layout property stakes of site plans.

**CAR 114**  
**Introduction to Carpentry Tools and Materials**  
**3 Hours**

**Prerequisite(s):** As required by program

This course provides practical and safe application of hand, portable power, stationary and pneumatic tools, use of building materials, fasteners and adhesives, and job site safety. Emphasis is placed on the safe use of hand, power, and pneumatic tools, proper selection of lumber, plywood, byproducts, nails, bolts, screws, adhesives, fasteners, and other construction materials, and job safety. Upon course completion, the student should be able to identify hand, power, stationary and pneumatic tools and demonstrate their safe use; identify and properly select wood and non-wood building products, and properly use nails, fasteners and adhesives.

**CAR 121**  
**Introduction to Blueprint Reading**  
**3 Hours**

**Prerequisite(s):** As required by program

This course introduces the student to the basic concepts of blueprint reading. Topics include scales, symbols, site plans, and notations. Upon completion, the student should be able to identify drawings, scale various drawings, identify different types of lines, symbols, and notations.

**CAR 122**  
**Concrete and Forming**  
**3 Hours**

**Prerequisite(s):** CAR 111 and/or as required by program

This course introduces the student to the properties and uses of concrete and to the procedures for designing concrete forms. Topics include making and pouring concrete, constructing concrete forms, reinforcement methods, finishing concrete, and job safety. Upon course completion, students are expected to be able to list safety rules for the job site, identify components of concrete, describe how concrete forms are built, and how concrete is poured, reinforced, and finished.

**CAR 123**  
**Concrete and Forming Lab**  
**3 Hours**

**Prerequisite(s):** CAB 111 and/or as required by program

**Co-requisite(s):** CAR 122

This course provides students with practical experience in concrete applications. Emphasis is placed on job site safety, concrete forming, mixing, pouring, finishing, and reinforcing. Upon completion, students should be able to safely, set forms, reinforce, mix, pour, and finish concrete.

**CAR 124**  
**Wall and Floor Specialties**  
**3 Hours**

**Prerequisite(s):** As required by program

This course introduces the student to the use of structural steel and metal studs in walls and floors. Emphasis is placed on wall and floor construction. Upon completion, students are expected to be able to describe components and proper application of structural steel, properly construct walls and floors, and demonstrate proper uses of metal studs and framing members.

**CAR 131**  
**Roof and Ceiling Systems**  
**3 Hours**

**Prerequisite(s):** As required by program

This course focuses on the design and installation of roof and ceiling systems. Emphasis is placed on rafters, trusses, ceilings, joists, roof decking, and roofing materials. Upon completion, students should be able to design a roof and ceiling system, identify proper installation methods of roofing materials, and describe applicable safety rules.

**CAR 132**  
**Interior and Exterior Finishing**  
**3 Hours**

**Prerequisite(s):** CAR 111 and/or as required by program

This course introduces the student to interior and exterior finishing materials and techniques. Topics include interior trim of windows and doors, ceilings and wall moldings, exterior sidings, trim work, painting, and masonry finishes. Upon completion the students should be able to identify different types of doors, windows and moldings and describe the uses of each, identify types of exterior sidings and trim, and describe the different types of paint and their proper application.

**CAR 133**  
**Roof Ceiling Systems Lab**  
**3 Hours**

**Prerequisite(s):** CAR 111 and/or as required by program

**Co-requisite(s):** CAR 131 and/or as required by program

The course provides students with practical experience in building and installing roof and ceiling systems. Emphasis is placed on job site safety, layout and cutting of rafters and joists, cutting and building trusses, installing roof decking and roofing materials. Upon completion, the student should be able to cut and install rafters, joists and trusses, cut and apply roof decking and roofing materials, and apply safety rules for job site.

**CAR 211**  
**Construction Specialties**  
**3 Hours**

**Prerequisite(s):** CAR 111 and/or as required by program

This course introduces the students to the design process for stairs and cabinets. Topics include stair and cabinet design, rod layout, and cabinet finishes. Upon completion the student should be able to design stairways and cabinets, layout a rod for building cabinets, and identify proper finishes for cabinetry.

**CAR 212**  
**Construction Specialties Lab**  
**3 Hours**

**Prerequisite(s):** CAR 111 and/or as required by program

**Co-requisite(s):** CAR 211 and/or as required by program

This course provides students with practical experience in building stairs and in building and finishing cabinets. Emphasis is placed on stair construction, cabinet joints and layout, finishes for cabinets, and proper safety precautions. Upon course completion, students should be able to safely construct stairs, build cabinets and apply proper finishes.
CAREER, TECHNICAL AND OCCUPATIONAL PROGRAMS

CAR 213  PLANS, SPECIFICATIONS AND CODES
Prerequisite(s): As required by program
This course provides students experience in house plans, specifications, and building codes. Upon completion, the student should be able to read and draw a set of plans, list and use specifications to order materials, and use codes to plan location and safety of structures.

CAR 217  ESTIMATING
Prerequisite(s): CAR 111, 121, and/or as required by program
This course provides the student with technical knowledge to estimate construction materials and costs for preparing order sheets or bids on construction jobs. Emphasis is placed on techniques for estimating jobs. Upon completion, the student should be able to develop a comprehensive estimate for a carpentry job.

COMMERCIAL FOODS SERVICE (CFS)

CFS 101  ORIENTATION TO THE FOOD SERVICE INDUSTRY
Prerequisite(s): As required by program
This course is an introduction to the food service industry and employment opportunities. This course focuses on the different types of food service/hospitality outlets. Upon completion of this course, the student will be knowledgeable of business and career opportunities within the food service industry.

CFS 102  CATERING
Prerequisite(s): As required by program
This course includes the theory and practice of operating a catering business. Topics include food 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.

CFS 110  BASIC FOOD PREPARATION
Prerequisite(s): CFS 101, 111, 114, and/or as required by program
This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Topics include scientific principles of food preparation and the relationship of food composition and structure to food preparation. Students will develop competencies in food preparation as it relates to the food service industry.

CFS 111  FOUNDATIONS IN NUTRITION
Prerequisite(s): As required by program
This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science food and nutrition, essential nutrients and their relation to the growth, maintenance and functioning of the body, nutritional requirements of different age levels and economic and cultural influences on food selection. Upon completion of this course, students will be able to apply the basic principles of meal planning.

CFS 112  SANITATION, SAFETY, AND FOOD SERVICE
Prerequisite(s): As required by program
This course introduces the basic principles of sanitation and safety to food handling including purchasing, storing, preparing, and serving. Topics include the scientific principles of food sanitation, food spoilage, food-borne disease, personal health and hygiene, and the sanitary care of the physical plant and equipment. 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.C.C.P. systems.

CFS 113  TABLE SERVICE
Prerequisite(s): As required by program
This course is a guide for the modern wait staff. Topics include laying the cover, taking the order, surveying of different styles of table service from the casual to the very formal, tabulating and presenting the bill, and busing and turning the table. Upon completion of this course, students should be able to demonstrate proficiency in the art of table service.

CFS 114  MEAL MANAGEMENT
Prerequisite(s): CFS 101, 110, 111, 112, and/or as required by program
This course covers the principles of meal management. Topics include menu planning, food selection, recipe standardization, food preparation, and meal service for all phases of food service. Upon completion of this course, students will be able to apply efficient work habits, sanitation and safety in the kitchen.

CFS 141  FOOD PRODUCTION
Prerequisite(s): As required by program
This course covers menu planning principles, food preparation, food procurement, and food management skills needed to provide appealing and profitable food service in special operations. Topics include fast food cookery, convenience-store food service, supermarkets, delicatessens, and take-out venue. Upon completion, students should be able to plan, organize, and prepare food service items for special operations.

CFS 201  MEAT PREPARATION AND PROCESSING
Prerequisite(s): As required by program
This course focuses on meat preparation and processing. Students will be responsible for the preparing of meats including beef, pork, poultry, fish, and seafood so they can be used for final preparations in the other stations of the kitchens. Upon completion, students will be able to demonstrate an understanding of the principles in meat preparation and processing.

CFS 204  FOUNDATIONS OF BAKING
Prerequisite(s): As required by program
This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.
CFS 213  FOOD PURCHASING AND COST CONTROL
Prerequisite(s): As required by program
Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and food service ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

CFS 216  FOOD AND DRUG INTERACTION
Prerequisite(s): 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 certain foods. Upon completion, students demonstrate an understanding of food and drug interaction.

CFS 222  DIETARY MANAGEMENT
Prerequisite(s): As 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 light. Upon completion, the student will be able to demonstrate an understanding of the principles of dietary management in food preparation and service.

CFS 251  MENU DESIGN
Prerequisite(s): As required by program
This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, students should be able to write, layout, and produce effective menus for a variety of hospitality settings.

CFS 260  INTERNSHIP FOR COMMERCIAL FOOD SERVICE
Prerequisite(s): As required by program
This course is designed to give students practical, on-the-job experiences in all phases of food service operations under the supervision of a qualified food service professional.

CFS 299  SPECIAL TOPICS IN COMMERCIAL FOOD PREPARATION
Prerequisite(s): As required by program
This course provides instruction in special topics in commercial food preparation. Emphasis is placed on timely topics related to commercial food preparation and service and may be repeated as subject matter varies. Upon completion, students will have an understanding of timely topics relative to the commercial food preparation industry.

COMMERCIAL SEWING (CMS)

CMS 101  INTRODUCTION TO APPAREL TRADES
Prerequisite(s): CMS 111 and/or as required by program
This course provides an introduction to the terminology, regulations, operations, and usage of the tools and equipment of the apparel industry. Topics include history of apparel industry, terminology, regulations, operations of apparel industry with emphasis on tools and equipment, and shop management and organization. Upon completion, the student should be able to discuss terminology, regulations, and operations as well as identify tools and equipment used in the apparel industry.

CMS 111  APPAREL INDUSTRY TOOLS AND MACHINERY
Prerequisite(s): CMS 111 and/or as required by program
This course provides the "hands on" experience in the use of the tools and machinery of the apparel industry. Emphasis is placed on proper operation of tools and equipment used in the apparel industry. Upon completion, students should be able to operate equipment, use tools, and correctly apply sewing techniques.

CMS 113  APPAREL PRODUCTION LINE AND METHODS
Prerequisite(s): As required by program
This course introduces methods of apparel construction with the application of production line assembling. Topics include methods and application of assembling apparel, the study of operational tickets, pay scale, and calculation of production. Upon completion, students should be able to operate various apparel construction machines and calculate production.

CMS 115  CREATIVE SELLING
Prerequisite(s): As required by program
This course focuses on various approaches to selling. Topics include the role of selling as it relates to the economy and the business firm, the types of selling jobs, and the rewards and challenges of a selling career. Upon completion, students should be able to perform the selling roles and have knowledge of selling techniques and the job market.

CMS 120  CONCEPTS IN APPAREL CONSTRUCTION
Prerequisite(s): CMS 121 and/or as required by program
This course focuses on the principles and concepts of basic garment construction. Topics include the pattern envelope, measurements, pattern symbols, pattern layout, garment assembly, interfacing, linings, necklines and facings, collars, sleeves, closures, waistbands and pockets. Upon completion, students should understand garment construction techniques and applications.

CMS 121  BASIC APPAREL CONSTRUCTION LAB
Prerequisite(s): CMS 120 and/or as required by program
In this course, students apply the principles and concepts of basic apparel construction. Topics include pattern selection, pattern alteration, construction of pants, skirts, shirts and lingerie. Upon completion, students should be able to construct a pair of pants, skirt, shirt and lingerie applying appropriate techniques.

CMS 122  APPAREL PRODUCTION LAB
Prerequisite(s): As required by program
In this course, students apply principles of apparel construction. Topics include guide sheet instructions and simple to advanced apparel construction techniques. Upon completion, students should be able to follow a guide sheet and be able to construct several garments using various fabrics.
Prerequisite(s): As required by program

In this course, students use advanced apparel construction techniques. Emphasis is placed on apparel construction machinery developing speed and accuracy while constructing apparel. Upon completion, students should be able to operate apparel construction machinery with speed and accuracy while constructing apparel.

CMS 130 INTRODUCTION TO TEXTILES 3 HOURS
Prerequisite(s): CMS 131 and/or as required by program

This course introduces students to the essential concepts and principles of the textile industry and the development of textile fabrics. Topics include basic terminology, fundamental fabric analysis, natural and manufactured fibers, general textile properties, yarns, construction, preparation, coloration, finishing, laws, and regulations. Upon completion, students should know and be able to apply terminology, regulations, textile characteristics and operations of the textile industry as well and be able to identify fabrics for end use.

CMS 131 TEXTILE ANALYSIS AND TESTING 2-3 HOURS
Prerequisite(s): CMS 130 and/or as required by program

In this course, students test and analyze apparel and home furnishing textiles. Topics include semi-technical tests to determine the composition and other properties of fabrics and examine fabrics. Upon completion, students should be able to identify face and back of fabric, the fabric content and construction, the end use of fabric, and the fabric characteristics and suitability.

CMS 140 CONSUMER/CULTURAL ASPECTS OF CLOTHS 3 HOURS
Prerequisite(s): As required by program

This course provides an overview of consumer aspects of clothing selection, as well as the psychological, cultural, historical and aesthetic factors of clothing and textiles. Emphasis is placed on evolution of fashion, advertising and promotion in retail marketplace, cultural perspectives, psychology of color, and design style analysis. Upon completion, students should be able to make decisions in clothing selection and construction aesthetics pertaining to the function of the end product.

CMS 141 APPAREL DESIGN 3 HOURS
Prerequisite(s): As required by program

This course allows students to use various techniques and fabrics in designing apparel. Topics include pattern drafting, pattern grading, fabric selections and the application of design techniques. Upon completion, students should be able to develop and execute creative designs using various fabrics.

CMS 143 QUALITY CONTROL AND STATE TECHNIQUES 3 HOURS
Prerequisite(s): As required by program

This course emphasizes industry standards of quality and production. Topics include apparel structure, aesthetics, costs, expected performance of the finished product, imports and quick response to the market. Upon completion, students should be able to evaluate the quality of apparel, calculate costs, demonstrate speed and accuracy, and understand the impact of imports and competition.

CMS 145 BASIC TAILORING AND ALTERATIONS 3 HOURS
Prerequisite(s): As required by program

This course focuses on basic tailoring and alterations techniques in constructing and remodeling garments. Topics include proper techniques in simple to complex alterations. Upon completion, students will demonstrate skills in garment alterations, adjusting and filling garments, and be able to properly construct a tailored sports jacket.

CMS 146 ADVANCED TAILORING AND ALTERATIONS 3 HOURS
Prerequisite(s): As required by program

This course focuses on simple to advanced tailoring and alterations techniques. Included are techniques in fitting and remodeling a garment and making lined apparel for men and women. Upon completion, students should be able to remodel and fit garments and apply appropriate techniques of tailoring in making lined/tailored apparel for men and women.

CMS 148 ACCESSORIES AND RELATED MERCHANDISING 3 HOURS
Prerequisite(s): As required by program

This course introduces students to fashion accessories and related materials, manufacturing, and merchandising. Topics include buying functions, supporting services, fashion entrepreneurship, auxiliary services, retailing and wholesaling. Upon completion, students should understand concepts and practices applicable to different levels of the fashion industry.

CMS 150 APPAREL PRODUCTION MANAGEMENT 3 HOURS

Prerequisite(s): As required by program

This course introduces students to apparel production management procedures. Topics include the fundamental operations of manufacturing, employee/employer relationships, productivity enhancement, quality control, and efficiency. Upon completion, students should be able to apply apparel production management techniques.

CMS 160 PATTERN ADJUSTMENTS AND FITTING 3 HOURS
Prerequisite(s): As required by program

This course provides the fundamentals of fitting and pattern adjusting. Emphasis is placed on analyzing figure proportions, shapes, contours, and profiles as it applies to applications. The comparison of method of fitting, pattern alterations and grading. Upon completion, students should be able to apply the fundamental techniques in figure analysis, fitting and pattern adjusting.

CMS 181/182 SPECIAL TOPICS IN COMMERCIAL SEWING 3 HOURS
Prerequisite(s): As required by program

These courses provide specialized instruction in various areas related to the commercial sewing industry. Emphasis is placed on meeting students' needs.

CMS 183 COMPUTER AIDED FASHION DESIGN 3 HOURS
Prerequisite(s): As required by program

In this course, students learn to use computer software applicable to fashion design. Topics include the use of computer and software related to apparel designs and
CAREER, TECHNICAL AND OCCUPATIONAL PROGRAMS

construction. Upon completion, students should be able to design apparel utilizing appropriate software.

CIS 190  WINDOW TREATMENTS  3 HOURS
Prerequisite(s):  As required by program
This course focuses on the fundamentals of planning and producing window treatments. Topics include planning for window treatments and the construction of draperies, curtains, windows and headings. Upon completion, students should be able to plan and construction window treatments.

CIS 1691  SOFT INTERIOR AND FITTINGS  3 HOURS
Prerequisite(s):  As required by program
This course focuses on basic interior decorating and the production of soft interior furnishings. Topics include basic window treatments, quick pillows, slipcovers, table decoration, and the construction of soft good items for the home or business. Upon completion, students should be able to select fabric and construct soft interior furnishings.

CMS 192  SOFT INTERIOR FURNISHINGS CONSTRUCTION LAB  3 HOURS
Prerequisite(s):  As required by program
In this course, students apply principles of interior decorating and the production of soft interior furnishings. Topics include the window treatments, and other soft items for the home such as pillows and table clothes. Upon completion, students should be able to select fabrics appropriate for soft interior goods and construct soft interior furnishings.

COM 100  INTRO TECHNICAL ENGLISH I  3 HOURS
Prerequisite(s):  Satisfactory placement score
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.

COM 100  INTRO TECHNICAL ENGLISH I  3 HOURS
Prerequisite(s):  Satisfactory placement score
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.

COM 121  NETWORKING I  3 HOURS
Prerequisite(s):  As required by program
This course is designed to introduce basic network administration. The basics of network administration, installing and maintaining network software on a server, installation of applications on the server and how the networks are made ready for users are covered. Upon completion, students will demonstrate the ability to administer a computer network.

CIS 130  INTRODUCTION TO INFORMATION SYSTEMS  3 HOURS
Prerequisite(s):  As required by program
This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be to describe and use the major components of selected computer software and hardware.

CIS 134  COMMON BUSINESS (COBOL) PROGRAMMING ORIENTED LANGUAGE  3 HOURS
Prerequisite(s):  CIS 132 and/or as required by program.
This course is an introduction to business programming using COBOL language and structured programming techniques. Emphasis is placed upon nested IF statements, single and multi-level control breaks and table processing. Students enrolled in this course are expected to spend two practice hours per week in the computer laboratory.

CIS 135  INTERNET PROGRAMMING  3 HOURS
Prerequisite(s):  As required by program
This course focuses on Web-Site Programming software and requires the students to create their own web site using some of the most popular web software. Students will be required to demonstrate web-authoring proficiency through tests and programming projects. This course should be repeatable to allow for future web-authoring software releases.

CIS 140  BASIC WEB PAGE DEVELOPMENT  3 HOURS
Prerequisite(s):  As required by program
This course introduces HyperText Markup Language (HTML 1.0, 2.0, and 3.0) used for World Wide Web page authoring. Using HTML and authoring tools, the student will create web pages that include: text emphasis, lists, nested lists, graphics, URI links, combined formatting and list tags, image maps, forms, tables, and multimedia objects. The Common Gateway Interface (CGI), PERL, and Java-script programming languages will be introduced.

CIS 145  ADVANCED WEB PAGE DEVELOPMENT  3 HOURS
Prerequisite(s):  CIS 140 and/or as required by program
This course is a continuation of CIS 140 and will cover such advanced topics as Java-script, Dynamic HTML, Java Applets, style sheets, and creating interactive web pages and sites.

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

CIS 147 ADVANCED MICRO APPLICATIONS 3 HOURS

Prerequisite(s): CIS 130, 146, and/or as required by program

This course is a continuation of CIS 146 in which students utilize the advanced features of topics in CIS 146 and introduce additional topics of office suite software. Advanced features of word processing, spreadsheets, database, presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business.

CIS 150 COMPUTER PROGRAM LOGIC 3 HOURS

Prerequisite(s): As required by program

This course includes logic and design techniques used by programmers and analysts in developing programming code. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered. The student will be able to apply the techniques to designated situations and problems.

CIS 151 GRAPHICS FOR WORLD WIDE WEB 3 HOURS

Prerequisite(s): As required by program

Graphs are as important to the World Wide Web as is the written word. This course will provide an overview to the theory, tools, and techniques necessary for creating high-quality graphics using Adobe Photoshop. This course may be substituted with CAT 150 Imaging I: Principles of Photography and Introduction to Photoshop and CAT180 Imaging II: Techniques of Photoshop and Painter.

CIS 156 MICROCOMPUTER OPERATING SYSTEMS 3 HOURS

Prerequisite(s): CIS 130 and/or as required by program

This course provides an introduction to microcomputer operating systems. Topics include a description of the operating system, system commands, and effective and efficient use of the microcomputer with the aid of its system programs. Upon completion, students should understand the function and role of the operating system, its operational characteristics, its configuration, how to execute programs, and efficient disk and file management.

CIS 160 MULTIMEDIA FOR THE WIDE WEB 3 HOURS

Prerequisite(s): As required by program

This course covers contemporary, interactive multimedia technology systems, focusing on types, applications, and theories of operation. In addition to the theoretical understanding of the multimedia technologies, students will learn how to digitize and manipulate images, voice, and video materials, including authoring a web page utilizing multimedia.

CIS 161 CISCO I 3 HOURS

Prerequisite(s): As required by program

This course is the first part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. This course concentrates on the physical part of networking including basic electronics, computer basics, network basics, addressing, number conversions, cabling, and planning. After completing this course the student will be able to: identify the functions of each layer of the OSI reference model; describe data link and network addresses; define and describe the function of the MAC address; explain the five conversion steps of data encapsulation; describe the different classes of IP addresses and subnetting; identify the functions of the TCP/IP network-layer protocols.

CIS 162 CISCO II 3 HOURS

Prerequisite(s): As required by program

This course is the second part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. This course concentrates on router configuration. After completing this course the student will be able to: prepare the initial configuration of a router and enable IP; control router passwords and identification; configure IP addresses; add the RIP and IGRP routing protocols to a configuration.

CIS 163 CISCO III 3 HOURS

Prerequisite(s): As required by program

This course is the third part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. This course concentrates on LAN design, routing, switching, and network administration. After completing this course the student will be able to: describe LAN segmentation using bridges, routers, and switches; distinguish between cut-through and store and forward LAN switching; describe the operation of the Spanning Tree Protocol and its benefits; describe the benefits of virtual LANs.

CIS 164 CISCO IV 3 HOURS

Prerequisite(s): As required by program

This course is the fourth part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. This course concentrates on WANs and WAN design. After completing this course the student will be able to: differentiate between LAPB, Frame Relay, ISDN, HDLC, PPP, and DDR; list commands to configure Frame Relay LMIs, maps, and subinterfaces; identify PPP operations to encapsulate WAN data on Cisco routers; identify ISDN protocols, function groups, reference points, and channels; describe Cisco's implementation of ISDN BRI.

CIS 170 FUNDAMENTALS OF COMPUTER NETWORKING 3 HOURS

Prerequisite(s): As required by program

Adding to the rapid pace of automation and computerization is the need for ever increasing connectivity. The introduction of digital transmission technologies combined with the advent of inexpensive computing power has resulted in an explosion of features and services and a bewildering range of communications strategies. This course provides the technical foundations and skills necessary to understand local area networks, data transmission, network operating systems and protocols, and client/server concepts.

CIS 175 SYSTEM ANALYSIS AND DESIGN FOR THE INTERNET 3 HOURS

Prerequisite(s): As required by program

This course will cover the design, implementation, and performance of computer networks. Topics will include: the
Internet protocols and routings, local area networks, ATM networks, quality of service, performance analysis, queuing theory, congestion control, broadcast and multicast, and network security.

CIS 185 ETHICS AND THE INTERNET 3 HOURS
Prerequisite(s): As required by program
This course will investigate the various issues and facets of Computer Crime and Computer Ethics. Topics to be covered and discussed include: general ethics, privacy, data protection, employee privacy, data regulation, artificial intelligence, information technology and the third world, the "look-and-feel" issue, computer malfunction liability, computer crime (electronic trespassing), and the Professional Responsibility of the Computer User.

CIS 187 MARKETING ON THE WORLD WIDE WEB 3 HOURS
Prerequisite(s): As required by program
Technological change has provided businesses with tremendous opportunities for increasing the efficiency and effectiveness of many activities. By using the tools of the Internet, businesses have taken information and information sharing to new levels, transforming the very core of business. This course will examine how the Internet has changed business with an emphasis on increasing a professional's ability to understand and implement the tools of the Internet.

CIS 189 CO-OP FOR CIS I 3 HOURS
Prerequisite(s): As required by program
This course is part of a series wherein 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 technologies environment. 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 190 INTRODUCTION TO COMPUTERS 3 HOURS
Prerequisite(s): College algebra and/or as required by program
This course is an overview of computer information systems in problem solving. It includes a study of the interaction of hardware, software and human resources and the fundamentals of programming and structured design using high-level programming language are presented. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 196 COMMERCIAL SOFTWARE APPLICATIONS 1-3 HOURS
Prerequisite(s): As required by program
This is a "hands-on" introduction to software packages, languages, and utility programs currently in use, with the course being able to repeat for credit for each different topic being covered. Emphasis is placed on the purpose capabilities and utilization of each package, language or program. Upon completion, students will be able to use the features selected for the application covered.

CIS 197 ADVANCED COMMERCIAL SOFTWARE APPLICATIONS 1-3 HOURS
Prerequisite(s): CIS 196 and/or as required by program
This course provides the student with hands-on experience in using the advanced features of software packages, languages, and utility programs currently in use. Each offering focuses on one software package with credit being received for each different package. Upon completion, students will be able to use the features selected for the application covered.

CIS 198 WEB DEVELOPMENT 3 HOURS
Prerequisite(s): CIS 130 and/or as required by program
This course is an introduction to Web page development techniques. Topics in this course include HTML, scripting languages and commercial software packages used in the development of Web pages. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of Web page development projects and appropriate tests.

CIS 202 LOCAL AREA NETWORK BASICS 3 HOURS
Prerequisite(s): CIS 266, 267 and/or as required by program
This course provides the student with an overview of personal computer networks, equipment, and networking software. Students enrolled in this course are expected to spend two practice hours per week in the computer laboratory.

CIS 212 VISUAL BASIC 3 HOURS
Prerequisite(s): CIS 130, 190, 211 and/or equivalent background
This course is a continuation of CIS 211, with emphasis being on BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics in such areas as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 213 ADVANCED BASIC PROGRAMMING 3 HOURS
Prerequisite(s): CIS 212 and/or as required by program
This course is a continuation of CIS 212, Basic Programming.

CIS 237 ESSENTIALS OF NETWORKING 3 HOURS
Prerequisite(s): As required by program
This course serves as a general introduction for students who desire to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. The course provides an introduction to the hardware, software, terminology, components, design, and connections of a network, as well as the topologies and protocols for LANs. This course maps directly to CompTIA's Network+ exam.

CIS 238 WINDOWS 2000 3 HOURS
Prerequisite(s): As required by program
This course provides students with the knowledge and skills necessary to perform installation and day-to-day administrative tasks in a Windows 2000 Professional environment. Students will manage hardware profiles and user/group accounts. This
course also introduces various tools, including the Microsoft Management Console, Task Scheduler, Control Panel, the registry, and Device Manager for configuring and troubleshooting devices.

CIS 250  E-COMMERCE  3 HOURS
Prerequisite(s): CIS 130 and Web related computer experience.
This course is an introduction to e-commerce. The topics included in this course are creating a successful Web presence, building an electronic commerce store, electronic security, electronic payment systems, and electronic commerce environment. Upon completion, the student will be able to demonstrate knowledge of e-commerce through the completion of assignments and appropriate tests.

CIS 251  C PROGRAMMING  3 HOURS
Prerequisite(s): CIS 130, 190, and/or as required by program.
This course is an introduction to the C programming language. Included in this course are topics in an algorithmic approach to problem solving, structured programming techniques and constructs, using functions and macros, simple data structures, and using files for input and output. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 252  ADVANCED C PROGRAMMING  3 HOURS
Prerequisite(s): CIS 251 and/or as required by program.
This course is a continuation of the CIS 251 course in C programming. Techniques for the improvement of application and systems programming will be covered and other topics may include memory management, C Library functions, debugging, portability, and reusable code. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 253  WINDOWS NT ENTERPRISE  3 HOURS
Prerequisite(s): As required by program.
This course is intended for network support professionals who intend to work in a Microsoft Windows NT Server 4.0 based enterprise environment. This course will enable students to design, implement, and support the Windows NT Server network operating system in a multidomain enterprise environment. At the completion of this series, students will be able to: implement Directory Services structure for a given business situation; identify the issues involved in planning an effective Directory Services structure for an organization running Windows NT Server 4.0; identify the features of Windows NT Server resources, Performance Monitor, and the techniques for server analysis and optimization; create a measurement baseline by collecting data, create log files and view the reports of the log files; monitor system objects to detect various system bottlenecks; identify the issues to be considered for setting expectations from Windows NT Server and determine the need for an additional server; identify the system bottlenecks and resource implications in different environments; analyze network traffic; analyze and optimize the client initialization traffic and client-to-server; analyze and optimize server-to-server network traffic; identify the network generated in various scenarios in a Windows NT 4.0 environment; identify the functions of the Kernel Mode networking components and Distributed Networking Components; identify the registry structure and subtrees and configuration information about the local machine; identify the functions of the processes in every boot phase and troubleshoot through system files; troubleshoot RAS problems, resources access and permission problems, recover a mirror set and stripe set with parity; install and configure a Window NT Server; install and configure Internet services and Remote Access Service; configure Windows NT Server for interoperability with a Netware server from client computers; install and configure Remote access services (RAS) server, and manage RAS security; manage accounts, user profiles and system policies.

CIS 254  BASIC ROUTER TECHNOLOGY  3 HOURS
Prerequisite(s): CIS 251 and/or as required by program.
This course is designed to prepare a student to apply and understand the basics of networking hardware. The course covers beginning router configurations, routed and routing protocols, and an introduction to LAN switching.

CIS 255  JAVA PROGRAMMING  3 HOURS
Prerequisite(s): CIS 130 or equivalent.
This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs, Web page applet development, class definitions, threads, events and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 256  NETWORKING ESSENTIALS/ TECHNOLOGY  3 HOURS
Prerequisite(s): As required by program.
This three part series serves as an introduction for students who need a foundation in current networking technology for Local Area Networks (LANS), Wide Area Networks (WANS), and the Internet. At the completion of this series, students will be able to: describe the uses, components, and types of networks; describe network architecture with reference to the OSI model, the connection services offered by the OSI model layers, protocols, and standard interfaces; select the transmission media and connectivity hardware appropriate for a given site; describe network communication with reference to packets, data access methods, network adapter cards, and network drivers; select the appropriate topology, network protocols, media, and connectivity devices for Ethernet and Token Ring networks; list the functions, components, and steps of installing a Network Operating System; manage printers and modern in network communications; describe the features and functions of E-Mail, Groupware and Scheduling; identify solutions for interoperability in multivendor model; describe the client/server networking model; describe the types of WAN transmission techniques, WAN transmission technologies, and Microsoft Network Service Access Providers; manage network accounts, performance, and security; describe troubleshooting techniques for different network problems.

CIS 257  NETWORK ADMINISTRATION  3 HOURS
Prerequisite(s): CIS 273 and/or as required by program.
This course introduces the basics of managing a Netware 4 network. NetWare 4 eliminates the boundaries in business-wide networks, regardless of their size or complexity and
teaches students how to use NetWare administrative tools to set up, manage, and use basic network services including file systems, networking printing, security and E-Mail. After completing this course students will be able to: add users to the network; execute network applications and share software resources; make accessing the network seem invisible to users; set up and manage the network file system; provide transparent access to information and resources anywhere on the network; use a multicontext NetWare Directory Services (NDS) environment; set up and manage network printing; create effective network security; back up and restore NetWare server data; set up and manage NetWare messaging services.

CIS 258 WINDOWS NT 3 HOURS ADMINISTRATION
Prerequisite(s): As required by program
This two-part series provides the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain and multiple-domain Windows NT 4.0 based network. At the completion of this series, students will be able to: identify the features of Windows NT 4.0 interface; create and customize user and group accounts and configure the user environment; manage and secure resources with shared folders and NTFS permissions; create and administer network printers; audit and monitor the server resources; make backups and restore data from a tape.

CIS 259 INSTALLATION AND CONFIGURATION 3 HOURS
Prerequisite(s): As required by program
This course is designed to enhance hands-on experience installing and configuring a NetWare 4 network. Scenarios for upgrading, migrating and installing teach students how to implement a different design of the NDS tree structure. After completing this course students will be able to: upgrade from NetWare 3 to NetWare 4; install NetWare 4 servers; configure basic network resources in NDS; perform a complex NDS configuration; merge two NDS trees; troubleshoot NDS; manage the NetWare for Macintosh; install Novell online documentation.

CIS 260 WINDOWS NT 3 HOURS TECHNICAL SUPPORT
Prerequisite(s): As required by program
This four-part series is intended for network support professionals who will install, configure, customize and support Microsoft Windows NT Server 4.0. This series will prepare the foundation for supporting Microsoft Windows Server 4.0 in a single domain environment. At the completion of this series, students will be able to: describe the Windows NT environment, its architecture and the network models; install and configure Windows NT; create user profiles and manage System Policies; describe the Windows NT files systems, manage partitions and configure the hard disk; protect server data using various Windows NT fault tolerance levels; identify the subsystems responsible for supporting applications; install and configure to TCP/IP, NWLink and NetBEUI protocols, install and configure Internet Information Server and the Microsoft Internet Explorer; identify the steps in the Windows NT printing process, configure network printers, use different utilities and troubleshooting common printing problems; replicate directories using the Directory Replicator service; monitor system performance and use the various Windows NT utilities to monitor system information.

CIS 261 WINDOWS 2000 SERVER 3 HOURS NETWORK INFRASTRUCTURE ADMINISTRATION
Prerequisite(s): As required by program
This course provides the knowledge and skills necessary to plan network infrastructure around features supported by Windows 2000. Issues such as network protocol and services are introduced and compared using requirements of students' organizations. Students will learn how to utilize, manage, and configure the TCP/IP protocol and use features such as NetBIOS, WINS, DHCP, and DNS. Students will also learn how to configure, manage, and troubleshoot routing and remote access, including setting up virtual private networks (VPNs).

CIS 262 WINDOWS 2000 ACTIVE DIRECTORY SERVICES 3 HOURS
Prerequisite(s): As required by program
This course provides students with the knowledge and skills necessary to plan, configure, and administer an Active Directory infrastructure. Students will learn to configure Domain Name System (DNS) to manage name resolution, schema, and replication. Students will also learn to use Active Directory to centrally manage users, groups, shared folders, and network resources, and to administer the user environment and software with group policy.

CIS 263 ADVANCED NETWORK MANAGEMENT 3 HOURS
Prerequisite(s): As required by program
This course is designed to develop advanced administration skills such as performance tuning for the network and server, and managing complex tree structures. Students will learn how to oversee a complex NetWare 4 networking environment, including NetWare Directory Services (NDS) partitioning and replication, time synchronization strategies and integrating with NetWare 3. After completing this course students will be able to: manage a complex NDS tree structure; combine two NDS trees; move NDS containers, secure NDS resources; integrate diverse network services; add advanced network services; integrate and manage NetWare 3 resources using NetWare 4 utilities; performance tune the network and NetWare 4 server.

CIS 264 BUSINESS APPLICATIONS 3 HOURS
Prerequisite(s): CIS 206, 215, and/or as required by program
Prior programming training is put to use in implementing a practical business application such as accounts receivable, accounts payable, payroll, or other business system. A different application is selected each semester. Instructor will provide student with the necessary data and the student will create all the programs that are necessary to produce the expected results. This course will require outside laboratory time to produce programs for evaluation. Mastery of the language selected for the study, at the desired level, is required.

CIS 265 DESIGN IMPLEMENTATION 3 HOURS
Prerequisite(s): As required by program
This course affords opportunities to design and create a NetWare 4.1 implementation plan for a case company. After completing this course students will be able to: design, analyze and integrate a NetWare 4 implementation; determine director
tree structure and object placement; form partition boundaries; plan replica placement; create a time synchronization strategy; develop an administration accessibility strategy that includes NetWare Directory Services (NDS) object creation and security; integrate NetWare services that include routing services and diverse client needs; develop a migration strategy for clients and servers; create an implementation schedule for integrating your NetWare 4.1 design.

CIS 266 COMPUTER SOFTWARE 3 HOURS
AND PROBLEM INSTALLATION
DETERMINATION
Prerequisite(s): CIS 130 and/or as required by program
This course provides the student with hands-on practical experience in the installation of computer software, operating systems, and trouble-shooting. It covers IBM compatible PC software. Students enrolled in this course are expected to spend two practice hours per week in the computer laboratory.

CIS 267 COMPUTER HARDWARE 3 HOURS
PROBLEM DETERMINATION
Prerequisite(s): CIS 130 and/or as required by program
This course provides the student with hands-on practical experience in equipment operations and trouble-shooting. The course covers IBM compatible PC hardware terminology and components. Routine replacement of parts and microcomputer configuration is covered. Students enrolled in this course are expected to spend two practice hours per week in the computer laboratory.

CIS 269 NETWARE TCP/IP 3 HOURS
TRANSPORT
Prerequisite(s): As required by program
This course is designed for hands-on experience installing and configuring NetWare TCP/IP software on a NetWare 4 server. Students will learn how to use common problems that may occur in a TCP/IP environment. After completing this course students will be able to: install and configure NetWare TCP/IP on a NetWare 4 server; troubleshoot problems that arise in the TCP/IP environment; monitor the server; load the TCP/IP NetWare Loadable Module (NLM); route IPX packets over IP internet work.

CIS 270 TCP/IP 3 HOURS
Prerequisite(s): As required by program
This course provides students with the knowledge and skills required to setup, configure, use and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Microsoft Windows NT 4.0. At the completion of this series students will be able to: define TCP/IP and describe its advantages on Windows NT 4.0; install and configure Microsoft TCP/IP; identify the network and host ID; identify the function of a subnet mask; identify the difference between static and dynamic IP routing; configure a computer running Windows NT 4.0 to function as a dynamic IP router; understand how a dynamic host configuration protocol (DHCP) client obtains IP addresses from a DHCP server; install and configure a DHCP relay agent; backup and restore a DHCP database; describe the types of series provided by NetBIOS over TCP/IP; explain how the HOSTS file resolves a host name to an IP address on local and remote networks; install and configure a WINS server; backup and restore the WINS database; explain the Windows NT browsing service; describe the domain, account password changes, and domain synchronization processes; integrate DNS with WINS Lookup and non-Microsoft servers; troubleshoot DNS with NSLOOKUP; use Microsoft TCP/IP utilities to connect to and access resources on a TCP/IP-based Unix host; understand the purpose of simple network management protocol (SNMP); define management information base (MIB); use Windows NT utilities for diagnosing problems; troubleshoot an IP network using TCP/IP utilities.

CIS 271 ASSEMBLY LANGUAGE 3 HOURS
PROGRAMMING
Prerequisite(s): CIS 130, 190, and/or as required by program
This course is a study of assembly language. It includes such topics as instruction syntax, addressing techniques, and digital representation of data. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 272 DESIGNING WINDOWS 3 HOURS
2000 SECURITY
Prerequisite(s): As required by program
This course provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks using Microsoft Windows 2000. Students will be able to plan an Active Directory service structure that facilitates secure and verifiable user account creation and administration; define security requirements for Windows 2000-based domain controllers, application servers, file and print servers, and workstations.

CIS 273 NETWORKING AND DATA 3 HOURS
COMMUNICATIONS
Prerequisite(s): CIS 156 or equivalent and/or as required by program
This course is an introduction to computer networks and data communications technology. Topics included in this course are networking and communications hardware, software, topologies, models and protocols. Upon completion, the student will be able to demonstrate knowledge of the topics through completion of assignments and appropriate tests.

CIS 274 ADVANCED ROUTER 3 HOURS
TECHNOLOGY
Prerequisite(s): CIS 254 and/or as required by program
This course is designed to prepare a student to apply and understand the advanced principles and applications of networking hardware. The course covers advanced router configurations, LAN switching, network management, and advanced network issues.

CIS 276 SERVER ADMINISTRATION 3 HOURS
Prerequisite(s): CIS 273 and/or as required by program
This course provides a study of network operating system administration. Topics included in this course are network software installation, user account management, security control, and network resource management. Upon completion, the student will be able to demonstrate knowledge of the topics through completion of lab exercises and appropriate tests.

CIS 277 NETWORK SUPPORT 3 HOURS
Prerequisite(s): CIS 273 and/or as required by program
This course provides a study of network configuration and support. Topics included in this course are installing and
configuring network operating system software, services, and protocols, file system management, application support, and troubleshooting. Upon completion, the student will be able to demonstrate knowledge of the topics through completion of assignments and appropriate tests.

**CIS 278**  
**Computer Operating Systems**  
*Prerequisite(s):* Any advanced programming course and/or as required by program  
This course is an introduction to the functions of computer operating systems for mainframe and microcomputers. Topics include operating system components, and the operation of computer systems. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**CIS 279**  
**Enterprise Networks**  
*Prerequisite(s):* CIS 276, 277, and/or as required by program  
This course provides a study of large computer networks. Topics included in this course are server administration, resource management, network monitoring, and troubleshooting in a multi-server environment. Upon completion, the student will be able to demonstrate knowledge of the topics through completion of assignments and appropriate tests.

**CIS 280**  
**Service and Support**  
*Prerequisite(s):* As required by program  
This course focuses on learning how to solve real-world problems in a hands-on laboratory setting. Course topics include the installation of network-related hardware and the prevention, diagnosis and resolution of hardware-related networking problems in NetWare 3 and 4 environments. After completing this course students will be able to: quickly find problem-solving information with research tools, including the network support encyclopedia, Microhouse Technical Library and CompuServe; install and troubleshoot network cabling, network boards and hard disks into workstation and NetWare servers; install a CD-ROM drive into a NetWare server; mount a CD as a NetWare volume; troubleshoot a NetWare server and network; use a protocol analyzer to troubleshoot network problems; describe network management; troubleshoot DOS workstations; troubleshoot network printing; explain basic features of Manage Wise software.

**CIS 281**  
**System Analysis and Design**  
*Prerequisite(s):* Any advanced programming course and/or as required by program  
This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, designing, implementing, and documenting computer systems. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**CIS 285**  
**Object Oriented Programming**  
*Prerequisite(s):* CIS 251 and/or as required by program  
This course is an advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language, such as C++ or Java. Subject matter includes object-oriented analysis and design, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation, and file manipulation. Upon completion, students should be able to develop a hierarchical class structure necessary to the implementation of an object-oriented software system.

**CIS 286**  
**Computerized Systems Management Info**  
*Prerequisite(s):* CIS 146, 191, 211, 231, and/or as required by program  
The nature of computerized management information systems, problems created by the computer relative to personnel, components of computer systems, programming, and application of computers to business problems.

**CIS 287**  
**SQL Server**  
*Prerequisite(s):* As required by program  
This course will provide students with the technical skill required to install, configure, administer and troubleshoot Microsoft SQL Server client/server database management system version 6.5. At the completion of this course students will be able to: identify the features of SQL Server 6.5 and the responsibilities and challenges in system administration; identify the benefits of integrating SQL Server with Windows NT; upgrade SQL Server 6.0 to 6.5 and setup clients for SQL Server 6.5; install and configure SQL Server 6.5; manage data storage using database devices and partition data using segments; manage the user accounts; manage user permissions; identify the various task scheduling and altering abilities of SQL Executive; identify the concepts used in replication and implement replication of data between two SQL Services; identify the types of backup and create backup devices; identify the factors effecting SQL Server performance and the need for monitoring and tuning; locate and troubleshoot problems that occur on the SQL Server.

**CIS 288**  
**Microcomputer Networking**  
*Prerequisite(s):* Previous computer information course(s) or equivalent and/or as required by program  
This course is an introduction to networking and data communications with an emphasis on microcomputers. Topics covered in the course include LAN design and use, different LAN topologies and protocols. An introduction to Novell Netware and the Internet are included.

**CIS 289**  
**Computer Problem Determination**  
*Prerequisite(s):* As required by program  
This course is an introduction to the problem determination on microcomputers. It uses software diagnostic tools and simple hardware test equipment to identify and repair typical problems of microcomputers. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**CIS 290**  
**Designing Windows 2000 Active Directory Services**  
*Prerequisite(s):* As required by program  
This course provides students with the knowledge and skills necessary to design a Microsoft Windows 2000 directory services infrastructure in an enterprise network. Strategies are
This course is designed to assist students in understanding technology needs of an organization, and then designing an Active Directory structure that meets those needs.

**CIS 291**  
**CASE STUDY IN COMPUTER SCIENCE**  
**Prerequisite(s):** CIS 281 and/or as required by program

This course is a case study involving the assignment of a complete system development project for analysis, programming, implementation, and documentation. Topics include planning system analysis and design, programming techniques, coding and documentation. Upon completion, students should be able to design, code, test and document a comprehensive computer information system.

**CIS 293**  
**SPECIAL TOPICS-INTERNET INFORMATION**  
**Prerequisite(s):** As required by program

This course allows study of currently relevant computer science topics, with the course 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 knowledge of the course topic through completion of assignments and appropriate tests.

**CIS 294**  
**SPECIAL TOPICS TCP/IP**  
**Prerequisite(s):** As required by program

This course allows study of currently relevant computer science topics, with the course 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 knowledge of the course topic through completion of assignments and appropriate tests.

**CIS 295**  
**BUSINESS SYSTEMS DESIGN**  
**Prerequisite(s):** CIS 133, 134, and/or as required by program

This course is designed to assist students in understanding techniques and procedures for developing a systems project. Students will study the functions of a system analyst with real life problems and situations. The design of a system is covered from preliminary investigation through implementation and evaluation.

**CIS 296**  
**DESIGNING A WINDOWS SERVER (I) NETWORK INFRASTRUCTURE**  
**Prerequisite(s):** As required by program

This course provides students with the information and skills needed to create a networking services infrastructure design. Some Microsoft Windows 2000 network solutions require a single technology, such as DHCP, to provide Internet Protocol (IP) address configuration support. In other situations, several technology options exist, such as Open Shortest Path First (OSPF), Routing Information Protocol (RIP), and Internet Group Management Protocol (IGMP), to design and IP routing scheme.

**CIS 297**  
**CO-OP FOR CIS II**  
**Prerequisite(s):** As required by program

This course is part of a series wherein 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 technologies environment. 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 298**  
**CO-OP FOR CIS III**  
**Prerequisite(s):** As required by program

This course is part of a series wherein 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 technologies environment. 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**  
**Prerequisite(s):** As required by program

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor.

**COS 111**  
**COSMETOLOGY SCIENCE**  
**AND ART**  
**Prerequisite(s):** As required by program

In this course, students are provided a study of personal and professional image, ethical conduct, sanitation, hair styling, and nail care. Topics include personal and professional development, bacteriology, decontamination, infection control, draping, shampooing, conditioning, hair shaping, and hair styling. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course.

**COS 112**  
**COSMETOLOGY SCIENCE**  
**AND ART LAB**  
**Prerequisite(s):** As required by program

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, hairstyling, and nail care. Emphasis is placed on sterilization, shampooing, hair shaping, hairstyling, manicuring, and pedicuring. Upon completion, the student should be able to perform safety and sanitary precautions, shampooing, hair shaping, hairstyling, and nail care procedure.
procedures for permanent waving and chemical relaxing, identify the composition of the hair, safety and sanitary precautions and steps for scalp and hair analysis as well as the disorders.

COS 114  CHEMICAL  3 Hours
METHODOLOGY LAB
Prerequisite(s): As required by program
Co-requisite(s): COS 113 and/or as required by program
In this course, students are provided the practical experience of permanent waving, chemical relaxing, and hair analysis. Topics include permanent waving, chemical relaxing, soft curl, and scalp and hair analysis. Upon completion, the student should be able to analyze the scalp and hair and perform these chemical services using safety and sanitary precautions.

COS 121  COLORIMETRY  3 Hours
APPLICATIONS
Prerequisite(s): As required by program
Co-requisite(s): COS 122 and/or as required by program
In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student should be able to identify all phases of hair coloring and the effects of the hair.

COS 122  COLORIMETRY  3 Hours
APPLICATIONS
Prerequisite(s): As required by program
Co-requisite(s): COS 121 and/or as required by program
In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all phases of hair coloring and lightening. Upon completion, the student should be able to perform procedures for hair coloring and hair lightening.

COS 124  SALON MANAGEMENT  3 Hours
This course is designed to develop job-seeking and entry-level management skills for the beauty industry. Topics include job seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.

COS 131  AESTHETICS  3 Hours
Prerequisite(s): As required by program
Co-requisite(s): COS 132 and/or as required by program
This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facial, facial cosmetics, anatomy, and hair removal. Upon completion, the student should be able to state procedures for analysis, light therapy, facial, hair removal, and identify the structures, functions, and disorders of the skin.

COS 132  AESTHETICS APPLICATIONS  3 Hours
Prerequisite(s): As required by program
Co-requisite(s): COS 131 and/or as required by program
This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, and hair removal. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions.

COS 143  HAIR DESIGNS  3 Hours
Prerequisite(s): As required by program
Co-requisite(s): COS 131 and/or as required by program
This course focuses on the theory and practice of hair designing. Topics include creating styles using basic and advanced techniques of back combing, up sweeps and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for hair designing.

COS 144  HAIR SHAPING AND DESIGN  3 Hours
Prerequisite(s): As required by program
In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs.

COS 151  NAIL CARE  3 Hours
Prerequisite(s): As required by program
Co-requisite(s): COS 152 and/or as required by program
This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services.

COS 152  NAIL CARE APPLICATIONS  3 Hours
Prerequisite(s): As required by program
Co-requisite(s): COS 151 and/or as required by program
This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, manicuring and pedicuring. Upon completion, the student should be able to perform nail care procedures.

COS 153  NAIL ART  3 Hours
Prerequisite(s): As required by program
Co-requisite(s): COS 154 and/or as required by program
This course focuses on advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to identify the different types of sculptured nails and recognize the different techniques of nail art.

COS 154  NAIL ART APPLICATION  3 Hours
Prerequisite(s): As required by program
Co-requisite(s): COS 153 and/or as required by program
This course provides practice in advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to perform the procedures for nail sculpturing and nail art.

COS 156  CAREER AND PERSONAL DEVELOPMENT  3 Hours
Prerequisite(s): As required by program
This course is designed to focus on personal development and career building. Emphasis is placed on building and retaining
clientele, communication skills, customer service, continuing education, and setting goals. Upon completion, the student should be able to list types of communication skills, state personal goals, and develop a continuing education plan.

COS 167 State Board Review 1-3 Hours
Prerequisite(s): As required by program
Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and entry-level employment.

Computer Technology (DPT)

DPT 103 Introductory Computer Skills II
Prerequisite(s): As required by program
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.

Drafting and Design Technology (DDT)

DDT 103 Introduction to Computer-Aided Drafting
Prerequisite(s): As required by program
This course provides an introduction to basic Computer-Aided Design & Drafting (CAD) functions and techniques, using "hands-on" applications. Topics include terminology, hardware, basic DOS and Windows functions, file manipulation, and basic CAD software applications in producing softcopy and hardcopy. Upon completion, students should be able to identify and select CAD hardware, employ basic DOS and Windows functions, handle basic text and drawing files, and produce acceptable hardcopy on a CAD system.

DDT 111 Fundamentals of Drafting and Design Technology
Prerequisite(s): As required by program
This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching. Upon completion, students should develop and use safe work habits, identify and properly use common drafting tools and equipment, construct geometric figures, and sketch basic orthographic views of objects.

DDT 116 Blueprint Reading for Construction
Prerequisite(s): As required by program
This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the construction trades. Topics include multi-view projection, dimensions and notes, lines and symbols, sketching, foundations plans, site plans, floor plans, elevations, sections, details, schedules, electrical plans and specifications. Upon completion, students should be able to interpret blueprint drawings used in the machine trades.

DDT 123 Intermediate CAD 3-4 Hours
Prerequisite(s): DDT 111 and/or as required by program
This course covers intermediate-level concepts and applications of CAD design and drafting. Emphasis will be placed on intermediate-level features, commands, and applications of CAD software. Upon completion, students should be able to develop and use external references and paper space, apply higher-level block creation techniques and usage, including attributes, and apply basic-level customization techniques to CAD software.

DDT 132 Architectural Drafting 3 Hours
Prerequisite(s): DDT 111, 112, 113, and/or as required by program
This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drawing. Topics include design considerations, lettering, terminology; site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings.

DDT 191 Drafting Internship 1 Hour
Prerequisite(s): As required by program
This course is designed for those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 5 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation.

DDT 192 Drafting Internship 2 Hours
Prerequisite(s): As required by program
This course is limited to those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 10 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation.

DDT 193 Drafting Internship 3 Hours
Prerequisite(s): As required by program
This course is limited to those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 15 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have
design and animation then apply those concepts to a design project. Upon completion, students should be able to create and animate objects in a 3-dimensional environment.

DDT 212 INTERMEDIATE 3 HOURS
ARCHITECTURAL DRAFTING
Prerequisite(s): DDT 132 and/or as required by program
This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include floor layout, care, detailing, foundation wall, and roof construction and detailing; use of standards; perspective drawings; electrical plans; plumbing plans; and building materials, with emphasis on residential and some light commercial applications. Upon completion, students should be able to draw and specify advanced-level plans including various architectural details.

DDT 217 BUILDING CODES, 3 HOURS
ORDINANCES, ZONING RESTRICTIONS
AND THE A.D.A.
Prerequisite(s): As required by program
This course provides an in-depth study of building codes, municipal ordinances, zoning restrictions, and compliance with the Americans With Disability act as related to commercial drafting and design. Emphasis is placed upon working understanding of these topics.

DDT 222 ADVANCED 3 HOURS
ARCHITECTURAL DRAFTING
Prerequisite(s): DDT 132 and/or as required by program
This third course in architectural design and drafting continues with advanced architectural plans, including a slant toward light commercial construction. Topics include climate control plans, application of building codes, building materials and finish specifications, cost estimating, and bid specifications. Upon completion, students should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial applications.

DDT 231 ADVANCED CAD 3-4 HOURS
Prerequisite(s): DDT 111, DDT 112, DDT 113 and/or as required by program
This course covers the advanced applications of CAD software to engineering projects in various applications, including architectural, civil, mechanical, and environmental engineering, with consideration for advanced physical and psychological principle of CAD. These principles will be applied toward CAD customization and programming principles, for the expressed purpose of increasing productivity and improving the performance of the CAD operator, thereby, making CAD much more productive in an engineering environment. Emphasis will be place on using intelligent CAD techniques to increase the quality of output. And, 3D modeling and rendering will be introduced. Upon completion, students should be able to apply advanced CAD techniques in solving complex problems related to all engineering applications.

DDT 234 3D GRAPHICS AND 3-4 HOURS
ANIMATION
Prerequisite(s): DDT 123 and/or as required by program
This course is design to challenge the imagination of the student in a 3-dimensional problem solving environment. The student will be given a basic introduction to the concepts of 3D design and animation then apply those concepts to a design...
modeling. Upon completion of this course a student will be able to draw and dimension the diagrams necessary to clearly and completely describe an electronic network.

**DDT 286 ELECTRONICS CAD 3 HOURS**
**Prerequisite(s): As required by program**
Introduction to computer-aided drafting for electronics. Topics include block diagrams, electronics symbols, schematic diagrams, logic diagrams, wiring diagrams, and printed circuits. Upon completion of this course a student will be able to draw and dimension the diagrams necessary to clearly and completely describe an electronic network.

**DDT 289 PROCESS CAD 3 HOURS**
**Prerequisite(s): DDT 285 and/or as required by program**
Introduction to computer-aided drafting for process control. Topics include process symbols, multiview process projections, P & I diagrams, and isometric process projections. Upon completion of this course a student will be able to draw and dimension the plans necessary to clearly and completely describe a process-control network.

**ECONOMICS (ECO)**

**ECO 231 PRINCIPLES OF MACROECONOMICS 3 HOURS**
**Prerequisite(s): As required by program**
This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

**ECO 232 PRINCIPLES OF MICROECONOMICS 3 HOURS**
**Prerequisite(s): As required by program**
This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity; the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.

**ELECTRONIC ENGINEERING TECHNOLOGY (EET)**

**EET 100 INTRO ENGINEERING TECHNOLOGIES 3 HOURS**
**Prerequisite(s): As required by program**
This course is designed to introduce the student to the basic concepts, terminology, procedures associated with applied analytical skills needed to succeed in higher level courses. To include: engineering notation, use of scientific calculator, triangulations methods, and the basic laws of electricity.

**EET 101 DC THEORY 3 HOURS**
**Prerequisite(s): As required by program**
**Corequisite(s): College algebra**
An introduction to DC Circuit analysis. Topics include voltage, current and power in series, parallel, series-parallel and bridge circuits, node and mesh circuits, superposition and Thevenin's theorems, inductors, capacitors, R-L, R-C time constants. Upon completion of this course and EET 102, students should be able to calculate all parameters in DC circuitry, construct equivalent circuits, and describe circuit behavior.

**EET 102 DC LABORATORY 2 HOURS**
**Prerequisite(s): As required by program**
**Corequisite(s): DC Theory**
Companion to EET 101. Topics include circuit construction, measurement of voltage, current, relative voltages, component identification, dc meters, schematic reading, circuit construction, and parameter measurements. Upon completion of this course and EET 101 students should be able to calculate all parameters in DC circuitry, construct equivalent circuits, and describe circuit behavior.

**EET 111 DC FUNDAMENTALS 3 HOURS**
**Prerequisite(s): As required by program**
An introduction to DC electronic circuits. Topics include basic atomic structure, methods of generating EMF, electronic laws, network theorems, voltage, current, resistance, power, insulators, conductors, meter scales, color codes; schematic diagrams, and graphical symbols. Upon completion of this course, a student will be able to solve dc problems with electronic laws and network theorems, reduce series and parallel resistive circuits, and solve a resistive series/parallel circuit for at least one unknown variable.

**EET 120 ELECTRONICS FABRICATION 1 HOUR**
**Prerequisite(s): DC Laboratory**
An introduction to device construction and fabrication. Topics include soldering, cable construction, printed circuit boards, coaxial cable connection and termination, component mounting, cases, and chassis. Upon completion of this course, students should be able to perform basic circuit and project construction.

**EET 122 TRANSMISSION FUNDAMENTALS 3 HOURS**
**Prerequisite(s): EET and/or as required by program**
This course is designed to give the student a working knowledge of telephone voice and data transmission over wires or carrier, includes the fundamentals of signaling, supervision and loop treatment.

**EET 142 MICROCOMPUTER SYSTEMS AND APPLICATION 2 HOURS**
**Prerequisite(s): As required by program**
This course includes the study of primary storage, secondary storage devices, input and output operations. Special emphasis is placed on operating systems, installation, A+ certification, setup and function. Upon completion, the student will demonstrate an understanding of system software, function, and utilization of computer hardware.

**EET 151 AC THEORY 3 HOURS**
**Prerequisite(s): EET 101, College algebra**
**Corequisite(s): College trigonometry**
An introduction to ac circuit analysis. Topics include ac waveforms: amplitude, phase, frequency and period; reactance, phasors; filters : R-L and R-C; resonance; ac circuit analysis; power factors, delta circuits, WYE circuits; rectifier circuits;
and power supplies. Upon completion of this course and EET 152, students should be able to calculate all parameters in AC circuits, describe circuit behavior and use ac instruments.

**EET 152**  
**AC LABORATORY**  
**2 HOURS**

**Prerequisite(s):** EET 101, EET 102

**Corequisite(s):** EET 151

Companion to EET 151. Topics include use of oscilloscopes, function generators, frequency counters, circuit construction, measurements, use of circuits. Upon completion of this course and EET 151 a student will be able to construct circuitry and perform all necessary ac measurements.

**EET 161**  
**SOLID STATE THEORY**  
**3 HOURS**

**Prerequisite(s):** EET 151, EET 152

An introduction to solid-state devices and circuits. Topics include solid-state devices: diodes, transistors, FETS, SCR's, TRIACS, LED's UITS, and the basic circuits that use these devices: amplifiers, power control and switching circuits. Upon completion of this course and EET 162, students should be able to describe the operation of various devices and the circuits using these devices, and calculate all parameters.

**EET 162**  
**SOLID STATE LAB**  
**1 HOUR**

**Prerequisite(s):** EET 151, EET 152

**Corequisite(s):** EET 161

Companion to EET 161. Topics include circuit operation and measurements using various solid-state devices. Upon completion of this course and EET 161, students should be able to construct circuits using various solid-state devices to amplify signals, control power, perform switching operations, etc.

**EET 202**  
**ELECTRONIC CIRCUITS LAB**  
**1 HOUR**

**Prerequisite(s):** EET 161, 162

**Corequisite(s):** EET 201

Companion to EET 201. Topics include behavior and use of circuitry using Op-Amps, PLL's, other IC components/circuits; emphasis is placed on construction testing and understanding of circuits. Upon completion of this course and EET 201, students should be able to describe circuits taught, evaluate behavior of circuits, and describe circuit use.

**EET 201**  
**ELECTRONIC CIRCUITS**  
**3 HOURS**

**Prerequisite(s):** EET 161

An introduction to analog electronic circuits. Topics include operational amplifiers, active filters, phase-lock loops, use and component selection/design for specific circuit behavior; circuit use, circuits as part of systems. Upon completion of this course and EET 202 a student should be able to choose circuitry to perform specific functions, and design for specific behavior as part of a system.

**EET 210**  
**DIGITAL BASICS**  
**3 HOURS**

**Prerequisite(s):** EET 161 and EET 162.

This course is an introduction to digital logic and circuits. Topics include Boolean Algebra, basic logic gates, characteristics of simple TTL, IC's, shift registers, and flip-flops. Upon completion of this course and EET 211, students should be able to construct a circuit from Boolean expression, and alter a circuit design for use with a particular type of gate.

**EET 211**  
**DIGITAL BASIC LAB**  
**1 HOUR**

**Prerequisite(s):** EET 161 and EET 162

**Corequisite(s):** EET 210

Companion to EET 210. Topics include logic gates, circuit construction, measurements of states, counters, timers, Divide-By-N circuits and shift-registers. Upon completion of this course and EET 210, a student should be able to describe operation of circuitry, construct and demonstrate operation of circuits.

**EET 232**  
**MICROPROCESSOR ASSEMBLER**  
**2 HOURS**

**Prerequisite(s):** ETC 131 and ETC 136

This course introduces the student to the use of assembly language to troubleshoot and analyze microprocessor systems. Students will set up hardware, write basic assembly language programs, and test systems. Upon completion of this course a student will be able to analyze and troubleshoot microprocessor systems by way of assembly language.

**EET 242**  
**MICROCOMPUTER SYSTEMS**  
**3 HOURS**

**Prerequisite(s):** EET 142 and/or as required by program

This course is a fundamental study of installation, identification of systems and sub-systems, upgrades, maintenance, program writing with emphasis on system testing, A+ certification and the use of diagnostic software. Topics include networking concepts, sharing devices across a network, and utilization of microprocessors. Upon completion, the student will demonstrate an understanding of computer systems and concepts.

---

**ELECTRICAL TECHNOLOGY (ELT)**

**ELT 101**  
**DC PRINCIPALS OF ELECTRICITY**  
**3 HOURS**

**Prerequisite(s):** MTH 092 and/or as required by program

This course is a study of basic atomic structure, electron flow, Ohm's Law, electrical power and conductors and insulators. Topics include atomic theory, series and parallel circuits, complex circuits, magnetism and electromagnetism. Upon completion, students should be able to understand and solve DC Electrical Quantity problems and use voltmeters, ohm meters, and amp meter correctly.

**ELT 102**  
**AC PRINCIPALS OF ELECTRICITY**  
**3 HOURS**

**Prerequisite(s):** ELT 101, MTH 093, and/or as required by program

This course is a study of alternating current and its measurements, circuit analysis, resistive, inductive and capacitive circuits, vectors, AC power and AC test equipment. Emphasis is placed on sinewave generation and valves, circuit construction and analysis and test equipment. Upon completion, students should be able to set up, explain construct AC circuits, and properly use AC test equipment.
### ELT 111 \**Residential Wiring** 3 Hours

**Methods**

**Prerequisite(s):** MTH 093, ELT 101, ELT 102

**Co-requisite(s):** ELT 102 or permission of instructor

This course introduces the student to residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. Topics include standard residential wiring procedures and practices, NEC requirements, wiring diagrams and wiring layouts. Upon completion, students should be able to read blueprints, know most code requirements, and wire lights and switches.

### ELT 112 \**Advanced Residential Wiring Methods** 3 Hours

**Prerequisite(s):** ELT 111, MTH 092, ELT 102, and/or as required by program

This course provides the student with information on how to interpret electrical residential blueprints, wiring diagrams, layouts, and will teach them to wire many different residential circuits in accordance with the National Electric Code. Emphasis is placed on applying the National Electrical Code, actual wiring of panels, service and branch circuits. Upon completion, students should be able to interpret and wire most aspects of a residential application to code.

### ELT 113 \**Residential Wiring** 6 Hours

**Prerequisite(s):** ELT 105 and/or as required by program

This course is a study of residential wiring practices and methods and introduces the student to the use of hand and power tools, electrical safety, the NEC requirements, and how to interpret electrical residential blueprints, wiring diagrams, and layouts. Students will also learn to wire many different residential circuits in accordance with the National Electric Code. Topics include standard residential wiring procedures and practices, grounding NEC requirements, wiring diagrams and wiring layouts. Emphasis will also be placed on applying the National Electric Code, actual wiring of panels, service and branch circuits. Upon completion, students should be able to read blueprints, understand code requirements, wire lights and switches, and be able to interpret and wire most aspects of a residential application to code.

### ELT 122 \**Advanced AC/DC Machines** 3 Hours

**Prerequisite(s):** MTH 092, ELT 102, ELT 121, and/or as required by program

This course focuses on single and three-phase motors and introduces students to DC motors. Emphasis is placed on field wiring, various types of AC and DC motors, troubleshooting AC and DC motors and using test instruments. Upon completion, students should be able to explain, wire, troubleshoot and test most all types of AC and DC electric motors.

### ELT 131 \**Commercial/Industrial Wiring I** 3 Hours

**Prerequisite(s):** MTH 092, ELT 101, ELT 102

**Co-requisite(s):** ELT 102 and/or as required by program

This course teaches the student the principles and applications of commercial and industrial wiring methods. Emphasis is placed on blueprint symbols, calculations and the NEC code requirements as it applies to commercial and industrial wiring and the lab will reinforce the knowledge in this class. Upon completion, students should be able to read electrical plans, know most electrical symbols, load calculations for commercial industrial applications and interpret the NEC code requirements.

### ELT 132 \**Commercial/Industrial Wiring II** 3 Hours

**Prerequisite(s):** MTH 092, ELT 101, ELT 102, ELT 131

**Co-requisite(s):** ELT 102, ELT 131 and/or as required by program

This course is a continuation of ELT 131 and is all inclusive. Including the study of branch circuits, installation requirements for services, feeders and special equipment considerations including the NEC code requirements. Emphasis is placed on load calculations, conductors, service sizing, installation requirements, NEC code requirements, transformers, lighting, HVAC and special equipment considerations. Upon completion, students should be able to know how to size complete electrical commercial/industrial systems and know the NEC requirements for each system.

### ELT 181 \**Special Topics in Electrical Technology** 3 Hours

**Prerequisite(s):** As required by program

These courses provide specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting students' needs.

### ELT 192 \**Practicum/Intern/Co-op** 1 Hours

**Prerequisite(s):** As required by program

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

### ELT 194 \**Practicum/Intern/Co-op** 3 Hours

**Prerequisite(s):** As required by program

This course provides practical experience in the electrical craft as an electrician's helper or higher level working more advanced special projects or conducting more advanced research/study in a directed area of the field. Emphasis is placed on gaining hands-on experience with tools of the trade as well as a better understanding of NEC directives while studying in the classroom one hour per week. Upon completion, students should possess a higher state of proficiency in the basic skills and a better knowledge of testing for Electrical Journeyman's Block.

### ELT 206 \**OSHA Safety Standards** 3 Hours

**Prerequisite(s):** As required by program

This course provides the student with the knowledge of OSHA safety standards as required by this organization, and as it 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 211  Motor Control I  3 Hours
Prerequisite(s):  ELT 101, MTH 092, ELT 102
Co-requisite(s):  ELT 102, and/or as required by program
This course introduces the use of motor control symbols, magnetic motor starters, running overload protection, push-button stations and sizing of magnetic motor starters, and overload protection. Topics include, sizing magnetic starters and overload protection and the use of push-button stations, ladder diagrams and magnetic motor starters in control of electric motors. Upon completion, students should be able to understand the operation of magnetic motor starters, overload protection and interpret ladder diagrams using push-button stations.

ELT 212  Motor Control II  3 Hours
Prerequisite(s):  ELT 101, MTH 092, ELT 102, ELT 211
Co-requisite(s):  ELT 102, ELT 211 and/or as required by program
This course covers complex ladder diagrams of motor control circuits and the uses of different motor starting techniques. Topics include wye-delta starting, part start winding, resistor starting and electronic starting devices. Upon completion, the students should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors.

ELT 221  Electronics for Electricians I  3 Hours
Prerequisite(s):  ELT 102, comparable competencies, and/or as required by program
This course introduces the basic principles of solid-state electronic equipment as found in many electrical and motor control circuits. Emphasis is placed on fundamental concepts of diodes, transistors, FETs and MOSFETs as they are used in electrical control circuits. Upon completion, students should be able to explain the basic operation of these solid-state components and be able to perform basic troubleshooting tasks.

ELT 225  Smart House Wiring  3 Hours
Prerequisite(s):  ELT 222, comparable competency, and/or as required by program
This course introduces the newest technology available for Smart House wiring equipment and wiring methods to include control of whole-house electrical equipment and home entertainment produces. Emphasis is placed on specialized skills and tools required for wiring Smart Houses. Upon completion, students should be able to install special devices and automated equipment in a high-technology Smart House.

ELT 241  National Electric Code  3 Hours
Prerequisite(s):  ELT 101, ELT 102, and/or as required by program
Co-requisite(s):  ELT 102 and/or as required by program
This course introduces the students to the National Electric Code and text and teaches the student how to find needed information within this manual. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion, students should be able to locate, with the NEC code requirements for a specific electrical installation.

ELT 244  Conduit Bending and Installation  3 Hours
Prerequisite(s):  As required by program
This course provides students the knowledge to properly bend electrical metallic tubing, rigid galvanized and intermediate metal 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 hydraulic benders.

EMS 100  Cardiopulmonary Resuscitation - I  1 Hour
Prerequisite(s):  As required by program
This course provides students with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 140  EMT Preparatory  2 Hours
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. Content areas include introduction to emergency medical care; the well-being of the EMT-Basic; medical/legal and ethical issues; the human body; baseline vitals and SAMPLE history; lifting and moving; airway management; ambulance operations; gaining access; an overview of hazardous materials, incident management systems, mass casualty situations, and triage; and state and local EMS rules/regulations. Computer use in simulated scenarios is also included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies are required in this course.
FIRE SCIENCE (FSC)

FSC 111  FIRE HYDRAULICS  3 HOURS  
Prerequisite(s):  As required by program  
This course is a study of water supplies and services, principles of hydraulic calculations and tests, fire extinguishing chemicals, and the selection and use of extinguishing agents. 

FSC 130  INTRODUCTION TO FIRE SUPPRESSION  3 HOURS  
Prerequisite(s):  As required by program  
This course is an in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include traffic, ladder, electrical, and fire equipment appliances, radiation hazards, flammable metals, and riots, disaster and civil defense organizations, and hazard plans.
safety, safe work in confined spaces, electrical and mechanical lock-out procedures, emergency procedures, OSHA regulations, MSDS Right-to-Know law, hazardous materials safety, and safety equipment use and care. Upon course completion, students will be able to implement health and safety practices in an industrial production setting.

INT 113  FUNDAMENTALS OF 3 HOURS INDUSTRIAL HYDRAULICS
Prerequisite(s): As required by program
This course includes the fundamental concepts and theories for the safe operation of hydraulic components and systems used with industrial production equipment. Topics include the physical concepts, theories, laws, and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic systems.

INT 114  MECHANICAL MEASUREMENTS 3 HOURS AND TECHNICAL DRAWINGS
Prerequisite(s): As required by program
This course provides instruction in the use of precision measuring tools and the interpretation of technical drawings. Topics include the use of calipers, micrometers, steel rules, dial indicators, identifying types of lines and symbols of technical drawings, recognition and interpretation of various types of views, tolerances, and dimensions. Upon course completion, students will be able to use precision measuring tools and interpret technical drawings.

INT 121  INDUSTRIAL HYDRAULICS 3 HOURS TROUBLESHOOTING
Prerequisite(s): INT 113 and/or as required by program
This course provides instruction in maintenance and troubleshooting procedures needed for safe and proper repair of hydraulic systems used with industrial production equipment. Topics include maintenance and troubleshooting procedures, hydraulic system maintenance and troubleshooting techniques, effects of heat, leakage, and contamination on components and system operation, component maintenance and troubleshooting, reading and interpreting system diagrams, and design and troubleshooting of hydraulic circuits and systems. Upon course completion, students will demonstrate the ability to troubleshoot and repair industrial hydraulic systems.

INT 122  PREVENTIVE AND PREDICTIVE 3 HOURS MAINTENANCE
Prerequisite(s): As required by program
This course focuses on the concepts and applications of preventive and predictive maintenance. Topics include the introduction to optic alignment equipment, vibration testing and analysis, data collection, job safety, tool safety, systems analysis, preventive maintenance procedures and tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply the planning process for proper preventive and predictive maintenance.

INT 123  INDUSTRIAL PUMPS AND 3 HOURS PIPING SYSTEMS
Prerequisite(s): As required by program
This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting, and piping systems, and their installation.

Upon course completion, students will be able to install, maintain and troubleshoot industrial pumps and piping systems.

INT 124  PRODUCTION EQUIPMENT 3 HOURS LAYOUT AND INSTALLATION
Prerequisite(s): As required by program
This course provides instruction in the layout and installation of production equipment and the use of rigging and installation tools. Topics include the use of wire rope, chain and metal mesh, and fiber rope and webbing slings, industrial hoists and cranes, crane operation, scaffolds and ladders, machine anchoring for vibration control, moving and setting new equipment, leveling and alignment, preparing equipment for test run, test run guidelines, and safety precautions. Upon course completion, students will be able to install production equipment.

INT 123  INDUSTRIAL MAINTENANCE 3 HOURS TECHNOLOGY CO-OP
Prerequisite(s): As required by program
In this series of courses, students work on a part-time basis in a job directly related to Industrial Maintenance Technology. The employer evaluates the student's performance and the student submits a descriptive report of his or her work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

INT 215  TROUBLESHOOTING 3 HOURS TECHNIQUES
Prerequisite(s): As required by program
This course focuses on the systematic approach to solving problems. Emphasis is placed on instrument failures and their interaction with process down-time. Upon completion, students should be able to solve problems on a process simulator or in an actual setting.

INT 231  INDUSTRIAL ELECTRICAL 3 HOURS FUNDAMENTALS
Prerequisite(s): As required by program
This course provides instruction in the fundamentals of electricity from electron theory through polyphase electrical power. Topics include the basic concepts of electricity, electrical components, basic circuits, measurement and instruments, the laws of direct and alternating current, motors polyphase electricity, and electrical safety with lock-out procedures. Upon course completion, students should be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial electrical components.

INT 232  MANUFACTURING PLANT 3-4 HOURS UTILITIES
Prerequisite(s): As required by program
This course focuses on the theory of operating and maintaining plant utilities. Topics include the operation/control and maintenance of boilers, HVAC systems, and air compressors. Upon course completion, students will demonstrate the ability to repair and maintain utilities systems in an industrial setting.

INT 233  INDUSTRIAL MAINTENANCE METAL 3 HOURS WELDING AND CUTTING TECHNIQUES
Prerequisite(s): As required by program
This course provides instruction in the fundamentals of acetylene cutting and the basics of SMAW welding needed for
the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment.

INT 241 INDUSTRIAL ELECTRICAL CONTROL 3 HOURS
Prerequisite(s): INT 131 and/or as required by program
This course focuses on the theory and application of industrial electrical control circuitry and the troubleshooting of electrical control circuits. Topics include electrical safety, circuit layout, connections and symbols, pilot devices, basic control circuits, AC reduced voltage starters, three-phase multi-speed controllers, wound rotor controllers, synchronous motor controls, direct current motor controls, methods of deceleration, industrial semiconductors, and sensing devices. Upon course completion, students will demonstrate the ability to troubleshoot and repair electrical control components.

INT 242 FUNDAMENTALS OF INDUSTRIAL PNEUMATICS 3 HOURS
Prerequisite(s): As required by program
This course provides instruction in fundamental concepts and theories for the safe operation of pneumatic components and systems used with industrial production equipment. Topics include the physical concepts, theories, laws, and the application of these concepts to perform work, air flow characteristics, actuators, valves, accumulators, symbols and circuitry, filters, servicing safety, and preventive maintenance. Upon course completion, students will be able to troubleshoot, repair and maintain industrial pneumatic systems.

MAS 111 MASONRY FUNDAMENTALS 3 HOURS
Prerequisite(s): As required by program
Co-requisite(s): MAS 151 and/or as required by program
This course is designed as an introduction and orientation to masonry construction, specifically to brick and block construction. Topics include the identification and safe use of tools, equipment, and masonry materials. Upon completion, the students should be able to properly apply masonry techniques.

MAS 121 BRICK/BLOCK MASONRY 3 HOURS
Prerequisite(s): MAS 111
Co-requisite(s): MAS 121 and/or as required by program
This course is designed to provide the student with a working knowledge of the various concrete block and brick sizes as well as types of joints. Emphasis is placed on understanding the modular system, wall types, joints, and wall insulation. Upon completion of this course, the students should be able to identify methods of brick and block reinforcements, wall supports, and wall types, joints, insulation, and sample panels and prisms.

MAS 131 RESIDENTIAL/COMMERCIAL 3 HOURS
Prerequisite(s): MAS 111
Co-requisite(s): MAS 171 and/or as required by program
This course introduces the student to residential and commercial construction, plans and layouts, and reinforced masonry. Emphasis is placed on home building, shopping centers and high-rise buildings, residential and commercial drawings and specifications, job costing, job preparation, as well as brick and block moisture control. Upon completion, the student should be able to read full-scale construction drawings, estimate job costs, specify job preparation techniques, and identify methods for veneering a wall, constructing a composite wall, installing expansion joints, setting coping, and moisture control.

MAS 151 MASONRY FUNDAMENTALS 3 HOURS LAB
Prerequisite(s): As required by program
Co-requisite(s): MAS 111 and/or as required by program
This course provides a practical application of introductory brick and block construction. Emphasis is placed on mixing mortar, using masonry equipment and tools, job preparation, spreading and furrowing mortar, and dry bonding. Upon completion, the student should be able to demonstrate appropriate practices, including safety in brick and block construction to entry-level standards.

MAS 152 MASONRY FUNDAMENTALS 3 HOURS LAB
Prerequisite(s): As required by program
Co-requisite(s): MAS 111 and/or as required by program
This course provides a practical application of introductory brick and block construction. Emphasis is placed on spreading mortar and laying bricks, coursing bricks, laying bricks in a running bond, building course pyramids, building stretcher, wall common, Flemish, English and stack bonds. Upon completion, the students should be able to demonstrate appropriate practices, including safety, in brick and block construction to entry-level standards.

MAS 153 SPECIAL TOPICS/PROJECT 3 HOURS
Prerequisite(s): As required by program
A selection of topics/projects related to the masonry profession is addressed in this combined theory and lab course. Subject matter and projects will vary according to industry and student needs, and the course may be repeated for credit within institutional policy. Upon completion, students will demonstrate competencies designed to assess course objectives.

MAS 161 CONCRETE BLOCK MASONRY 3 HOURS
Prerequisite(s): MAS 111 and/or as required by program
Co-requisite(s): MAS 121 and/or as required by program
This course provides practical application of concrete block advanced laying techniques. Emphasis is placed on developing skill in laying concrete block, constructing and reinforcing walls, joints, and sample panels and prisms. Upon completion, the student should be able to construct concrete block walls to entry-level standards.
MAS 162  Brick Masonry Lab  3 Hours
Prerequisite(s):  MAS 111 and/or as required by program
Co-requisite(s):  MAS 121 and/or as required by program
This course provides practical application of advanced brick laying techniques. Emphasis is placed on developing skill in laying brick, constructing and reinforcing walls, joints, and sample panels and prisms. Upon completion, the student should be able to construct brick walls to entry-level standards.

MAS 171  Residential/Commercial Masonry  3 Hours
Prerequisite(s):  MAS 111 and/or as required by program
Co-requisite(s):  MAS 131 and/or as required by program
This course provides application of residential and commercial techniques for plans and layouts, as well as brick veneer, composite walls, expansion joints, and moisture control. Emphasis is placed on developing skill in reading residential and commercial drawings and applying specifications to acceptable code standards, job costing, job preparation, and brick and block moisture control. Upon completion, the student should be able to demonstrate use of scaling rule for a set of plans, identify and sketch standard symbols for walls, openings, floors, and materials, estimate job costs according to plan, utilize appropriate methods to ensure moisture control, lay brick and block to the line, and build brick and block foundations to entry level standards.

MAS 181  Special Topics in Masonry  3 Hours
Prerequisite(s):  As required by program
These courses provide specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.

MAS 211  Stone Masonry  3 Hours
Prerequisite(s):  MAS 131, MAS 171, and/or as required by program
Co-requisite(s):  MAS 251 and/or as required by program
This course provides an introduction to stone and decorative masonry techniques, fireplace construction, and repair and restoration of brick structures. Topics include brick arches, fireplace construction, stone materials, laying techniques, moisture control, wall supports, joints, coping, sample panels, and cultured stone. Upon completion, the student should be able to identify appropriate materials and techniques for the stated topics.

MAS 221  Specialized Masonry  3 Hours
Prerequisite(s):  MAS 211, MAS 251, MAS 252
Co-requisite(s):  MAS 261
This course provides an introduction to geographically specific masonry techniques. Topics include panel construction, acid brick, refractories, structural glazed tile, glass block, passive solar design, barrier walls and hollow metal frames. Upon completion, students should be able to define and recognize types and applications of specialized techniques and materials as well as identify proper installation and laying techniques.

MAS 231  Basic Cement Masonry  3 Hours
Prerequisite(s):  As required by program
Co-requisite(s):  MAS 271 and/or as required by program
This course is designed to introduce the various types of cement masonry, concrete requirements, flat work, estimating, and finishing methods. Emphasis is placed on estimating concrete for small to medium size projects, flat work, form work, footings, and the correct tools and methods of finishing and placing.

MAS 251  Stone Masonry  3 Hours
Prerequisite(s):  MAS 131, MAS 171, and/or as required by program
Co-requisite(s):  MAS 211 and/or as required by program
This course provides practical application of stone and decorative masonry techniques, repair and restoration of brick structures, and brick arches. Emphasis is placed on developing skill in performing these techniques. Upon completion, the student should be able to lay stone, repair and restore brick structures, and build brick arches to entry-level standards.

MAS 252  Fireplace Construction  3 Hours
Prerequisite(s):  MAS 131, MAS 171, and/or as required by program
Co-requisite(s):  MAS 211 and/or as required by program
This course provides practical application of techniques for constructing fireplaces and other decorative work. Emphasis is placed on developing skill in constructing decorative masonry techniques. Upon completion, the student should be able to construct a variety of fireplaces to entry-level standards.

MAS 253  Brick Arches Lab  3 Hours
Prerequisite(s):  MAS 131, MAS 171, and/or as required by program
Co-requisite(s):  MAS 211 and/or as required by program
This course provides practical application of techniques for constructing brick arches and other decorative work. Emphasis is placed on developing skill in constructing decorative masonry techniques. Upon completion, the student should be able to construct brick arches and other decorative masonry techniques to entry-level standards.

MAS 271  Basic Cement Masonry Lab  3 Hours
Prerequisite(s):  As required by program
Co-requisite(s):  MAS 231 and/or as required by program
This course introduces the students to basic concrete masonry, including the use of various tools, estimating, and placing concrete. Emphasis is placed on correct methods used in placing concrete, finishing concrete, placing forms, and proper care of concrete tools. Upon completion of this course, the student should demonstrate entry-level skills for placing, finishing, estimating, and curing concrete.

MAS 281  Special Topics in Masonry  3 Hours
Prerequisite(s):  As required by program
These courses provide specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.
NURSE ASSISTANT/AIDE (NAS) (HHA)

NAS 100  LONG TERM CARE  4 HOURS  NURSING ASSISTANT
Prerequisite(s): As required by program
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. 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, the student should demonstrate satisfactory performance on written examinations and clinical skills.

NAS 111  FUNDAMENTALS OF  5 HOURS  LONG TERM CARE
Prerequisite(s): As required by program
This course provides the student with necessary theory and laboratory experiences for the development of skills required of the long term care nursing assistant. Emphasis is placed on infection control, safety, body mechanics, communications, observation and personal and restorative care. Upon completion of this course, 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 1987 (OBRA) guidelines.

NAS 112  FUNDAMENTALS OF LONG  2 HOURS  TERM CARE CLINICAL
Prerequisite(s): As required by program
Co-requisite: NAS 111 and/or as required by program
This course is designed to assist the student to develop the knowledge, attitudes and skills needed to perform basic nursing care safely and efficiently in a supervised long term care clinical setting. Emphasis is placed on the application of knowledge, attitudes and skills appropriate for the long term care nursing 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 113  FUNDAMENTALS OF HOME  5 HOURS  HEALTH CARE
Prerequisite(s): As required by program
This course provides the student with the necessary theory and laboratory experiences for the development of skills required to qualify as a Home Health Aide. Emphasis is placed on the acquisition of skills in communication, observation, mobility, personal care, and infection control necessary to 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.

NAS 114  HOME HEALTH AID  2 HOURS  CLINICAL
Prerequisite(s): As required by program
Co-requisite: NAS 113 and/or as required by program
This course is designed to assist the student to develop knowledge, attitudes and skills needed to perform basic nursing care safely and efficiently in a supervised home health care clinical setting. Emphasis is placed on application of knowledge, attitudes and skills appropriate for the home health care aide. Upon completion of this course, the student will demonstrate beginning competence in CARE OF THE CLIENT IN THE HOME CARE SETTING.

NAS 115  CPR & BASIC FIRST AID  2 HOURS
Prerequisite(s): As required by program
This course is designed to help the student feel more confident and act appropriately in an emergency situation. Emphasis is placed on providing the student with theoretical concepts to develop skills in basic first aid and cardiopulmonary resuscitation. Upon successful course completion, which includes specific competencies in basic life support the student will receive appropriate course completion documentation.

NURSING (Associate Degree)

NUR 101  BASIC LIFE SUPPORT  1 HOUR
Prerequisite(s): As required by program
This course includes theory and application in the area of cardiopulmonary resuscitation (CPR). Emphasis is placed on single-rescuer of the adult, two-rescuer CPR, managing obstructed airways, and infant and child CPR. The student should be able to successfully demonstrate CPR.

NUR 110  FUNDAMENTALS OF  6 HOURS  NURSING
Prerequisite(s): Validation and/or as required by program
This course presents concepts and theories basic to the art and science of nursing. Emphasis is placed on introduction to problem-solving and the nursing process. The role of the nurse as a member of the discipline of nursing is emphasized. Students are introduced to the concepts of needs, growth and development, safety, communication, teaching-learning, critical thinking, ethical-legal, nursing history, and the program's philosophy of nursing. This course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. Students will demonstrate a beginning level of competency in performing basic nursing skills for individuals with common health alterations. (Lab/clinical required.)
NUR 111  FUNDAMENTALS OF 4 HOURS
NURSING
Prerequisite(s):  Validation and/or as required by program
Co-requisite:  NUR 121
This course presents concepts and theories of the art and science of nursing. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Students are introduced to the concepts of needs, growth and development, safety, communication, teaching-learning, critical thinking, ethical-legal, nursing history, and the program's philosophy of nursing. Students should be able to demonstrate beginning competence in providing care for individuals with common health alterations.

NUR 121  CLINICAL NURSING 2 HOURS
SKILLS
Prerequisite(s):  Validation and/or as required by program
Co-requisite:  NUR 111
This course presents psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. Students will demonstrate a beginning level of competency in performing basic nursing skills. (Lab/Clinical required.)

NUR 131  HEALTH ASSESSMENT 1 HOUR
Prerequisite(s):  As required by program
This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessment. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnosis and documenting findings appropriate to nursing. (Lab required)

NUR 193  DRUG DOSAGES AND 2 HOURS
SOLUTIONS
Prerequisite(s):  As required by program
This course is designed to introduce the student to the basic principles utilized in the calculation of drug dosage and solutions. It includes a review of basic mathematical principles. Emphasis is placed on abbreviations, symbols, systems of measurement with conversions between systems, and calculations of dosage and solutions problems for all age groups.

NUR 200  BASIC LIFE SUPPORT 1 HOUR
UPDATE
Prerequisite(s):  As required by program
This course provides the student a review of concepts related to cardiopulmonary resuscitation. Emphasis is placed on single-rescuer of the adult, two-rescuer CPR, managing obstructed airways, and infant and child CPR. The student should be able to successfully demonstrate CPR.

NUR 201  SPECIALIZED AREA 1-2 HOURS
OF STUDY
Prerequisite(s):  As required by program
This course is directed toward the specialized study of theory experiences in a selected area as determined by student, employers, and/or the program. Emphasis is placed on the development of knowledge in an area of interest to the student. The student should be able to meet the objectives of the course as approved by the instructor.
NUR 208  DIRECTED STUDY IN 2 HOURS NURSING  
Prerequisite(s): As required by program  
This course is designed to increase the opportunity for exploration related to the field of nursing. Topics must be approved by the instructor. Emphasis is placed on the development of knowledge in an area of interest to the student. The student should be able to meet the objectives of the course as approved by the department.

NUR 209  DIRECTED STUDY IN 3 HOURS NURSING  
Prerequisite(s): As required by program  
This course is designed to provide the opportunity for study in a specific area of nursing. Emphasis is placed on the increase in knowledge of an area of interest to the student. The student should be able to meet the objectives of the course as approved by the department.

NUR 210  MOBILITY PLACEMENT REVIEW 3 HOURS  
Prerequisite(s): As required by program  
This course is designed to provide LPN Mobility students knowledge to assist in preparation for proficiency exams. Emphasis is placed on review and update of relevant nursing theory, process and skills. The student should be able to pass designated proficiency exams. (Lab required)

NUR 211  NURSING CONCEPTS FOR 5 HOURS MOBILITY STUDENTS  
Prerequisite(s): As required by program  
This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. The program's philosophy, objectives, and conceptual framework are also introduced. Emphasis is placed on the nursing process, communication, selected theory, and nursing skills and the role of the registered nurse. Upon completion, students should be able to successfully transition into the ADN program. (Clinical required)

NUR 231  HEALTH ASSESSMENT 3 HOURS FOR NURSES  
Prerequisite(s): As required by program  
This course is designed to build on the knowledge and skills of graduate nurses to enhance the practitioner's performance of physical examinations and history taking. Techniques for a systematic head-to-toe approach of all body systems will be taught and validated through return demonstration. Participants will be expected to document normal and abnormal health assessment findings and interpret pertinent findings in order to identify nursing diagnosis. The participant should be able to utilize comprehensive health assessment skills in a variety of health care settings. (Lab required)

NUR 232  ADVANCED MANAGEMENT 1 HOUR OF DYSCRHYTHMIAS  
Prerequisite(s): Permission of the department and/or as required by program  
This course is designed to assist the student in the identification and treatment of cardiac emergencies. Emphasis is placed on invasive and non-invasive treatment. The student should be able to identify complex dysrhythmias and implement treatment modalities. (Lab required)

NUR 241  BASIC PHARMACOLOGY 1 HOUR  
Prerequisite(s): As required by program  
This course introduces the student to basic principles of pharmacology and the skills necessary to safely administer medications. Areas of emphasis include legal implications, pharmacokinetics, pharmacodynamics, calculation of drug dosages, and medication administration. Students will be able to demonstrate accurate dosage calculations, correct medication administration and knowledge of drug classifications. (Lab required)

NUR 242  ADVANCED PHARMACOLOGY 2 HOURS  
Prerequisite(s): NUR 241, Validation, and/or as required by program  
This course is designed to provide the student comprehensive knowledge of drug classifications and applications of pharmacology. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. The actions, dosages, side effects, adverse reactions are presented for drug prototypes from each classification of drugs. The student will be able to synthesize knowledge of drug therapy in a variety of settings with individuals across the life span.

NUR 251  ADULT NURSING I 5 HOURS  
Prerequisite(s): As required by program  
This course provides an opportunity to utilize the provider of care and manager of care roles to meet nursing needs of adults in a variety of settings. Emphasis is placed on the aging process as it applies to normal developmental changes and alterations in health commonly occurring in the adult. Students should be able to apply the nursing process in caring for adults in a variety of settings. (Clinical required)

NUR 252  ADULT NURSING II 5 HOURS  
Prerequisite(s): NUR 251 and/or as required by program  
This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals. Students should be able to apply the nursing process to individuals experiencing acute and chronic health alterations in a variety of settings. (Clinical required)

NUR 253  ADULT NURSING III 5 HOURS  
Prerequisite(s): As required by program  
This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health in a variety of settings. (Clinical required)

NUR 254  CRITICAL CARE NURSING 2-3 HOURS  
Prerequisite(s): As required by program  
This course includes concepts related to issues and trends in caring for critically ill individuals of all ages. Topics include monitoring techniques, recognition and management of dysrhythmias and care modalities for the critically ill. The student should be able to provide nursing care for individuals in acute and rehabilitative settings. (Clinical required)
NUR 262  ADULT-CHILD NURSING I  5 HOURS
Prerequisite(s):  Validation, and/or as required by program
This course introduces concepts related to the nursing care of adults and children experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Students should be able to apply the nursing process to care of individuals experiencing acute and chronic health alterations in a variety of settings. (Clinical required)

NUR 263  ADULT-CHILD NURSING II  5 HOURS
Prerequisite(s):  Validation and/or as required by program
This course provides expanded concepts related to nursing care for adult and children experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health in a variety of settings. (Clinical required)

NUR 264  ADULT-CHILD NURSING III  4 HOURS
Prerequisite(s):  As required by program
This course concludes concepts related to nursing care for adult and children experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health in a variety of settings. (Clinical required)

NUR 265  ADVANCED NURSING I  6 HOURS
Prerequisite(s):  Validation and/or as required by program
This course introduces concepts related to the nursing care of adults and children experiencing acute and chronic alterations in health and concepts related to the psychosocial needs of individuals. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Students will be able to synthesize knowledge of drug therapy and apply the nursing process to individuals experiencing acute and chronic health alterations in a variety of settings. (Clinical required)

NUR 266  ADVANCED NURSING II  6 HOURS
Prerequisite(s):  Validation and/or as required by program
This course provides expanded concepts related to nursing care of adults and children experiencing common complex alterations in health and concepts related to the psychosocial needs of individuals. Emphasis is placed on the nurses' role as a member of a multidisciplinary team and as a manager of care for groups of individuals with common complex alterations in health in a variety of settings. (Clinical required)

NUR 267  ADVANCED NURSING III  6 HOURS
Prerequisite(s):  Validation and/or as required by program
This course provides expanded concepts related to nursing care of adults and children experiencing common complex alterations in health and concepts related to the psychosocial needs of individuals. Emphasis is placed on the nurses' role as a member of a multidisciplinary team and as a manager of care for groups of individuals with common complex alterations in health in a variety of settings. (Clinical required)

NUR 268  CONCEPTS OF PEDIATRIC NURSING I  2 HOURS
Prerequisite(s):  Validation and/or as required by program
This course provides a family centered approach to the care of the childbearing and childrearing family. Emphasis is on the normal concepts relating to the antepartal, intrapartal, postpartal, neonatal periods and the concepts of growth and development, health promotion and alterations in health. The student should be able to manage and provide care to the childbearing and childrearing family in a variety of settings.

NUR 269  FAMILY CENTERED NURSING  6 HOURS
Prerequisite(s):  As required by program
This course provides a family centered approach to the care of the childbearing and childrearing family. Emphasis is on the normal concepts relating to the antepartal, intrapartal, postpartal, and neonatal periods and the concepts of growth and development, health promotion and alterations in health. The student should be able to manage and provide care to the childbearing and childrearing family in a variety of settings.

NUR 270  PEDIATRIC NURSING II  4 HOURS
Prerequisite(s):  Validation and/or as required by program
This course provides a family centered approach to the care of children from infancy through adolescence. Emphasis is placed on concepts of growth and development, health promotion and alterations in health. The student should be able to utilize the nursing process in providing and managing nursing care to the family in a variety of health care settings. (Clinical required)

NUR 271  MATERNAL-NEWBORN NURSING  4 HOURS
Prerequisite(s):  Validation and/or as required by program
This course provides a family centered approach to the nursing care of children from infancy through adolescence. Emphasis is placed on concepts of growth and development, health promotion, and alterations in health. The student should be able to utilize the nursing process in providing and managing nursing care to the family in a variety of health care settings. (Clinical required)

NUR 272  CONCEPTS OF PEDIATRIC NURSING II  2 HOURS
Prerequisite(s):  Validation and/or as required by program
This course provides a family centered approach to the care of children from infancy through adolescence. Emphasis is on the concepts of growth and development, health promotion, and alterations in health. The student should be able to apply these concepts in providing and managing nursing care in a variety of health care settings. (Clinical required)

NUR 273  CONCEPTS OF PEDIATRIC NURSING III  2 HOURS
Prerequisite(s):  Validation and/or as required by program
This course provides a family centered approach to the care of children from infancy through adolescence. Emphasis is on the concepts of growth and development, health promotion, and alterations in health. The student should be able to apply these concepts in providing and managing nursing care in a variety of health care settings. (Clinical required)

NUR 274  CONCEPTS OF MATERNAL-NEORNOW NURSING I  2 HOURS
Prerequisite(s):  Validation and/or as required by program
This course provides a family centered approach to the care of the childbearing family. Emphasis is placed on the normal concepts relating to the antepartal, intrapartal, postpartal, and
neonatal periods. The student should be able to manage and provide care to the childbearing family in a variety of settings. (Clinical required)

NUR 277 CONCEPTS OF MATERNAL-NEWBORN NURSING II 2 HOURS
Prerequisite(s): As required by program
This course provides expanded concepts related to the care of the childbearing family. Emphasis is on common and acute alterations in health during the antepartal, intrapartal, postpartal, and neonatal periods. The student should be able to provide comprehensive care in a variety of settings. (Clinical required)

NUR 278 CONCEPTS OF PSYCHOSOCIAL NURSING II 2 HOURS
Prerequisite(s): Validation and/or as required by program
This course provides concepts related to the psychosocial needs of individuals. Emphasis is placed on the cultural, family and individual beliefs that influence mental health and illness. Common alterations in mental health, psychodynamic theories, and treatment modalities are included. The student should be able to apply these concepts to the care of individuals experiencing alterations in mental health in a variety of settings. (Clinical required)

NUR 279 CONCEPTS OF PSYCHOSOCIAL NURSING II 2 HOURS
Prerequisite(s): NUR 278, Validation, and/or as required by program
This course provides expanded concepts related to the psychosocial needs of individuals. Emphasis is on common and acute alteration in mental health and the related intervention modalities. The student should be able to apply these concepts to the care of individuals experiencing acute and chronic alterations in mental health in a variety of settings. (Clinical required)

NUR 280 PSYCHOSOCIAL NURSING 4 HOURS
Prerequisite(s): Validation, and/or as required by program
This course focuses on psychosocial nursing concepts as they relate to individuals in a variety of settings. Utilizing a multidisciplinary approach, emphasis is placed on psychodynamic theories as they relate to mental health and psychiatric alterations. Students will be able to apply the nursing process in providing care to individuals exhibiting psychosocial needs. (Clinical required)

NUR 281 STRESS MANAGEMENT 1-2 HOURS
Prerequisite(s): As required by program
This course provides an enlightened approach to recognizing and dealing with stress and stressors. A variety of stress reduction techniques, such as art therapy, humor, poetry, progressive relaxation, imagery, journal writing, and music therapy are taught through class participation. The participant should be able to utilize a variety of methods for reducing stress in self and others.

NUR 291 TRANSITION INTO NURSING PRACTICE 2-3 HOURS
Prerequisite(s): As required by program
This course prepares the student for transition into nursing practice. Emphasis is placed on the roles of the professional nurse, concepts of leadership and management, and trends and issues in health care delivery. The student will apply these concepts in the clinical experience. (Clinical required)

NUR 292 NURSING LICENSURE EXAMINATION REVIEW 2 HOURS
Prerequisite(s): As required by program
This course is designed to assist the student in preparation for the nursing licensure examination. Emphasis is placed on test taking skills, computer assisted simulations, and content basic to the practice of nursing. The student should be able to pass the nursing licensure exam.

NUR 293 SAFETY INTERVENTIONS IN NURSING 2 HOURS
Prerequisite(s): As required by program
This course is taught by using the current guidelines set forth in OSHA, and is designed to ensure that the pre-requirements of clinical affiliating agencies are met. The course focus is in the use of interventions related to family domestic violence, standard/universal precautions/bloodborne pathogens, infection control, communicable diseases and review of selected emergency procedures. Upon course completion students should be able to participate in the clinical settings.

OFFICE ADMINISTRATION (OAD)

OAD 100 BASIC KEYBOARDING 1-3 HOURS
Prerequisite(s): As required by program
This course is designed to enable the student to develop touch-keyboarding skills for efficient use of the typewriter or microcomputer through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information. Upon completion, the student should be able to demonstrate proper technique while keying on a typewriter or microcomputer keyboard.

OAD 101 BEGINNING KEYBOARDING 3 HOURS
Prerequisite(s): As required by program
This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as, letters, reports, and tables, etc.

OAD 102 KEYBOARDING SKILL BUILDING 1-3 HOURS
Prerequisite(s): OAD 101 and/or as required by program
This course is designed to develop speed and accuracy in the use of the keyboard through classroom instruction and outside lab. Emphasis is on identification of deficiencies and incorrect technique through the use of individualized prescriptive practice. Upon completion the student should be able to demonstrate improved speed and accuracy.
OAD103  INTERMEDIATE  3 Hours  
KEYBOARDING 
Prerequisite(s):  OAD 101 and/or as required by program
This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.

OAD104  ADVANCED KEYBOARDING  3 Hours  
Prerequisite(s):  OAD 103 and/or as required by program
This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high-quality business documents.

OAD 110  NAVIGATING WINDOWS  3 Hours  
Prerequisite(s):  As required by program
This course is designed to introduce the student to the Windows environment through classroom instruction and outside lab. Emphasis is on Windows as a graphical user interface and includes operations and applications that use the Windows environment. Upon completion, the student should be able to demonstrate proficiency in the operation and management of hardware and software as defined by the course syllabus.

OAD 125  WORD PROCESSING  3 Hours  
Prerequisite(s):  OAD 101 and/or as required by program
This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memo, letters and reports.

OAD 126  ADVANCED WORD PROCESSING  3 Hours  
Prerequisite(s):  OAD 125 and/or as required by program
This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and outside lab. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

OAD 130  ELECTRONIC CALCULATIONS  3 Hours  
Prerequisite(s):  As required by program
This course is designed to teach the touch system and problem-solving. Emphasis is on basic mathematical functions. Upon completion, the student should be able to demonstrate an acceptable rate of speed and accuracy, as defined by the course syllabus, to solve problems based on typical business applications.

OAD 200  MACHINE TRANSCRIPTION  3 Hours  
Prerequisite(s):  OAD 103 and/or as required by program
This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction and outside lab. 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  3 Hours  
Prerequisite(s):  As required by program
This course is designed to familiarize the student with commonly used legal terms. Emphasis is on the word root building system combining Greek and Latin prefixes, suffixes, word roots, and forms that make medical terms easy to use. Upon completion, the student should be able to understand and use medical legal terminology.

OAD 202  LEGAL TRANSCRIPTION  3 Hours  
Prerequisite(s):  OAD 125 and/or as required by program
This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and outside lab. Emphasis is on transcribing legal documents from dictated recordings. Upon completion, students should be able to demonstrate the ability to transcribe accurately appropriately formatted, legal documents.

OAD 203  LEGAL OFFICE PROCEDURES  3 Hours  
Prerequisite(s):  OAD 125 and/or as required by program
This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a legal environment through classroom instruction and outside lab. 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 211  MEDICAL TERMINOLOGY  3 Hours  
Prerequisite(s):  As required by program
This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, the student should be able to communicate effectively using medical terminology.

OAD 212  MEDICAL TRANSCRIPTION  3 Hours  
Prerequisite(s):  OAD 103 and/or as required by program
This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings.
OAD 213  ADVANCED MEDICAL 3 HOURS
TRANSCRIPTION
Prerequisite(s): OAD 212 and/or as required by program
This course is designed to develop skill in the transcription of documents generated in the medical office through classroom instruction and outside lab. Emphasis is on diagnostic studies, laboratory, radiology, and pathology reports. Upon completion, the student should be able to demonstrate proficiency in the preparation of a variety of reports and forms used in the medical environment.

OAD 214  MEDICAL OFFICE 3 HOURS
PROCEDURES
Prerequisite(s): OAD 101 and/or as required by program
This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction and outside lab. Emphasis is on medical terms, 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 medical environment.

OAD 215  HEALTH INFORMATION 3 HOURS
MANAGEMENT
Prerequisite(s): As required by program
This course is designed to promote an understanding of the structure, analysis and management of medical records through classroom instruction and outside lab. Emphasis is on filing and managing medical records; coding of diseases, operations and procedures; and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.

OAD 217  OFFICE MANAGEMENT 3 HOURS
Prerequisite(s): As required by program
This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace, including the importance of office organization, teamwork, workplace ethics, office politics, and conflict-resolution skills. Upon completion, the student should be able to demonstrate use of the tools necessary for effective supervision of people and technology in the modern office.

OAD 218  OFFICE PROCEDURES 3 HOURS
Prerequisite(s): OAD 101 and/or as required by program
This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction and outside lab. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.

OAD 227  INFORMATION PROCESSING 3 HOURS
CONCEPTS
Prerequisite(s): OAD 101 and/or as required by program
This course is designed to introduce the basic concepts and applications of office information systems. Emphasis is on components and capabilities of systems used to produce, communicate and manage information and career paths for office professionals. Upon completion, the student should be able to demonstrate knowledge of office information systems.

OAD 230  ELECTRONIC PUBLISHING 3 HOURS
Prerequisite(s): As required by program
This course is designed to introduce the student to the elements and techniques of page design, layout and typography through classroom instruction and outside lab. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.

OAD 231  OFFICE APPLICATIONS 1-3 HOURS
Prerequisite(s): As required by program
This course is designed to provide the student with a foundation in the use of computerized equipment and application software as tools in the performance of a variety of office tasks through classroom instruction and outside lab. Emphasis is on the role of the office professional in the selection and application of appropriate technology to the specific task or combination of tasks. Upon completion, the student should be able to demonstrate proficiency in the selection of appropriate computerized tools to complete designated tasks.

OAD 232  THE ELECTRONIC OFFICE 3 HOURS
Prerequisite(s): As required by program
This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and outside lab. Emphasis is on the use of computerized equipment, software, networking, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.

OAD 233  TRENDS IN OFFICE TECHNOLOGY 3 HOURS
Prerequisite(s): As required by program
This course is designed to address current trends in office technology through classroom instruction and outside lab. Emphasis is on technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office.

OAD 240  CPS REVIEW 1-3 HOURS
Prerequisite(s): As required by program
This course, Certified Professional Secretary Review, is designed to provide skills and knowledge in behavioral science, office administration and technology, accounting and business, business law, economics, management, and communication. Emphasis is on the knowledge and skills required of those who qualify as professional administrative support. Upon completion, the student should be able to demonstrate knowledge and successful performance of skills in a variety of business-related areas.
OAD 241  OFFICE CO-OP  1-3 Hours
Prerequisite(s): As required by program
This course is designed to provide the student with an opportunity to work in an office environment. Emphasis is on the integration of classroom learning with on-the-job experiences that relate meaningfully to office careers. Upon completion, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to an actual work situation.

OAD 242  OFFICE INTERNSHIP  1-3 Hours
Prerequisite(s): As required by program
This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position.

OAD 243  SPREADSHEET APPLICATIONS  3 Hours
Prerequisite(s): As required by program
This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and outside lab. Emphasis is on spreadsheet terminology and design, common formulas, proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets.

OAD 244  DATABASE CONCEPTS  3 Hours
Prerequisite(s): OAD 101 and/or as required by program
This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and outside lab. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports.

OAD 245  DATA ENTRY  3 Hours
Prerequisite(s): OAD 101 and/or as required by program
This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing data-entry tasks through classroom instruction and outside lab. Emphasis is on the basic features of data-entry software, terminology, and proper file and disk management procedures. Upon completion, the student should be able to demonstrate a basic understanding of data-entry applications.

OAD 246  OFFICE GRAPHICS AND PRESENTATIONS  3 Hours
Prerequisite(s): OAD 125 and/or as required by program
This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and outside lab. Emphasis is on available software tools, presentation options and design as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation.

OAD 247  SPECIAL PROJECTS  1-3 Hours
Prerequisite(s): OAD 125 and/or as required by program
This course is designed to provide the student with an opportunity for the expansion of knowledge in an area of special interest under the direct supervision of instructor. Emphasis is on the student's use of modern technology to study, research and/or accumulate additional knowledge or improve skills in a specialized office support area. Upon completion, the student should be able to demonstrate enhanced knowledge and/or skill gained through an individualized project.

PHOTOGRAPHY AND FILM (PFC)

PFC 173  PHOTOGRAPHY I  3 Hours
Prerequisite(s): As required by program
This course, to be taken in sequence, is an introduction to photography. Emphasis is placed on aesthetic as well as technical aspects of photography. Upon completion, the student will be able to produce well-composed photographs.

PFC 174  PHOTOGRAPHY II  3 Hours
Prerequisite(s): As required by program
This is a sequence to Photography I and serves as an introductory photography course. Emphasis is placed on aesthetic as well as technical aspects of photography. Upon completion, the student will be able to produce well-composed photographs.

PLUMBING (PLB)

PLB 111  INTRODUCTION TO PLUMBING  3 Hours
Prerequisite(s): As required by program
This course covers fundamental plumbing principles, practices, and history. Topics include basic plumbing principles, safety, job seeking skills, blueprint reading, plumbers' math, shop orientation, and school policy. Upon completion, students will be able to seek employment, understand basic plumbing principles, read and interpret blueprints, work safely, and use formulas to solve plumbing problems involving measurement and layouts.

PLB 112  PLUMBING APPLICATION  3 Hours
Prerequisite(s): As required by program
Co-requisite(s): PLB 111
This course is an application of PLB 111. Topics include orientation, basic plumbing principles, safety, history, plumber's math, job seeking skills, interpreting drawings, making drawings using rough-in sheets, and measurements. Upon completion students will be able to apply basic plumbing principles.

PLB 113  PIPES & FITTING  3 Hours
Prerequisite(s): As required by program
This course covers the theory of joining pipe and fittings. Topics include methods of joining pipe and fittings, selecting and using power tools, and methods of securing piping. Upon completion students will be able to identify pipe and fittings, identify tools, properly care for tools and identify various types of pipe securing devices.
PLB 114  JOINING PIPES & FITTING  3 HOURS  
Prerequisite(s): As required by program  
Co-requisite(s): PLB 113 and/or as required by program  
This course covers identifying pipe and fittings, proper methods for joining all types of pipe and fittings, hanging and securing pipe and using materials and tools. Emphasis is on all plumbing materials, tools, suppliers, equipment and methods. Upon completion, students will be able to join various pipe and fittings.

PLB 115  PRESSURE & NON-PRESSURE SYSTEMS  3 HOURS  
Prerequisite(s): As required by program  
Co-requisite(s): PLB 115 and/or as required by program  
This course covers pressure and non-pressure systems including piping for potable water, drainage, waste, vent, gas, air, and water. Topics include types of plumbing systems, and system design and size. Upon completion, students will be knowledgeable of system functions.

PLB 116  PRESSURE & NON-PRESSURE APPLICATIONS  3 HOURS  
Prerequisite(s): As required by program  
Co-requisite(s): PLB 115 and/or as required by program  
This course is an application of PLB 115. Emphasis is on the different kinds of plumbing systems, their design, installation and function. Upon completion, students will be able to rough-in plumbing systems.

PLB 117  PLUMBING CODES  3 HOURS  
Prerequisite(s): As required by program  
This course includes reading and interpreting the Southern Standard Code (SBCCI), local codes and general regulations. Emphasis is on basic principles, definitions, material, facility requirements, and technical review. Upon completion, students will be able to read and interpret state and local codes.

PLB 118  CODE APPLICATION  3 HOURS  
Prerequisite(s): As required by program  
Co-requisite(s): PLB 117 and/or as required by program  
This course is an application of PLB 117. Emphasis is on fixture unit value, sizing systems, minimum plumbing requirements and construction of pressure and non-pressure systems according to code. Upon completion students will be able to calculate and construct pressure and non-pressure systems.

PLB 211  PLUMBING & REPAIR & INSTALLATION  3 HOURS  
Prerequisite(s): As required by program  
This course enables students to read and follow schematics/diagrams/rough-in sheets to install or repair plumbing fixtures, to troubleshoot and make repairs. Topics include removing, replacing and repairing plumbing fixtures, new installations and troubleshooting. Upon completion, students will be able to make plumbing repairs and install plumbing fixtures.

PLB 212  PLUMBING REPAIR & INSTALLATION LABORATORY  3 HOURS  
Prerequisite(s): As required by program  
Co-requisite(s): PLB 211 and/or as required by program  
This course is an application of PLB 211. Topics include repairing and installing plumbing fixtures, and choosing appropriate fixtures for the job. Upon completion, students will be able to install new fixtures and remove, repair, and replace existing plumbing fixtures.

PLB 213  PROCESS PIPING  3 HOURS  
Prerequisite(s): As required by program  
Co-requisite(s): PLB 213 and/or as required by program  
This course focuses on various piping procedures and material used to transport materials in industrial processes. Topics include modern materials and installation techniques. Upon completion students will be able to identify and will understand the techniques of process piping installation, layout and design.

PLB 214  PROCESS PIPING APPLICATIONS  3 HOURS  
Prerequisite(s): As required by program  
Co-requisite(s): PLB 214 and/or as required by program  
This course is an application of PLB 213. Topics include installing process piping. Upon completion, students will be able to install process piping.

PLB 217  PUMPS AND COMPRESSORS  3 HOURS  
Prerequisite(s): As required by program  
Co-requisite(s): PLB 217 and/or as required by program  
This course introduces students to pump and compressor equipment used in plumbing systems. Topics include using mechanical means to move fluid through piping systems. Upon completion, students will have skills needed in selecting and installing pumps and compressors.

PLB 218  PUMP AND COMPRESSOR APPLICATIONS  3 HOURS  
Prerequisite(s): As required by program  
This course covers the performance, maintenance, installation, and testing of medical gas systems. The major topics are nonflammable and flammable gas systems, laboratory gas, and vacuum systems and their sub-assemblies. Upon completion students will understand the hazards associated with medical gas systems, and will be knowledgeable of system components.

PLB 219  MEDICAL GAS  3 HOURS  
Prerequisite(s): As required by program  
This course covers medical gas systems. and will be knowledgeable of system components.

RTV 100  INTRODUCTION  3 HOURS  
Prerequisite(s): As required by program  
This course surveys the history, growth, and development of radio, television, and related media in the United States with emphasis on social, cultural, and economic implications and special consideration given to regulations and current issues.

RTV 106  BROADCAST ANNOUNCING  3 HOURS  
Prerequisite(s): RTV 100 and/or as required by program  
This course offers a study of standard American and foreign pronunciation for radio, television, and related media. Practice in the skills of music announcing, sports-casting, interviewing, copy interpretation, and speaking ad lib is included.
CAREER, TECHNICAL AND OCCUPATIONAL PROGRAMS

RTV 116 	 RADIO PRODUCTION AND 3 HOURS PROGRAMMING
Prerequisite(s): RTV 100 and/or as required by program
Theory and application of audio media writing and production techniques are covered in this course. Emphasis is placed on effective use of words, music and/or sound effects in the production of audio programming for radio.

RTV 117 	 TELEVISION PRODUCTION 3 HOURS
Prerequisite(s): RTV 100 and/or as required by program
The theory and application of television media writing and production techniques are covered in this course through an examination of the equipment, process, and technology required in production for television and related media.

RTV 143-145 	 PRACTICUM IN RADIO 1-3 HOURS OR TELEVISION BROADCASTING
Prerequisite(s): As required by program
These courses offer supervised campus experience in radio or television broadcasting with emphasis on planning, production and editing of electronic media announcements and programs.

RTV 206 	 BROADCAST SALES, 3 HOURS COPYWRITING, AND ADVERTISING
Prerequisite(s): As required by program
This course covers theory and application of commercial and public service copy preparation techniques of radio, television, and related media. Advertising theory and audience research are also examined.

RTV 207 	 BROADCAST NEWS 3 HOURS
Prerequisite(s): RTV 100, 106 and/or as required by program
This course covers theory and application of news gathering, writing, editing, and performance for electronic media, including news, sports, commentaries, editorials, documentaries, and public affairs programming.

RTV 216 	 ADVANCED RADIO 3 HOURS PRODUCTION AND PROGRAMMING
Prerequisite(s): RTV 116 and/or as required by program
This course is a continuation of RTV 116 with emphasis on broadcasting research, ratings, sales and management theory and applications.

RTV 217 	 ADVANCED TELEVISION 3 HOURS PRODUCTION
Prerequisite(s): RTV 117 and/or as required by program
This course is a continuation of RTV 117 with emphasis on television producing, directing, and editing theory and applications.

RTV 220 	 BROADCAST REGULATION 3 HOURS
Prerequisite(s): RTV 116 or RTV 117 and/or as required by program
This course covers historical development of control of radio, television and related media by agencies, groups, and organizations through legal, social, and economic means.

RTV 241-242 	 INTERNSHIP IN RADIO 1-3 HOURS OR TELEVISION BROADCASTING
Prerequisite(s): RTV 216 or 217 and/or required by program
These courses offer supervised field experience in radio or television broadcasting or related areas.

RTV 243-245 	 PRACTICUM IN RADIO 1-3 HOURS OR TELEVISION BROADCASTING
Prerequisite(s): RTV 143, 144, 145, and/or as required by program
These courses are a continuation of the RTV 143, 144, and 145 sequence offering supervised campus experience in radio, television, or related media.

SPC 103 	 ORAL COMMUNICATION 2-3 HOURS SKILLS
Prerequisite(s): As required by program
This course introduces the basic concepts of interpersonal communication and the oral communication skills necessary to interact with co-workers and customers, and to work effectively in teams. Topics include overcoming barriers to effective communication, effective listening, applying the principles of persuasion, utilizing basic dynamics of group discussion, conflict resolution, and positive communication patterns in the business setting. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, develop a businesslike personality, and effectively present themselves before co-workers and the public.

GET INVOLVED ...

Honorary Societies

Kappa Beta Delta
- For the Business and Computer Technologies Department ONLY
Phi Theta Kappa
- ALL Majors

Competitive Organizations

AITP
- Computer Science Students ONLY
Phi Beta Lambda
- All Majors
VICA
- Career Technical Students ONLY
Accreditation—Lawson State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. The Department of Health Professions is accredited by the Alabama Board of Nursing and the National League for Nursing. The Business Technologies Department is accredited by the Association of Collegiate Business Schools and Programs.

Advanced Placement—Placement that is done by evaluating students' present skills. For example—if you take the (ACT/PEP) American College Testing Proficiency Examination in Fundamentals of Nursing and Maternity Nursing and with a passing score, the student can earn course credit for beginning nursing courses or based on work experience without actually taking courses.

Audit—An option for class registration in which student pays to attend class but does not want to receive credit. Students are not required to take exams or complete assignments.

Certificate—A short-term program that prepares the student for immediate employment. The program provides students with a general knowledge of the field of study.

Clinical Practice/Manipulative Laboratory—Three hours of clinical practice/manipulative laboratory with no regular out-of-class assignments per week. Clinical Practice/Manipulative Laboratory involves the development of manual skills and job proficiency.

Community Education—The department of the college that offers non-credit courses designed for upgrading skills or for personal enrichment.

Contact hour—The actual number of hours a student is in a certain class every week. Each course lists the contact hour(s) in the class schedule.

Co-requisite—Specified conditions, requirements, or courses that must be completed at the same time as another course.

Credit by Exam—To receive credit for a course without having taken the course by taking an exam.

Credit Hour—Every class is worth a value called a credit hour. Every degree and certificate program requires a minimum of fifty (50) classroom minutes of instruction. In the semester schedule, each course lists its credit hours.

Curriculum—A planned sequence of required courses aimed at an academic or occupational goal. A curriculum is also referred to as a program of study.

Degree-Seeking—The program of study that a student seeks for completion before graduation.

Drop/Add—To adjust a schedule by dropping and/or adding courses that was registered. Dropping/Adding usually takes place after the first day of registration.

Dual Enrollment—When a student is currently enrolled in high school and at Lawson State Community College taking college courses for credit. The student must have the permission from the appropriate high school official.

Elective—Any course in a curriculum that is not a specific required course.

Experimental Laboratory—Two hours of experimental laboratory plus an average of one hour of out-of-class study per week. Experimental laboratory involves demonstrations by instructor and experimentations by students.

Full-Time Status—A student that carries a minimum of twelve credits per semester.
Glossary

GPA—Grade Point Average. The grade point average is based on all hours attempted during any one term at the institution based on a 4.0 grading scale.

In-State Student—The classification of a student that has been a resident of Alabama for at least the past 12 months prior to admission to Lawson State.

Internship—Ten hours of internship with no regular out-of-class study per week. Internship is the term used to include cooperative education practicums, sponsored work experience, and other Internships but not directly involves the development of job skills by providing the student with a structured employment situation that is directly related to, and coordinated with the educational program.

Lab Fee—Required fees for all courses with a lab. The fee covers materials needed for instruction.

Non-Degree Status—A student enrolled for courses without declaring a program of study (also called a “special student”).

Out-of-State Student—The classification of a student that has had residency outside of Alabama for 12 months or longer immediately prior to application to Lawson State.

Overload—A student registered for more than 18 credit hours.

Part-time Student—A student that carries less than 12 credits per semester.

Prerequisite—Specified conditions, requirements, or classes that must be completed before enrolling in a class. A prerequisite is intended to provide the student with the background needed to successfully complete certain courses.

Quality Point(s)—Total points earned after successfully completing a course.

Re-Admission—To re-apply for admission at Lawson State Community College—if a student has not attended classes at Lawson State for more than a year.

Semester—Traditionally, a semester is half an academic year. A semester entails fifteen (15) weeks of instruction and 1 (one) week of final exams (16 weeks total). The fall semester begins in August and the spring semester begins in January.

SGA—Student Government Association. The SGA promotes and provides activities that stimulate the intellectual, physical, social, and moral life of the college.

Theory—An hour of instruction plus an average of two hours of out-of-class study per week.

Transcript—An official/unofficial record of a student’s college coursework that is maintained by the college’s Office of Admissions and Records. The record shows courses taken, hours attempted/earned, grades, GPA, hours, and graduation information.

Tuition—The cost per semester credit hour that each student must pay for his or her college courses.

Withdrawal—Officially dropping any or all courses during a semester. THE STUDENT must notify the Office of Admissions. Refunds are based on the refund schedule in the catalog. The forms are located in the Office of Admissions.

NOTE: As per the Alabama Department of Postsecondary Education, the definition of a semester hour of credit and categories of types of instruction are stated as follows: Semester hours of credit are based on the average number of hours of instruction taught weekly during the 15 to 16 week period, with an hour of instruction defined as not less than fifty minutes of instructor/student contact.
CREDENTIALS

LAWSON STATE COMMUNITY COLLEGE

WARD, PERRY W. - President
B.A., Miles College; M.S.W. and Ph.D.; University of Alabama

CARTER, EVA - Dean of Education Support Services
B.S., Johnson C. Smith University; M.B.A., Sanford University

COOK, CHARLSIE - Dean of Student Development Services
B.A. and M.A.; Tuskegee University

CRAWFORD, BRUCE - Vice-President/Dean of Instructional Services
B.S., Stillman College; M.A., University of Alabama; Ph.D., Kansas State University

CREWS, SHARON - Dean of Business and Finance
B.S., Alabama State University; CPA, State of Alabama; MAcc, University of Alabama – Birmingham

MILTON, ALICE TYLER - Associate Dean of Career, Technical, and Occupational Programs
B.S., Alcorn State University; M.B.Ed. and Ed.S., Jackson State University; Ed.D., Mississippi State University

PRUITT, KARL - Associate Dean of Liberal Arts and Sciences and College Transfer Programs
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

SHIELDS, NICK - Director of Facility Planning and Management
B. S., Tuskegee University

DIVISION OF CAREER, TECHNICAL AND OCCUPATIONAL PROGRAMS
Dr. Alice Tyler Milton, Associate Dean

DEPARTMENT OF BUSINESS AND INFORMATION TECHNOLOGIES

MILTON, ALICE TYLER - Chair of Business and Information Technologies, Webmaster, and Coordinator of SREC
B.S., Alcorn State University; M.B.Ed. and Ed.S., Jackson State University; Ed.D., Mississippi State University
Certifications: Educational Administration, Samford University; Vocational Education, University of Southern Mississippi; Class A, Alabama Department of Education; Phase One Technology Trainer, Mississippi Department of Education; 111 Endorsement/Computer Literacy, Mississippi Department of Education

JAMES, KESHA - Instructor of Business Ed./Computer Science/Business Administration (IAAP)
B.S., Alabama State University; M.S., Auburn University
DEPARTMENT OF BUSINESS AND INFORMATION TECHNOLOGIES - CONTINUED

KING, ALFREDA – Instructor of Bus. Administration/Economics/Office Administration (KBD, PBL, IRS)
A.S., Lawson State Community College; B.S. Miles College; M.B.A., Alabama A & M University

ROBINSON, MARGARET – Instructor of Business Ed./Computer Science/Office Administration (AITP)
B.S., Miles College; M.S., Virginia State University; Certifications: CNI, Certified Network Instructor; CTT, Certified Technical Trainer; MCT, Microsoft Certified Trainer; MCP, Microsoft Certified Professional; MCSE, Microsoft Certified Systems Engineer

STUCKEY, TAMIKA – Instructor of Accounting/Business Administration (IRS)
B.S., University of Alabama; M.Acc, and M.B.A., Samford University

WHIGHAM, MARK – Instructor of Computer Science (AITP)
B.S. and M.S., Alabama A & M University

DEPARTMENT OF CORRECTIONAL EDUCATION

ELDRIDGE, JONATHAN – Correctional Education
A.A.S., Lawson State Community College; B.S., Athens State College; M.S., Alabama A & M University; Certifications: Barbering, Brick Masonry, Carpentry

BANKS, HAROLD – Instructor of Electrical Technologies
A.A.S., Lawson State Community College; B.S., Athens State College; M.S., Alabama A & M University; Certification: Electricity

BELL, VALENCIA – Instructor of Adult Literacy Program
B.A., Miles College; M.A., University of Alabama – Birmingham; J.D., Miles College

BLEDSOE, HAROLD – Instructor of Adult Literacy Program
B.S., Alabama State University; M.Ed., University of Alabama – Birmingham

BOSWELL, INEZ – Instructor of Related Subjects
B.S., M.S., Ed.S., University of Alabama – Birmingham

GRAVES, WILLIE – Instructor of Adult Literacy Program
B.S., Alabama State University

JONES, TERRY – Instructor of Barbering
A.A.S., Lawson State Community College; Certification: Barbering

MOUTRY, CLARENCE – Instructor of Drafting and Design Technology
A.A.S., Lawson State Community College; B.A., Miles College; M.S., Alabama A & M University; A.R.C. Certification: Drafting

NELSON, RUEBEN – Instructor of Masonry
A.A.S., Lawson State Community College; B.S., Alabama A & M University; Certification: Masonry

WILLIAMS, WAYNE – Instructor of Carpentry
A.A.S., Lawson State Community College; B.S., Alabama A & M University; Certification: Carpentry

DEPARTMENT OF HEALTH PROFESSIONS

MARBLE, SHELIA P. – Health Professions
B.S.N. and M.S.N., University of Alabama – Birmingham

BIZZELL, DOROTHY – Instructor of 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
CREDENTIALS

DEPARTMENT OF HEALTH PROFESSIONS - CONTINUED

EPHRIAM, REBECCA – Instructor of Nursing
B.S.N., Tuskegee University; M.S.N., University of Alabama – Birmingham

LEONARD, DOROTHY – Instructor of Nursing
B.S.N., University of Alabama; M.S.N., Samford University; Diploma, St. Louis School of Nursing; Certification: CPR Instructor; B.L.S.

RAINE, SANDRA – Instructor of Nursing
B.S.N., Tuskegee University; M.S.N., Troy State University

ROSE, LINDA – Instructor of Nursing
B.S.N. and M.S.N., University of Alabama – Birmingham

ZEIGLER, BERNICE – Instructor of Nursing
B.S.N., Tuskegee University; M.S.N. Medical College of Georgia; Certifications: ANA, Pediatric and Psychiatric/Mental Health Nursing

DEPARTMENT OF CAREER, OCCUPATIONAL, AND TECHNICAL PROGRAMS

SLEDGE, DONALD – Chairperson of Career, Technical, and Occupational Programs
A.A.S., Lawson State Community College; B.S., Athens State; M.S., Alabama A & M University; Certification: Barbering

COOPER, RONALD – Instructor of Carpentry
B.S., Athens State College

DOUGLAS, CLARENCE – Instructor of Electrical Technology
A.A.S., Lawson State Community College; B.S., Athens State University

GASTON, ALGA – Instructor of Auto Body
ASE Certified/Collision Repair Specialty Areas; GMC Certified/Basecoat Refinish

HANNON, RUTH – Instructor of Related Subjects
B.A., Miles College; M.A., Atlanta University

HARRIS, DEBORAH – Instructor of Commercial Foods and Culinary Arts
A.A.S., Lawson State Community College; B.S., Athens State University; M.Ed., Alabama A & M University

HILL, NELENA – Instructor of Cosmetology
A.A.S., Lawson State Community College; B.S., Athens State University; Certification: Cosmetology

HUNTER, GWENDOLYN – Lead Instructor of Cosmetology
A.A.S., Lawson State Community College; B.S., Athens State College; M.S., Alabama A & M University; Certification: Cosmetology

JAMES, BERTHA – Instructor of Commercial Sewing and Design
B.S., M.A., and Ed.S, University of Alabama – Birmingham

JONES, DAVID JR. – Instructor of Drafting and Technology
B.A., Tuskegee University; Master of Architecture, Tuskegee University

NANCE, HENRY – Instructor of Radio and Television Broadcasting/Distance Education
B.A., Mass Media of Communication

STONE, ANTHONY – Instructor of Barbering
Certification: Barbering, Lawson State Community College

TAYLOR, RODERIC – Instructor of Electronics
A.A.S., Lawson State Community College; B.S., Alabama A & M University; Certifications: A+; ISCET; ETA
CREDENTIALS

DEPARTMENT OF CAREER, OCCUPATIONAL, AND TECHNICAL PROGRAMS - CONTINUED

TAYLOR, STEVE – Instructor of Plumbing
A.A.S., Lawson State Community College; B.S., Athens State University; M.Ed., Alabama A & M University; Certification: Plumbering

DIVISION OF LIBERAL ARTS AND SCIENCES AND COLLEGE TRANSFER PROGRAMS
Dr. Karl Pruitt, Associate Dean

DEPARTMENT OF EDUCATIONAL ENRICHMENT

DAVIS, SHELLY – Chair of Educational Enrichment/Coordinator of Programs and Staff Support
B.A., Hampton University; M.A.; Cambridge College; Ph.D., University of Southern Mississippi

BURDEN, CEDRIC – Instructor of English
B.A. and M.A.; University of Montevallo

HARRIS, JEFF – Instructor of Mathematics
B.S., University of Alabama – Birmingham

LEWIS, AISHA – Instructor of Mathematics
B.S., Talladega College; M.A., Alabama A & M University

MILLENDER, SHELLY – Instructor of College Reading and English
B.S., M.S., and Ed.S., University of Alabama – Birmingham

DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION

PITTS, ELEANOR – Chair of Health and Physical Education
B.S., Southwest Missouri State University; M.A., Alabama State University

DOUGLAS, JOHN – Instructor, Athletic Director and Coach of Men’s Basketball
A.S., Calhoun Community College; B.S., University of Kansas; M.A., University of North Alabama

WILEY, AUBREY – Instructor and Coach of Women’s Basketball and Volleyball
A.A., Alabama Southern College; B.S., Auburn University

DEPARTMENT OF HUMANITIES

MATCHEN, ELIZABETH – Humanities
B.S., M.A., and Ed.D., University of Alabama

CALLIGHAN, ROBERT – Instructor of Speech
B.S., and M.A., Murray State University
DEPARTMENT OF HUMANITIES – CONTINUED

KING, KELVIN – Instructor of English and Speech
B.A. and M.A., Miami University

MASIMASI, VYAVUKA – Instructor of English
B.A., National University of Zaire; MAT, The School For International Training, World Learning of Vermont

SHELTON, BESSIE – Instructor of Music and Coordinator of College Choir
B.A., Tuskegee University; B.M., University of Michigan; M.M., University of Montevallo

WALKER, STEPHEN – Instructor of Art
B.F.A., University of Alabama

DEPARTMENT OF MATHEMATICS/NATURAL SCIENCES

PRUITT, KARL – Mathematics and Natural Science
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

CALHOUN, CHANTE – Instructor of Biology
B.S. and M.Ed., Alabama State University

MARTIN, DARLENE – Instructor of Mathematics
B.S., Alabama A & M University; M.S., University of Alabama – Birmingham

SPENCER, LOVELL K. – Instructor of Mathematics
B.S. and M.S., Jacksonville State University

WILSON, TRACEY – Instructor of Biology
B.A., Fisk University; Ph.D., Meharry Medical College

DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES

MCCULLUM, PATRICIA G. – Social and Behavioral Sciences
B.A., Miles College; M.A., Atlanta University

HARRIS, SADIE – Instructor of Social Work
A.A., Lawson State Community College; B.A., Alabama State University; M.S.W., Atlanta University

HICKS, DELYN – Instructor of Early Childhood Education
B.S., M.S., and Ed.S., University of Alabama – Birmingham

TUBBS, VENITA – Instructor of Psychology
B.A., Alabama of A & M University; M.S., Auburn University
CREDENTIALS

PRESIDENT'S OFFICE

Perry W. Ward, Ph.D. – President

ALBRIGHT GERI – Director of Public Relations and Community Affairs
B.A., University of Montevallo; M.A., Birmingham Southern College

BRYANT, LOLA – Administrative Assistant/Web Master for Public Relations (IAAP)
B.S., Alabama A & M University

BURROUGHS, LINDA – Administrative Assistant to the President (IAAP)
A.A.S., Booker T. Washington Business College

DAVIS, F. MARQUITA – Director of Title III, Sponsored Programs, Grants and Development
B.S., Northern Illinois University; M.S., Alabama A & M University; Ph.D., University of Alabama – Birmingham

HALL, ROSEZIER – Executive Assistant to the President (IAAP)
A.A.S., Booker T. Washington Business College

HENDERSON, TOM – Assistant, Public Relations
B.S., Birmingham Southern College

JORDAN, CHARLES – Special Assistant to the President
B.A., Miles College; M.A., Atlanta University

SPARKS, CURTIS L. – Public Relations, Assistant

WHITE, GERALDINE – Administrative Assistant of Title III, Sponsored Programs, Grants and Development
A.S., Lawson State Community College; Certificate, Booker T. Washington Business School;
B.S., Athens State Univ.; M.S., Alabama A & M University

VICE PRESIDENT’S OFFICE (DIVISION OF INSTRUCTION)

Bruce Crawford, Ph.D. – Vice President and Dean of Instruction

CLARK, GLORIA – Automation Specialist, Library and Media Services (IAAP)
United States Navy, Retired

DANSBY EDDIE – Director of Secondary Schools Relations
B.S., Miles College; M.A. and Ed.S., University of Alabama – Birmingham

HENDERSON, SANDRA – Director of Library and Media Services
B.A., Dillard University; M.A. and Ed.S., University of Alabama – Birmingham

MCKENZIE, KIMBERLY – Administrative Assistant to the Vice President (IAAP)
A.A.S., Herzing Institute; A.S., Lawson State Community College

MENCER, ANDREW – Director of Evening School
B.S., Alabama State University; M.S., University of Alabama – Birmingham

OSBORNE, MARGARET – Special Assistant to the Vice President
B.S., Athens State University; M.A., University of Alabama – Birmingham

Perry, Beverly – Administrative Assistant of Library Media Services
A.A., Lawson State Community College
DIVISION OF CAREER, TECHNICAL, AND OCCUPATIONAL PROGRAMS
Alice Tyler Milton, Ed.D. – Associate Dean, Chair of Business and Information Technologies, Webmaster, and Coordinator of SREC

COLEMAN, TRACEY – Administrative Assistant for Business and Information Technologies/Testing Administrator of Sylvan Prometric Testing Center
A.A.S, Lawson State Community College; Certification: Testing; Sylvan Prometric Authorized Testing Center

FRANCIS, EULA – Administrative Assistant to the Associate Dean of Career, Occupational, and Technical Programs Division (IAAP)

JONES, SONJA – Administrative Assistant of Health Professions (IAAP)
A.A.S., Herzing Institute

MADDOX, BRIDGET - Live Works Manager of Career, Occupational, and Technical Programs Division (IAAP)
A.A.S, Lawson State Community College; B.S., Miles College; M.Ed., Alabama A & M University

TURNER, NETTIE – Office Assistant for Business and Information Technologies/Testing Administrator of Sylvan Prometric Drake Authorized Testing Centers (IAAP)
A.A.S., Lawson State Community College; Certification: Testing, Sylvan Prometric Drake Authorized Testing Centers

DIVISION OF LIBERAL ARTS AND SCIENCES AND COLLEGE TRANSFER PROGRAMS
Karl Pruitt, M.D. – Associate Dean and Chair of Math and Natural Sciences

ELMS, UNDRARA – Administrative Assistant to the Associate Dean of Liberal Arts and Sciences and College Transfer Programs
B.A., University of Alabama

GEETER, REGINA – Office Assistant for Health, and Physical Education
A.A.S., Lawson State Community College

DIVISION OF STUDENT DEVELOPMENT SERVICES
Charlsie Cook, Dean

ALLEN, C. DARREN – Director of Admissions/Records
B.A., and M.A., University of Alabama

ALVARADO, JOSE – Admissions Clerk

BLUE, LISA – Office Assistant for Math Science Upward Bound (IAAP)
A.A.S., Southern Junior College of Business

COLLINS, Gwendolyn O., Student Health Nurse
B.S., Tuskegee University

CROSKEY, ANGELA – Assistant of Financial Aid (IAAP)
B.S., Alabama State University

CRAWFORD, MATTIE W. – Coordinator of Upward Bound
B.S. and M.Ed., Alabama State University

CRUMP, WILLIAM – Veteran Affairs/College Work-Study Manager, Office of Financial Aid
A.A.S., Lawson State Community College; B.S., Faulkner University

DAVIS, CARL – Counselor and Job Placement
B.S., Alabama A & M; M.A., University of Alabama – Birmingham; M.Ed., Alabama State University

DUDLEY, KATRINA – College Recruiter (IAAP)
B.A., University of Alabama – Birmingham
CREDENTIALS

STUDENT SERVICES DIVISION - CONTINUED

FINCH, GWENDOLYN – Administrative Assistant to the Dean of Student Development Services (IAAP)
B.A., Miles College

HILL, IMEKA – Office Assistant, Student Support Services (IAAP)
A.S., Lawson State Community College

HOWARD, SANDRA E. – Coordinator of Student Support Services and Student Activities
A.A., Lawson State Community College; B.A., Stillman College; M.Ed., Alabama State University; CASE, University of Alabama – Birmingham

HUBBARD, MARCUS – Office Assistant, Upward Bound (IAAP)

MARTIN, DELORES – Office Assistant, Student Development Services (IAAP)

MATTHEWS, CASSANDRA – Director of Financial Aid (IAAP)
B.S., Alabama A & M University

ORANGE, JANICE H. – Upward Bound Counselor
B.S., Miles College; M.A. University of Alabama – Birmingham

OWENS, WYANDA – Office Assistant of the Office of Admissions and Records (IAAP)
Diploma/RETS School of Business and Technology; A.A.S., Lawson State Community College

TERRY, DAVIDA – Clerk, Financial Aid

TURNER, DEBORAH – Records Manager (IAAP)
A.A., Lawson State Community College; B.A., Stillman College

WILLIAMS, JANICE B. – Counselor, Testing Service, ADA
B.S., Miles College; M.A. and CASE, University of Alabama – Birmingham

UPSHAW, JACQUELINE – Clerk, Financial Aid

YOUNGER, PHYLLIS – Enrollment Manager (IAAP)
B.S., University of LaVerne

EDUCATIONAL SUPPORT SERVICES DIVISION

Eva Carter, Dean

BIBB, DIEDRA – Gear Up Project Family Relations Coordinator, Community Outreach
A.S., Lawson State Community College

COLEMAN, MEREIKA – Community Outreach
B.A. and M.P.A., University of Alabama – Birmingham

GARDNER, VICTOR – Management Information Systems Network Specialist
Certificate, Booker T. Washington Business College

GLAZE, RANDY – Director of Institutional Research and Evaluation
B.S., University of Alabama; M.A., University of Alabama – Birmingham; Ph.D. University of Alabama – Birmingham/University of Alabama

HURST, KAJATHARINE – Case Manager, Educational Support Services
A.S., Lawson State Community College
EDUCATIONAL SUPPORT SERVICES DIVISION – CONTINUED

LORENZO, THOMAS – Interim Director/Center for Com. Outreach/Workforce Dev/Interim Site Coordinator for Gear-UP
B.A., Stillman College

McClain, Eloise – Administrative Assistant, Community Outreach Program
A.A.S., Booker T. Washington Business College

MINNIFIELD, TOMEKA – Administrative Assistant to the Dean of Education Support Services Division (IAAP)
B.S., Virginia College

NOBLES, JANINA L. – Project Director, Western Corridor GEAR-UP Program
B.S. and M.S., University of Alabama – Birmingham

OLIVER, NATHAN – WIA Director/HUD Coordinator/Families in Transition Coordinator, GEAR-UP Program
B.S., University of Alabama – Birmingham; M.B.A. Alabama A & M University

PAIGE, TERESA – Management Information Systems Systems Operator
A.A.S., Lawson State Community College

RATHER, CARRISS – Administrative Assistant, Welfare to Work

STEPHENS, RONNIE – Management Information Systems Director/Manager of Data Processing
A.A., Lawson State Community College; B.A., Miles College

WATTS, JAMES – Director, Welfare to Work
B.S., Alabama A & M University

WILLIAMS, VERNONA – Special Projects Coordinator/G.M., B.S.E.P. Coordinator; Small Business Center (IAAP)
A.S., Southern Junior College of Business

DIVISION OF BUSINESS AND FINANCE

Sharon Crews, Dean

BLACKMON, ADRIENNE – Accountant
B.S., Stillman College

BLACKWELL, NELDA – Office Manager/Cashier (IAAP)
A.S., Lawson State Community College

CLEVELAND, EVELYN L. – Administrative Assistant to the Director of Planning and Development (IAAP)
B.A., University of Alabama – Birmingham

CURRINGTON, JUANITA – Administrative Assistant to the Dean of Business and Finance (IAAP)
A.A.S, Lawson State Community College

HIGGINS CLEOPHUS – Inventory Clerk

JONES, CLARENCE – Transportation/Reproduction/Inventory Administrator

JONES, TAMMI – Internal Auditor and Accounting (IAAP)
B.S., Miles College

MCFARLAND, SOPHIA – Switch Board Operator/Systems Administrator (IAAP)
A.A.S., Lawson State Community College

MOORE, KATINA – Accounts Payable Specialist (IAAP)
B.S., Alabama A & M University; M.S., Faulkner University
CREDENTIALS

DIVISION OF BUSINESS AND FINANCE - CONTINUED

REED, DANIEL R. - General Ledger and Student Accountant
B.S., University of Idaho

SHEFFIELD, NICK - Director of Facility Planning and Management
B. S., Tuskegee University

SPEARS, VERGIE B. - Director of Personnel and Payroll
B.S., Alabama, A & M University

SPENCER, VICTOR - Special Events Coordinator
B.S., University of Alabama – Birmingham

WILLIAMS, ROBERTA - Personnel Assistant/Inventory, Reproduction (IAAP)
B.S., Miles College

AUXILIARY SERVICES

GULLEY, KENNETH E. - Coordinator of Auxiliary Services and Bookstore Manager
B.S., Alabama A & M University

Anthony, Ruthelia – Director of Food Service

BROWN, KENYAN – Food Service

DENNARD, HAROLD – Book Store Clerk
B.S., University of Montevallo

FIELDS, MABEL – Food Service

LANDERS, DEIDRE – Book Store Clerk

WILLIAMS, ROBERTA – Personnel Assistant/Inventory, Reproduction (IAAP)
B.S., Miles College

SAFETY AND SECURITY

WILLIAMS, WALTER - Chief of Safety and Security
B.A., Miles College

TATE, ROBERT, H. – Sergeant

BROWNS, GREGORY - Officer

CADE, DANIEL – Officer

DUFF, ALBERT – Officer

B.A., Miles College

FRANKLIN, CORNELIUS – Officer

RICHARDSON, KENNETH – Officer

STANTON, PAUL – Officer

TODD, WESLEY J. – Officer

TURK, IRA – Officer

WASHINGTON, DERRICK – Officer

GROUNDS AND MAINTENANCE

GIBBS, RICHARD – Custodian Housekeeping Supervisor

HALL, CHARLES – HVAC Maintenance Supervisor

TUCKER, WILLIE – Grounds and Maintenance Supervisor

ALEXANDER, JOHN – Maintenance

BELL, VALENTINE – Grounds

BYRD, RALPH – Maintenance
GROUNDS AND MAINTENANCE - CONTINUED

BATES, ROY – Grounds
CAMPBELL, ANTONEETTE – Custodian
DAVIS, ARTHUR – Custodian
GADSON, ALI – Maintenance
GIBBS, TORREY – Maintenance
HARRIS, JERRY – Custodian
HOOD, ANTHONY – Custodian
JEFFERSON, FREDERICK – Custodian
JOHNSON, AUTHOR – Maintenance
MATTHEWS, KENNETH – Maintenance/Custodian
MOORER, EDDIE – Grounds
PUGH, DEBRA – Custodian
ROSS, MARVIN – Grounds
SAMPLE, ROBERT JR. – Grounds
SMITH, CURTIS – Custodian
SMITH, EVERETT – Maintenance/Custodian
SMITH, PARIS – Custodian
STEWARD, RICK – Grounds
STOKES, GREGORY Sr. – Custodian
STOKES, GREGORY Jr. – Custodian
TIMMONS, KEVIN – Grounds
WHITE, EDWARD – Grounds
WREN, LINDA – Custodian
# CAMPUS E-MAIL/DIRECT NUMBERS

**DIAL MAIN NUMBER: 205.925.2515**

**UPDATED REGULARLY ON OUR WEB:**

http://www.lawsonstate.edu/schooldirectory2.html

<table>
<thead>
<tr>
<th>Employee</th>
<th>E-Mail Address</th>
<th>Direct Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexander, John</td>
<td><a href="mailto:jalexander@lawsonstate.edu">jalexander@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Albright, Geri</td>
<td><a href="mailto:galbright@lawsonstate.edu">galbright@lawsonstate.edu</a></td>
<td>205-929-6315</td>
</tr>
<tr>
<td>Allen, Darren</td>
<td><a href="mailto:dallen@lawsonstate.edu">dallen@lawsonstate.edu</a></td>
<td>205-929-6361</td>
</tr>
<tr>
<td>Alvarado, Jose</td>
<td><a href="mailto:jaalvarado@lawsonstate.edu">jaalvarado@lawsonstate.edu</a></td>
<td>205-929-6345</td>
</tr>
<tr>
<td>Anthony, Ruthelia</td>
<td><a href="mailto:ranthon@lawsonstate.edu">ranthon@lawsonstate.edu</a></td>
<td>205-929-6356</td>
</tr>
<tr>
<td>Banks, Harold</td>
<td><a href="mailto:hbanks@lawsonstate.edu">hbanks@lawsonstate.edu</a></td>
<td>205-436-3832</td>
</tr>
<tr>
<td>Bates, Roy</td>
<td><a href="mailto:rbates@lawsonstate.edu">rbates@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Bell, Valencia (Dr.)</td>
<td><a href="mailto:vbell@lawsonstate.edu">vbell@lawsonstate.edu</a></td>
<td>205-436-3832</td>
</tr>
<tr>
<td>Bell, Valentine</td>
<td><a href="mailto:vabell@lawsonstate.edu">vabell@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Berry, Wilma Jan</td>
<td><a href="mailto:wberry@lawsonstate.edu">wberry@lawsonstate.edu</a></td>
<td>205-929-2028</td>
</tr>
<tr>
<td>Bizzell, Dorothy</td>
<td><a href="mailto:dbizzell@lawsonstate.edu">dbizzell@lawsonstate.edu</a></td>
<td>205-929-2017</td>
</tr>
<tr>
<td>Blackmon, Adrienne</td>
<td><a href="mailto:ablackmon@lawsonstate.edu">ablackmon@lawsonstate.edu</a></td>
<td>205-929-2045</td>
</tr>
<tr>
<td>Blackwell, Nelda</td>
<td><a href="mailto:nbblackwell@lawsonstate.edu">nbblackwell@lawsonstate.edu</a></td>
<td>205-929-6334</td>
</tr>
<tr>
<td>Bledsoe, Harold</td>
<td><a href="mailto:hbledsoe@lawsonstate.edu">hbledsoe@lawsonstate.edu</a></td>
<td>205-436-3832</td>
</tr>
<tr>
<td>Blue, Lisa</td>
<td><a href="mailto:lblue@lawsonstate.edu">lblue@lawsonstate.edu</a></td>
<td>205-929-2053</td>
</tr>
<tr>
<td>Boswell, Inez</td>
<td><a href="mailto:iboswell@lawsonstate.edu">iboswell@lawsonstate.edu</a></td>
<td>205-436-3832</td>
</tr>
<tr>
<td>Brown, Kenyan</td>
<td><a href="mailto:kbrown@lawsonstate.edu">kbrown@lawsonstate.edu</a></td>
<td>205-929-6356</td>
</tr>
<tr>
<td>Bryant, Lola</td>
<td><a href="mailto:lbyrant@lawsonstate.edu">lbyrant@lawsonstate.edu</a></td>
<td>205-929-6399</td>
</tr>
<tr>
<td>Burden, Cedric</td>
<td><a href="mailto:cburden@lawsonstate.edu">cburden@lawsonstate.edu</a></td>
<td>205-929-2079</td>
</tr>
<tr>
<td>Byrd, Ralph</td>
<td><a href="mailto:rbyrd@lawsonstate.edu">rbyrd@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Cade, Daniel</td>
<td><a href="mailto:dcade@lawsonstate.edu">dcade@lawsonstate.edu</a></td>
<td>205-929-2051</td>
</tr>
<tr>
<td>Calhoun, Chante</td>
<td><a href="mailto:ccalhoun@lawsonstate.edu">ccalhoun@lawsonstate.edu</a></td>
<td>205-929-2009</td>
</tr>
<tr>
<td>Callighan, Robert</td>
<td><a href="mailto:rcallighan@lawsonstate.edu">rcallighan@lawsonstate.edu</a></td>
<td>205-929-2029</td>
</tr>
<tr>
<td>Campbell, Antoinette</td>
<td><a href="mailto:acampbell@lawsonstate.edu">acampbell@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Carter, Eva</td>
<td><a href="mailto:ecarter@lawsonstate.edu">ecarter@lawsonstate.edu</a></td>
<td>205-929-6429</td>
</tr>
<tr>
<td>Clark, Glora</td>
<td><a href="mailto:gclark@lawsonstate.edu">gclark@lawsonstate.edu</a></td>
<td>205-929-6398</td>
</tr>
<tr>
<td>Cleveland, Evelyn</td>
<td><a href="mailto:ecleveland@lawsonstate.edu">ecleveland@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Collins, Gwendolyn</td>
<td><a href="mailto:gcollins@lawsonstate.edu">gcollins@lawsonstate.edu</a></td>
<td>205-929-2008</td>
</tr>
<tr>
<td>Coleman, Merika</td>
<td><a href="mailto:mcoleman@lawsonstate.edu">mcoleman@lawsonstate.edu</a></td>
<td>205-929-6384</td>
</tr>
<tr>
<td>Coleman, Tracey</td>
<td><a href="mailto:tcoleman@lawsonstate.edu">tcoleman@lawsonstate.edu</a></td>
<td>205-929-2016</td>
</tr>
<tr>
<td>Cook, Charisie</td>
<td><a href="mailto:ccook@lawsonstate.edu">ccook@lawsonstate.edu</a></td>
<td>205-929-6311</td>
</tr>
<tr>
<td>Cooper, Ronald</td>
<td><a href="mailto:rcooper@lawsonstate.edu">rcooper@lawsonstate.edu</a></td>
<td>205-929-6330</td>
</tr>
<tr>
<td>Crawford, Bruce (Dr.)</td>
<td><a href="mailto:bcrawford@lawsonstate.edu">bcrawford@lawsonstate.edu</a></td>
<td>205-929-6312</td>
</tr>
<tr>
<td>Crawford, Mattie</td>
<td><a href="mailto:mcrawford@lawsonstate.edu">mcrawford@lawsonstate.edu</a></td>
<td>205-929-6339</td>
</tr>
<tr>
<td>Crews, Sharon</td>
<td><a href="mailto:screws@lawsonstate.edu">screws@lawsonstate.edu</a></td>
<td>205-929-6307</td>
</tr>
<tr>
<td>Croskey, Angela</td>
<td><a href="mailto:acroskey@lawsonstate.edu">acroskey@lawsonstate.edu</a></td>
<td>205-929-6393</td>
</tr>
<tr>
<td>Crump, William</td>
<td><a href="mailto:wcrcump@lawsonstate.edu">wcrcump@lawsonstate.edu</a></td>
<td>205-929-6380</td>
</tr>
<tr>
<td>Currington, Juanita</td>
<td><a href="mailto:jcurrington@lawsonstate.edu">jcurrington@lawsonstate.edu</a></td>
<td>205-929-6365</td>
</tr>
<tr>
<td>Dansby, Eddie (Dr.)</td>
<td><a href="mailto:edansby@lawsonstate.edu">edansby@lawsonstate.edu</a></td>
<td>205-929-6303</td>
</tr>
<tr>
<td>Davis, Arthur</td>
<td><a href="mailto:adavia@lawsonstate.edu">adavia@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Name</td>
<td>E-mail</td>
<td>Direct Number</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Davis, Carl</td>
<td><a href="mailto:cdavis@lawsonstate.edu">cdavis@lawsonstate.edu</a></td>
<td>205-929-6353</td>
</tr>
<tr>
<td>Davis Marquita (Dr.)</td>
<td><a href="mailto:mfdavis@lawsonstate.edu">mfdavis@lawsonstate.edu</a></td>
<td>205-929-6305</td>
</tr>
<tr>
<td>Davis Sherri (Dr.)</td>
<td><a href="mailto:sdavis@lawsonstate.edu">sdavis@lawsonstate.edu</a></td>
<td>205-929-6357</td>
</tr>
<tr>
<td>Dennard, Harold</td>
<td><a href="mailto:hdennard@lawsonstate.edu">hdennard@lawsonstate.edu</a></td>
<td>205-929-6310</td>
</tr>
<tr>
<td>Desmond, Linda</td>
<td><a href="mailto:ldesmond@lawsonstate.edu">ldesmond@lawsonstate.edu</a></td>
<td>205-929-6301</td>
</tr>
<tr>
<td>Douglass, Clarence</td>
<td><a href="mailto:cdouglass@lawsonstate.edu">cdouglass@lawsonstate.edu</a></td>
<td>205-929-2082</td>
</tr>
<tr>
<td>Douglas, John</td>
<td><a href="mailto:jdouglas@lawsonstate.edu">jdouglas@lawsonstate.edu</a></td>
<td>205-929-2086</td>
</tr>
<tr>
<td>Dudley, Katrina</td>
<td><a href="mailto:kdudley@lawsonstate.edu">kdudley@lawsonstate.edu</a></td>
<td>205-929-6392</td>
</tr>
<tr>
<td>Duff, Albert</td>
<td><a href="mailto:aduff@lawsonstate.edu">aduff@lawsonstate.edu</a></td>
<td>205-929-2051</td>
</tr>
<tr>
<td>Dunn, Alice</td>
<td><a href="mailto:adunn@lawsonstate.edu">adunn@lawsonstate.edu</a></td>
<td>205-929-6346</td>
</tr>
<tr>
<td>Eldridge, Jonathan</td>
<td><a href="mailto:jelridge@lawsonstate.edu">jelridge@lawsonstate.edu</a></td>
<td>205-436-3832</td>
</tr>
<tr>
<td>Elms, Undara</td>
<td><a href="mailto:uelms@lawsonstate.edu">uelms@lawsonstate.edu</a></td>
<td>205-929-2015</td>
</tr>
<tr>
<td>Ephraim, Rebecca</td>
<td><a href="mailto:rephraim@lawsonstate.edu">rephraim@lawsonstate.edu</a></td>
<td>205-929-2033</td>
</tr>
<tr>
<td>Fields, Mabel</td>
<td><a href="mailto:mfields@lawsonstate.edu">mfields@lawsonstate.edu</a></td>
<td>205-929-6356</td>
</tr>
<tr>
<td>Finch, Gwendolyn</td>
<td><a href="mailto:gfinch@lawsonstate.edu">gfinch@lawsonstate.edu</a></td>
<td>205-929-6352</td>
</tr>
<tr>
<td>Ford, Niles</td>
<td><a href="mailto:nford@lawsonstate.edu">nford@lawsonstate.edu</a></td>
<td>205-929-2018</td>
</tr>
<tr>
<td>Franklin Cornelius</td>
<td><a href="mailto:cfranklin@lawsonstate.edu">cfranklin@lawsonstate.edu</a></td>
<td>205-929-2051</td>
</tr>
<tr>
<td>Gadson, Ali</td>
<td><a href="mailto:agadson@lawsonstate.edu">agadson@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Gardner, Victor</td>
<td><a href="mailto:vgardner@lawsonstate.edu">vgardner@lawsonstate.edu</a></td>
<td>205-929-6478</td>
</tr>
<tr>
<td>Gaston, Alga</td>
<td><a href="mailto:agaston@lawsonstate.edu">agaston@lawsonstate.edu</a></td>
<td>205-929-6321</td>
</tr>
<tr>
<td>Geeter, Regina</td>
<td><a href="mailto:rgeeter@lawsonstate.edu">rgeeter@lawsonstate.edu</a></td>
<td>205-929-6303</td>
</tr>
<tr>
<td>Gibbs, Richard</td>
<td><a href="mailto:rgibbs@lawsonstate.edu">rgibbs@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Gibbs, Torrey</td>
<td><a href="mailto:tgbibs@lawsonstate.edu">tgbibs@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Glaze, Randy (Dr.)</td>
<td><a href="mailto:rglaze@lawsonstate.edu">rglaze@lawsonstate.edu</a></td>
<td>205-929-6445</td>
</tr>
<tr>
<td>Graves, Willie</td>
<td><a href="mailto:wgraves@lawsonstate.edu">wgraves@lawsonstate.edu</a></td>
<td>205-436-3832</td>
</tr>
<tr>
<td>Gulley, Kenneth</td>
<td><a href="mailto:kgulley@lawsonstate.edu">kgulley@lawsonstate.edu</a></td>
<td>205-929-6310</td>
</tr>
<tr>
<td>Gunn, George</td>
<td><a href="mailto:ggunn@lawsonstate.edu">ggunn@lawsonstate.edu</a></td>
<td>205-929-6306</td>
</tr>
<tr>
<td>Hall, Charles</td>
<td><a href="mailto:chall@lawsonstate.edu">chall@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Hall, Rosiezer</td>
<td><a href="mailto:rhall@lawsonstate.edu">rhall@lawsonstate.edu</a></td>
<td>205-929-6302</td>
</tr>
<tr>
<td>Hannon, Ruth</td>
<td><a href="mailto:rhannon@lawsonstate.edu">rhannon@lawsonstate.edu</a></td>
<td>205-929-6332</td>
</tr>
<tr>
<td>Harris, Deborah</td>
<td><a href="mailto:dharris@lawsonstate.edu">dharris@lawsonstate.edu</a></td>
<td>205-929-6378</td>
</tr>
<tr>
<td>Harris, Jeffrey</td>
<td><a href="mailto:jharris@lawsonstate.edu">jharris@lawsonstate.edu</a></td>
<td>205-929-2083</td>
</tr>
<tr>
<td>Harris, Sadie</td>
<td><a href="mailto:sharris@lawsonstate.edu">sharris@lawsonstate.edu</a></td>
<td>205-929-6387</td>
</tr>
<tr>
<td>Harris, Jerry</td>
<td><a href="mailto:jharris@lawsonstate.edu">jharris@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Henderson, Sandra</td>
<td><a href="mailto:shenderson@lawsonstate.edu">shenderson@lawsonstate.edu</a></td>
<td>205-929-6333</td>
</tr>
<tr>
<td>Henderson, Tom</td>
<td><a href="mailto:thenderson@lawsonstate.edu">thenderson@lawsonstate.edu</a></td>
<td>205-929-2078</td>
</tr>
<tr>
<td>Hicks, Delyn</td>
<td><a href="mailto:dhicks@lawsonstate.edu">dhicks@lawsonstate.edu</a></td>
<td>205-929-6446</td>
</tr>
<tr>
<td>Higgins, Cleophas</td>
<td><a href="mailto:chiggins@lawsonstate.edu">chiggins@lawsonstate.edu</a></td>
<td>205-929-6356</td>
</tr>
<tr>
<td>Hill, Imeke</td>
<td><a href="mailto:ihill@lawsonstate.edu">ihill@lawsonstate.edu</a></td>
<td>205-929-6451</td>
</tr>
<tr>
<td>Hill, Nelsena</td>
<td><a href="mailto:nhill@lawsonstate.edu">nhill@lawsonstate.edu</a></td>
<td>205-929-2002</td>
</tr>
<tr>
<td>Hood, Anthony</td>
<td><a href="mailto:ahood@lawsonstate.edu">ahood@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Hosey, Jesse</td>
<td><a href="mailto:jhosey@lawsonstate.edu">jhosey@lawsonstate.edu</a></td>
<td>205-929-6359</td>
</tr>
<tr>
<td>Howard, Sandra</td>
<td><a href="mailto:showard@lawsonstate.edu">showard@lawsonstate.edu</a></td>
<td>205-929-6397</td>
</tr>
<tr>
<td>Hubbard, Marcus</td>
<td><a href="mailto:mhubbard@lawsonstate.edu">mhubbard@lawsonstate.edu</a></td>
<td>205-929-6339</td>
</tr>
<tr>
<td>Hunter, Gwendolyn</td>
<td><a href="mailto:ghunter@lawsonstate.edu">ghunter@lawsonstate.edu</a></td>
<td>205-929-6346</td>
</tr>
<tr>
<td>Hurst, Kajatherine</td>
<td><a href="mailto:khurst@lawsonstate.edu">khurst@lawsonstate.edu</a></td>
<td>205-929-6474</td>
</tr>
<tr>
<td>James, Bertha</td>
<td><a href="mailto:bjames@lawsonstate.edu">bjames@lawsonstate.edu</a></td>
<td>205-929-6479</td>
</tr>
<tr>
<td>James, Kesha</td>
<td><a href="mailto:kjesha@lawsonstate.edu">kjesha@lawsonstate.edu</a></td>
<td>205-929-6384</td>
</tr>
<tr>
<td>Name</td>
<td>E-mail</td>
<td>Phone</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Reed, Daniel</td>
<td><a href="mailto:dreed@lawsonstate.edu">dreed@lawsonstate.edu</a></td>
<td>205-929-6366</td>
</tr>
<tr>
<td>Richardson, Kenneth</td>
<td><a href="mailto:krichardson@lawsonstate.edu">krichardson@lawsonstate.edu</a></td>
<td>205-929-2051</td>
</tr>
<tr>
<td>Robinson, Margaret</td>
<td><a href="mailto:mrobinson@lawsonstate.edu">mrobinson@lawsonstate.edu</a></td>
<td>205-929-2098</td>
</tr>
<tr>
<td>Rose, Linda</td>
<td><a href="mailto:trose@lawsonstate.edu">trose@lawsonstate.edu</a></td>
<td>205-929-2012</td>
</tr>
<tr>
<td>Ross, Marvin</td>
<td><a href="mailto:mross@lawsonstate.edu">mross@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Sample, Robert</td>
<td><a href="mailto:rsample@lawsonstate.edu">rsample@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Shelton, Bessie</td>
<td><a href="mailto:bshelton@lawsonstate.edu">bshelton@lawsonstate.edu</a></td>
<td>205-929-2066</td>
</tr>
<tr>
<td>Shields, Nick</td>
<td><a href="mailto:nshields@lawsonstate.edu">nshields@lawsonstate.edu</a></td>
<td>205-929-6344</td>
</tr>
<tr>
<td>Sledge, Donald</td>
<td><a href="mailto:dsledge@lawsonstate.edu">dsledge@lawsonstate.edu</a></td>
<td>205-929-6442</td>
</tr>
<tr>
<td>Smith, Curtis</td>
<td><a href="mailto:csmitvh@lawsonstate.edu">csmitvh@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Smith, Everett</td>
<td><a href="mailto:esmith@lawsonstate.edu">esmith@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Smith, Paris</td>
<td><a href="mailto:psmith@lawsonstate.edu">psmith@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Sparks, Curtis</td>
<td><a href="mailto:csparks@lawsonstate.edu">csparks@lawsonstate.edu</a></td>
<td>205-929-6363</td>
</tr>
<tr>
<td>Spears, Vergie</td>
<td><a href="mailto:vspears@lawsonstate.edu">vspears@lawsonstate.edu</a></td>
<td>205-929-6313</td>
</tr>
<tr>
<td>Spencer, Kevin</td>
<td><a href="mailto:kspencer@lawsonstate.edu">kspencer@lawsonstate.edu</a></td>
<td>205-929-6462</td>
</tr>
<tr>
<td>Spencer, Victor</td>
<td><a href="mailto:vspencer@lawsonstate.edu">vspencer@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Stanton, Paul</td>
<td><a href="mailto:pstanton@lawsonstate.edu">pstanton@lawsonstate.edu</a></td>
<td>205-929-2051</td>
</tr>
<tr>
<td>Stephens, Ronnie</td>
<td><a href="mailto:rstepheims@lawsonstate.edu">rstepheims@lawsonstate.edu</a></td>
<td>205-929-6381</td>
</tr>
<tr>
<td>Steward, Rick</td>
<td><a href="mailto:rsteward@lawsonstate.edu">rsteward@lawsonstate.edu</a></td>
<td>205-929-2051</td>
</tr>
<tr>
<td>Stokes, Gregory, Sr.</td>
<td><a href="mailto:gstokes@lawsonstate.edu">gstokes@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Stokes, Gregory, Jr.</td>
<td><a href="mailto:jstokes@lawsonstate.edu">jstokes@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Stone, Anthony</td>
<td><a href="mailto:astone@lawsonstate.edu">astone@lawsonstate.edu</a></td>
<td>205-929-6347</td>
</tr>
<tr>
<td>Tate, Robert</td>
<td><a href="mailto:rtate@lawsonstate.edu">rtate@lawsonstate.edu</a></td>
<td>205-929-2051</td>
</tr>
<tr>
<td>Taylor, Steve</td>
<td><a href="mailto:staylor@lawsonstate.edu">staylor@lawsonstate.edu</a></td>
<td>205-929-6345</td>
</tr>
<tr>
<td>Terry, David</td>
<td><a href="mailto:dterry@lawsonstate.edu">dterry@lawsonstate.edu</a></td>
<td>205-929-6335</td>
</tr>
<tr>
<td>Thomas, Lorenzo</td>
<td><a href="mailto:tlorenzo@lawsonstate.edu">tlorenzo@lawsonstate.edu</a></td>
<td>205-929-6467</td>
</tr>
<tr>
<td>Timmons, Kevin</td>
<td><a href="mailto:ktimmons@lawsonstate.edu">ktimmons@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Todd, Wesley</td>
<td><a href="mailto:wtodd@lawsonstate.edu">wtodd@lawsonstate.edu</a></td>
<td>205-929-2051</td>
</tr>
<tr>
<td>Tubbs, Venita</td>
<td><a href="mailto:vtubbs@lawsonstate.edu">vtubbs@lawsonstate.edu</a></td>
<td>205-929-2028</td>
</tr>
<tr>
<td>Tucker, Willie</td>
<td><a href="mailto:wtucker@lawsonstate.edu">wtucker@lawsonstate.edu</a></td>
<td>205-929-6354</td>
</tr>
<tr>
<td>Turk, Ira</td>
<td><a href="mailto:iturk@lawsonstate.edu">iturk@lawsonstate.edu</a></td>
<td>205-929-2051</td>
</tr>
<tr>
<td>Turner, Deborah</td>
<td><a href="mailto:dtturner@lawsonstate.edu">dtturner@lawsonstate.edu</a></td>
<td>205-929-6340</td>
</tr>
<tr>
<td>Turner, Nettie</td>
<td><a href="mailto:nturner@lawsonstate.edu">nturner@lawsonstate.edu</a></td>
<td>205-929-6448</td>
</tr>
<tr>
<td>Upshaw, Jacqueline</td>
<td><a href="mailto:juupshaw@lawsonstate.edu">juupshaw@lawsonstate.edu</a></td>
<td>205-929-6335</td>
</tr>
<tr>
<td>Vickers, Cheryl</td>
<td><a href="mailto:cvickers@lawsonstate.edu">cvickers@lawsonstate.edu</a></td>
<td>205-929-6447</td>
</tr>
<tr>
<td>Walker, Stephen</td>
<td><a href="mailto:swalker@lawsonstate.edu">swalker@lawsonstate.edu</a></td>
<td>205-929-6480</td>
</tr>
<tr>
<td>Ward, Perry W. (Dr.)</td>
<td><a href="mailto:pward@lawsonstate.edu">pward@lawsonstate.edu</a></td>
<td>205-929-6300</td>
</tr>
<tr>
<td>Ward, Zori</td>
<td><a href="mailto:zward@lawsonstate.edu">zward@lawsonstate.edu</a></td>
<td>205-929-6356</td>
</tr>
<tr>
<td>Washington, Derrick</td>
<td><a href="mailto:dwashington@lawsonstate.edu">dwashington@lawsonstate.edu</a></td>
<td>205-929-2051</td>
</tr>
<tr>
<td>Watts, James</td>
<td><a href="mailto:jwatts@lawsonstate.edu">jwatts@lawsonstate.edu</a></td>
<td>205-929-6325</td>
</tr>
<tr>
<td>Whigham, Mark</td>
<td><a href="mailto:mwigham@lawsonstate.edu">mwigham@lawsonstate.edu</a></td>
<td>205-929-2023</td>
</tr>
<tr>
<td>White, Geraldine</td>
<td><a href="mailto:gwhite@lawsonstate.edu">gwhite@lawsonstate.edu</a></td>
<td>205-929-6337</td>
</tr>
<tr>
<td>Wiley, Aubrey</td>
<td><a href="mailto:awiley@lawsonstate.edu">awiley@lawsonstate.edu</a></td>
<td>205-929-6303</td>
</tr>
<tr>
<td>Williams, Celissa</td>
<td><a href="mailto:cwilliams@lawsonstate.edu">cwilliams@lawsonstate.edu</a></td>
<td>205-929-6449</td>
</tr>
<tr>
<td>Williams, Janice</td>
<td><a href="mailto:jwilliams@lawsonstate.edu">jwilliams@lawsonstate.edu</a></td>
<td>205-929-6383</td>
</tr>
<tr>
<td>Williams, Roberta</td>
<td><a href="mailto:rwilliams@lawsonstate.edu">rwilliams@lawsonstate.edu</a></td>
<td>205-929-6308</td>
</tr>
<tr>
<td>Williams, Walter</td>
<td><a href="mailto:wwilliams@lawsonstate.edu">wwilliams@lawsonstate.edu</a></td>
<td>205-929-6317</td>
</tr>
<tr>
<td>Williams, Wayne</td>
<td><a href="mailto:wwilliams@lawsonstate.edu">wwilliams@lawsonstate.edu</a></td>
<td>205-436-3832</td>
</tr>
<tr>
<td>Williams, Vernona</td>
<td><a href="mailto:vwilliams@lawsonstate.edu">vwilliams@lawsonstate.edu</a></td>
<td>205-929-6472</td>
</tr>
<tr>
<td>Name</td>
<td>Email</td>
<td>Phone</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Wilson, Tracey</td>
<td><a href="mailto:twilson@lawsonstate.edu">twilson@lawsonstate.edu</a></td>
<td>205-929-2022</td>
</tr>
<tr>
<td>Wren, Linda</td>
<td><a href="mailto:lwren@lawsonstate.edu">lwren@lawsonstate.edu</a></td>
<td>205-929-2058</td>
</tr>
<tr>
<td>Younger, Phyllis</td>
<td><a href="mailto:pyounger@lawsonstate.edu">pyounger@lawsonstate.edu</a></td>
<td>205-929-6441</td>
</tr>
<tr>
<td>Zeigler, Bernice</td>
<td><a href="mailto:bzeigler@lawsonstate.edu">bzeigler@lawsonstate.edu</a></td>
<td>205-929-2027</td>
</tr>
</tbody>
</table>
If you detect FIRE or SMOKE, do this at once:

1. STAY CALM and use common sense.
2. Close the door to CONFINE the fire and smoke.
3. ACTIVATE THE FIRE ALARM—a small red box located on the wall near each exit. Follow the instructions on the alarm.
4. REPORT THE FIRE. Call Lawson State Police at 925-3587, identify yourself and tell the officer the exact location of the fire or smoke and what is burning.
5. EVACUATE. Evacuation of faculty, staff, students, and visitors will be carried out in a timely and orderly manner and will occur as follows:
   a. All building occupants should proceed to the nearest exit, move away from the building and assemble in a location predetermined by your instructor. This will provide a quick and easy way to account for all personnel. It is also important that the fire department has clear and unobstructed access to the building.
   b. Do not return to the building unless told to do so by the fire department, police, or the security officer.

When a TORNADO WARNING is issued . . .

for Jefferson County, this means that a tornado has been spotted within the County. The Jefferson County Emergency Management Agency will activate the civil defense sirens.

All building occupants should move away from windows, cross walks, atriums, and doors that lead directly to the outside of the building and take shelter immediately in the lowest level inner corridors, rest rooms, and in interior stairwells.

Do not go outside until you are instructed to do so. The only other time that the sirens are activated is the first Wednesday of the month at 10 a.m. for testing.

Lawson State Community College is committed to providing the most immediate notification regarding any weather related closing or delay for the college. In case of severe or inclement weather, listen to any of the major radio stations and network television stations for information.

Provisions for Individuals with Disabilities
The landings inside of each stairwell and protected elevator lobbies are considered “safe” areas for individuals with disabilities. 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. In the event that this building must be evacuated, individuals with disabilities located above or below the ground floor should be escorted to the closest stairwell and a “buddy” should remain with that person until emergency personnel arrive.
GENERAL INDEX

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbreviated Certificates (47, 48, 94, 108)</td>
<td>Alabama Student Assistance Program (39)</td>
<td>Cabinetmaking (109, 118)</td>
</tr>
<tr>
<td>Academic Bankruptcy (28)</td>
<td>All-College Annual Student Activities (13)</td>
<td>Calendar (5)</td>
</tr>
<tr>
<td>Academic Probation (28)</td>
<td>Alpha Sigma Mu (13)</td>
<td>Campus Directory (165)</td>
</tr>
<tr>
<td>Academic Programs Index (47)</td>
<td>Alpha Theta Phi Library Society (12)</td>
<td>Campus Map (171)</td>
</tr>
<tr>
<td>Accelerated High School Program (19)</td>
<td>Alumni Association (14)</td>
<td>Campus Organizations (12)</td>
</tr>
<tr>
<td>A+ Certification (95)</td>
<td>Amendment of Education Records (32)</td>
<td>Career/Job Placement (15)</td>
</tr>
<tr>
<td>Accounting Technology (89, 92, 114)</td>
<td>American with Disabilities Act (ADA) (30)</td>
<td>Career Occupational Programs (50, 85, 103)</td>
</tr>
<tr>
<td>ACT WorkKeys Service Center (15)</td>
<td>Anthropology (70)</td>
<td>Carpentry (106, 109, 118)</td>
</tr>
<tr>
<td>Adding and Dropping Courses (23)</td>
<td>Apparel and Design Technology (105, 108)</td>
<td>Certified Novell Administrator (CNA) (95)</td>
</tr>
<tr>
<td>Admissions Information (17)</td>
<td>Art (60, 70)</td>
<td>Certified Novell Engineer (CNE) (95)</td>
</tr>
<tr>
<td>Accelerated High School Program (19)</td>
<td>Associate in Applied Science Degree (46, 47)</td>
<td>Change of Address (25)</td>
</tr>
<tr>
<td>Admission of First-Time Students (18)</td>
<td>Associate in Arts Degree (46, 47)</td>
<td>Change of Program (22)</td>
</tr>
<tr>
<td>Admission to Courses Creditable Toward An</td>
<td>Associate in Science Degree (46, 47)</td>
<td>Change to Lawson (23)</td>
</tr>
<tr>
<td>Assoc. Degree (18)</td>
<td>Associate in Science Degree (46, 47)</td>
<td>Clear Academic Status (28)</td>
</tr>
<tr>
<td>Admission to Courses Not Creditable Toward An</td>
<td>Association of Info Tech Professionals (12)</td>
<td>Combined Food Service/Culinary Arts (106, 109, 120)</td>
</tr>
<tr>
<td>Assoc. Degree (18)</td>
<td>Auditing a Course (23)</td>
<td></td>
</tr>
<tr>
<td>Conditional Admission (19)</td>
<td>Automotive Body Repair (105, 109, 113)</td>
<td></td>
</tr>
<tr>
<td>Dual Enrollment (19)</td>
<td>Banking and Finance (94, 115)</td>
<td></td>
</tr>
<tr>
<td>International Students (21)</td>
<td>Barbering (105, 109, 114)</td>
<td></td>
</tr>
<tr>
<td>Office of Admissions and Records</td>
<td>Biology (57, 70)</td>
<td>Business Administration (Arts) (88, 116)</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>Bookstore (7)</td>
<td>Business Adm./Mngt. (Applied) (89, 92, 116)</td>
</tr>
<tr>
<td>Academic Bankruptcy (28)</td>
<td>BSEP (42, 51)</td>
<td>Business and Industry Training (44)</td>
</tr>
<tr>
<td>Adding and Dropping Courses (23)</td>
<td>Business Administration (Arts) (88, 116)</td>
<td>Business and Information Technologies (86)</td>
</tr>
<tr>
<td>Advanced Placement (23)</td>
<td>Change of Address (25)</td>
<td>Business Education (Arts) (88, 116)</td>
</tr>
<tr>
<td>Application of Standard of Progress (27)</td>
<td>Change of Program (22)</td>
<td></td>
</tr>
<tr>
<td>Auditing A Course (23)</td>
<td>Change to Lawson (23)</td>
<td></td>
</tr>
<tr>
<td>Change of Address (25)</td>
<td>Clear Academic Status (28)</td>
<td></td>
</tr>
<tr>
<td>Change of Program (22)</td>
<td>Combined Food Service/Culinary Arts (106, 109, 120)</td>
<td></td>
</tr>
<tr>
<td>Class Attendance (22)</td>
<td>Combined Food Service/Culinary Arts (106, 109, 120)</td>
<td></td>
</tr>
<tr>
<td>Course Load (24)</td>
<td>Conflicts of Interest (6)</td>
<td></td>
</tr>
<tr>
<td>Credit for Non-Traditional (23)</td>
<td>Course Schedules (17)</td>
<td></td>
</tr>
<tr>
<td>Dismissal from a Program (28)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>GPA (28)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Grades and Related Remarks (25)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>'Grade Points (26)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Graduate (29)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Grounds for Dismissal (29)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Honors List (29)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Intervention for Student Success (27)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Required GPA [Hours] (27)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Standards of Academic Progress (29)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Standards of Honesty (22)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Standards of Progress for Transfer Students (24)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Statement of Catalog Responsibility (22)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Statue of Limitations for Courses (23)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Transferring to Another College (24)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Transferring to Lawson (23)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Withdrawal From Course (23)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Readmission Requirements (21)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Senior Citizen Admission (20)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Selective Services (21)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Transfer Student Admission (20)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Transient Student Admission (20)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Unconditional Admission (19)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Adult Basic Education (43)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Advanced Placement (23)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Advisement (14)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Afro-American History Club (13)</td>
<td>Degree (20)</td>
<td></td>
</tr>
<tr>
<td>Alabama Board of Education (9)</td>
<td>Degree (20)</td>
<td></td>
</tr>
</tbody>
</table>
Commercial Sewing (121)
Communications [COM] (123)
Community Outreach/Workforce Dev. (42)
Computer Science [Business Ed.] (90, 93, 123)
Computer Science [Math] (90, 93, 123)
Computer Technology (132)
Conditional Admission (19)
Confidentiality of Student Records (32)
Continuing Education (44)
Cosmetology (106, 131)
Cost to Attend (34)
Counseling (14)
Course Descriptions
  Liberal Arts (70)
  Career Technology (113)
Course Load (24)
Criminal Justice (69, 73)
Cumulative GPA (28)

Day Care Program (44)
Dean's List (29)
Degree [Second] (30)
Developmental English (74)
Developmental Math (74)
Developmental Reading (74)
Diploma (29)
Dismissal, Grounds for Student (29)
Distance Education Center (50)
Drafting and Design Technology (104, 106, 109, 132)
Drug Abuse Policy (30)
Drug Free Workplace Policy (30)
Dual Enrollment (19)

Economics (134)
Education [EDU] (75)
Educational Programs (45)
  Program of Study (46)
Educational Enrichment (62)
Electrical Technology (107, 109, 135)
Electronics Engineering Tech (107, 110, 134)
Email (Campus) (165)
Emergency Medical Service (110, 137)
English (60, 75)
Equal Opportunity Policy (31)

Facilities (LSCC) (7)
Family Educational Rights and Privacy Act (31)
Fashion Merchandising (110)
Federal Laws (30)
  American with Disabilities Act (30)
  Drug Abuse Workplace Policy (30)
  Drug Free Workplace Policy (30)
Fees (34)
  Return Check Fee (34)
  Nursing Liability Fee (34)
  Graduation Fee (34)
  Traffic Fines (34)
  Library Fines (34)
Financial Aid
  Applying for Financial Aid (36)
  Course Load Requirement (37)
  Disbursement of Funds (37)
  Federal Pell Grant (39)
  Federal Supplemental Ed. Opportunity Grant (39)
  Federal Work-Study (39)
  Minimum Standards of Academic Progress (38)
  Qualifying for Financial Aid (37)
  Renewal of Financial Aid (37)
  Repayment of Title IV Funds (37)
Fire Emergencies (170)
Fire Science (110, 138)
Fittings and Alterations (111)
Food Services (LSCC) (7)
Foundation Board (9)
French (76)
Full Certificates (29, 47, 92, 105)

Gear-Up (43)
General Education Program (48)
General Studies [Humanities] (61)
Geography (76)
Glossary (152)
GM-BSEP (42, 51)
Grades and Related Marks (25)
Grade Point Average (28)
Grade Points (26)

Health Education [HED] (76)
Health and Physical Education (63, 64, 76, 80)
Health Professions (97)
  Application Procedures (97)
  Requirements for Review (98)
  Selection and Notifications (98)
Essential Performance Criteria (98)
Transfer Students (99)
Re-Admission (99)
Course Progression (99)
Adm. Through Advanced Plmmt. (99)
Graduation (100)
Program Outcomes (100)
Nursing Education Degree (101)
Generic Program (101)
Mobility Program (102)
Home Health Aide (102, 139, 142)
Nurse Assistant (102, 139, 142)

History (Degree) (65, 77)
History (LSCC) (7)
Home Health Aide (102, 139, 142)
Honors List (30)
Housing (8)
HUD (43)
Humanities (59, 77)
Human Services (77)
Human Services Club (13)

Income Tax Preparation Clinic (43)
Industry Certificates (48, 94)
Industrial Maintenance Tech (107, 111, 140)
Institutional Research (44)
Inter-Club Council (13)
International Student Admission (21)

Job Training (42)

Kappa Beta Delta (12)

Lawson (About (7)
Lawson State Foundation BOD (9)
Lawson State Memberships (10)
Learning Resource Center (8)
Legal Secretary [Office Admin] (91, 93, 94, 146)
Liberal Arts and Sciences (55)
Library (see Learning Resource Center)

Management and Supervision (94)
Management Information Systems [MIS] 44)
Map [Campus] (171)
Masonry (107, 111, 140)
Mathematics (55, 56, 77, 142)
Medical Secretary (92, 94)
Microsoft Certifications
• MCSA (95)
• MCSD (95)
• MCSE (95)
• Office Specialist (95)
MIS (44)
Mission and Goals (7)
Mobility Program (102)
Mu Beta Chi Phi (13)
Music (61, 79)
Music Ensemble (80)

Nail Care (111)
Natural Sciences (55)
Non Discrimination Statement (1)
Novell Ed. Academic Partner (NEAP)
• CNA (95)
• 'CNE (95)
Nurse Assistant (102, 138, 142)
Nursing Education (See Health Professions)
Nursing [Course Description] (142)

Office Administration (91, 93, 94, 146)
Office Administration [Legal] (92, 93, 94, 146)
Office Administration [Medical] (91, 93, 94, 146)
Oracle – Database Administrator (96)
Oracle – Database Developer (96
Orientation [PSY 100] (11)

Pep Squad (13)
Personnel (154)
Phi Beta Lambda (12)
Phi Theta Kappa Honor Fraternity (13)
Philosophy (80)
Phone Numbers (165)
Photography (149)
Physical Education (80)
Physical Science (81)
Physics (82)
Placement Testing for Transfer Students (15)
Plumbing (108, 111, 149)
Policies and Procedures (22)
Political Science (66, 82)
Procedure for Accessing Records (32)
Program Codes (48)
Pre-Engineering (57)
Pre-Law (66)
Pre-Nursing (58)
Pre-Psychology (68)
President’s List (29)
Pre-Social Work (67)
Pre-Sociology (68, 82)
Pre-Teacher Education (67)
Privacy [Records] (32)
Psychology (82)

Radio/TV Broadcasting Tech (108, 111, 151)
Readmission Requirements (21)
Records [transcripts] (33)
Recreation and Athletics (13)
Refund Policy
  Active Duty (35)
  Administrative Fee (34)
  Books and Supplies (34, 35)
  Compliance with Federal Reg. (35)
  Partial Withdrawal (34)
Release of Directory Information (33)
Repeating Courses (30)
Registration (17)
Residency Requirements (25)

Second Degree (30)
Sexual Harassment (34)
Scholarships (12)
Schedule of Classes (17)
Small Business Center (42)
Social and Behavior Science (65)
Social-Work Technician (83)
Sociology (83)
Soft Interior (112)
Sophist Club (13)
Spanish (83)
Speech (84, 151)
Standards of Honesty (22)
Statement of the Catalog (22)
Student Access to Records (32)

Student Assessment (14)
Student Classification (18)
Students in Free Enterprise (13)
Student Government (12)
Student Health Service (11)
Student [IDs]
Student Insurance (35)
Student National Education Association (13)
Student Nurses Association (13)
Suspension (28)

Tailoring and Alternations (112)
Telephone Numbers (165)
Tornado Emergencies (170)
Training for Business and Industry (44)
Transcript of Grades (25)
Transfer Student Admission (20)
Transient Student (20)
TRIO (15)
Tuition (35)

Unconditional Admission (19)

Veterans [Benefits] (39)
Veterans [Withdrawal from Classes] (40)
Vocational Ind. Clubs of America [VICA] (13)
Vocational Rehabilitation (39)

Weather [Inclement] (8)
Welfare-to-Work (43)
WIA (40)
WIA Allowable Cost (41)
Withdrawal from a Course (23)
Withdrawal from a Class [Veterans] (40)
  Completely from the College (34)
WorkKeys (15)
ACATT

Alabama Center for Advanced Technology and Training
www.acatt.org

Lawson State Community College
3060 Wilson Road
Birmingham, AL 35221
www.lawsonstate.edu
(205) 925-2515