

LAWSON STATE COMMUNITY COLLEGE

2009-2011
Student Catalog &
Handbook

Lawson State Community College



Student Catalog 2009-2011



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ACCREDITATIONS

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National Automotive Technicians Education Foundation, Inc. (NATEF) • National League for Nursing Accrediting Commission
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2009-2011

STUDENT CATALOG &
HANDBOOK

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. All policies contained in the catalog/student handbook are subject to change without prior notice.

The College likewise assumes no responsibility for misinterpretation by a student of policies and procedures presented in this catalog/student handbook or the official documents. Any questions concerning the information contained in this catalog/student handbook should be referred to the Student Services or Academic Affairs Office.



NON-DISCRIMINATION POLICY

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

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

For additional information on student related issues (other than what is contained with this catalog), including ADA, Section 504, Title II, and Title IX questions or concerns, please contact Janice Williams, Counselor (on the Birmingham campus) at 205-929-6308, or Renay Herndon, Counselor (on the Bessemer campus) at 205-929-3419.

President's Message



Welcome to Lawson State Community College, a comprehensive, public, two-year, multi-campus college, which seeks to provide accessible quality educational opportunities, promote economic growth and enhance the quality of life for people in its service area. Over the past sixty years, the college has built a reputation of offering quality academic and career, occupation and technical programs.

The college's educational environment is supportive and challenging. Lawson's first-class faculty and staff are committed to helping students succeed and grow intellectually, socially, and physically. The college has programs and activities to help students learn to better navigate the scope and depth of what a full college experience has to offer; improve student engagement levels; broaden individual skills, abilities and horizons; strengthen intellectual and individual responsibility and independence; and actively involve students in the learning process. Students are encouraged to take responsibility for their learning and to become an integral part of campus life through academic and student organizations. The College utilizes innovative techniques and strategic planning in all its administrative processes, modern pedagogy and employs cutting-edge technology in the delivery of services.

I invite you to peruse this catalog. It is full of valuable information about degree programs and courses that will help you design the best strategy for your higher education goals. 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.

Best wishes for a successful academic year.

PERRY W. WARD, PH.D.

**A Message from Dr. Ethel H. Hall
Vice President Emerita
Alabama State Board of Education, District 4**



Students and Prospective Students of Lawson State Community College...

I am pleased that you have chosen Lawson State for your postsecondary training. I believe you have made a wise choice. We have seen Lawson State Alumni who have improved their opportunities in a chosen field of study by completing the goals they have pursued. We have also seen others who stopped short of completing their goals. Thus, I challenge you to set both short term and long term goals that will guide you as you make progress on life's journey. Most of us desire the best for ourselves and realize that the best comes through planning and work; but, too often we fail to make concrete plans for life. Yet, we know that when we fail to plan we plan to fail.

I challenge you to make success a reality by creating a vision of your future, by making a plan, by formulating steps of action and by daily working on a task that leads toward the completion of your plan.

I congratulate you for the steps you have taken and commend the members of the Lawson State Family for their role in your success. Good luck along the way.



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LSCC STUDENT SELF-HELP GUIDEBOOK

Welcome to LSCC's Student Self-Help Guidebook



This Student Self Help Guidebook is designed to provide Lawson State students with a variety of help. The Guidebook features Step-by-Step instructional guides on the following:

- Using LSCC's Online Help Desk
- Connecting to LSCC's Wireless Internet Free Service
- Accessing Student Email
- Accessing Blackboard
- Accessing Your Student Suite
- Registering Online
- Checking for Cancelled, Closed and Open Classes ("Live" Schedule Search)
- Creating a STARS Guide
- Locating One's Advisor
- Completing End of Course Surveys
- Admissions & Records Online Resources
- Completing the Online FAFSA
- Tuition Management Systems



LSCC's Online Help Desk

Lawson State has a **Help Desk** to assist its students. Contact the Help Desk after *several* attempts to complete a task (online) but you encounter problems (i.e., accessing your email, accessing the Student Suite, accessing Blackboard).

To send the **Help Desk** an alert that you need assistance, email them at:

helpdesk@lawsonstate.edu

When you email the Help Desk provide the desk with the following information:

1. Your full name
2. Your student number, if available
3. Description of the problem
4. What User Name and Password you are attempting to use unsuccessfully.

**Although typically faster, give the Help Desk at least 12 to 24 hours to respond back to you.*

How to Connect to Lawson State's Wireless Network



Step 1:

Open your computer's wireless connection utility. **Tip:** On most computer systems, you will need to view your wireless connections by clicking on START and viewing the menu options. Look for CONNECT to view wireless options.

Step 2:

Sort through all available wireless signals for the network identified as "**LSCC_Public (Unsecured).**" If you do not see this domain listed, Click the "Refresh" button.

Step 3:

Once you have selected "LSCC_Public," Click **Connect.**

Step 4:

Open your web-browser and proceed to **http://www.lawsonstate.edu**

*If you are unable to connect to the Lawson State Wireless network, you may send a message to **helpdesk@lawsonstate.edu** to report a possible wireless outage.

Lawson State Community College does not troubleshoot student's personal computer connectivity issues if the wireless system is online and accessible by other parties.



How to Access Your LSCC Student E-mail Account (Step-by-Step Guide)

All students are assigned an e-mail account upon registration. All students are required to use this account. Follow these simple steps to access your account. If you are unsuccessful after several attempts, contact the **Help Desk** as outlined on the first page of this guide.

Step 1:

To **Login** to your e-mail, follow these steps:

Go to www.lawsonstate.edu click on **Student Email** located on the far right of your screen (towards the bottom). This will take you to the Lawson State Community College Login page for student e-mail.



Step 2

Double Click the Student Email icon. Once in, you be directed to a log-on screen. Click on the **Student Email** link.



Step 3:

After you Click on the **Student Email** link, new sign-on screen will “pop-up.” In the **User Name** field, type in your Login ID. Your Login ID is a combination of your **first initial** (from your first name) followed by your **full last name** and the **last 4 digits** of your Social Security Number OR the **last 2 digit** of your Student Number). Try both ways. Or, see a print out of your schedule which lists your User Name as part of your Student Email Address.

Ex: Jane Doe, SSN 123-45-6789.
This User Name would be **jdoue6789**

Ex: Jane Doe, Student ID# 1234567
This User Name would be **jdoue67**

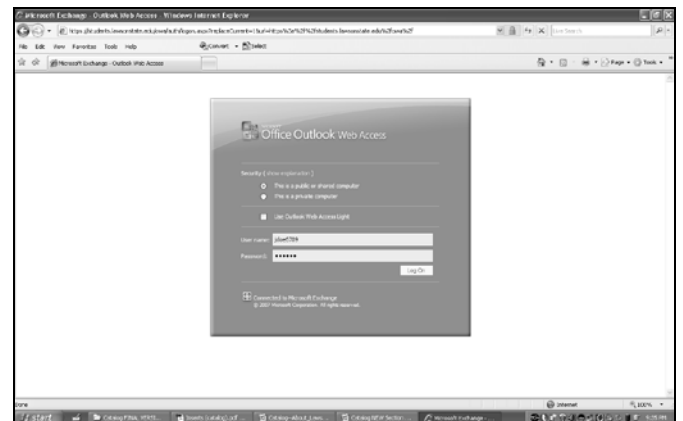
Step 4:

After you enter your **User Name**, enter your **Password**. Your **Password** is your date of birth (2-digits for the month, day and year, in that order).

Ex: If you were born on March 15, 1990.
Your password would be **031590** (no spaces or dashes are needed).

User Name: jdoue6789 OR jdoue67
Password: 031590

To log-on successfully, **Click** on the Log-On button. If you encounter problems accessing your email account, contact the **Help Desk** at helpdesk@lawsonstate.edu. Be sure to provide them with your name and sign-on information. Only registered (paid) students can access their LSCC email accounts.



Lawson email addresses are listed on every student’s schedule (at the top). Student emails have the following address user name@students.lawsonstate.edu. Thus, a sample student email address would read:

jdoue6789@students.lawsonstate.edu **OR**
jdoue67@students.lawsonstate.edu



Logging on Blackboard (Step-by-Step Guide)

Blackboard is the platform that Lawson State uses to deliver online and web-supported courses (which will be the majority of your courses). Online courses are available a week before the classes begin (all tuition and fees must be paid to access class information). You should log in to Blackboard on the first day of class to receive instructions.

The majority of LSCC instructors use Blackboard to support their courses. Blackboard is where you go to download course materials such as your syllabus, assignments, homework, Powerpoints, and to view your grades.

User Name & Password Information

Your Blackboard **User Name** is the same user name assigned as your Lawson Email User Name (first initial, last name and last four-digits of your social security number **OR** last two digits of your student ID number). See your schedule for your student email address (it's at the top).

Example: If your email address is jdjoe12@students.lawsonstate.edu, then your Blackboard User Name is jdjoe12 (everything before the @ sign). Or, if you email address is jdjoe1234@students.lawsonstate.edu, then your Blackboard User Name is jdjoe1234.

Your Blackboard password is your six (6) digit birthday MMDDYY. Do not put any spaces or dashes between these dates.

Password Example: If your birthday is: – October 4, 1991, your password would be: 100491

Blackboard Log-In Directions

Step 1:

Go to www.lawsonstate.edu, scroll down and Click on the Blackboard link (located on the far right hand side of the screen).



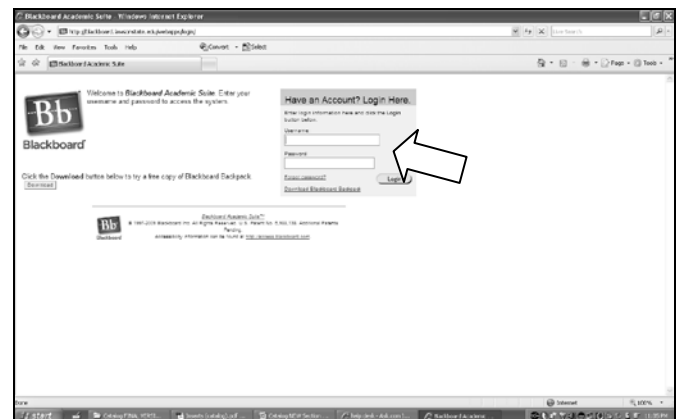
Step 2:

Click on the Blackboard icon.



Step 3:

Once you Click on the Blackboard icon, you will be re-routed to a Logon screen. Enter your **Username** and **Password** as discussed earlier as part of these directions. Click on Login button to gain access to Blackboard. See the Help Desk instructions for help, if you have trouble gaining access to Blackboard.



**Once you enter your account, please change your password.*

NOTE: Students will not be able to log in to Blackboard or their LSCC e-mail without paying the required tuition and fees.

Student Suite Access Directions (Step-by-Step Guide)

All students at Lawson State Community College should use their Student Suite accounts to access the following information while attending Lawson State:



Look at LSCC's Student Suite as your personal webpage at the college. This is the site you will need to access to handle most of your LSCC school business. You can register for your classes, check your grades, print off copies of your current schedule, add and drop courses, check your Financial Aid information, pay for your classes, view your degree plan, transcripts and more.

Students not accessing this site are two-steps behind other students. So get on board today and discover your Student Suite world today!

Follow these directions that will guide you through the Logon process. For specifics on how to register online, see our Online Registration Step-by-Step Guide.

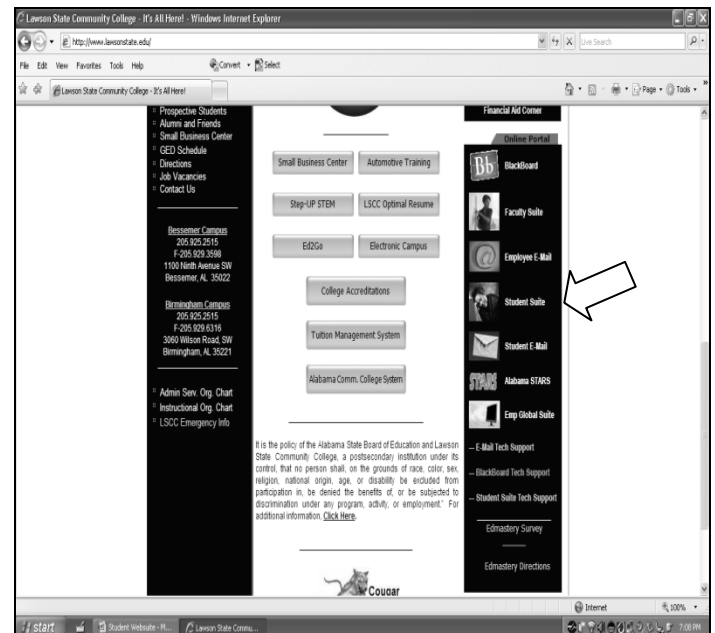
Step 1:

Go to Lawson's website www.lawsonstate.edu



Step 2:

Scroll down and until you see the icon that reads **Student Suite** and **CLICK** directly on that icon.

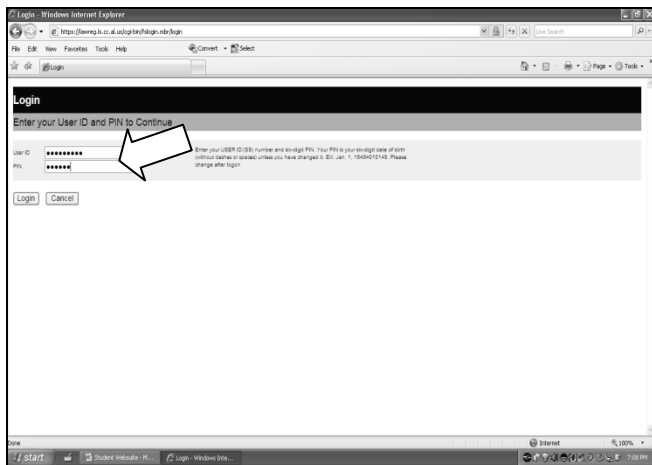


Step 3:

Once you activate the Student Suite icon, you will be on the sign-on screen. Read and follow the written directions for signing on carefully and log on. The directions sign-on information reads as follows: *Enter your USER ID/(Social Security Number) and six-digit PIN. Your PIN is your six-digit date of birth (without dashes or spaces) unless you have changed it. EX: Jan. 1, 1949=010149. Please change after logon*

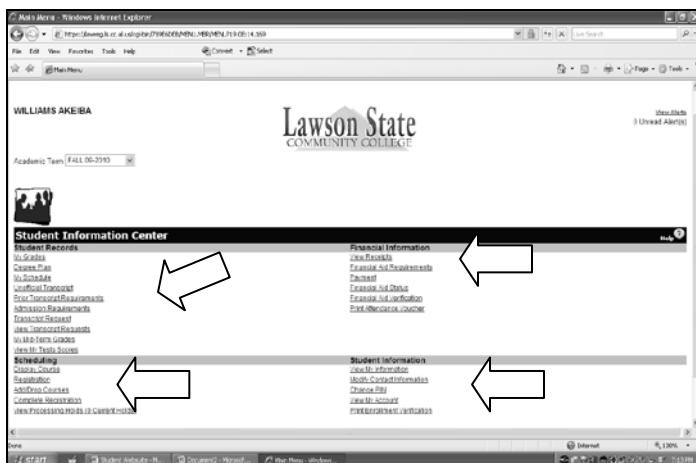
If, after several attempts, you are unable to log-on, email Lawson's Help Desk at helpdesk@lawsonstate.edu.

Make sure you give them your full name and your log on information so they can compare it to the college's records.



When you successfully log on, you will be on Student Suite's Mainpage entitled the **Student Information Center**. The center has two parts:

Student Records, Financial Information, Scheduling and Student Information. To access any area within Website, simply click on link/name.



You can access the following items under Student Records:

- My Grades
- Degree Plan
- My Schedule
- Unofficial Transcript
- Prior Transcript Requirements
- Admission Requirements
- Transcript Request
- View Transcript Requests
- My Mid-Term Grades
- View My Tests Scores

You can access the following items under Financial Records:

- View Receipts
- Financial Aid Requirements
- Payment
- Financial Aid Status
- Financial Aid Verification
- Print Attendance Voucher

You can access the following items under Scheduling:

- Display Course
- Registration
- Add/Drop Courses
- Complete Registration
- View Processing Holds
- (Current Holds)

You can access the following items under Student Information:

- View My Information
- Modify Contact Information
- Change PIN
- View My Account
- Print Enrollment Verification



Online Registration (Step-by-Step Instructions)

Students who are currently enrolled at Lawson State may use the [Online Registration System](#).

If you encounter any problems registering online, email Lawson's free **Help Desk** at helpdesk@lawsonstate.edu.

Be sure to provide your full name and the user name and password you attempted to use in the system. Also, detail out what specific problem you encountered so the Help Desk can assist you more effectively.

To register online, students who are not currently enrolled at Lawson State must have completed all requirements for admission at least five days prior to the beginning of the registration process period. The admission requirements include a completed "Application for Admission" and high school (and college, where applicable) transcripts. This category of students includes transfer, transient (students who attend another college or university), and those who have not been officially admitted into college.

Online Registration (Step-by-Step)

Step 1:

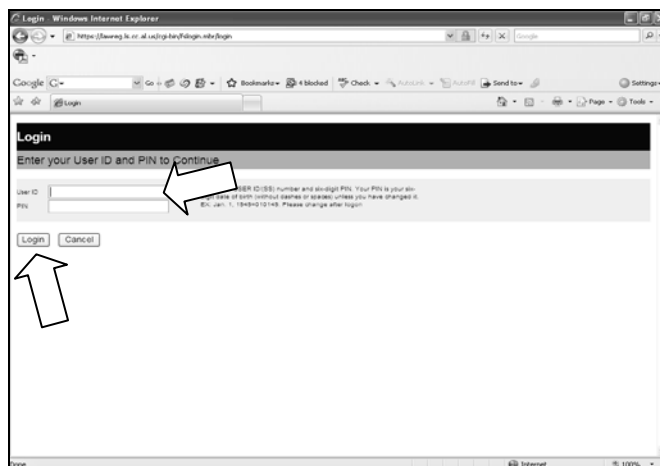
If you are a student wishing to eventually transfer your credits to a 4-year institution, complete the steps necessary to complete a **STARS Guide** which outlines all the courses you will need (under your major or area of concentration) to transfer. See the **STARS Guide** directions (in this section). If you are a not intending to transfer your credits, you do **not** need a **STARS Guide**. You will only need a copy of your **Degree Plan**.

Step 2:

With your **STARS Guide** in hand (if applicable), make sure that you have a copy of your **Degree Plan** and the current course schedule booklet listing upcoming available classes. The goal in registering for classes is to cross-compare your **STARS Guide** and your **LSCC Degree Plan**. To secure your **Degree Plan**, go to our main website www.lawsonstate.edu and log onto the **Student Suite** (located on the far right hand side of the main webpage as pictured above). Log-on instructions for the **Student Suite** can be accessed by clicking the icon.



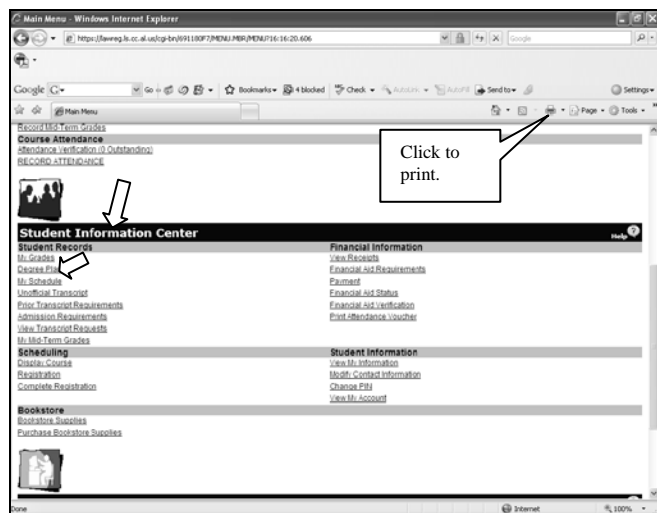
Once you click on **Student Suite**, follow the instructions for logging in. Input your **User Name** (Social Security Number **or** Student Identification Number without dashes or spaces) and **Password** (Date of Birth—two digits (MMDDYY) and click the Login icon. *Example:* SSN: 555-00-5555; Born: Jan. 31, 1990, enter 555005555 for the User Name and 013190 for the password.



Step 3:

Once in the **Student Suite**, scroll down until you see the **Student Information Center** (as pictured). Click on **Degree Plan** and print off a copy. To print, simply click the print icon towards the right side of the page (see illustration). Again, if you are planning to transfer your credits eventually, cross-compare your **Degree Plan** with your **STARS Guide** to determine appropriate course selections and/or requirements. When in doubt, see your advisor. Never guess about course selection. Such decisions can delay your graduation and amount to costly errors.

NOTE: The college accepts no responsibility if you fail to follow your Degree Plan, STARS agreement or seek advisement.



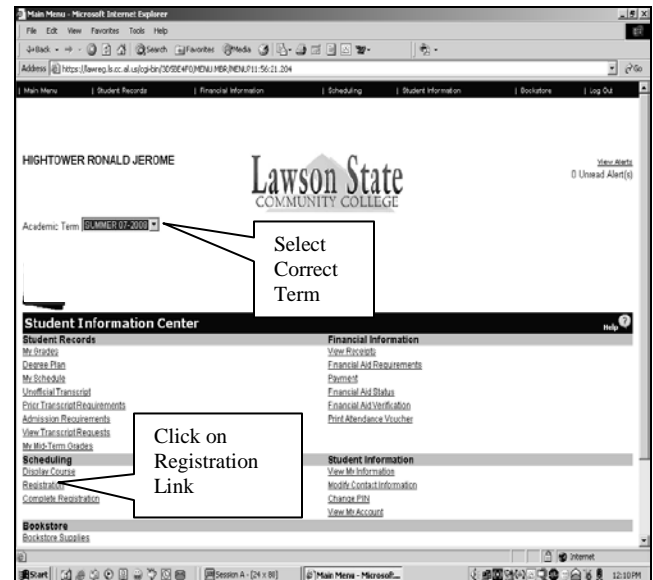
Step 4:

Now you are ready to begin the online registration process. Before you begin, use the *Trial Schedule* located at the end of these *directions*, and select your courses first. Be sure to write down the call numbers for each course you have selected and make sure none of your courses overlap in meeting times and/or days.

Step 5:

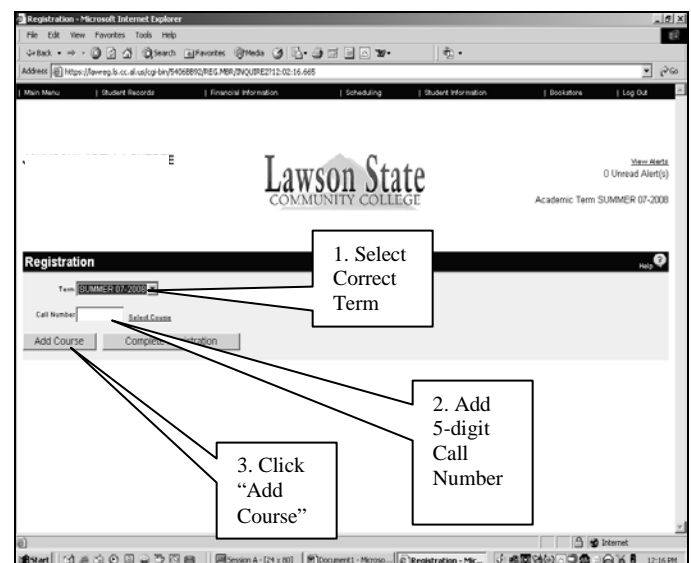
Once you have pre-listed all of the course call numbers you wish to take, you are ready to register online. To begin, make sure you have selected the correct term (you wish to register under). To select the correct term, look for the **ACADEMIC TERM** window. To change terms, click on the drop-down window next to **ACADEMIC TERM** and select a different term.

Then, under the **Student Information Center**, click on the **REGISTRATION** link (as pictured below) to begin the registration process. **NOTE:** *the Registration link is housed under the Scheduling section.*



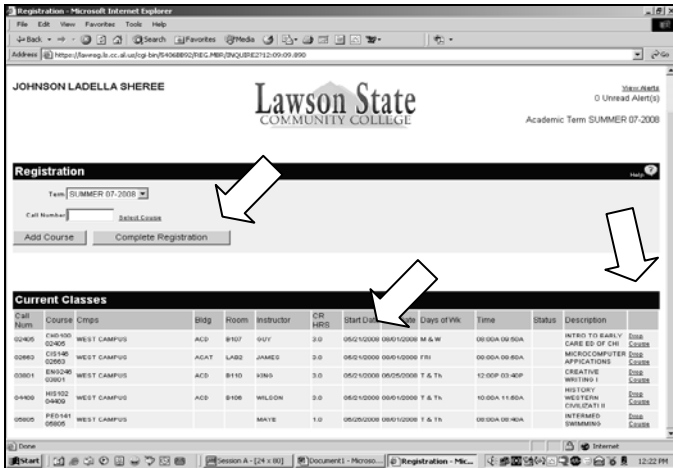
Step 6:

After you click on the **Registration** link, you will see the screen below. Once up, **double-check** that you are registering for the correct term. If the term is incorrect, change it. Then, input your first **5-digit call number** for the first course selected. Be sure to include all numbers of the call number, including any zeros (Ex: 05356). After you input your first call number, click **"Add Course"** to load your class. Repeat this process until all call numbers (classes) have been added. **DO NOT CLICK "Complete Registration" until you have entered your last call number.**



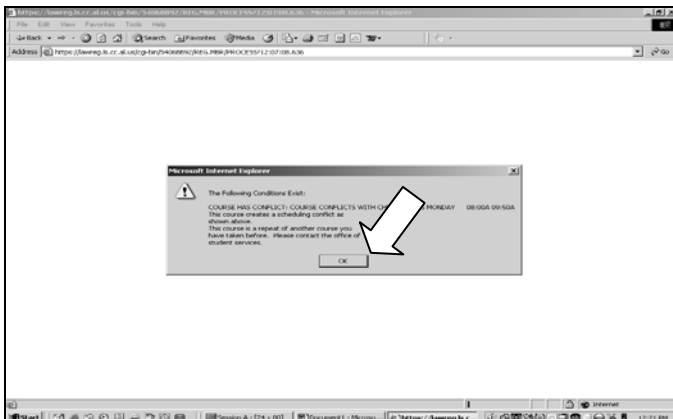
Step 7:

You will notice that as you add each new 5-digit call number, each new course you add will “pop-up” at the bottom of your screen (as pictured below). Before finalizing your selections, **double-check** each course. To drop a class, simply click **Drop Course** (on the far right). Once satisfied with your selections, click on the **Complete Registration** tab.

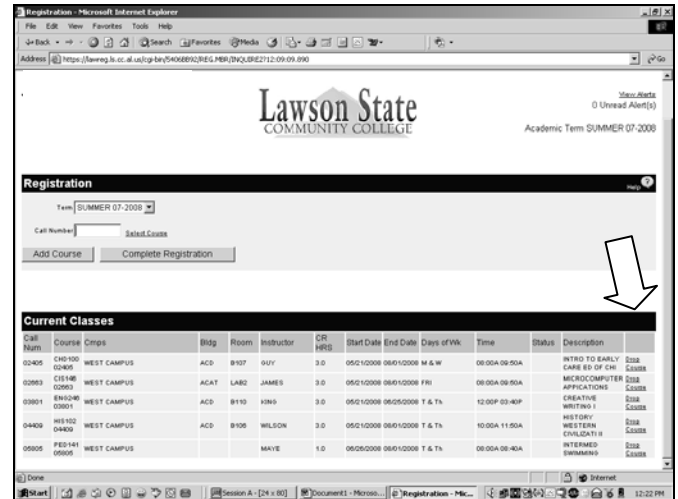


NOTE: If the course will **not** add to your schedule, one of the following problems may have occurred. In such cases, a “pop up” window will come up alerting you of the problem. Be sure to read the message(s) and click “OK”. Here are some common problems.

1. The course has a pre-requisite attached to it that you have not taken (i.e., BIO102 has a BIO101 pre-requisite; ENG102 has an ENG101 pre-requisite. In such cases, register for the pre-requisite instead.
2. The course is out of your degree plan (not listed). Such courses require advisor approval and are typically not covered by Financial Aid.
3. The course may be conflicting with another course in its beginning, during or ending times.
4. You may owe the college money or you have an overdue book in the library. In such cases, you will have to clear the problem up first before gaining online registration clearance.



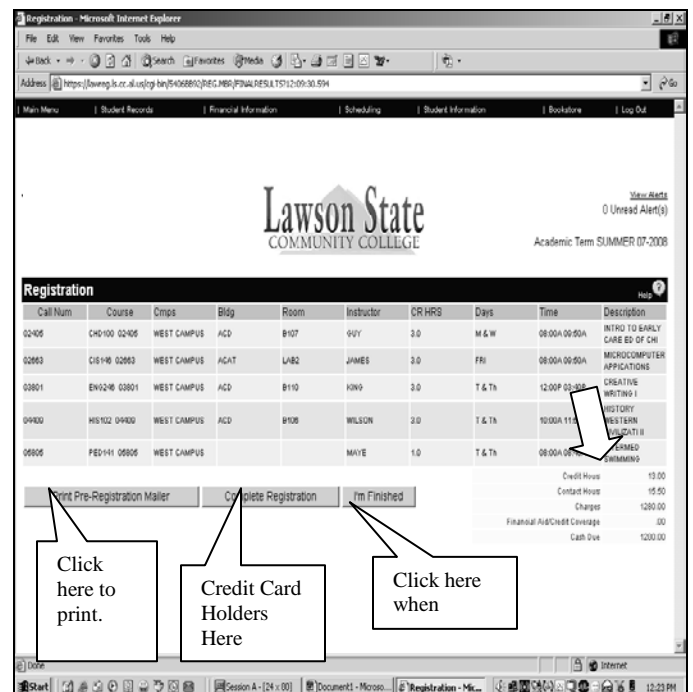
Often times the system, after clicking “OK”, will still load the course. If it does and you have determined that you do not wish to take the course (due to the message alert), you will need to drop the class. Again, to drop a class, click on **Drop Class** on the right-hand side (see arrow below).



Step 8:

After you have clicked on the **Complete Registration** button, another screen will “pop-up” (see below). This screen will have all of your classes listed and will also list your Credit Hours, Contact Hours, Charges, Financial Aid/Credit Coverage, and Cash Due (see arrow).

Print your schedule for your records. To print, click on the **Print Pre-registration mailer** icon. Then, go to Step 9.



Step 9:

If you are a Financial Aid or cash paying student, skip this step and go to Step 10 instead.

If you are paying by credit card, click on the **Complete Registration** tab and fill-in the information requested for credit card payment.

The screenshot shows a web browser window displaying the registration form for Lawson State Community College. The user is identified as JOHNSON LADELLA SHEREE. The form is titled "Registration" and includes fields for Name, Address, City, State (Alabama), Zip Code, Phone, and Email. It also has fields for Credit Card Number, Exp. Date (MM/YY), and Card Validation Code. A "Submit" button and a "Cancel" button are at the bottom of the form. The browser's address bar shows the URL: http://lscs.lawsonstate.edu/registration/creditcardpayment.do.

Step 10:

You are now finished pre-registering. To complete the registration process and confirm your classes, go by the Financial Aid Office or seek Tuition Assistance information from LSCC's website: www.lawsonstate.edu, and, more importantly, go by the Business Office for final processing.

Checking for Cancelled, Closed and Open Classes



Lawson State is focused on empowering students to seek out and discover information that not only make their college experience more enjoyable, but will enable them to the most current and up-to-date information at their finger tips.

Thus, beginning spring 2010, the college will no longer notify students by phone regarding cancelled classes. Instead, the college has devised a way in which students, prior to attending any of their classes, can check to see if any of their classes have cancelled. In that way, students are empowered to seek out and find this information on their own the minute the class has been cancelled.

Follow these steps to check for cancelled classes. Please note that it is important to periodically check for cancelled classes, especially during the first week of class because **classes can be cancelled at any point during that first week.** It is highly unlikely that classes will be cancelled during the second week of class although such occurrences have taken place in the past.

If you are enrolled in a cancelled class, you must fill-out an **Add/Drop** form. To avoid registering in a closed (has reached its maximum number of seats allotted for the class) or cancelled (the course is no longer being offered), use the active schedule view system to determine if the class is still open. Follow the detailed step-by-step instructions that follow (see next page).



Cancelled Classes—

How to Check for
Cancelled, Closed or Open Classes
(Step-by-Step)

Step 1:

Go to Lawson's main page at
www.lawsonstate.edu



Step 2:

CLICK on the **Admissions Link** (on your left)
OR the **Cancelled Class Link** (if available).



Step 3:

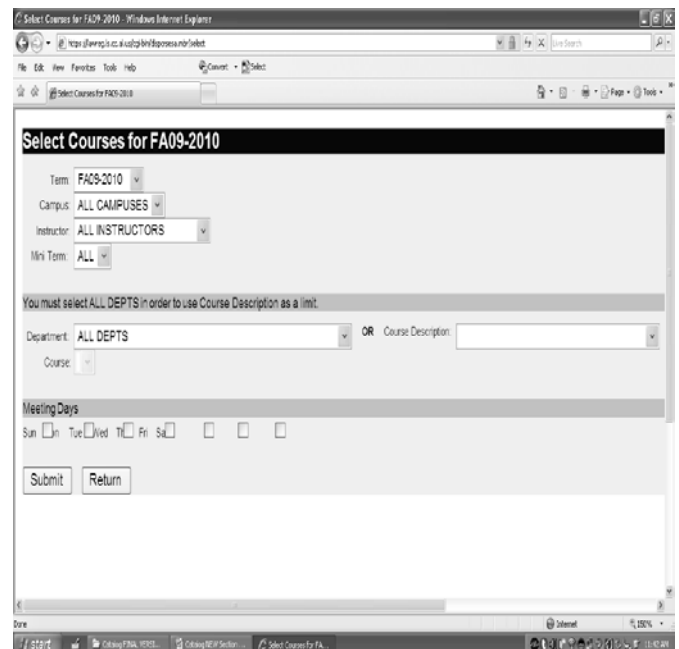
After CLICKING on the **Admissions Link**, you will be redirected to the Admissions page. Look for the Schedule icon (as pictured below) and CLICK it.

Note that the icon changes in cover style each semester, so what you are viewing may differ from what is pictured below.



Step 4:

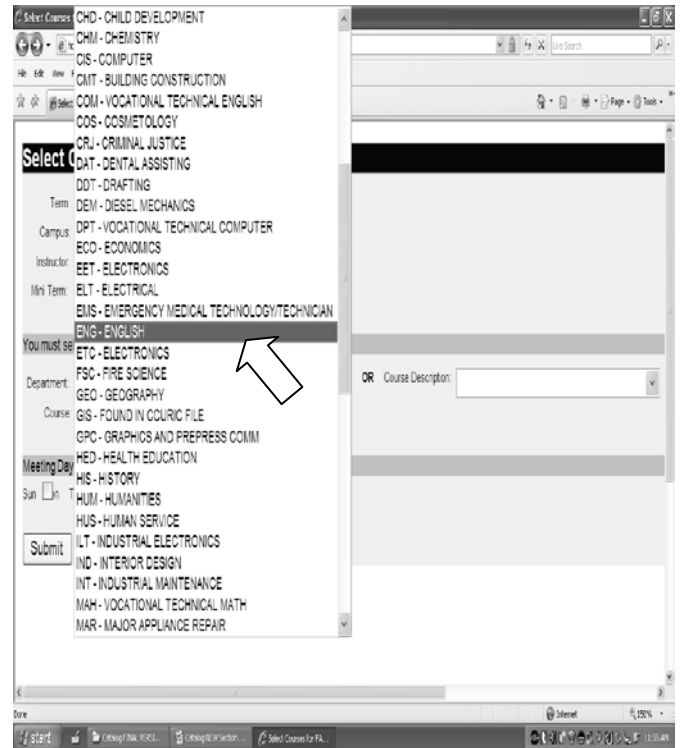
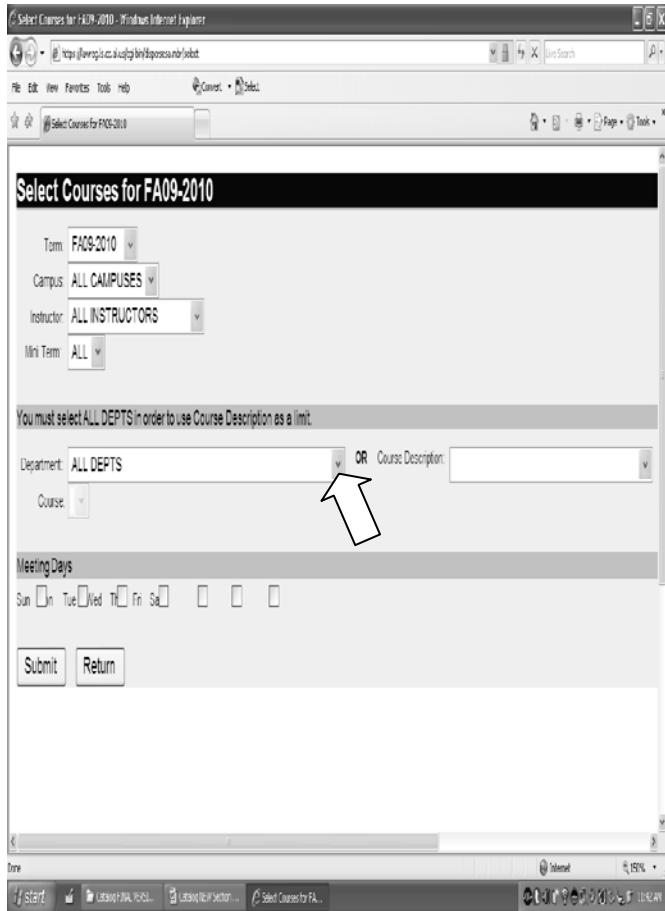
After you CLICK on the Schedule Cover icon, you will be redirected to the "Live Schedule View" Screen. The "LIVE" schedule will display courses in real time. In that way, you can easily determine if you class has been cancelled or even if a new teacher has been reassigned to your course.



Notice that **Under the Select Course** heading, you have four drop down tabs. One for the TERM, one for the CAMPUS, one for the INSTRUCTOR, and one for the MINI-TERM.

In order to check for your individual classes you do NOT need to change any of this default settings. Leave them alone.

What you do need to do, however, is locate the **DEPARTMENT** drop down box and select and **CLICK on the BLUE DROP DOWN ARROW** (See arrow below).



Step 6:

To select this department/classes, **CLICK** on the highlighted department/class. In doing so, you will be redirected back to the Select Courses page, but you will see the department you selected in the Department BOX (as pictured below).



Step 5:

When you **CLICK** on the **BLUE** drop down **ARROW** a listing of Departments/Class names will "pop-up" as pictured below.

Use your mouse to highlight the department/class listing you would like to view.

In the illustrated example, the Sample Student wants to view all of the **ENGLISH** classes.

Step 7:

Now that you have selected which department/classes you would like to view, **CLICK** on the **SUBMIT** button. In doing so, all courses for this area will pull up.

If you would like to isolate courses by days (i.e., only MW or only TTH courses), you can do this by clicking the week days at the bottom. However, we recommend looking at all courses in case your class is cancelled and you need to view all courses that are available in the system.



Step 8:

After you **CLICK** the **SUBMIT** icon, all of the courses under that department/class name will pull up (as pictured).

In order to determine if your class has been cancelled you need to do **TWO** things:

- (1) Find the course by looking up its **CALL NUMBER** (on the left side of the report), and
- (2) Check then **STATUS** of the course to see if it is **OPEN**, **CLOSED** or **CANCELLED**.

The **STATUS** is the fifth column from the left.

OPEN vs. CLOSED vs. CANCELLED CLASSES EXPLAINED

When viewing the "Live" Schedule, **DO NOT** confuse a **CLOSED** course with a **CANCELLED** course. They are **NOT** the same thing. A **CLOSED** course means that the class is **FULL** (no more seats are available) and no **NEW** students can enroll. A **CANCELLED** course means that not enough students enrolled, so the class was cancelled and will not run at all.

Again, do **NOT** confuse these two things.

If the class is marked **OPEN**, that means that the class is viable (has **NOT** been cancelled) and additional room is still available for new students to enroll.

Call Num	Course	Pre-Reg	Reg Status	Cr/Hrs	Mini-Term	Seats Avail	Campus	Instructor	Start Date	End Date
01003	AGR111 01003	21	47	Open	3.0	2	EAST CAMPUS	ROWE D	08/24/2008	12/18/201
01004	AGR111 01004	22	48	Open	3.0	1	EAST CAMPUS	GATSON A G	08/24/2008	12/18/201
01005	AGR122 01005	23	46	Open	3.0	1	EAST CAMPUS	ROWE D	08/24/2008	12/18/201
01007	AGR123 01007	22	45	Closed	3.0	0	EAST CAMPUS	ROWE D	08/24/2008	12/18/201
01008	AGR151 01008	10	15	Open	3.0	5	EAST CAMPUS	GATSON A G	08/24/2008	12/18/201
01000	AGR156 01000	10	18	Open	3.0	2	EAST CAMPUS	GATSON A G	08/24/2008	12/18/201
01018	AGR213 01018	13	25	Closed	3.0	0	EAST CAMPUS	GATSON A G	08/24/2008	12/18/201
01017	AGR214 01017	5	11	Open	3.0	14	EAST CAMPUS	GATSON A G	08/24/2008	12/18/201
01013	AGR223 01013	0	0	Cancelled	2.0	0	EAST CAMPUS	STAFF	08/24/2008	12/18/201
01014	AGR221 01014	0	0	Cancelled	2.0	0	EAST CAMPUS	STAFF	08/24/2008	12/18/201
01015	AGR225 01015	0	0	Cancelled	3.0	0	EAST CAMPUS	STAFF	08/24/2008	12/18/201
01016	AGR255 01016	0	0	Cancelled	3.0	0	EAST CAMPUS	STAFF	08/24/2008	12/18/201
01001	AGR281 01001	0	0	Cancelled	3.0	0	EAST CAMPUS	STAFF	08/24/2008	12/18/201
01002	AGR285 01002	0	0	Cancelled	3.0	0	EAST CAMPUS	STAFF	08/24/2008	12/18/201
00003	ACC149 00003	0	3	Open	3.0	22	WEST CAMPUS	WATKINS N VV	08/24/2008	12/18/201
00004	ACC149 00004	2	4	Open	3.0	19	WEST CAMPUS	WATKINS N VV	08/24/2008	12/18/201
00001	ACC150 00001	3	8	Open	3.0	19	WEST CAMPUS	JAMES K III	08/24/2008	12/18/201
*20001	ACR111 20001	9	33	Open	3.0	1	BESSEMER CAMPUS	SWEATMAN R J	08/24/2008	10/18/201
*ACR111/20001YS A MINITERM COURSE RUNS 9/24-10/18										
*20002	ACR111 20002	7	16	Open	3.0	2	BESSEMER CAMPUS	HARBOUR D C	10/19/2008	12/18/201

OPEN: Course is open. Seats are still available.

CLOSED: Course is full. No more students can enroll. All seats are taken.

CANCELLED: Course is cancelled. Students need to complete a Drop/Add form and select a new course.



Completing a STARS Guide (Step-by-Step)

Required for all potential transferring students

All students wishing to transfer their credits to a 4-year college need to get a STARS (Statewide Transfer Articulating Reporting System) Guide.

Getting the guide is easy. Just follow these steps.

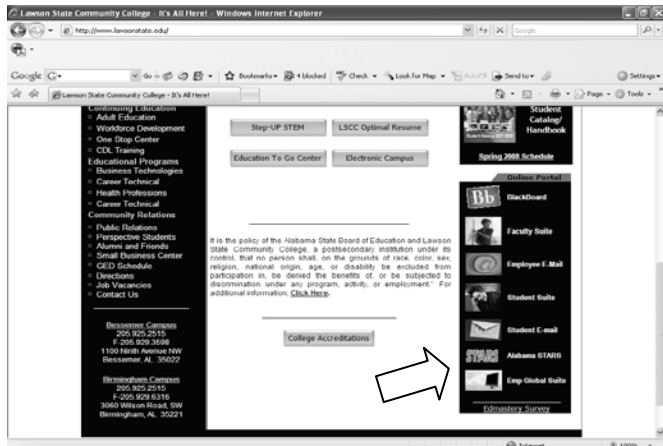
Step 1:

Go to our LSCC's college website (www.lawsonstate.edu).



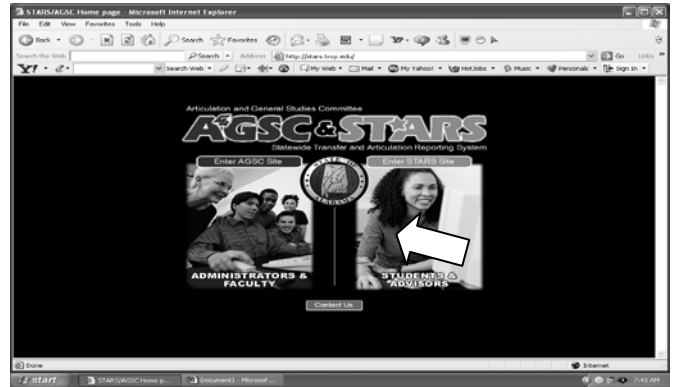
Step 2:

Scroll down LSCC's website until you see the STARS symbol on the right. Then, double-click directly on the ICON.



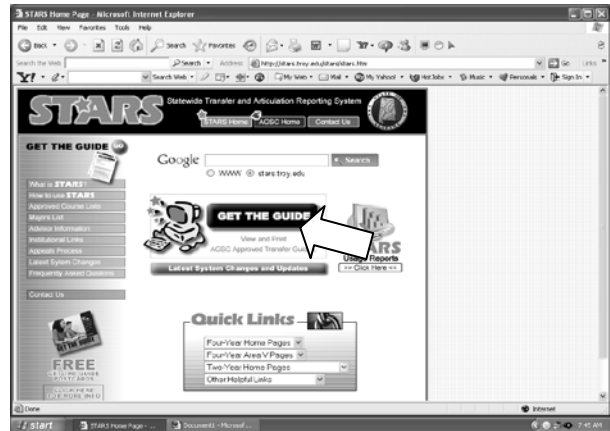
Step 3:

When you enter the site, this page (see below) will appear. Click on "Students and Advisors" one time.



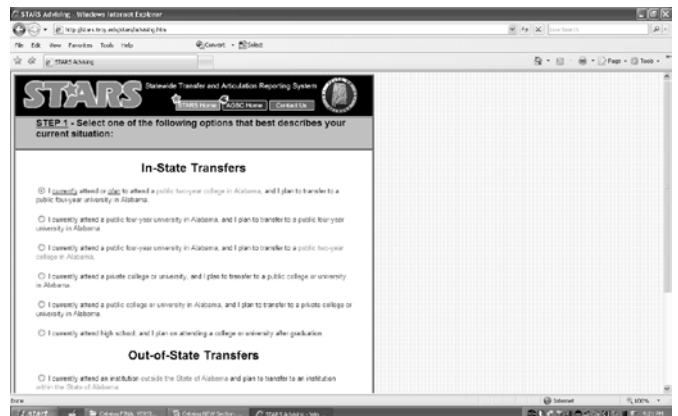
Step 4:

Then, click on the "Get the Guide" message



Step 5:

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



Step 6:

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

The screenshot shows the STARS website with a list of radio button options for selecting an institution. At the bottom of the page, a button labeled "Submit Query" is highlighted with a callout box.

Step 7:

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

The screenshot shows the STARS website with a form titled "STEP 2 - Enter your information in the following fields:". The form contains fields for E-Mail Address, First Name, Middle Initial, Last Name, Address, City, State, Zip, and Phone Number. A note indicates that fields marked with an asterisk are mandatory.

Step 8:

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

The screenshot shows the STARS website with a list of Alabama colleges. A callout box points to "Lawson State Community College" with the text "Select Lawson State". Another callout box points to the "Submit" button with the text "Click Submit".

Step 9:

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

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

Step 10:

Using the same technique that you used to select the college you are attending, select which major you plan on transferring to the four year college or institution of your choice by clicking on the little blue down arrow under the question that reads, “Select the major...”.

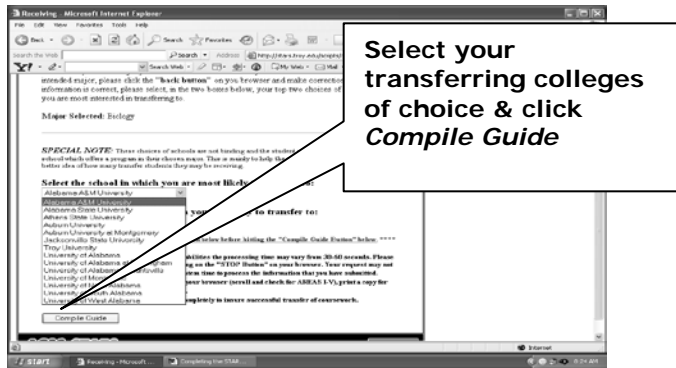
Step 11:

Once you select your major of choice, click it once. When it turns blue, click the SUBMIT key on the left-hand corner of the screen.

The screenshot shows the STARS website with a form for selecting a major. A callout box points to the "Submit" button with the text "Click Submit". Another callout box points to the "Find & Select your Major" text with the text "Find & Select your Major".

Step 12:

The next screen that will “pop-up” is a screen asking you to select TWO possible colleges you may likely to transfer to. Using the same selection technique that you used to select the college you are currently attending and your major, select **TWO** possible future college choices by finding and selecting each school (individually). To do so, simply click the blue arrow on each box (one at a time) and select TWO different colleges of choice. Once you have selected the TWO colleges of your choice, click on the “Compile Guide” prompt located on the far-left side of the screen.



Step 13:

You are now finished. The STARS guide should be up on your screen. To see the entire guide, simply scroll down. Be sure to **PRINT** your guide and maintain a copy of this guide for future reference. Also, in reading your guide, critically analyze it to gain a better understanding of how many hours you will need under each area (Area I-Area V).

Step 14:

Again, read through the guide carefully. Every area of concentration is different and is likely to have different requirements. The **STARS** guide forms a binding contract between you and your transferring college. If you elect not to follow the guide, then your transferring college does have the authority to reject your credits. Thus, it behooves you to understand what classes you are expected to take for your area of concentration.

If you follow the guide, your transfer credits are protected and your ability to transfer your credits is guaranteed under the STARS agreement.

NOTE: Grades of “C” or better will likely transfer. Some colleges, including Lawson State, do not accept grades of “D”.

Locating Your Advisor: What Every Student Needs to Know



When you enroll in Lawson, you are automatically provided with a Lawson State Advisor. Your advisor’s name is located at the top of your schedule. During your first semester at the college, it is important to set-up an appointment to meet your advisor.

An advisor is there to help you understand your current degree plan and guides you in making the best academic choices during your years at Lawson State.

An advisor can also help you to register and work through academic problems, adding and dropping classes, withdrawing from classes, changing your major, applying for graduation and more.

How to Locate Your Advisor:

First, secure the name of your advisor off of your schedule. If one is not listed, report this omission to the Admissions Office and request to be assigned an advisor.

Roughly 99% of advisors all have the same email account set-ups. Faculty emails are set-up using the faculty member’s first initial and their last name followed by **@lawsonstate.edu**.

For example, if you read your schedule, and it reads that your advisor’s name is J. Hancock. Then, J. Hancock’s email address is jhancock@lawsonstate.edu.

When you email your advisor, introduce yourself and set-up an appointment to see him or her. Or, you can go by his or her office and view their LOCATOR CARD which lists his or her advising hours.

CAN'T FIND YOUR ADVISOR?



Use our back-up plan

Back-up Plan for Locating Your Advisor

If for some reason you are unsuccessful in locating your advisor via email (as was outlined in the previous page of the booklet), please contact the Department Chair or Dean under which your major falls. **In doing so, he or she will direct you to your Advisor for help.**

Athletes contact Ms. Eleanor Pitts at epitts@lawsonstate.edu or you can see your coach for assistance.

Business & Information Technologies majors on the Birmingham campus contact Dr. Alice Tyler Milton at amilton@lawsonstate.edu

Business & Information Technologies majors on the Bessemer campus contact Yolande Gardner at ygardner@lawsonstate.edu

Career Technical majors on the Bessemer campus contact Dr. Charles Murray at cmurray@lawsonstate.edu

Career Technical majors on the Birmingham campus contact Mr. Donald Sledge at dsledge@lawsonstate.edu

College Transfer and General Studies majors on the Bessemer Campus contact Dr. Charles Fowler at cfowler@lawsonstate.edu

College Transfer and General Studies majors on the Birmingham Campus contact Dr. Karl Pruitt at kpruitt@lawsonstate.edu

Dental Assisting majors contact Dr. Ronald Cater at rcater@lawsonstate.edu

Social Science majors contact Sadie Harris at sharris@lawsonstate.edu

English, Arts and Humanities majors, contact Ms. MasiMasi at vmasimasi@lawsonstate.edu

Health & Physical Education majors contact Ms. Eleanor Pitts at epitts@lawsonstate.edu

Math majors contact Dr. Charles Fowler at cfowler@lawsonstate.edu

Pre-nursing majors: Contact Dr. Sherri Davis at sdavis@lawsonstate.edu

Nursing majors: Contact Dr. Shelia Marable at smarable@lawsonstate.edu

Science majors contact Dr. Karl Pruitt at kpruitt@lawsonstate.edu

NO ADVISOR ASSIGNED?: Go to the Admissions / Records Office to request and be assigned an advisor.

Completing Your Student Surveys Step-by-Step Directions



In order to improve instruction and your educational environment, Lawson students (on an annual basis) are requested to take surveys on their classroom experiences and overall college experience, from the library, to facilities, to maintenance and more .

It is important, as a student of Lawson State's to participate and contribute to this process.

Directions for logging on and completing your annual surveys are below.

Step 1:

Go to Lawson main page at www.lawsonstate.edu

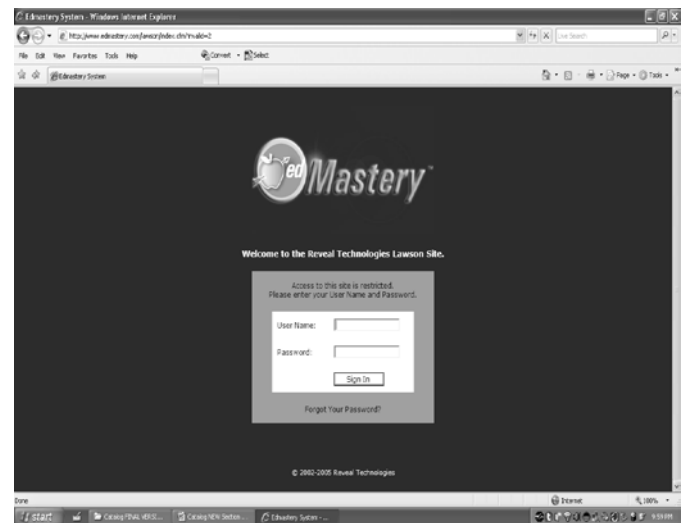


Step 2:

Scroll down to the bottom of the page and **CLICK** on the **Edmastery Survey** link



Once you **CLICK** on the Edmastery Survey link, the LOGON screen will "pop-up"



Step 3:

Enter your assigned username (8-digit Social Security Number) and password (date of birth—yyyymmdd—4 digits for the year; two digits for the month; and two digits for day).

Example: Jane Doe's Social Security Number is 333221111 and her date of birth is April 13, 1981. Thus, she would enter the following:

Sample User Name: 333221111

Sample Password: 19810413 (hidden)

Once you have carefully inputted your screen sign-on information, Click on "Sign-In", and this will allow you access to the main page of the system. The main page is illustrated on the next page.

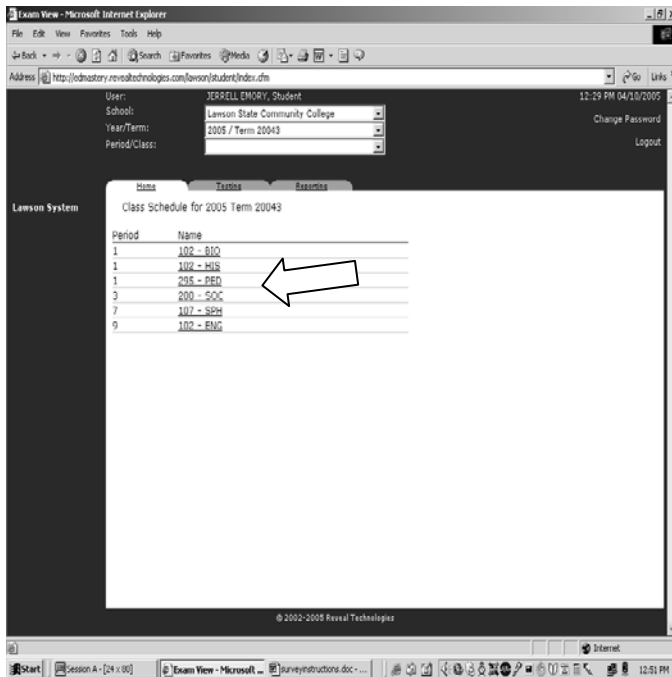
TAKING THE SURVEY

To begin recording responses to a survey, double click on the name of the survey.

You will see your name, the college's name and a listing of your enrolled courses. You are required to complete a rating survey for all of your courses and should take the process seriously. Also, although your name is listed, once your surveys have been submitted, your name will not be attached to your results. Thus, the survey is anonymous and your comments are protected under strict privacy guidelines.

NOTE: Each course has a separate survey. You will need to complete a survey for each course listed. To begin, CLICK the first course.

In the example below, this student has two options. By clicking the Course and Instructor Evaluation by Students, the student will gain access to those surveys which are designed for him or her to evaluate this particular instructor. Other surveys listed, like the General Education survey listed below, are single surveys this particular student has been randomly selected to complete. The student needs to complete ALL assigned surveys.

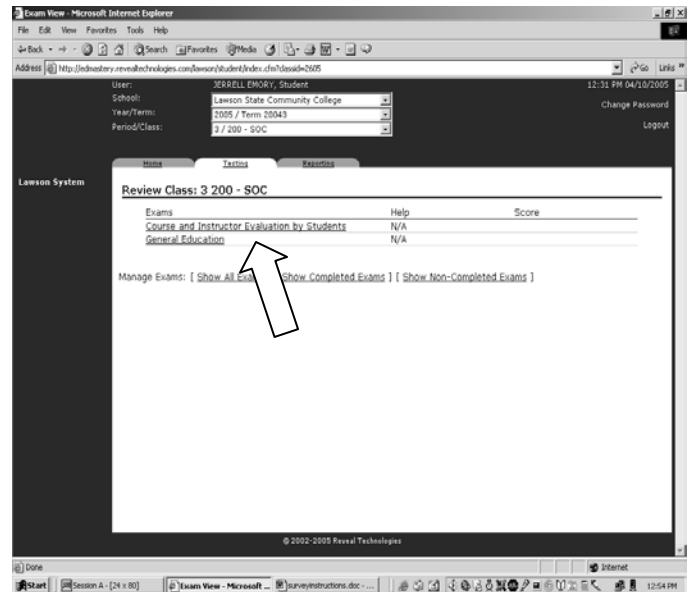


Double click on the first course, and the survey(s) assigned for the selected course will appear.

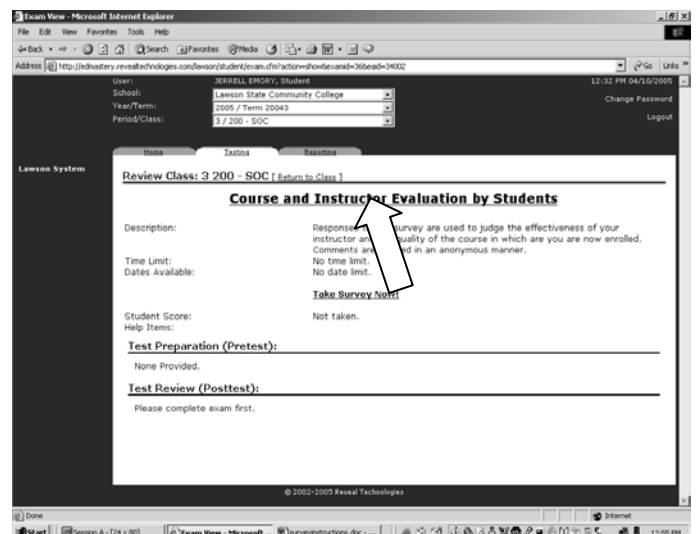
NOTE TO STUDENTS: Some students may be assigned the same survey for more than one course/section.

For example: A student may be taking Biology 201 as well as Reading 114. Both courses may have the Academic Advising Survey assigned. In such cases, the students should respond to the Academic Advising Survey only once.

A student may have the same instructor for more than one course. The students should respond to the Course and Instructor Evaluation for each course. **Click on one of the course/sections.**

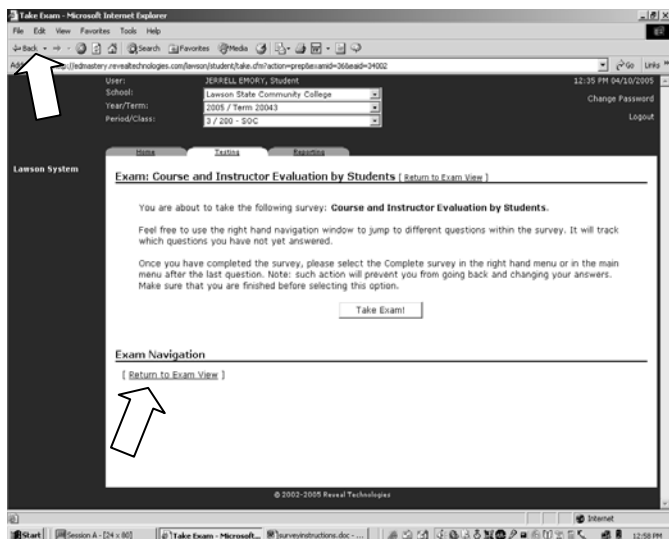


After the student double clicks the "Course and Instructor Evaluation by Students," the following window will appear. Once this window "pops up", Click on "Take Survey Now".



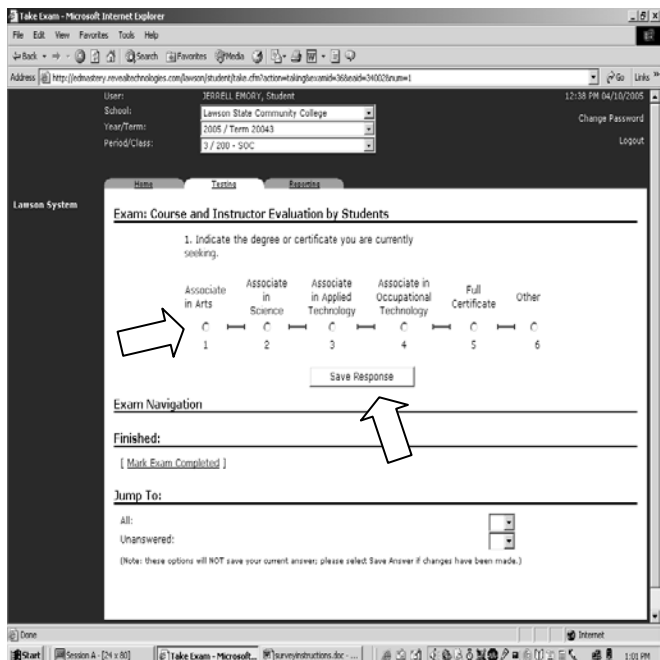
The following screen will appear (see below).

Notice the option "Return to Class". Clicking on this option will return the user to the main page of the system. One may also use the "Back" option on the tool bar.



Read the instructions carefully. Use "Return to Exam View" or the back arrow to move the previous screen. However, if you are ready to take the survey, click on **Take Exam**.

Once the circle darkens, Click **Save Response**.



When finished, fill-in the comments screen (if you wish) and Click "Mark Exam Completed"). Repeat the process for your next survey.

Then, **click "Return to Survey" view. This will allow you to select the next survey assigned to the user or you may click LOGOUT.**

REMINDER: Once a person begins the survey, he/she should try to finish the entire survey. However, if for some reason you are unable to finish the survey in one sitting, simply LOGOUT. When you are ready to begin again, log on to the system; from the main page of the system, double click on the survey name you need to complete. The first question you completed will appear on the screen. Use the UNANSWERED drop down box at the bottom of the screen to identify the first unanswered question. Select the number and move forward with the survey.

Notice the section JUMP TO: this section allows the user to check for any unanswered questions as well as to jump across several questions.

IMPORTANT: If you are inactive for 20 minutes, the system will log you out.

Office of Admissions & Records Online Resource Center



One of the most popular sites on Lawson's website is the Admissions link. The Admissions link provides students with an array of materials that they need as they matriculate through their academic program here at Lawson State Community College.

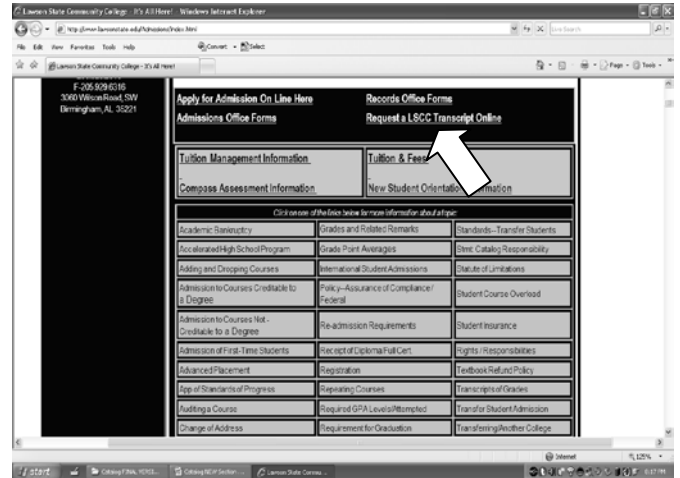
To access the Admissions page on Lawson's website, go to www.lawsonstate.edu. The link to the Admissions page is listed on the left side of the page. Once you locate it, CLICK on the icon.



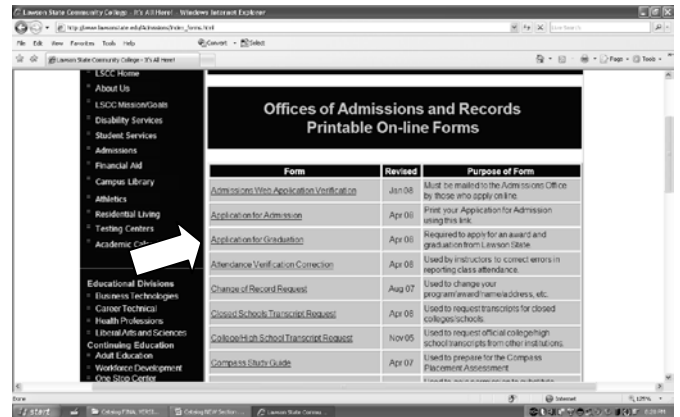
Once you CLICK on the Admissions link, the following page will "pop-up." This is the Admissions page. Notice that the "pop-up" window alerts you that you can request transcripts online.



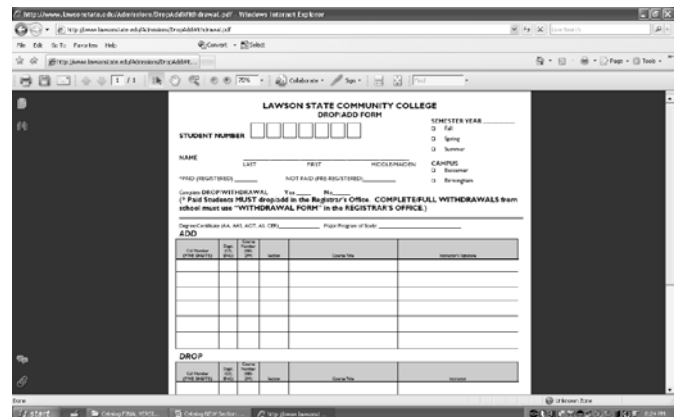
If you scroll down, you will see other features on this site that students love. One of the more popular features on this page is the online forms application. **You can print off Admissions forms directly from this site.** To do so, simply scroll down and CLICK on the **RECORDS OFFICE FORMS** button.



Once you CLICK the **RECORDS OFFICE FORMS** button, a listing of printable forms will "pop-up."

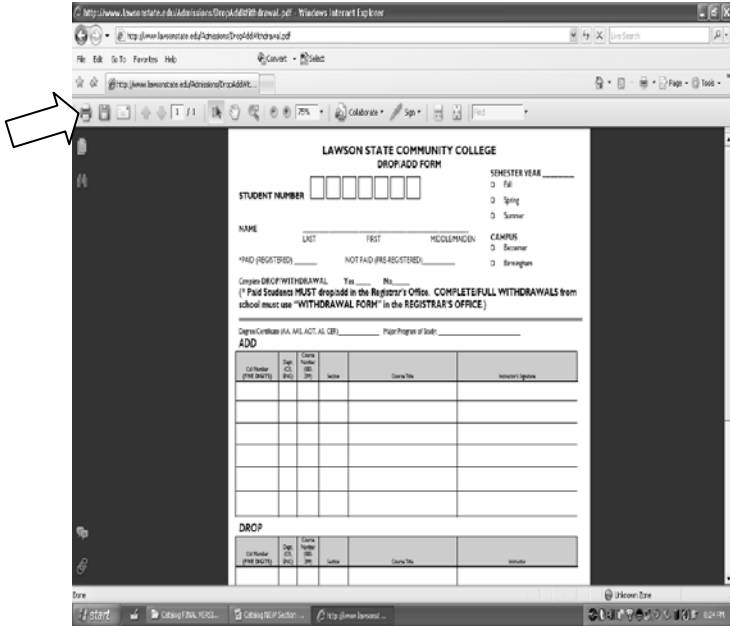


Scroll down to view all printable forms. The description of each form is listed to the right. Once you locate the form you would like to print, simply CLICK on it and you will be directed to the form.





To print the form, CLICK on the small printer icon located in the far left hand side within the light gray bar that crosses the top of the page you would like to print. See illustration below and arrow for correct location of the icon.



Here's A Listing of Online Forms Right at Your Finger Tips



Just Click and Print

Admissions Web Application Verification
Application for Admission
Application for Graduation
Attendance Verification Correction
Change of Record Request
Closed Schools Transcript Request
College/High School Transcript Request
Compass Study Guide
Course Substitution
Declaration of Audit
Drop / Add Form
Eligibility for In-State Residency
Enrollment Verification Request Form

GED Score Report Request
GPA Calculation
ID Verification
LSCC Transcript Request
Request for Free Course Due to GED Acquisition
Request for Academic Bankruptcy
Transient Letter Request
Trial Schedule
Tuition Management Information
Withdrawal Form
Change of Grade Form
Missing / Incomplete Grade Form
GED Diploma / Transcript Request Form
Course Forgiveness Form
Course Exemption Form (PSY 100)
Course Exemption Form (BSS 220)
Course Exemption Form (WKO 107)

***NOTE: This listing is subject to change.**

Other Site Features:

You can link to New Student Information, Compass Assessment Information, and find out specific details as it relates to various programs, regulations, policies and procedures.

Indeed, you can get up-to-date information on the following (and more), so visit the Admissions & Records Site today!

Accelerated High School Program
Adding and Dropping Courses
Admission to Courses Creditable to a Degree
Admission to Courses Not -Creditable to a Degree
Admission of First-Time Students
Advanced Placement
App of Standards of Progress
Auditing a Course
Change of Address
Change of Program
Class Attendance
Classification
Cond. Admission of First-Time
Cost to Attend
Course Load
Credit / Non-Traditional Academic Work
Dual Enrollment

Enrollment Verification
Family Educational Rights & Privacy Act
Grades and Related Remarks
Grade Point Averages
International Student Admissions
Policy--Assurance of Compliance / Federal
Re-admission Requirements
Receipt of Diploma/Full Cert.
Registration
Repeating Courses
Required GPA Levels/Attempted
Requirement for Graduation
Requirements for Graduation / Certification
Residency
Retention of Student Records
Schedule of Classes
Second Associate Degree
Selective Services Registration
Senior Citizen Admission
Sexual Harassment Policy
Standards of Academic Progress
Standards of Honesty
Standards--Transfer Students
Stmnt: Catalog Responsibility
Statute of Limitations
Student Course Overload
Student Insurance
Rights / Responsibilities
Textbook Refund Policy
Transcripts of Grades
Transfer Student Admission
Transferring/Another College
Transferring / Lawson State
Transient Student Admission
Tuition / Lawson State
Unconditional Admission
Withdrawal
OTHER FEES

Filling Out the FAFSA

(Free Application for Federal Student Aid)

Helpful Online Links for Students



All links contained in this section are subject to change or deactivation were secured from:

FAFSAOnline.com

Below is a listing of links that can assist you in completing your FAFSA. This section of the catalog is NOT intended to replace Financial Aid advisement. Please see one of Lawson's Financial Aid advisors for specific information about seeking financial aid at Lawson State. This self-help section is only included to provide students with additional information as it relates to financial aid process in general.

Link 1:

FAFSA TUTORIALS

Access this link to view helpful financial aid video, tutorials and audio clips.

<http://www.fafsaonline.com/financial-aid-multimedia/>

Link 2:

STEP-BY-STEP GUIDE TO FILLING OUT THE FAFSA

This link is a step-by-step guide to filling out can completely your FAFSA application. To get the guide, go to

<http://www.fafsaonline.com/fafsa-form/>

Link 3:

FAFSA Q&A

Click this link to view the most frequently asked questions and answers as it relates to FAFSA.

<http://www.fafsaonline.com/fafsa-questions/>

Link 4:**FAFSA GLOSSARY**

Provides you with definitions of financial aid terms and is very helpful in familiarizing you with financial aid terminology so you can better understand the overall process of securing financial aid.

Go to this link to view the glossary:

<http://www.fafsaonline.com/fafsa-glossary.php>

The following terms are defined:

- Free Application for Federal Student Aid (FAFSA)
- Student Aid Report (SAR)
- FAFSA Transaction
- Expected Family Contribution (EFC)
- FAFSA PIN
- FAFSA Renewal
- Data Release Number (DRN)
- School Codes
- Signature Page
- W2
- Independent vs. Dependent Student
- Award Letter
- Bursar
- Cost of Attendance
- CSS/Financial Aid Profile

Link 5:**SECURING YOUR PIN NUMBER**

To complete your FAFSA application, you need a PIN number. This PIN number serves as your electronic signature. Follow this link to secure your PIN number.

<http://www.fafsaonline.com/fafsa-pin/>

Link 6:**OUR SCHOOL CODE & LINK TO COMPLETING FAFSA ONLINE**

Use this link to view Lawson State Community College's FAFSA code and fill out your application ONLINE. Always see a Financial Aid representative for assistance.

<http://www.fafsaonline.com/FAFSA-school-codes/>

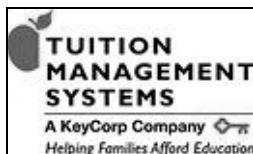
To conduct your search, look up the state of Alabama schools and locate Lawson State Community College. Once you are redirected to the code information, you will see the prompt to apply online.

Link 7:**FAFSA DEADLINES**

Go to this link to view current FAFSA deadline information.

<http://www.fafsaonline.com/financial-aid-application/deadlines.php>

Tuition Management Systems



If you are a cash paying student and are seeking flexible options to pay your tuition, Lawson State Community College has partnered with **Tuition Management Systems** to provide you with this flexibility.

To access this system, go to Lawson's webpage at www.lawsonstate.edu and SCROLL down until you see the **TUITION MANAGEMENT SYSTEM** button (as pictured below).



To access the system, CLICK on the **TUITION MANAGEMENT SYSTEM** button and the following page will "pop-up." Or, you can type in their web address to access the same information at

<http://www.tuitionmanagementsystems.com/HigHerEd/>

NOTE: Tuition Management is a private company who has partnered with Lawson State, not managed by Lawson State.



For more information call toll free at 1-866-722-4867.

IMPORTANT ALERT FOR TUITION MANAGEMENT STUDENTS

What is the **#1 MISTAKE** that Tuition Management Students Make?



Answer: They do not go to LSCC's Business Office after signing up under the Tuition Management System. They assume that everything is okay and it is not.

Remember, Tuition Management Systems is not a Lawson State company; it is a private company.

Thus, YOU MUST GO TO LSCC's **BUSINESS OFFICE** to make sure your TUITION and financial obligations are cleared at the college. If not, you are not registered for your classes and are subject to administrative withdrawal (dropping of all your classes).



ACCREDITATIONS

College Accreditation



Lawson State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lawson State Community College.

Program Accreditation Listing

Air Conditioning & Refrigeration—National HVAC Excellence

Automotive Continuing Education Classes—Continuing Automotive Service Education (CASE)

Automotive Service Program—National Automotive Technicians Education Foundation (NATEF)

Business and Information Technologies Programs—Association of Collegiate Business Schools and Programs (ACBSP)

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

Health Professions—Alabama Board of Nursing (ABN) and the National League for Nursing Accreditation Commission (NLNAC)

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

Nursing Continuing Education Classes—Alabama Board of Nursing (ABN)

Welding Program—American Welding Society (AWS)



ACADEMIC CALENDARS

Academic Year 2009 - 2010

FALL SEMESTER 2009 (August 17-December 18) Regular Term

Regular Term

August 17-18, 2009 - Professional Development (Total Personnel)
August 19-20, 2009 Registration
August 21, 2009 Faculty Duty Day
August 24, 2009 Drop/Add Begins
August 24, 2009 Day and Evening –Regular Classes Begin
August 24, 2009 Late Registration (Fees Assessed)
August 28, 2009 Drop/Add Ends
August 29, 2009 Saturday Classes Begin
September 7, 2009 **Labor Day (State Holiday) College Closed**
September 8, 2009 Classes Resume
September 14, 2009 **Last Day to Withdraw and Receive Partial Refund**
September 17, 2009 SGA Officers Installation & Phi Theta Kappa Induction
October 16, 2009 Miss Lawson State Coronation
October 19, 2009 Mid-Term Progress Reports Due
October 28, 2009 60% Completion Date for Title IV Funds
November 11, 2009 **Veteran's Day (State Holiday) College Closed**
November 12, 2009 Classes Resume
November 12, 2009 General Faculty and Staff Meeting (Location-TBA)
November 20, 2009 Last Day to Without Academic Penalty
November 23-24, 2009 ACA (Professional Development Days)
November 25, 2009 Faculty Duty Day
November 26-27, 2009 **Thanksgiving (State Holidays) College Closed**
November 29, 2009 No Return of Title IV Funds (Federal Financial Aid)
November 30, 2009 Classes Resume
December 4, 2009 Last Day to Withdraw from Classes
December 11, 2009 Last Day of Classes
December 12, 2009 Last Day of Saturday Classes
December 12, 2009 Final Examinations for Saturday Classes
December 14-17, 2009 Final Examinations
December 18, 2009 Examinations Make-up Day
December 21, 2009 Faculty Duty Day/Grade Reports Due
December 21-22, 2009 Duty Days (12-Month Personnel)
December 23, 2009 **Christmas Holiday (Local Holiday) College Closed**
December 24-25, 2009 **Christmas (State Holidays) College Closed**
December 27, 2009 **Christmas Holiday (Local Holiday) College Closed**
December 28-31, 2009 Duty Days (12-Month Personnel)

T1 (Term 1) August 19-October 19, 2009

August 19-20, 2009 Registration
August 24, 2009 Classes Begin
August 24, 2009 Late Registration (Fees Assessed)
September 7, 2009 **Labor Day (State Holiday) College Closed**
September 14, 2009 **Last Day of Refund for T1**
October 2, 2009 Last Day to Withdraw Without Academic Penalty (T1)
October 9, 2009 Last Day to Withdraw from Classes (T1)
October 15, 2009 Last Day of Class (T1)
October 16, 2009 Final Exam Day (T1)
October 19, 2009 Grade Reports Due (T1)

T2 (Term 2) October 19 – December 21, 2009

August 19-20, 2009 Registration
October 19, 2009 Classes Begin
October 19, 2009 Late Registration (Fees Assessed)
October 30, 2009 **Last Day of Refund for T2**
November 11, 2009 **Veteran's Day- (State Holiday) College Closed**
November 20, 2009 Last Day to Withdraw Without Academic Penalty (T2)
November 26-27, 2009 **Thanksgiving (State Holidays) College Closed**
December 4, 2009 Last Day to Withdraw from Classes (T2)
December 17, 2009 Last Day of Class (T2)
December 18, 2009 Final Exam Day (T2)
December 21, 2009 Grade Reports Due (T2)

SPRING SEMESTER 2010 (January 4-May 15) Regular Term

Regular Term

January 1, 2010 **New Year's (State Holiday) College Closed**
January 4, 2010 12-Month Personnel Duty Day
January 5, 2010 Local Professional Day (Total Personnel 9 and 12 Months)
January 6-7, 2010 Registration
January 8, 2010 Faculty Duty Day
January 11, 2010 Drop/Add Begins
January 11, 2010 Classes Begin
January 11, 2010 Late Registration (Fees Assessed)
January 14, 2010 Drop/Add Ends
January 16, 2010 Saturday Classes Begin
January 18, 2010 **Dr. M. L. King, Jr. (State Holiday) College Closed**
January 19, 2010 Classes Resume
February 1, 2010 **Last Day to Withdraw and Receive Partial Refund**
March 8, 2010 Mid-Term Progress Reports Due
March 17, 2010 60% Completion Date for Title IV Funds
March 18, 2010 No Return of Title IV Funds (Federal Financial Aid)
March 19, 2010 Last Day to Withdraw Without Academic Penalty
March 22-26, 2010 **Spring Break (Faculty and Students)**
March 22-23, 2010 Duty Days (12-Month Personnel)
March 24-26, 2010 **Spring Break (Local Holidays) College Closed**
March 29, 2010 Classes Resume
April 8, 2010 Honors and Awards Day (Arthur Shores Building/Gymnasium)
April 13, 2010 General Faculty and Staff Meeting (Location-TBA)
April 16, 2010 Last Day to Withdraw from Classes
April 29, 2010 Last Day of Classes
April 30, 2010 Final Examinations – Graduating Students Only
May 3-7, 2010 Final Examinations
May 4, 2010 **Graduating Students Grade Reports Due**
May 7, 2010 Faculty Duty Day
May 8, 2010 Commencement Exercises (9 & 12-Month Personnel)
May 10, 2010 **Faculty Make-up Day for Graduation**
May 10-14, 2010 Faculty Duty Day
May 11, 2010 **Grade Reports Due**
May 17-22, 2010 Summer Interim Session (One Week)
May 24, 2010 **Registration – Summer School**
May 31, 2010 **Memorial Day Observance (State Holiday)**

T1 (Term 1) January 4 - March 8, 2010

January 6-7, 2010 Registration
January 11, 2010 Classes Begin
January 11, 2010 Late Registration (Fees Assessed)
January 18, 2010 **Dr. M. L. King, Jr. (State Holiday) College Closed**
February 1, 2010 **Last Day of Refund for T1**
February 19, 2010 Last Day to Withdraw Without Academic Penalty (T1)
February 26, 2010 Last Day to Withdraw from Classes (T1)
March 4, 2010 Last Day of Class (T1)
March 5, 2010 Final Exam Day (T1)
March 8, 2010 Grade Reports Due (T1)

T2 (Term 2) March 8 – May 14, 2010

January 6-7, 2010 Registration
March 8, 2010 Classes Begin
March 8, 2010 Late Registration (Fees Assessed)
March 19, 2010 **Last Day of Refund for T2**
March 15-19, 2010 **Spring Break (Faculty and Students)**
March 15-16, 2010 Duty Days (12-Month Personnel)
March 17--19, 2010 **Spring Break (Local Holidays) College Closed**
March 22, 2010 Classes Resume
April 2, 2010 Last Day to Withdraw Without Academic Penalty (T2)
April 16, 2010 Last Day to Withdraw from Classes (T2)
May 5, 2010 Last Day of Class (T2)
May 6, 2010 Final Exam Day (T2)
May 10, 2010 Grade Reports Due (T2)

Dates for Interim and Summer Sessions (Regular and Mini I and II)

May 17-22, 2010 Summer Interim Session (One Week)
 May 24, 2010 August 8, 2010 Summer Regular Session (Ten Weeks)
 May 24, 2010 – June 30, 2010 Summer Mini-I Term (Five Weeks)
 July 1, 2010 - August 8, 2010 Summer Mini-II Term (Five Weeks)

INTERIM SESSION 2010 (MAY 17-22)

May 17-22, 2010 Interim Session
 May 17, 2010 Classes Begin
 May 21, 2010 Classes End
 May 22, 2010 Final Exams for Interim Courses
 May 24, 2010 Grade Reports Due

SUMMER SEMESTER 2010-REGULAR TERM (May 24-August 9)

May 24, 2010 Registration
 May 25, 2010 Faculty Duty Day
 May 26, 2010 Classes Begin
 May 26, 2010 Late Registration (Fees Assessed)
 May 26, 2010 Drop/Add Begins
 May 28, 2010 Drop/Add Ends
 May 31, 2010 Memorial Day (State Holiday) College Closed
 June 1, 2010 Classes Resume
 June 14, 2010 Last Day to Withdraw and Receive Partial Refund
 July 1, 2010 Mid-Term Progress Report Due
 July 5, 2010 Independence Day (State Holiday) College Closed
 July 6, 2010 Classes Resume
 July 8, 2010 60% Completion Date for Title IV Funds
 July 9, 2010 No Return of Title IV Funds (Federal Financial Aid)
 July 16, 2010 Last Day to Withdraw without Academic Penalty
 July 23, 2010 Last Day to Withdraw from Classes
 August 3, 2010 Last Day of Classes
 August 4-6, 2010 Final Examinations
 August 9, 2010 Faculty Duty Day
 August 9, 2010 Grade Reports Due

SUMMER 2010 MINI-I TERM (May 24- June 30)

May 24, 2010 Registration
 May 26, 2010 Classes Begin
 May 26, 2010 Late Registration (Fees Assessed)
 May 31, 2010 Memorial Day (State Holiday) College Closed
 June 14, 2010 Last Day to Withdraw and Receive partial Refund for Mini-I
 June 11, 2010 Last Day to Withdraw without Academic Penalty (T1)
 June 18, 2010 Last Day to Withdraw from Classes (T1)
 June 29, 2010 Last Day of Classes
 June 30, 2010 Final Examinations Day
 July 1, 2010 Grade Reports Due

SUMMER 2010 - MINI-II TERM (July 1 - August 9)

May 24, 2010 Early Registration
 July 1, 2010 Classes Begin
 July 1, 2010 Late Registration (Fees Assessed)
 July 5, 2010 Independence Day (State Holiday) College Closed
 July 15, 2010 Last Day to Withdraw and Receive partial Refund for Mini-II
 July 16, 2010 Last Day to Withdraw without Academic Penalty (T2)
 July 23, 2010 Last Day to Withdraw from Classes (T2)
 August 4, 2010 Last Day of Class
 August 5, 2010 Final Examinations Day
 August 6, 2010 Faculty Duty Day
 August 9, 2010 Grade Reports Due

Holiday Listing and Official College Closings

September 7, 2009 Labor Day (State Holiday) College Closed
 November 11, 2009 Veteran's Day (State Holiday) College Closed
 November 26-27, 2009 Thanksgiving (State Holidays) College Closed
 December 23, 2009 Christmas Holiday (Local Holiday) College Closed
 December 24-25, 2009 Christmas (State Holidays) College Closed
 December 31, 2009 New Year's Eve (Local Holiday) College Closed
 January 1, 2010 New Year's Day (State Holiday) College Closed
 January 18, 2010 Dr. M. L. King, Jr. (State Holiday) College Closed
 March 24-26, 2010 Spring Break (Local Holidays) College Closed
 May 31, 2010 Memorial Day (State Holiday) College Closed
 July 5, 2010 Independence Day (State Holiday) College Closed

Student Activities (See Student Activity Calendar for full listing of student-related activities)

September 17, 2009 SGA Officers Installation & Phi Theta Kappa Induction
 October 16, 2009 Miss Lawson State Coronation (Evening Program)
 April 8, 2010 Honors and Awards Day (Arthur Shores Building/Gymnasium)
 May 8, 2010 Commencement Exercises

Professional Development and General Faculty/ Staff Meeting Dates

August 17-18, 2009 - Professional Development (Total Personnel)
 November 12, 2009 General Faculty and Staff Meeting (Location-TBA)
 November 23-24, 2009 ACA (Professional Development Days)
 January 4, 2010 Local Professional Day (Total Personnel 9 and 12 Months)
 April 13, 2010 General Faculty and Staff Meeting (Location-TBA)

*Date Approved by Calendar Committee: January 18, 2008
 Presented to and Approved by President's Cabinet: January 22, 2008
 Revised April 15, 2009*



ABOUT LAWSON STATE

Mission Statement



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

Vision Statement

The vision for Lawson State Community College is to:

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

Institutional Thematic (Priority) Areas

Key areas of emphasis are established as major directions for a five-year period and to assist in aligning resource allocation with institutional priorities:

Thematic (priority) Areas:

1. Instruction
2. Student Services
3. Faculty and Staff
4. Finances, Facilities and Technology
5. Community Education

Institutional Goals

- Goal 1:** To develop an exemplary and world class instructional program.
- Goal 2:** To maintain a comprehensive exemplar Student Services division.
- Goal 3:** To thoroughly integrate technology college-wide in instruction.
- Goal 4:** To be recognized as an institution that is fiscally responsible.
- Goal 5:** To maintain facilities on both campuses that are appropriate for educational programs and administrative services.
- Goal 6:** To enhance the faculty and staff development program.
- Goal 7:** To maintain a model program for economic development and workforce training.
- Goal 8:** To make the community a part of the college.

Institution-wide Student Learner Outcomes

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

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

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

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

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

Demonstrate Civic Responsibility in Diverse and Multifaceted Environments (assume responsibility for actions and work effectively as an individual and as a member of a group).

LAWSON'S HISTORY

Lawson State Community College, originally known as Wenonah State Technical Junior College, was established by the Legislative Act Number 93, May 3, 1963. 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. The first president assumed the responsibilities of that office on October 30, 1964, and the initial classes began on September 30, 1965. In 2005, the college officially merged with Bessemer State Technical College but maintained its name.

Lawson State has experienced three name changes:

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

ABOUT THE COLLEGE LOCATIONS

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

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

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

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

Building B is adjacent to Building A. Programs occupying the building are Graphics and Prepress Communications, Air Conditioning/Refrigeration,

Welding, Drafting, Commercial Art, and Automotive Service Education (Toyota T-TEN).

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

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

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

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

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

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

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

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

The Birmingham-West Campus, located on the northern side of Wilson Road, consists of six buildings on 45 acres of land. The buildings are:

Arthur Shores Fine Arts (Gym) is comprised of the Department of Physical Education, and the music, art and athletic programs.

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

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

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

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

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

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

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

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

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

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

A.G. Gaston Administration Building is comprised of programs within the Department of Career/Technical

Education (Cosmetology, Barbering, Foods, Apparel and Design, etc.).

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

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

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

**ALABAMA STATE BOARD
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**For more information about Lawson's Foundation Board of
Directors, visit:**

http://www.lawsonstate.edu/welcome/pr06/foundation_board.html



STUDENT SERVICES

DIVISION OF STUDENT SERVICES



DR. CYNTHIA ANTHONY, DEAN OF STUDENTS

Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221

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MRS. CHARLSIE COOK, DEAN OF STUDENT LIFE

Lawson State Community College
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GENERAL INFORMATION

The Student Services Division is committed to helping each student at Lawson State Community College achieve his/her goals. The division assists students with admissions, advisement, counseling services, registration, orientation, academic support services, disability services, student activities, and career planning. Professionally trained staff are available to assist the individual student in evaluating his or her potential for success as he or she selects a program of study.

MISSION AND GOALS

The mission of Student Services is to provide assistance to prospective and enrolled students, former students and graduates in the area which relate to student growth and development. The division supports the instruction of students through a variety of programs, services, and activities.

Student Services long range goals are:

- To aid students in developing their full potential.
- To help students develop decision-making abilities which will aid them in their personal and academic planning.
- To help students achieve an understanding and acceptance of themselves.
- To provide financial services and options to students.
- To provide orientation, counseling and academic support services that promotes student success.
- To support academic advising for all students.
- To coordinate student retention measures.
- To provide a dynamic student life experience enhanced by social, cultural, service and athletic activities.

ORIENTATION – ORN 101

All full-time and part-time award seeking students are required to enroll in ORN 101 (Freshman Academy) during their first semester at Lawson State.

Transfer students with fewer than 12 semester hours of transfer credit are required to enroll in ORN 101 during their first semester at Lawson State Community College. Transfer students with 12 semester hours or more of transfer credit will not be required but are strongly encouraged to enroll in ORN 101 at Lawson State Community College.

The Freshman Academy is designed to provide information that will aid a new student in his/her transition to college and stimulate an excitement for learning. Through this freshman encounter, students are engaged, equipped and empowered to excel in their college studies and are introduced college policies, procedures, requirements, and services as well as knowledge of the physical environment of the campus and the college community at large. Focus provided through the Freshman Academy includes critical thinking, improvement of technology skills, social skills, leadership skills, oral and written communication skills, commitment to studies overall and more. Individualized counseling, monitoring of students' progress to ensure early identification of those having problems, individualized assistance with academic and personal adjustment issues, and group activities to address study/test-taking strategies and to provide appropriate intervention are also emphasized in the course.

Students are encouraged to make wise use of all services made available in the Office of Student Services. Every student enrolled is assigned a faculty advisor. Students are encouraged to discuss their plans, problems, and needs with their faculty advisors or other members of the counseling staff.

ACADEMIC 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 at Lawson State Community College. Each student is expected to meet with his/her academic advisor at least once each semester to arrange a schedule of classes for the subsequent semester. Visits with the academic advisor not only facilitate matching a student's interests, strengths, and goals with career needs, but also provides the advisor an opportunity to become familiar with each student enrolled in his/her program area. The advisor can also assist with awareness of resources and opportunities that can enhance a student's chance of academic success.

Students are assigned to their advisors through the Office of Admissions with input from the department chairperson of their respective program of study. Designated Student Services staff also provides academic advisement services.

One of the goals of the college is to teach each student to assume responsibility for his/her academic career. In order to accomplish this goal, the following guidelines have been adopted to assist the student in reaching his/her academic goal.

The responsible student should:

1. Be familiar with the contents of the Lawson State Community College Student Handbook and General Catalog.
2. Be familiar with written college policy statements that must be followed in order to complete degree, diploma, or certificate requirements.
3. Verify that his/her high school and/or college transcripts have arrived in the Registrar's Office and that appropriate written requests have been completed for transfer of credits and/or advanced placement.
4. Be familiar with the current academic calendar (days classes meet, approved holidays, deadlines for drop/add, and final exam dates).
5. Be familiar with the attendance policy.
6. Consult his/her advisor about his/her degree or certificate plans.
7. Be familiar with the requirements of his/her major program and develop a long-range graduation plan. A student should also be aware of any developmental course prerequisites that may be required. (See COMPASS planning sheet provided after assessment.)
8. Pre-register for classes each term in order to insure a place in class. (Registration is not complete unless all tuition and fees are paid.)
9. Monitor the accuracy of his/her grade report each term and report errors to his/her advisor and/or

instructor. (An incomplete grade that is not removed within the first six weeks of the following term automatically becomes an "F".)

10. Inform the Registrar if a change of name or address occurs. Each student is expected to maintain current and accurate information on file in the Registrar's Office and to respond promptly to all communications from the college. All changes should be submitted to the Registrar.
11. Notify the Student Services staff if he/she is unable to keep scheduled appointments or if he/she is unable to contact his/her advisor for assistance.

The responsible advisor will:

1. Post specific office hours.
2. Be familiar with the contents of the Lawson State Community College Student Handbook and General Catalog.
3. Be available to listen to a student's concerns and to discuss options with a student.
4. Provide guidance and referrals as he/she assists a student with choices of a major and career options.
5. Provide information about the requirements for the major program, curriculum options, and graduation.
6. Verify that each student is eligible to enroll and provide guidance in course selections, as it relates to a student's COMPASS placement scores and completion of prerequisites.
7. Approve and input or sign schedules for the upcoming semester/term.
8. Provide interpretation and clarification of college policies.
9. Act as a referral agent to other college support services.
10. Assist with job placement and follow-up.

COUNSELING SERVICES

The counseling staff provides professional guidance and counseling services. The guidance program is committed to the establishment of an environment where a student is provided the opportunity to become a responsible, self-directed learner and to maximize his/her potential for growth. A student is provided information and support in the achievement of realistic career and educational goals in agreement with his/her expressed interests and abilities. It is recommended that students meet with a counselor or advisor on a regular basis to review degree plans and academic progress.

Some of the counseling services provided are personal counseling, career and academic advisement, assessment (achievement, aptitude, career, interest, personality, self-directed search, and values inventory), college transfer information, student activities information, tutorial services, and academic placement.

ASSESSMENT SERVICES

Each college in the Alabama College System shall require a comprehensive assessment of students upon admission to the college and prior to enrollment in associate degree, diploma, or certificate programs. Students shall not be allowed to enroll for more than four credit hours or eight weekly contact hours before being assessed with a comprehensive assessment instrument.

All first-time students who enroll in associate degree, diploma, or certificate programs and who enroll for more than four credit hours or eight weekly contact hours per semester will be assessed through the administration of the COMPASS computerized assessment instrument, and placed at the appropriate developmental level as indicated by the assessment results. The following exemptions from the assessment requirement may apply for:

1. Students scoring 480 or above on the SAT verbal and 526 or above on the SAT math, and 20 or above on the ACT English and math provided they enroll in a System college within three years of high school graduation.
2. Students who have an associate degree or higher.
3. Students who transfer degree-creditable college-level English or mathematics courses with a grade of "C" or better.
4. Senior citizens, undeclared, and other non-award seeking majors who are taking classes for vocational reasons only.
5. Students in certain short certificate programs having no English or mathematics requirements.
6. Students who have completed required developmental coursework at another Alabama College System institution within the last three years.
7. Students auditing English or mathematics courses.
8. Students who can provide documentation of COMPASS assessment within the last three years.
9. Students who are transient.

It is the student's responsibility to have ACT, SAT, or COMPASS scores on file with the assessment coordinator or the Admissions Office at Lawson State. The assessment coordinator on the Birmingham Campus is located in the Leon Kennedy Student Center (Room F221). Assessment services on the Bessemer Campus is located in the Student Services Center, Room 182.

ACCOMMODATIONS FOR THE DISABLED

Lawson State Community College is committed to providing a quality environment to support and assist its students throughout the academic process. In compliance with *Section 504 of the Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, special services and accommodations are given on an individual

basis once supporting documentation is provided. It is the responsibility of a student to notify the college of a disability that requires assistance. Requests for accommodations should be made prior to enrollment.

Students with mobility impairments who require assistance from offices/personnel housed on the second floor of the Administration Building on the Birmingham Campus should report to the Office of Student Financial Services, Room 104, for such assistance. Signage indicating such is visibly posted at each entrance and in the hallway of the building. Students with disabilities receive appropriate accommodations relative to their specific disability. Though the Academic Building has no elevator, students are not excluded from a requested course offering, program or activity because it is not offered in an accessible location. The college relocates classes, programs and activities as necessary to accommodate students with mobility challenges.

In accordance with the Americans with Disabilities Act, (ADA), service animals are permitted on the college campus and in its facilities. Technically speaking, a service animal means any guide dog, signal dog or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal rescue or protection work, pulling a wheelchair or fetching dropped items. Therapy or companion animals are not service animals and are not covered under the ADA. To be permitted on campus, a guide dog must be specifically trained to perform a service function. Furthermore, the animal should wear a harness, cape, identification tag or other gear that readily identifies its working status. Guide dogs whose behavior poses a direct threat to the health or safety of others may be excluded regardless of training or certification.

All students requesting assistance should contact Janice Williams, Leon Kennedy Student Center (Birmingham Campus) or Renay Herndon, Student Services Center, Building A, Room 183 Bessemer Campus).

For TDD users in Alabama, the Alabama Relay Center is available by calling 1-800-548-2545 (TT only) or 1-800-548-2547 (voice only).

PLACEMENT TESTING FOR TRANSFER STUDENTS

Transfer students who have not taken reading, English, and mathematics courses will be required to take the placement test administered to new students at Lawson State Community College.

ACT WORKKEYS SERVICE CENTER

Lawson State Community College is licensed by American College Testing (ACT) as an ACT WorkKeys Employment Center. The Center is a comprehensive system for measuring, communicating, and improving the common skills required for success in the workplace. It allows these skills to be quantitatively assessed for both individual persons and in actual jobs. Therefore, WorkKeys can correctly identify individuals who have the basic skills required to be successful in a given position or career. ACT's rigorous approach has guaranteed that the WorkKeys assessment and job profiling systems are EEOC compliant and legally defensible.

Lawson State Community College students in career/technical programs take the WorkKeys assessment as part of their curriculum. Students participate in targeted instruction to build their skills while they are enrolled at the College. KeyTrain software is available in labs on both campuses and is used by students to practice skills associated with the WorkKeys employment system. The software provides review topics in each WorkKeys skill area and practice problems similar to those on the actual WorkKeys assessment. It is a fully interactive computer-based training system. The curriculum is based on WorkKeys *Targets for Instruction*; thus guaranteeing that all of the important skills measured in the WorkKeys assessments are covered. Upon completion, in addition to their technical competencies, students will have documentation of their workplace skills.

CAREER/JOB PLACEMENT SERVICES

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.

SPACE CENTER

(Student Persistence through Assistance and Collaborative Efforts)

The **SPACE** Center is a comprehensive center designed to provide a structured means of ensuring that students are aware of and utilize the services and assistance provided by the College. Services include tutoring, counseling, academic advisement, mentoring, technology-based services, student financial services assistance, academic support activities and programming,

non-academic support and referrals, faculty/staff awareness activities, collaboration and resource sharing, and special programs and community-based activities. These supportive services enhance persistence, student learning, and overall student success. Counselors and other College personnel proactively assist students in utilizing these services.

TRIO PROGRAMS

The TRIO programs at Lawson State Community College are federally funded by the United States Department of Education. The programs identify qualified youth or adults who are low income and first-generation college students. Participants are selected according to their potential for academic success.

TRIO at LSCC is comprised of two programs: Upward Bound and Student Support Services. The ultimate goal of each TRIO program is to assist participants in postsecondary education. Each program has specific goals, objectives and criteria for students served based on its respective grant proposal approved by the Department of Education.

CONTACT PERSONS—For further information regarding the TRIO programs at Lawson State Community College, contact the TRIO program coordinators:

► *Mr. Elijah Anthony*
Director of Student Support Services
eanthony@lawsonstate.edu
205-929-3518

► *Mrs. Mattie Crawford*
Coordinator of Upward Bound
mcrawford@lawsonstate.edu
205-929-6339

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



ADMISSIONS & RECORDS

OFFICES OF ADMISSIONS AND RECORDS

**MR. DARREN C. ALLEN, ASSISTANT DEAN FOR
ADMISSIONS AND RECORDS**
dallen@lawsonstate.edu

MR. JEFF SHELLEY, DIRECTOR OF ADMISSIONS
jshelley@lawsonstate.edu

MRS. LORI CHISEM, REGISTRAR
lchisem@lawsonstate.edu

Bessemer Campus
1100 9th Avenue, SW
Bessemer, Alabama 35022

Birmingham Campus
3060 Wilson Road, S.W.
Birmingham, Alabama 35221

Admissions: (205) 929-3414
FAX: (205) 424-5119

*(205) 929-6309
FAX: (205) 925-3716

Records: (205) 929-3409
FAX: (205) 424-5119

OFFICES OF ADMISSIONS AND RECORDS

Division of Student Services

Hours of Operation:

Monday - Tuesday
8:00 a.m. – 7:00 p.m.

NOTE: *The Office of Admissions and the Records Office are located in the Student Services Center, Building A on the Bessemer Campus. *The Offices of Admissions and Records use a combined office on the Second Floor of the Administration Building A on the Birmingham Campus.*

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

OFFICE OF ADMISSIONS

The Office of Admissions and the Records Office work in tandem with the Office of Student Recruitment, to provide efficient student enrollment services. The Office of Admissions coordinates the admission of qualified student body. The Office processes student applications, advise students of available program offerings, disseminates appropriate brochures, literature, etc. to interested students, verifies student qualifications for specific certificate and degree programs.

RECORDS OFFICE

The Records Office primarily stores and maintains student academic records. This office provides transcripts of student academic records (official and student copies), facilitates registration each semester for credit classes, verifies and certifies student enrollment status. In addition, the office processes grade changes, certificates and degrees, and changes in student information. Specific registration information is contained in instructions distributed before each semester begins.

REGISTRATION

Registration is held each semester according to scheduled dates and procedures published in the semester *Schedule of Classes* booklet. Students are responsible for registering each semester. Lawson State may withhold the privilege of registering for the following reasons:

- Unpaid Fees
- Overdue Loans
- Library Books
- Incomplete Admission Records

Students who experience academic difficulties (see Satisfactory Academic Progress) may be limited in their selection of courses and the number of credits for which they may register. These students must see the Retention Counselor to complete registration.

SCHEDULE OF CLASSES

A schedule of classes is published each semester and is available approximately four weeks before each registration date. Schedules are available in the Office of Admissions, Records Office and at other campus locations. Please note that fees, curricula, etc. can change at any time; therefore, it is recommended that EACH student be counseled by an advisor before planning class schedules each semester.

CLASSIFICATIONS

Day	A student who is enrolled for a majority of course work scheduled before 5:00 p.m.
Evening	A student who is enrolled for a majority of course work scheduled after 5:00 p.m.
Full Time	A student who is enrolled for twelve or more semester hours.
Part Time	A student who is enrolled for fewer than twelve semester hours.
Freshman	A student who has completed 0-32 semester hours of coursework.
Sophomore	A student who has completed 33 or more semester hours of course work.

Only course work taken at Lawson State Community College is used in computing grade point averages.

GENERAL ADMISSION POLICY

For admission to Lawson State Community College an applicant must provide:

1. One primary form of documentation such as an unexpired Alabama driver's license; an unexpired Alabama identification card; an unexpired U.S. passport; an unexpired U.S. permanent resident card; **OR**
2. Two secondary forms of documentation, one which must be a photo identification card other than those specified in item 1, **AND** one additional form of identification such as a Certificate of Naturalization; a Social Security card; a certified copy of a U.S. birth certificate; **OR**
3. All international applicants must provide: a VISA acceptable to the United States and an official translated copy of the student's high school/college transcript; a minimum score on an approved English as a Foreign Language exam as specified in the guidelines; signed, notarized statement verifying adequate financial support; and documentation demonstrating adequate health and life insurance which must be maintained during enrollment. (*SEE SECTION ON ADMISSION OF INTERNATIONAL STUDENTS*).

An applicant who fails to satisfy the requirements of items 1 or 2 will not be admitted to Lawson State Community College. A complete list of the most recent acceptable primary and secondary forms of identification

and VISA information is available on the *Admissions* page of the College's website (www.lawsonstate.edu). Students enrolled at the College prior to the implementation of this policy will not be affected by the requirements of this section.

Further, applicants must submit the documentation identified in items 1 or 2 in person or through a notarized copy by U.S. Mail by the end of the College's published drop/add period.

All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with § 36-26-15.1 of the Code of Alabama of 1974 (as amended).

TYPES OF ADMISSION

Unconditional Admission of First-Time College Students

An applicant who has not previously attended a duly accredited postsecondary institution will be designated a first-time college student/native student. For unconditional admission and to be classified as "degree eligible," applicants must have on file at the institution a completed application for admission and meet at least one of the following criteria:

- a. An official transcript showing graduation with the Alabama High School Diploma, as defined by the Alabama State Board of Education, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; **OR**
- b. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma, as defined by the Alabama State Board of Education, issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; **OR**
- c. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma, as defined by the Alabama State Board of Education, issued by a non-public high school. Further, such students must achieve a minimum score of 16 on the ACT or a 790 on the SAT Critical Reading and Math section of the SAT; **OR**
- d. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, as defined by the Alabama State Board of Education, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma

issued by a non-public high school, a minimum score of 16 on the ACT or a 790 on the SAT Critical Reading and Math section of the SAT; **OR**

- e. The student holds an official GED Certificate issued by the appropriate state education agency.

Conditional Admission of First-Time Students

Conditional admission may be granted to an applicant if the college has not received proof that he/she has not satisfied one of the admission requirements identified above in section one, *Unconditional Admission of First-Time College Students*. If all required admissions records have not been received by the institution prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read **CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS**. This notation will be removed from the transcript only upon receipt of all required admissions records. The student will not be allowed to enroll for a second semester unless all required admission records have been received by the institution prior to registration for the second semester.

Admission of Ability to Benefit Students

In keeping with the mission of the Lawson State Community College and the Alabama Community College System, applicants with less than a high school diploma or GED may be admitted to courses not creditable toward an associate degree or programs comprised exclusively of courses not creditable toward an associate degree, provided that he/she meet following criteria:

- a. The applicant is at least 16 years of age and has not been enrolled in secondary education for at least one calendar year, and has specifically documented ability-to-benefit based on an assessment approved by the federal government; **OR**
- b. The applicant holds an Alabama Occupational Diploma, as defined by the Alabama State Board of Education, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has not achieved a minimum score of 16 on the ACT or a 790 on the SAT Critical Reading and Math section of the SAT.

Students admitted under the “Ability to Benefit” provision may enroll in one of the following programs at the short certificate award level: Automotive Body Repair, Automotive Mechanics, Barbering, Cabinetmaking, Carpentry, Commercial Foods Service, Commercial Sewing, Cosmetology, Graphics and Printing, Home Health Aide, Masonry, Medium / Heavy Truck Technician, Nurse Assistant, Plumbing, Sewing in Soft Interior Furnishings, Sewing in Tailoring and

Alterations, and Welding. However, such students may proceed beyond the short certificate award if the GED (General Equivalency Diploma), the Alabama High School Diploma, or its equivalent is acquired.

Unconditional Admission of Transfer Students

An applicant who has previously attended another duly accredited postsecondary institution will be considered a transfer student. To be classified as degree eligible, a transfer student must have submitted an application for admission and official transcripts from all duly accredited postsecondary institutions attended and any other documents required for first-time students. Even though transcripts from non-duly accredited institutions may not be required for admission to the College, transcripts from all institutions are required for recipients of federal student aid. *A duly accredited institution is accredited by one of the six regional accrediting bodies recognized by the U.S. Department of Education.*

A transfer student who does not meet the requirements in the previous paragraph will be classified as a non-degree eligible student/ability to benefit student or conditional. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

Conditional Admission of Transfer Students

A transfer student who does not have on file official transcripts from all postsecondary institutions attended and any additional documents required may be granted conditional admission. No transfer student shall be allowed to enroll for a second semester unless all required admissions records have been received prior to registration for the second semester.

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

Further discussion of issues related to General Principles for Transfer Credit and Initial Academic State of Transfer Students is found later in this section.

Admission of Transient Students

A transfer student who attended another postsecondary institution and who seeks credit at for transfer to that parent institution may be admitted to Lawson State Community College as a transient student. The student must submit an application for admission and an official

letter from the institution which certifies that the credit earned at the institution will be accepted as a part of the student's academic program. Such student is not required to file transcripts of previously earned credits at other postsecondary institutions.

ACCELERATED HIGH SCHOOL PROGRAM

The Accelerated High School program allows high school students the opportunity to earn college credit while still in high school. College credit earned through the Accelerated High School program may not substitute for high school credit.

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

- a. The student has successfully completed the 10th grade;
- b. The student provides certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative "B" average and recommends the student be admitted under this policy;
- c. The student may enroll only in courses for which high school prerequisites have been completed.
- d. Students may enroll in academic, career and technical, or health profession courses/programs in accordance with guidelines issued by the Chancellor of the Alabama Community College System.

DUAL ENROLLMENT/DUAL CREDIT FOR HIGH SCHOOL STUDENT

Lawson State Community College admits students from within its service area for dual enrollment/dual credit. Courses offered are on the postsecondary level and enrolled students must pay normal tuition as required by the College, or as stipulated in a contract for services between the College and the student's school system.

A student is eligible for dual enrollment/dual credit if the student meets the following criteria:

- a. The student must meet the entrance requirements established by Alabama College System institutions;
- b. The student must have a "B" average in completed high school courses;
- c. The student must have written approval of the appropriate principal and the local superintendent of education;
- d. The student must be in grade 10, 11, or 12, or have an exception granted by the participating institution upon the recommendation of the students' principal and superintendent and in accordance with *Alabama Administrative Code* 290-8-9-.17 regarding gifted and talented students.

1. Students may enroll in occupational/technical courses/programs in accordance with guidelines of the Department of Postsecondary Education.
2. Students enrolled in courses offered **during the normal high school day on or off the high school campus** shall have prior permission of the students' principal, superintendent, and the President of the College.
3. Parental permission and travel for courses offered off the high school campus during the normal school day will be administered under the auspices of local boards of education;
4. Ten quarter/six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between College and the local board of education.

INTERNATIONAL ADMISSION

For admission to Lawson State Community College, an international applicant must provide:

1. Submit a completed *Application for Admission*
2. A VISA recognized and accepted by the United States Government.
3. An official translated copy of the student's high school/college transcript. These documents must be reviewed by **Educational Credential Evaluators, Inc. www.ece.org, World Education Services, Inc. www.wes.org** or by a member-agency of the National Association of Credential Evaluation Services (NACES) www.naces.org in the United States, at the expense of the applicant. An official report should be forwarded directly to Lawson State Community College.
4. A minimum score ranging from 5.5-6.0 on the IELTS (International English Language Testing System) as determined by the college, or a total score of 61 on the Internet-based TOEFEL, a total of 173 on the computer-based TOEFL, or a total score of 500 on the paper-based TOEFL.

English as a Second Language exam may be waived for students from the following countries: *Australia, Bahamas, Bermuda, Canada (verify from transcript), England, Ireland, Jamaica, New Zealand, Scotland, Antigua and Barbuda, Barbados, Grenada, Belize, Dominica, Malawi, St. Lucia, St. Kitts and Nevis, Nigeria, Tanzania, The Gambia, Tobago and Trinidad, Zambia, and Virgin Islands*. All other waivers must be submitted to the Chancellor for approval with substantial documentation.

5. Signed, notarized statement verifying that the student or a sponsor adequate financial support while attending college. (Recent bank statements indicating sufficient funds to cover financial obligations must be included.) Please note that **the**

College offers no financial assistance or scholarships for international students.

6. Documentation demonstrating adequate health and life insurance, inclusive of a repatriation benefit, which must be maintained during enrollment.
7. English as a Second Language exam may be waived for students from the following countries: Australia, Bahamas, Bermuda, Canada (verify from transcript), England, Ireland, Jamaica, New Zealand, Scotland, Antigua and Barbuda, Barbados, Grenada, Belize, Dominica, Malawi, St. Lucia, St. Kitts and Nevis, Nigeria, Tanzania, The Gambia, Tobago and Trinidad, Zambia, and Virgin Islands.
8. Transient or transfer international students must submit a *Transient/Transfer Clearance Form* signed by the foreign student advisor at the institution from which the prospective student comes. Further, transfer students must submit a copy of the Form I-20 from the institution from which the student transfers.

SENIOR CITIZEN ADMISSION

Persons age 60 or over may receive tuition scholarships. Such persons must follow standard admissions procedures and meet all course prerequisites as stated in the catalog. Waivers apply **ONLY** to college-credit courses and **do not include books, fees, supplies, or tools**. Registration will take place during regular registration periods. Available space will not be assured until the last day of late registration. In the event space is no longer available, such persons will be required to withdraw from the course.

CORRECTIONAL EDUCATION

Lawson State Community College partners with the Alabama Department of Corrections to offer technical training for qualified inmates incarcerated in William E. Donaldson Correctional Facility. Admissions of students in correctional education programs are administered under separate guidelines agreed upon by the Department of Corrections and the Chancellor of the Alabama Community College System.

READMISSION REQUIREMENTS

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

- Submit an updated *Application for Admission* if the student has not attended a fall or spring term within the academic year. An updated *Application* will not be required for students who enrolled during spring but did not enroll for the following summer term.

- Retake COMPASS placement exam, if scores are more than three years old.
- Request transcripts from other colleges and universities attended since leaving LSCC. Transcripts should be sent to the Office of Admissions at Lawson State Community College, if such transcripts are not in the student's academic record.
- Submit Selective Service Verification if appropriate.

A student who has a break in enrollment may be required to study under the catalog currently in use at the time of re-admission.

A returning student who is on academic or disciplinary suspension from any other college(s) must appeal to the Admissions Appeals/Grievance Committee in care of the Director of Admissions.

CHANGE OF PROGRAM

Students may change their program by completing a *Change of Record Request Form*, which is available on the Admissions and Records page of the College's website, as well as, in the Records Office. The student's current program advisor should review the degree plan and transcript before signing indicating that the student qualifies for the new program. The student's permanent record will reflect a change of program upon submission of the signed form to the Office of Admissions.

Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned in computing grade point averages for admission or other purposes. For more information, log on to AGSC/STARS Home Page at: <http://stars.troy.edu>.

GENERAL PRINCIPLES FOR TRANSFER OF CREDIT

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

1. In assessing and documenting equivalent learning and qualified faculty, Lawson State Community College uses recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

2. A course completed with a passing grade at other duly accredited postsecondary institutions will be accepted for transfer as potentially creditable toward graduation requirements.
3. A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above at the time of admission. If the student has a cumulative 2.0 or above, the "D" grade will be accepted the same as for native students.

INITIAL ACADEMIC STATUS OF TRANSFER STUDENTS

1. A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on **Clear** academic status.
2. A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on **Academic Probation**. The transcript will read **ADMITTED ON ACADEMIC PROBATION**.
3. An applicant who has been academically suspended from a duly accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the institution for "native" students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on **Academic Probation**. The transcript will read **ADMITTED UPON APPEAL--ACADEMIC PROBATION**.

CREDIT AWARDED BY NON-TRADITIONAL MEANS

- College credit may be awarded through nontraditional means (i.e., credit awarded for prior learning from which the skills that comprise courses – terminal objectives – are mastered to an acceptable degree of proficiency).
- Credit awarded through nontraditional means for academic transfer courses may be awarded by examination, nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY) or through other statewide programs identified by the Department.
- The College will accept for credit a score of 3 or higher on Advanced Placement® subject examinations.
- Credit awarded through nontraditional means for non-academic transfer courses may be awarded through portfolio review by a prior learning assessment specialist through Instructional Services, through

statewide articulation agreement for career and technical students or other statewide programs identified by the Department.

- Not more than 25 percent of total credit required for any program may be awarded through nontraditional means. Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at Lawson State Community College.
- Nontraditional credit is not applicable for the 25 percent semester credit hours that a student completing a program must be earned at Lawson State.
- A student may be granted advanced placement by presenting scores on the College Board Advanced Placement Examination. Students with a minimum score of 3 will be given college credits (but no academic grade) for beginning courses.

COURSE LOAD

Students are classified according to the following minimum schedule:

Credit-Hour Loads	Semester Hrs.
Minimum Full-time Load	12
Normal Full-time Load	12-19
Financial Aid and Veterans Benefits	12
Financial Aid and Veterans Benefits (3/4 allowance)	9-11
Financial Aid and Veterans Benefits (1/2 allowance)	6-8
International Students (F-1 Visa)	12
Social Security Benefits	12

STUDENT COURSE OVERLOAD

The student course load for a full-time student will be 12 to 19 credit hours per semester. Credit hours above 19 credit hours will constitute a student overload. The Vice President for Instructional Services must approve a student's course overload. **No student will be approved for more than 24 credit hours in any one term for any reason.**

All hours including physical education, internship, seminar and on-the-job-training will be counted toward the maximum load.

Each credit hour taken usually requires a minimum of two hours of outside study each week. A student employed full-time should not attempt to carry more than

three courses per semester. A student working part-time should carry a course load in proportion to hours of employment.

STANDARDS OF PROGRESS FOR TRANSFER STUDENTS

- A transfer student who is admitted on Clear academic status is subject to the same standards of academic progress as a native student. Grades accrued at other regionally accredited postsecondary institutions, including other Alabama Community College System institutions, are not included in GPA calculation.
- A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 semester credit hours at Lawson State.
- If the Cumulative GPA at Lawson State is below 1.5 at the conclusion of the semester in which the transfer student has attempted a total of 12 or more semester credit hours, the student will be suspended for one semester. The transcript will read **SUSPENDED--ONE SEMESTER**.
- If the cumulative GPA at Lawson State is 1.5 or above at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 semester credit hours, the student's status will become Clear.

TRANSFERRING TO ANOTHER COLLEGE FROM LAWSON STATE

Counselors and other members of the College's staff will advise and assist any student planning to transfer to a four-year institution. However, it is the student's responsibility to follow the admissions requirements closely. These requirements are indicated in the particular institution's catalog. Reference copies of various catalogs are available in the various offices at Lawson State.

Because of the highly specialized nature of courses in career programs, many of the courses are not designed for transfer to a four-year institution. Students also should note that courses with numbers below 100 usually do not transfer.

Students are strongly recommended to see an advisor regularly if they are planning to transfer to a four-year college or university. Representatives from four-year colleges often visit the campus to help Lawson State Community College's students plan their transfer programs.

RESIDENCY

In-State vs. Out-of-State

Lawson State Community College is supported by the taxpayers of Alabama. Students who are not state residents **MUST** pay out-of-state fees. A student's official residency is determined at the time of admission according to the residency policy of the state of Alabama.

To qualify for in-state tuition, a legal residence must have maintained residency in Alabama for a least the twelve months immediately preceding the date of first enrollment in an institution of higher education in Alabama.

AUDITING A COURSE

Registration for an audit course must be declared by the end of the registration period and may not be changed thereafter. To change the registration for a course from credit to audit, the following procedures is used:

- The student must have the approval of the instructor and the appropriate divisional administrator.
- When the request to change to audit is approved, the student must officially notify the Records Office.
- Class attendance and work requirements are the same as for students taking the course for credit. The student is not required to take the final examination.
- Students who satisfactorily complete a course for audit will be assigned the grade of "AU".
- The cost for auditing a course is the same as taking it for credit.

ADDING AND DROPPING COURSES

Students may receive permission from his or her advisor to change from one class to another only when it is determined that:

- The schedule has conflicting classes.
- The student does not have the required course prerequisites.
- The student is enrolled in a course not acceptable in his or her program of study.
- The student already has credit in the course and does not wish to repeat it.
- Administrative actions justify such changes. Appropriate signatures must be secured and the "Drop/Add Form" must be returned to the Records Office before it is official.

STATUTE OF LIMITATIONS FOR COURSES

Acceptance of some courses that were taken five years or more may be recommended for approval by the appropriate departmental chairperson to the Vice President for Instructional Services.

WITHDRAWAL FROM A COURSE

A student may withdraw from a course and receive a grade of "W" at any time during a given semester subject to the last day to withdraw to receive a "W". The deadline for withdrawals is specified in the semester schedule. ("WP" or "WF" grades will be assigned for courses(s) withdrawn after the deadline for the *Last Day to Withdraw Without Academic Penalty* as specified in the semester schedule. The Vice President must approve "exceptions" to this policy).

Withdrawal from a course(s) occurs in the Records Office. The "Withdrawal Form" must be submitted to the Records Office with appropriate signatures before it is official.

NOTE: Students who stop attending classes for any reason should not expect the instructor to withdraw them. It is the student's responsibility to officially withdraw by completing the *Withdrawal Form* in the Records Office by the deadline date published in the semester schedule.

GRADES AND RELATED MARKS

The following letter symbols are used to indicate the student's level of achievement in courses taken:

Grading Scale for the Programs:		
A	Excellent	(90 – 100)
B	Good	(80 – 89)
C	Average	(70 – 79)
D	Poor	(60 – 69)
F	Failure	(59 and below)
AU	Audit	
I	Incomplete	
W	Withdrawal	
WF	Withdrawal Failing	(Calculated the same as grade of "F")
WP	Withdrawal Passing	

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.

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 indicated the student is passing the course at the time of withdrawal. The **WF** is may be assigned after the date set for withdrawals and indicates 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 Records Office 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 Student Financial Services.

I is a letter grade which indicates incompleteness of course requirements; thus an "I" is not a satisfactory completion and will not allow a student to progress to the next course level. An "I" is awarded only under extenuating circumstances. An "I" typically is used to signify that an instructor has granted permission to a student to complete work or that the Dean or designee has approved the student to take her/his final examination late. Other circumstances as approved by the instructor and/or Dean of designee may be granted. The student must be aware that he is not to sign up for the course again, but to see the instructor promptly and complete the course requirements. The grade "I" may affect eligibility for federal financial aid. For more information, a student may contact the Office of Student Financial Services.

Regardless of the circumstances, a grade of "I" must be changed by the designated date each semester or it will be converted to an F. At LSCC, if a student is seeking

federal financial aid, all "I" grades must be removed prior to the awarding of federal financial aid.

AU as a grade indicates audit and is a course taken for non-credit. Credit hours will not be averaged into the grade point average. Audit must be declared by the end of the registration period and may not be changed thereafter.

GRADE POINTS

A student's academic standing or grade point average is a means to evaluate the overall quality of work being done. In order to perform this measure, the following grade points are assigned:

Grade Points		
A	4	grade points per hour
B	3	grade points per hour
C	2	grade points per hour
D	1	grade points per hour
F	0	grade points per hour
WF	0	grade points per hour

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 Records Office.

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.

WHAT THE GRADES MEAN

"F" Grade	The grade F is recorded if the student has failed the combined evaluation of work through the semester. A student who makes an "F" on the first semester of a sequence series of a course is not permitted to register for the succeeding sequences of the course before he or she has made up the failure.
"I" Grade	When a student has failed to complete the requirements of a course, the student may be given an "Incomplete" or "I" grade. The "I" grade is given only to a student whose work in a course has been qualitatively satisfactory (completed at least 75% of course requirements). All requirements to remove an "I" must be completed within six weeks of the following semester in which the grade was given. If requirements are not completed within the six weeks period, the grade of "F" will be assigned.
"W" Grade	A student who wishes to withdraw from a course or courses within the first twelve weeks of the semester may do so without the credit hours being computed as hours attempted.
"WP" Grade	Indicates the student withdrew from the course or courses after the twelfth week and was making satisfactory progress. The credit hours will not be computed as hours attempted.
"WF" Grade	Indicates the student withdrew from the course or courses after the first twelve weeks and was failing. The grade will be counted as a grade of "F" earned and computed in the grade point average.
"AU" Grade	(Audit) Courses taken for no credit. Credit hours will not be averaged into the grade point average. A course that is being audited must be declared by the end of the registration period and may not be changed thereafter. The fees are the same as for regular college credit.

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

Note: Withdrawal from a class or removal from the registration database can affect eligibility for federal financial aid. The grade of "I" may affect eligibility for federal financial aid. For more information, a student may contact the Office of Student Financial Services.

STANDARDS OF ACADEMIC PROGRESS

These standards of progress shall apply to all students unless otherwise noted.

Exceptions

Programs within the institution which are subject to external licensure, certification, and/or accreditation, or which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.

Selected transfer students will be placed on academic probation upon admission and must transition to these standards of academic progress.

Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV Financial Aid.

REQUIRED GPA LEVELS ACCORDING TO HOURS ATTEMPTED AT LAWSON STATE

The following applies to the required GPA for attempted hours:

- Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 cumulative grade point average.
- Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 cumulative grade point average.
- Students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 cumulative grade point average.

INTERVENTION FOR STUDENT SUCCESS

When a student is placed on academic probation, one-term academic suspension, or one-calendar year academic suspension, college officials may provide intervention for the student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

APPLICATION OF STANDARDS OF PROGRESS

- When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is "Clear."
- When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on academic probation.

- When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at the institution, but the semester GPA is 2.0 or above, the student remains on academic probation.
- When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at the institution and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read **suspended—one semester**.
- The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read **Suspended—One Semester/Readmitted Upon Appeal**.
- The student who is readmitted upon appeal re-enters the institution on academic probation.
- A student who is on academic probation, after being suspended for one semester, will remain on academic probation until the required GPA for the total number of hours attempted is sufficient.
- A student returning from a one semester suspension that has failed to obtain the required GPA for the number of hours attempted, and has failed to maintain a semester GPA of 2.0, will be placed on a one year suspension. **The student may appeal a one term or one-year suspension.**

The permanent student record will reflect the student's status (except when the status is clear). When appropriate, the record will reflect **Academic Probation, Academic Suspension—One Term, Academic Probation—One Year, One Term Suspension—Readmitted On Appeal, Or One-Year Suspension—Readmitted On Appeal**.

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

Definition of Terms: Standards of Progress

Grade Point Average (GPA)—The grade point average based on all hours attempted during any one term at the institution based on a 4.0 grading scale.

Cumulative Grade Point Average—The grade point average based on all hours attempted at the institution based on a 4.0 grading scale.

Clear Academic Status—The status of a student whose cumulative grade point average is at or above the level required by this policy for the number of credit hours attempted at the institution.

Academic Probation—The status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at the institution.

The status of a student who was on academic probation the previous term and whose cumulative GPA for that semester remained below the level required by the policy for the total number of credit hours attempted at the institution, but whose semester GPA for that term was 2.0 or above.

One Semester Academic Suspension—The status of a student who was on academic probation the previous term but who has never been suspended, or since suspension, had achieved clear academic status. In addition, the cumulative GPA for that term was below the level required by the policy for the total number of credit hours attempted at the institution and whose semester GPA for that term was below 2.0.

One Year Academic Suspension—The status of a student who was: (1) on academic probation the previous term; (2) was suspended without since having achieved clear academic status; (3) whose cumulative GPA that term remained below the level required by the policy, for the total number of credit hours attempted at the institution); and (4) whose semester GPA for that term was below 2.0.

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 Records Office, declaration of academic bankruptcy under the following conditions:

- If fewer than three (3) calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during that one semester. The student **MUST** have taken a minimum of 18 semester credit hours of work since the bankruptcy semester occurred. All course work taken, even hours completed satisfactorily during the semester for which academic bankruptcy is declared, will be disregarded in the cumulative GPA.
- If three (3) or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during 1-3 semesters. The student **MUST** have taken a minimum of 18 semester credit hours of course work at Lawson State since the bankruptcy occurred. All course work taken, even hours completed satisfactorily, during semester(s) for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.

When academic bankruptcy is declared, the term “**Academic Bankruptcy**” will be reflected on the transcript for each semester affected. When academic bankruptcy is declared, the transcript will reflect the semester of its implementation and the transcript will be stamped “**Academic Bankruptcy Implemented.**”

Implementation of academic bankruptcy at Lawson State Community College does **not** guarantee that other institutions will approve such action. The respective transfer institution will make this determination. (A detailed chart that helps students determine the benefits, circumstances, and consequences of academic bankruptcy is printed on the *Request for Academic Bankruptcy Form* available in the Records Office.

DISMISSAL FROM AN ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM AND CERTIFICATE PROGRAM

If the department chairperson determines that a student is not a safe and dependable practitioner in the lab, shop, clinic, or field area (in the progress of a course), the student may be dismissed from the program with the concurrence of the Vice President or appropriate dean through the due process procedure.

Due to the fact that certain courses of many occupational programs are prescribed in a one or two-year sequential pattern and are offered only once during the sequence, a student has no opportunity to repeat one of these courses or to elect a substitution course. Therefore, a student who fails one of these courses will be dismissed from the program at the end of the semester in which the failure occurs.

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

Dismissal from a degree or certificate program does not cause dismissal from the college.

GROUNDS FOR STUDENT DISMISSAL

Academic standards and compliance with accreditation and legal requirements are maintained through regulations and policies related to student behavior, both in and out of the classroom (matriculation for scholarly pursuit and citizenship regulations). Noncompliance with college regulations and policies may constitute grounds for dismissal.

HONORS LIST

President's List

The President's List is a semester honor roll for students attaining a grade point average of 4.0 consisting of a minimum course load of not fewer than twelve (12) semester hours of 100 level courses or above.

Dean's List

In order to qualify for the Dean's List, a student must take a minimum course load of not fewer than twelve (12) semester hours of 100 level courses or above, and maintain at least a 3.50 grade point average.

REQUIREMENTS FOR GRADUATION IN AA, AS, AOT, AND AAS DEGREE PROGRAMS

A student must:

1. Satisfactorily complete a minimum of 60 semester hours of college credit for AA or AS degrees and 60-76 semester hours of college credit for AOT and AAS degrees in an approved program of study, including prescribed general education courses.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the College. All grades in repeated courses will be averaged into the grade point average; however, a course may be counted only once for the purposes of meeting graduation requirements unless specifically noted in the College Catalog that the course may be repeated for credit.
3. Complete at least 25% of the credit hours required for the degree at Lawson State Community College.
4. Meet all requirements for graduation within a calendar year from the last semester of attendance.
5. Successfully complete all courses that are a part of the student's major program of study or degree plan with a grade of "C" or higher.

REQUIREMENTS FOR GRADUATION IN CERTIFICATE PROGRAMS

A student must:

1. Satisfactorily complete an approved program of study.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the College. All grades in repeated courses will be averaged into the grade point average; however, a course may be counted only once for the purposes of meeting graduation requirements unless specifically noted in the College Catalog that the course may be repeated for credit.
3. Complete at least 25% of the total semester credit hours required in the program at Lawson State Community College
4. Meet all requirements for graduation within a calendar year from the last semester of attendance.
5. Successfully complete all courses that are a part of the student's major program of study or degree plan with a grade of "C" or higher.

RECEIPT OF A CERTIFICATE

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

1. The student or academic advisor must submit a formal application for graduation in accordance with institutional policy and pay the graduation fee, if applicable.
2. The student must fulfill all financial obligations to the College.
3. The student must satisfy those requirements either as stated in the current College Catalog at the time of graduation or as stated in catalog at the time of entry into the college.
4. The student must successfully complete all courses that are a part of the student's major program of study or degree plan with a grade of "C" or higher.

Commencement exercises to award degrees and certificates to students in respective divisions are at the conclusion of the spring semester. A graduation fee is charged to each graduating student.

The student must be enrolled during the semester in which the degree is earned or with the approval of the Vice President for Instructional Services within one calendar year of the last semester of attendance.

The specific date of the commencement exercise is listed in the College calendar (in front of this catalog). Students must fulfill all financial obligations to Lawson State.

Graduation with Honors

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

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

Graduation with Honors for Certificate

- Graduation with Distinction (3.50 to 4.00)

Calculation of the GPA for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements (degree, diploma, or certificate being earned). In addition, to be eligible for a

graduation honor, the student must have completed a minimum of 32 semester credit hours at the college conferring the degree.

REPEATING COURSES

If a student repeats a course once, the second grade awarded (excluding grades of AU, W and WP) replaces the first grade in the computation of the cumulative grade point average. The grade and grade point average during the term in which the course was first attempted will not be affected.

When a course is repeated more than once, all grades for the course, excluding the first grade, will be employed in computation of the cumulative grade point average. Official records at the institution will list each course in which a student has enrolled. A repeated course will count only once toward the requirements for graduation. Repeating courses may or may not affect federal financial aid. For more information, contact the Office of Student Financial Services.

SECOND ASSOCIATE DEGREE

A student may earn a second associate degree by completing (in residence with an average grade of "C" or better) at least 18 semester hours of work over and above work done for the first degree, including a new major. The first degree must be based on at least 64 semester hours of fully accredited work. All requirements for the second degree major must be complete. Second-degree programs should be submitted to the Vice President for Instruction or appropriate dean for approval in advance. Statute of limitation is five (5) years.

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

In accordance with the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act (FERPA [*also known as the Buckley Amendment*]), the Records Office will release a transcript of a student's academic record only upon written request of the student. The request for the transcript release must bear the signature of the student along with identifying information. Official transcripts are not issued to the student but to the institution, official, or agency listed on the request.

RETENTION OF STUDENT RECORDS

TRANSCRIPTS OF GRADES

Information on a student's academic performance is available on a semester basis via the web-based student information system and transcript records available in the Student Records offices.

Transcripts are sent within 24-48 business hours 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.

NOTE: For former students of the former Bessemer State Technical College should clearly indicate dates of attendance, as well as, denoting that courses were taken through that specific institution. *Further, most records of students who attended Lawson State Community College prior to 1990 are archived on microfilm and require additional processing.*

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.

Transcripts may be requested from the College's website at <http://www.lawsonstate.edu> using a secure login through *Student Suite*.

Requests also may be mailed or taken to either of the following locations:

Records Office
Bessemer Campus
1100 9th Avenue, SW
Bessemer, Alabama 35022
Phone: (205) 929-3410
FAX: (205) 424-5119

Admissions & Records
Birmingham Campus
3060 Wilson Road, SW
Birmingham, AL 35221
Phone: (205) 929-6309
FAX: (205) 925-3716

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.

- A. Students wishing to send transcript requests by fax must furnish the following information: full name and any previous names under which enrolled, social security number, approximate dates of attendance, school or organization and fax number of where the transcript is to be forwarded, along with the student's signature and a daytime phone number.
- B. Telephone requests are not honored. A student should be aware that the receiving institution has the right to decline receipt faxed transcripts. The College does not charge a transcript fee.
- C. Transcript requests will not be honored for any student who has outstanding academic or financial obligations in any of the administrative offices of the College.
- E. Any student who withdraws from the College must have completed all admission credentials and have cleared all financial or other obligations in all of the administrative offices before being entitled to an official academic transcript.
- F. The College will accept verified faxed transcripts from high schools within the College service area 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 current student catalog and distributing copies of the policy at fall registration.

For purposes of this policy, a student is defined as an individual who has been admitted and is enrolled or has been enrolled at the College. A student has the right of access to his/her educational records and may inspect and review the information contained therein. Exceptions to a student's rights of access are stated in the College policy. Educational records refer to all records maintained directly pertaining to an individual as a student. At the postsecondary level, parents have no inherent rights to inspect a student's education records. The right to inspect is limited solely to the student.

Student Access to Records

A. *The student has the following rights:*

- To be provided with a list of the types of educational records maintained in the College.
- To inspect and review contents of these educational records.
- To be given responses by the Registrar or other college records officers to reasonable requests for explanation and interpretation of these records.
- To request amendment of any part of these records considered by the student to be inaccurate or misleading.
- To be afforded hearings, should the request to amend the records be declined.
- To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- To file a complaint with the U.S. Department of Education concerning alleged failures by Lawson State Community College to comply with the requirements of FERPA.

B. *The student does not have access to the following records:*

- Financial records, including any information those records contain, of his/her parents.
- Confidential letters and confidential statements of recommendation placed in the educational record prior to January 1, 1975, as long as the statements are used only for the purposes for which they were specifically intended.
- Confidential letters and statements of recommendations placed in the file after January 1, 1975, if the student has waived his/her right to inspect and review those letters and statements and those letters and statements are related to the student's admission to an educational institution, application for employment, and receipt of an honor or honorary recognition.
- Instructional, supervisory, and administrative personnel records which remain the sole possession of the maker.
- Campus security records.
- Employment records, except when such employment requires that the person be a student.
- Alumni office records.
- Physical or mental health records created by a physician, psychiatrist, psychologist, or other recognized professionals.

Procedures for Access

The Records Office has a list of educational records maintained by the College. The Registrar or other college records officers may require that a college official be present when a student inspects and reviews his/her educational records. A student should submit to the Registrar a letter that identifies the record(s) he/she wishes to inspect. If it is an inappropriate time to retrieve the record(s) on short notice, the Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be advised of the correct official to whom the request should be addressed. Any questions concerning a student's access to records should be directed to the Registrar.

Amendment of Education Records

A student may ask for amendment of a record that he/she believes is inaccurate or misleading. The student should make the request in writing to the Dean of Students, clearly identify the part of the record requesting to be changed, and specify why it is inaccurate or misleading. If the decision is not to amend the record as requested by the student, the Dean of Students will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Release of Directory Information

The College may release directory information to others without the necessity of obtaining permission from the student. Directory information is limited to the following:

- Student's name, address (local and permanent), and telephone number.
- Parents and Spouse.
- Date and place of birth.
- Major field of study.
- Participation in officially recognized activities and sports.
- Weight and height statistics for athletic team members.
- Dates of attendance.
- Degrees and awards received.
- Previous educational institution most recently attended.
- Photographs.

If a student does not wish the directory information released, he or she may indicate by notifying the

Registrar in writing at the time of registration, and the College will withhold the information during that particular semester. The request for nondisclosure of directory information should be renewed each semester.

Directory information will not be disclosed to private or profit making entities other than employers, prospective employers or representatives of the news media. Directory information will be released only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without prior written consent of the student. When directory information is disclosed to an institution, agency or organization, such information may be used by its officers, employees, and agents but only for the purposes for which the disclosure was made.

Release of Educational Records

The student may request release of copies of those educational records that are subject to release. The student must submit a written request in the Records Office and specify the following information:

- Records to be released.
- Purpose of disclosure.
- Party and address to which information is to be released.

All requests must have the student's signature (not printed name) in the space provided for the signature.

Copies of transcripts from other colleges or universities are not released to the student or other parties. A student may request to view his/her educational records under the supervision of the Registrar.

Student educational records may be released to the following without prior written consent from the student:

- School officials within the institution who have been determined by the College to have a legitimate educational interest.
- School officials including counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional staff and clerical staff who directly relate to the administrative task of the College, College law enforcement officials, College attorneys, auditors, and a student serving on an official College committee.
- A school official who has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- Authorized representatives of the Comptroller General of the United States, the Secretary of Education, or state or local educational authorities.

- Appropriate authorities in connection with financial aid if the information is necessary to determine eligibility, amount of aid, conditions of aid, or to enforce the terms and conditions of the aid.
- State and local authorities if a state statute adopted before November 19, 1974, specifically requires disclosures to those officials.
- Organizations conducting studies, for, or on behalf of, the College for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction and student life provided that the studies will not permit the personal identification of the student and his/her parents by individuals other than representatives of the organization and provided that the personally identifiable information furnished will be destroyed when no longer needed for the purposes for which the study was conducted.
- Accrediting organizations to carry out their functions.
- Officials to comply with a judicial order or lawfully issued subpoena with the understanding that the student will be notified in advance insofar as possible.
- Appropriate parties to protect the health and safety of the student or another individual in emergencies with the understanding that only information essential to the emergency situation will be released.

No personal information about a student will be released without statements from the College to the parties receiving the information that no third parties are to have access to such information without the written consent of the student whose records are involved.

The Records Office will maintain records of all requests and disclosures of personally identifiable information from the educational records of a student except for information requested in writing by the student and directory information. The student may inspect the record of requests, disclosures and the legitimate interests of the parties requesting or obtaining information.

Any student who believes that his/her rights under the Privacy Act have been violated by the College may notify and request assistance from the Dean of Students and may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202-4605.

Lawson State Community College offers equal opportunity in its employment, admissions, and educational programs and activities in compliance with Section 504 of the Rehabilitation Act of 1973. *The 504 Coordinators for students are Mrs. Janice Williams (Birmingham Campus, Student Center Room 221; (205) 929-6383) and Ms. Renay Herndon (Bessemer Campus, Student Center Room 183; (205)929-3419).*

Cost to Attend

Lawson State's Fees

Returned Check Fee \$25.00
Assessed to an individual or student whose check(s) is returned to Lawson State due to insufficient funds.

Nursing Liability Fee \$75.50

Assessed to all first and/or second-level nursing students for malpractice insurance coverage (**\$60.00 for ERI Total Testing Program; \$15.50 for Liability Insurance**).

Graduation Fee *\$40.00 (subject to change)
Attire and associated expenses for those who plan to participate in the ceremony. There is a minimal charge for those graduates who wish to receive a diploma cover but do not wish to participate in the commencement exercises. The diploma, representing the certificate or degree, is provided at no cost to those who complete all requirements and are certified by the College as a graduate.

Late Registration Fee \$25.00

Replacement I.D. Card \$25.00

Other Punitive Fees

Traffic Fines

Library Fines

****All college fees are subject to change****

REFUND POLICY

Refund for Complete Withdrawal

Students who officially or unofficially withdraw from all classes before the first day of class will be refunded the total tuition and other institutional charges. The "first day of class" is the first day classes are offered within any term configuration, including but not limited to full terms, split terms, mini-terms, and weekend terms.

A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the withdrawal date, as follows:

- Withdrawal **during** first week
75% of tuition and other institutional charges
- Withdrawal **during** second week
50% of tuition and other institutional charges
- Withdrawal **during** third week
25% of tuition and other institutional charges
- Withdrawal **after** third week—**NO REFUND**

For calculating refunds during the fall and spring sixteen-week terms, a "week" is defined as seven calendar days. Refunds of tuition for terms shorter than sixteen weeks, such as summer terms, mini terms, and weekend terms will reflect a prorated week based on the number of days in the term.

Administrative Fee

Administrative fee not to exceed 5 percent of tuition and other institutional charges or \$100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class ending at the third week of class.

Refund of Books and Supplies with Complete Withdrawal

Students who withdraw and who have purchased returnable books, and/or supplies from the College and return the items in new/unused condition by the end of the third week of the semester will be refunded the full purchased price. Books and/or supplies returned in used condition by the end of the third week of the semester will be refunded fifty percent (50%) of purchase price.

Refund for Partial Withdrawal

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

Refund in Compliance with Federal Regulations

All colleges shall comply with federal regulations relative to refund of tuition and other institutional charges for first-term Title IV recipients.

Refund for Alabama National Guard and Reservists Called to Active Duty

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

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.
- Drop/Add period for each semester is published in the College calendar.

Refund of Room and Board with Complete Withdrawal

Students who officially request a mal ticket refund and/or withdraw from a residence hall before the first official day of classes or during the first three weeks of the term will receive a refund calculated in accordance with the policy on **Refund for Complete Withdrawal**.

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.

TUITION & FEES**TUITION AND FEES SUMMARY**

- The tuition rate for online courses is \$90 per credit hour.
- The tuition rate for *Out of State* students is two times the normal tuition rate. To calculate your tuition (as an out-of-state student) multiply the in-state tuition by two (2). Example: 12 credit hours would increase from \$1,210 to \$2,420.
- Fees will remain the same per credit hour for out-of-state students.



Credit Hours	Basic Tuition*	Facility Fee	Tech. Fee	Bldg. Fee	Insurance Fee	Total
1	\$72.00	\$9.00	\$9.00	\$10.00	\$10.00	\$110.00
2	\$144.00	\$18.00	\$18.00	\$20.00	\$10.00	\$210.00
3	\$216.00	\$27.00	\$27.00	\$30.00	\$10.00	\$310.00
4	\$288.00	\$36.00	\$36.00	\$40.00	\$10.00	\$410.00
5	\$360.00	\$45.00	\$45.00	\$50.00	\$10.00	\$510.00
6	\$432.00	\$54.00	\$54.00	\$60.00	\$10.00	\$610.00
7	\$504.00	\$63.00	\$63.00	\$70.00	\$10.00	\$710.00
8	\$576.00	\$72.00	\$72.00	\$80.00	\$10.00	\$810.00
9	\$648.00	\$81.00	\$81.00	\$90.00	\$10.00	\$910.00
10	\$720.00	\$90.00	\$90.00	\$100.00	\$10.00	\$1,010.00
11	\$792.00	\$99.00	\$99.00	\$110.00	\$10.00	\$1,110.00
12	\$864.00	\$108.00	\$108.00	\$120.00	\$10.00	\$1,210.00
13	\$936.00	\$117.00	\$117.00	\$130.00	\$10.00	\$1,310.00
14	\$1,008.00	\$126.00	\$126.00	\$140.00	\$10.00	\$1,410.00
15	\$1,080.00	\$135.00	\$135.00	\$150.00	\$10.00	\$1,510.00
16	\$1,152.00	\$144.00	\$144.00	\$160.00	\$10.00	\$1,610.00
17	\$1,224.00	\$153.00	\$153.00	\$170.00	\$10.00	\$1,710.00
18	\$1,296.00	\$162.00	\$162.00	\$180.00	\$10.00	\$1,810.00
19	\$1,368.00	\$171.00	\$171.00	\$190.00	\$10.00	\$1,910.00
20	\$1,440.00	\$180.00	\$180.00	\$200.00	\$10.00	\$2,010.00
21	\$1,512.00	\$189.00	\$189.00	\$210.00	\$10.00	\$2,110.00
22	\$1,584.00	\$198.00	\$198.00	\$220.00	\$10.00	\$2,210.00
23	\$1,656.00	\$207.00	\$207.00	\$230.00	\$10.00	\$2,310.00
24	\$1,728.00	\$216.00	\$216.00	\$240.00	\$10.00	\$2,410.00
25	\$1,800.00	\$225.00	\$225.00	\$250.00	\$10.00	\$2,510.00



FINANCIAL AID INFORMATION

STUDENT FINANCIAL SERVICES



Mrs. Cassandra Matthews-Byrd, Director
Office of Student Financial Services
Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221

Phone: 205-929-6380
Fax: 205-929-6436

Email: cmatthews@lawsonstate.edu

OFFICE OF STUDENT FINANCIAL SERVICES HOURS OF OPERATION

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

Friday
8:00 a.m. – 5:00 p.m.

GENERAL INFORMATION

Lawson State Community College offers financial assistance to students who are in need of help to pay the cost of their education. Financial aid is designed to supplement the family's ability to finance the student's educational expenses.

Lawson State is approved for the following:

- Federal Financial Assistance
- Veterans Benefits
- Vocational Rehabilitation Training
- Alabama Student Assistance Program
- Alabama Prepaid Affordable College Tuition (PACT)
- Institutional Scholarships
- Private Scholarship Programs
- Scholarship for Disadvantaged 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. Students attending Lawson State are eligible to participate in an affordable tuition payment plan offered through Tuition Management Systems. For additional information contact Tuition Management Systems at 1-800-722-4867 or visit the college's Office of Student Financial Services.

APPLYING FOR FINANCIAL AID PRIORITY DATE

Lawson State Community College awards financial assistance on a rolling basis for the entire year. Upon receipt of the original SAR (Student Aid Report) or electronic ISIR (Institutional Student Information Record), consideration for other financial aid can be made. Those students who submit documents by July 1, for the coming fall semester, who demonstrate the greatest need for assistance will receive priority consideration for other financial aid which is distributed on a first-come, first-served basis. These programs are the Federal Supplemental Educational Opportunity Grant, Federal Work-Study and Alabama Student Assistance Program.

Students applying for financial aid must first adhere to the following:

- Complete an Application for Federal Student Aid (FAFSA) for the current academic year. The FAFSA is available through the Internet by accessing www.fafsa.ed.gov and following the instructions there.
- Apply for admission to the College. If currently not enrolled or accepted for admission, you should apply immediately. An application for Federal Financial Aid cannot be acted upon until you have been accepted for admission as a degree/certificate-seeking student.

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 a U. S. citizen or eligible non-citizen (must provide documentation to verify their eligibility).

- Submit signed copies of certain financial documents for the student and student's spouse or student's parent if dependent if they are selected for the process called verification. Contact the Office of Student Financial Services to find out which documents are required. Approximately 1/3 of all financial aid applications are selected by the federal government for 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 reminder by mail or email from the Federal Processor in December of each year. **Awards are not automatically renewed from year to year.**

STUDENT RIGHTS AND RESPONSIBILITIES

A student attending Lawson State on financial aid has certain rights and responsibilities pertaining to his/her award.

The student has the right to ask the college:

- What financial assistance is available, including information on all federal, state, and institutional financial aid programs.
- What the deadlines are for submitting applications for each of the financial aid programs available.
- What the cost of attending the college is, and what the refund policy is.
- What criteria it uses to select financial aid recipients.
- How financial need is determined. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in the budget.
- What resources (such as family contribution, other financial aid, assets, etc.) are considered in the calculation of need.

- How much of the financial need, as determined by the institution, has been met.
- To explain the various programs in the student aid package. If a student believes he/she has been treated unfairly, he/she may request reconsideration of the award which was made.
- What portion of the financial aid received must be repaid, and what portion is grant aid.
- How the school determines whether a student is making satisfactory academic progress and what happens if he/she is not.

The student has the responsibility to:

- Review and consider all information about a school's program before enrolling.
- Pay special attention to the application for student financial aid. Complete it accurately and submit it on time to the appropriate place. Errors can result in delays in a student's receipt of financial aid. Intentional reporting of false information on application forms for federal financial aid is a violation of law and is considered a criminal offense, subject to penalties under the *Criminal Code of the United States*. The Inspector General's office will be notified in such cases.
- Return all additional documentation, corrections, and/or new information requested by either the Office of Student Financial Services or the agency to which the application is submitted.
- Read, understand, and keep copies of all forms that he/she is asked to sign.
- Accept responsibility for all agreements he/she signs.
- Notify the lender of changes in his/her name, address, or school status for each loan he/she may have.
- Perform the work that is agreed upon in a satisfactory manner when accepting a Federal Work Study assignment.
- Know and comply with the deadlines for application and reapplication for aid.
- Know and comply with the school's refund procedure.
- Notify the Registrar's Office, in writing, whenever there is a change of name, address, or telephone number.
- Submit documents verifying the information submitted on the *Free Application for Federal Student Aid* if requested.

FINANCIAL AID COURSE LOAD REQUIREMENT

To receive the amount of Federal Pell Grant as indicated on a Financial Aid Award notification, students must enroll for a full-time course load (**a minimum of 12 credit hours**).

Students who enroll (each semester) in fewer than 12 credit hours will have their Pell Grant Award adjusted according to their registration status. Students enrolling in 9 to 11 credit hours are considered **three-quarter (3/4) time**, 6 to 8 credit hours are **half (1/2) time**, and 1-5 credit hours are **less than half time**. Questions regarding the enrollment status of adjusted credit hours should be directed to the Office of Student Financial Services.

DISBURSEMENT OF FINANCIAL AID FUNDS

The Business Affairs Office has the responsibility for disbursement of grants, scholarship checks, and FWS paychecks.

When students receive a Financial Aid Award Notification, it is his or her indication that the financial aid award has been established. The award notification contains data on students' budgets, expected family contribution, award categories and students' rights and responsibilities. The Financial Aid Awards are usually made on an annual basis. The annual award is divided into two equal installments, which are posted to the student's account (**WORK-STUDY IS EXCLUDED**). If the financial aid award and/or cash payments exceed college expenses/charges, the student is eligible to receive a refund. Refunds are processed by the Business Affairs Office and will be disbursed fourteen (14) days after the first day of class in the Business Affairs Office. Students who drop classes will have their financial aid adjusted accordingly.

RETURN OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS

Definitions:

Federal Financial Grant Recipient – Students who receive one or more of the following: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG). Federal Work-Study money received by the student is affected.

Complete Withdrawal – The withdrawal date is the date the student submits a completed schedule change form (dropping all classes) to the Records Office or the appropriate instructional site. In those cases where a student unofficially withdraws (stops attendance without completing the withdrawal process), the withdrawal date is the last date of attendance as documented by the instructor.

Repayment – This is money that the student must return to the U. S. Department of Education. The amount of repayment will be based upon a formula, prescribed by law, that considers the date of withdrawal and the amount of federal aid (excluding work-study) received. Students

who fail to repay the U. S. Department of Education will not be eligible to receive federal aid at Lawson State Community College or any other institution.

Return of Title IV Funds is a financial aid policy, which affects students receiving federal assistance.

Students completely withdrawing from college will have their financial aid adjusted; however, there are consequences for withdrawing from the college effective fall semester 2000. The U. S. Department of Education requires an institution to return all unearned Title IV funds to the appropriate Title IV program. When a student who receives Title IV aid withdraws on or before completing 60% of the period of enrollment, the College must calculate the amount of Title IV Aid the student did not earn and return it to the Title IV Programs. This action may require a student to repay funds issued directly to them. The non-payment of Title IV aid will 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 time the normal length of a specific program (the “normal length” of a specific program will vary depending upon the enrollment status of the student). A two-year program of study (six semesters) must be completed within three years (nine semesters) of attendance.
- **QUALITATIVE MEASURES** – Each student on Title IV Federal Financial Aid must earn, each academic year, two-third (2/3) of the minimum number of hours required to complete a program and are expected to meet or exceed the following Grade Point Average (GPA) at the indicated points in their program of study:

Students enrolled in a certificate, diploma, or Associate degree program requiring more than 26 hours must achieve a cumulative grade point average of

- 12 – 21 Hours 1.50 GPA
- 22 – 32 Hours 1.75 GPA
- 33 Hours and Above – 2.0 GPA

Students enrolled in a short certificate program equal to 26 hours must achieve a cumulative grade point average of:

- 12 – 17 Hours 1.50 GPA
- 18 or more Hours 2.0 GPA

- **QUANTITATIVE MEASURES** – Although a student is maintaining a high GPA by withdrawing from every course they are attempting after the first year would meet qualitative standard, the student is not progressing towards graduation. Each student must pass at least one-half (50%) of the hours attempted during the academic year. The student must complete their degree or certificate within 150% of the length of the program. For instance, if the length of the undergraduate program is 64 credit hours, the maximum time frame allowed to earn a degree/certificate will not exceed 96 attempted hours.

Example:

Quantitative Standards Complete Percentage

Hours Attempted	Hours Earned Percentage	Completion
12	06	50
25	12	55
57	34	60
72	48	67

The number of hours attempted will be counted as of the beginning day of record of each semester. All periods of enrollment at Lawson State Community College, including transfer hours accepted, will be counted in the completion percentage. Students who do not earn a degree/certificate within the specified time will not be eligible for federal aid.

- 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 Office of Student Financial Services). Students **cannot** drop courses for which they are registered simply by not attending class. An **official** withdrawal form **MUST** be submitted to the *Records Office*. 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 July 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 GI Dependent's Scholarship 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 *Department of Veterans Affairs* and Lawson State are as follows:

- Certified copy of DD-214 (separation papers) or Certificate of Eligibility (Doc# 2384). *Dependents must have a copy of their Certificate of Eligibility and Entitlement.*
- Transcripts from all institutions previously attended.
- Certified copies of divorce papers from any previous marriage by either the veteran or spouse, if applicable.
- Certified copy of the marriage certificate for current marriage, if applicable.
- Certified copies of birth certificates of all children, if applicable.
- Official document of dependency, Form 21-509, if parents are claimed as dependents.

Certification of Veterans

The following criteria will be used for certifying veterans or eligible persons:

- Certification will be granted for only those courses that are applicable to the declared program of study (major). The appropriate instructional officer must approve any deviation, e.g. course substitution, in writing.
- Certification may be granted for basic institutional credit courses and developmental courses if such courses are necessary for the student to reach his or her objective. Developmental courses will be certified on a semester to semester basis.
- Certification will not be granted for audit courses.
- The veteran must be re-certified for educational benefits when he or she re-enters Lawson State after an interruption of his or her educational program.
- The veteran who has received college credit at other institutions will be certified for only those courses necessary to complete the declared program of study at Lawson State Community College.
- Payments for benefits will be based upon the following schedule:
 - Full-time payment (12 credit hours or more)
 - Three-fourths payment (9-11 credit hours)
 - One-half payment (6-8 credit hours)
 - Reimbursement for tuition and fees (5 or fewer credit hours)
- Should a veteran register for a course not in his or her program of study and not approved by the appropriate instructional officer, his or her benefits may be reduced at any time during the semester. **This action may occur without notification to the student.**
- Veterans may be certified for only one semester if he or she has prior credit that has not been received and evaluated. Re-certification is contingent upon the receipt of transfer credit information.
- Benefits may not be paid for courses previously passed unless a better grade is required in the degree objective, or for courses in which an "I" (Incomplete) was previously received.

All veterans should contact the Veterans Assistant when registration is complete in order for enrollment certification to be submitted to the Department of Veterans Affairs.

CLASS ATTENDANCE OF VETERANS

ALL students attending Lawson State Community College are required to attend classes. For veterans, failure to attend class may result in a reduction or elimination of benefits. Should the veteran accumulate excessive unexcused absences, the reduction of benefits to the veteran will be made effective the first day of attendance in class.

WITHDRAWAL FROM CLASS OR CLASSES BY VETERANS

Veterans may adjust their schedule, without penalty, only during the late registration 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.

SCHOLARSHIPS

Lawson State Community College offers numerous scholarships in the form of tuition waivers. The college's scholarship application deadline is April 15. For specific information regarding scholarships offered at Lawson State Community College contact the Office of Student Financial Services or visit the college website.

Listings of scholarships from external organizations, foundations, or companies are available in the Office of Student Financial Services, on the Lawson State Community College website, at local libraries and at various websites on the Internet.



STUDENT LIFE & GENERAL INFORMATION

STUDENT LIFE ACTIVITIES & ORGANIZATIONS



Mrs. Charlsie Cook, Dean
Office of Student Life
Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221

Phone: 205-929-6352
Fax: 205-929-6447

ccook@lawsonstate.edu

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 Life.

All student organizations are open to students of this institution who qualify for membership.

NO STUDENT MAY BE DENIED MEMBERSHIP TO ANY STUDENT ORGANIZATION BY REASON OF RACE, RELIGION, SEX NATIONAL ORIGIN, OR HANDICAPPING CONDITIONS.

STUDENT GOVERNMENT

The governing body of the students is the Student Government Association (SGA). The SGA is composed of officers elected by the entire student body, the presidents of the freshman and sophomore classes, the Inter-Club Council, and elected representatives from two classes.

CAMPUS ORGANIZATIONS

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

Alpha Sigma Mu is an organization for Veterans. Each member must have a service record with the armed forces of the United States. He or she also must maintain a scholastic average of 2.5 throughout the membership in the fraternity. Each year the fraternity gives a \$200 scholarship to a graduating senior who is the child of a veteran. In addition to other activities, Alpha Sigma Mu sponsors a book exchange at the beginning of each semester and solicits the support of all veterans on campus.

Alpha Theta Phi Library Society is an organization that promotes an interest among students in the use of books and libraries. Membership is open to all interested persons. The organization promotes activities during National Library Week and sponsors literary programs during the year.

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

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

Association of Information Technology Professional is the professional association comprised of career minded individuals who seek to expand their potential—employers, employees, managers, programmers, and many others. The organization seeks to provide avenues for all their members to be teachers as well as students and to make contacts with other members in the IT field, all in an effort to become more marketable in rapidly changing, technological careers. The organization is comprised of computer science students.

Human Services Club seeks to strengthen students in their work to improve humanity intellectually, morally, and religiously. Good citizenship and perpetuation of the concept of human services are encouraged.

Inter-Club Council coordinates all clubs on the campus. The Council's membership is composed of all club presidents. This organization co-sponsors with the Student Government Association, all activities, and identifies ways to improve the club program.

Kappa Beta Delta International Honor Society (KBD) is for the students who rank in the top 20 percentile in the Business and Information Technologies Department. Member institutions are accredited through the Association of Collegiate Business Schools and Programs (ACBSP). ACBSP was established in 1988 as an accrediting body for business programs. An Associate Degree Commission established standards in 1991 for accrediting programs at two-year institutions. Kappa Beta Delta membership is available exclusively to business students enrolled at schools accredited by ACBSP.

Kappa Beta Delta's purposes are to encourage and recognize scholarship and accomplishment among students of business pursuing associate degrees; and to encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind.

Mu Beta Chi Phi is the science-mathematics club that seeks to broaden the science-mathematics experiences of Lawson State Community College's science-mathematics students. Ideas and experiences are shared with the College family and with other students and teachers. The Club's further purpose is to assist in developing greater awareness of the academic areas and their relationship to daily life in the local community. Through field trips, seminars, workshops, and special assemblies, the club provides opportunity for active participation of all its members.

Pep Squad seeks to promote school spirit and provide more student involvement in all school-sponsored athletic activities. Any student at Lawson State can be a part of the Pep Squad.

Phi Beta Lambda (PBL) is an organization sponsored by the Business and Information Technologies Department. The objective is to develop strong, aggressive leadership so that future businessmen and women may participate more effectively in the business and community life of which they are a part. Members learn to lead and participate in group discussions, preside at meetings and conferences, work on committee assignments, engage in group problem conferences, and work in other activities

that contribute to the development of desirable leadership qualities. Phi Beta Lambda is opened to all majors.

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

Skills USA (VICA) seeks to promote progressive leadership in the field of trade, industrial, and technical education that is competent, aggressive, self-reliant, and cooperative. Skills USA (VICA) is a national organization serving high school and college students and professional members who are enrolled in technical, skilled, and service occupations, including health occupations.

Society of Manufacturing Engineers (SME) is an international organization whose purpose is to serve the professional enrichment needs of varied practitioners that make up the manufacturing community. Membership includes access to SME's database of more than 15,000 papers, articles, and periodicals that relate to the varied manufacturing disciplines; an opportunity to network through conferences and seminars; recognition through certification; employment and resume database assistance; and the development of personal relationships through participation in the Birmingham Area Senior Chapter activities.

Student Alabama Education Association seeks to acquaint the student with the objectives and goals of education in the American society. During American Education Week, this club sponsors special programs such as lectures, field trips of educational interest, and a social hour for respected educators. Membership in the SAEA is open to all students who plan to enter the teaching profession.

Student Nurses Association seeks to promote a spirit of citizenship, leadership and fellowship; it encourages responsibility for maintaining the high ideals for the nursing profession.

ALL-COLLEGE ANNUAL STUDENT ACTIVITIES

Students are advised and encouraged to participate in annual activities designed to set the cultural, spiritual, moral, and academic tone of the institution.

Such activities include: SGA Election, Installation of SGA Officers, Convocations, Annual Christmas Musical, Black History Month, Career/Wellness Fair, L Week, Blood Drive, Martin Luther King, Jr. Celebration, Vocational Education Week, Homecoming, Miss Lawson State Coronation, Honors Convocation, and Commencement.

ALUMNI ASSOCIATION

After a student has completed a course or a program of study at Lawson State Community College, he or she becomes a member of the Lawson State Community College's Alumni Association.

The purpose of the association is to establish and maintain a mutually beneficial relationship between the alumni and the College and to work actively and effectively in advancing the interests of Lawson State Community College, its faculty, students, alumni, and surrounding community.

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

RECREATION AND ATHLETICS

Lawson State is committed to providing quality intercollegiate and intramural programs designed to foster the personal growth of each student. These programs encourage individual and team achievement and strive to enhance the academic success, social development, and physical and emotional well being of each student. There are a variety of athletics and recreational facilities available for students. The Arthur Shores Fine Arts Building is equipped with a modern fitness center, hardwood court gym, swimming pool, and locker facilities. Students may participate in basketball, baseball, volleyball, field and track, cross-country, tennis, golf and swimming.

STUDENT SUCCESS CENTER

The student success program is a college-wide retention plan designed to assist students with their persistence and success here at Lawson State. Every faculty and staff member becomes knowledgeable of retention problems affecting our campuses and collectively work toward providing the best customer service LSCC has to offer.

Student success centers provide a variety of academic support that will help students improve their basic skills. The Center offers a variety of instructional and tutorial services free of charge to enhance student's success. Counselors in the Center help students plan an individualized, self-paced, course of study for the successful completion of their program. The Center is equipped with computers and a wide selection of software that will supplement and reinforce classroom instruction. All LSCC students are invited to visit the Center.

STUDENT HEALTH SERVICES

Lawson State Community College is committed to providing direct, basic health care to all students following an assessment of illness or injury by a licensed staff member.

Wellness is an integral component of our student health services. Every effort is made to increase health awareness among students with each contact, health pamphlets, health fairs, and films relating to health issues (AIDS, alcohol, drugs, teenage pregnancy, etc.).

Health services are provided for students on both campuses. Whenever there is a medical emergency, the student health nurse and Campus Police should be called.

The student's parents, spouse, guardian or any other person designated will be contacted as soon as possible to inform them of the student's condition and any other vital information needed. Expenses incurred for care beyond that provided by Lawson State Community College's insurance provider is the responsibility of the student.

STUDENT ID CARDS

Student registration is not complete until an ID card is issued. ID cards should be worn at all times and are required for using equipment in the library; being admitted to social, cultural, and athletic events; voting in student elections; etc. Lost or stolen cards should be reported to the Chief of Police immediately. A \$25 fee is assessed for the second ID.

STUDENT FACILITIES

The Leon Kennedy Student Center on the Birmingham campus houses the cafeteria, recreation room and Chief of Police offices on the first floor, Student Services and the Dean of Students Office, Testing, SPACE Center, bookstore, and Upward Bound on the second floor. The Office of Student Life is located in Academic Building Room B100 and houses the Dean of Student Life, Retention Counselor and Student Success Center.

The Student Services Center (Building A) on the Bessemer campus houses the offices of Admissions, Records, Student Financial Services, Counseling Services, Student Assessment, Career Services, and the Dean of Students office. The cafeteria is also located in Building A, adjacent to the Student Services Center.

LEARNING LIVING RESIDENTIAL FACILITY

Become a part of the new and exciting experience at Lawson State Community College! Living on campus gives the student an opportunity to meet other students and develop bonds that last a lifetime. The Learning Living Residential Facility consists of 120 units available to students on a first come, first serve basis.

All students interested in living in campus housing facilities must complete an application for admission and have been accepted by the Admissions Office. A housing application must be completed along with a non-refundable deposit of \$200.00.

Students may enter into a 12 Month Contract, a 10 Month Contract (Fall & Spring Semesters) or a 3 Month Contract (Summer Semester only). Each Contract includes a \$500.00 Meal Plan per semester that is required for all students living on campus.

Room and Board costs are:

12 Month Contract	\$5,150.00
10 Month Contract	\$4,000.00
3 Month Contract	\$1,150.00

Other Fees are:

Key deposit fee	\$ 25.00
Key replacement fee	\$ 50.00
Small appliance fee	\$30.00/semester

*****All college fees are subject to change*****

LOST AND FOUND

The college's centralized Lost and Found Service is located in the Bookstore on the Birmingham and Bessemer campuses. Articles found and left with Lost and Found will be inventoried, dated and held for a period of 90 calendar days during which time they may be claimed upon identification. After 90 calendar days, the college is not responsible for articles turned into the Lost and Found Service.

LIBRARY/LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) serves as a support system; providing services and resources to sustain the mission and goals of the college. With innovative technology, print and non-print materials and instruction in library use, the library is a matrix of educational activity and gateway to information. The library is located in Building D of the West Campus (Birmingham) and Building A on the Bessemer campus. All students are entitled to free use of the LRC.

The library maintains open stacks on both campuses to allow direct access to approximately 60,000 books, more than 400 periodical subscriptions, 1000+ videocassettes and 10,000 microfilm and microfiche of back issues of

magazines and newspapers. The collection may be accessed through the "Athena" on-line public access catalog which locates materials by using subject, title, author and keyword searches. It is available from any internet compatible computer through the library's web page, campus network and any remote location. The Center also provides public access to the Internet through work-stations with World Wide Web browsers, Microsoft Office software and information via CD-ROM and on-line databases. A collection of scholarly, essential, electronic information resources is accessed through the Alabama Virtual Library. Home access to the Alabama Virtual Library is provided for students and faculty through the Lawson State Community College LRC. Passwords and User ID's are available at the circulation desk.

Books are circulated for a 14 day loan period with one renewal. Reserved books, articles and audio-visual materials loan periods vary according to faculty recommendations. Failure to return books and other library materials can delay grades, and transcripts, until the library records are cleared. The student's name is referred to the Office of Admissions and Records.

Lawson State Community College's Learning Resource Center on the Bessemer campus includes the Library and Curriculum Services. Students may use the Learning Resource Center to improve proficiency in any subject for which software is available. The center houses multi-media workstations with Internet access, a large study room and computer labs.

Information Literacy is provided to all incoming students through Orientation (ORN 101) classes, individual instruction and classes tailored to specific disciplines. Orientation to the library includes teaching new users how to access bibliographic information and other learning resources. The library also provides students with opportunities to learn how to access information in different formats so that they can continue lifelong learning. Professional librarians work closely with faculty members and other information providers in assisting students in the effective use of resource materials.

Library services include:

- Photo Copiers and Printers
- Borrowing privileges with cooperating colleges in the local area
- Electronic Classrooms
- Research and reference assistance
- Document delivery
- Interlibrary loan services
- Course reserve list and materials
- Courier delivery between campuses
- Meeting rooms and auditoriums

Alternative Delivery Services

The following guide outlines services available for students enrolled in alternative delivery courses. Since information requirements may vary with location or circumstance, alternative learning students are encouraged to contact library services, (205)-929-3434 or (205)-929-6333.

Alternative delivery students may borrow books both on campuses during regular library hours and via mail. Requests for books delivered by mail will be filled within two business days. Policies for the circulation of materials will be the same for all students regardless of location. Alternative delivery students may borrow books utilizing the following methods:

Phone: (205) 929-3490, 929-6333 Fax: (205) 929-6324 or Email: shenderson@lawsonstate.edu

Document Delivery

Document delivery may be requested by mail or e-mail. Documents will be delivered via e-mail whenever possible. Documents delivered via mail will be sent within two business days.

Electronic Resources

An excellent collection of electronic resources is available to all Lawson State students and faculty consisting of the Alabama Virtual Library and other full text databases. Electronic books are also available to the college community. Distance learning students may obtain passwords and user ID's from the library circulation desk for access to all electronic resources. In addition to the Alabama Virtual Library, a free service to all residents of Alabama, students and faculty may access all electronic resources through the college's web page: www.lawsonstate.edu.

Interlibrary Loan Services

Interlibrary Loan is a service provided to all students and faculty of Lawson State Community College for access to materials in other libraries by request. A small fee is charged for photo copies of articles.

Research and Reference

Research and reference assistance is available during regular library hours by visiting the campus, by phone: (205) 929-6333 or (205) 929-3490; by e-mail: reference@lawsonstate.edu

Library Hours

8:00 a.m. to 8:30 p.m. Monday through Thursday
8:00 a.m. to 4:00 p.m. Friday
8:00-12:00 noon Saturday

MOTOR VEHICLE INFORMATION

General Campus Parking and Traffic Regulations

Lawson State Community College provides on-campus parking to handle as many vehicles as possible. However, rules and regulations are necessary to assure maximum usefulness and convenience. It is required that all students cooperate in seeing that these rules and regulations serve their intended purpose – to make parking spaces available to as many vehicles as possible, and, to assure a safe, smooth traffic flow on the campus.

The use of motor vehicles on the campus should be regarded as a privilege to park on campus. Each student and employee of the college should become familiar with and make every effort to comply with these rules and regulations.

Vehicle Registration/Parking Decals

All motor vehicles operated on campus by students and employees alike must be registered with the Campus Police Department. Motor vehicles including motorcycles, motor scooters and motorbikes must be registered. It is further required that owners of these motor vehicles carry appropriate liability insurance on such vehicles. Vehicle registration decals can be obtained from the College Bookstore, located in the Leon Kennedy Student Center (Birmingham Campus) or the College Cashier on the Bessemer Campus. To properly register a motor vehicle, all students and employees must present a current college ID and a current vehicle tag number in order to complete the vehicle registration and receive a parking decal.

Parking decals are valid for one year only. All decals expire yearly at the end of the Summer Semester and must be renewed annually. Parking decals are not transferable from one vehicle to another or from one individual to another.

All parking decals must be permanently affixed to the driver's side of the front window of all motor vehicles, except motorcycles and motorbikes. The parking decal must be easily seen. Only a current decal should be displayed.

Parking decals should be removed if a motor vehicle is sold or traded. All changes in motor vehicle ownership

must be reported to the Office of the Chief of Police. The individual under whose name a vehicle is registered, and to whom a parking decal is issued, will be responsible for all violations, regardless of who is driving the vehicle.

Parking and Traffic Restrictions/Regulations

All students and employees of the college are required to adhere to the following applicable parking and traffic restrictions while operating a motor vehicle on campus: Students and employees must park in designated areas as follows:

<u>Curb/Parking Slot Color</u>	<u>Type Parking</u>
Unpainted	Student
Green	Faculty and Staff
Red	Administrators
White	Visitors
Blue	Handicapped
Yellow	No Parking

- All parking will conform to mark off areas and shall be in accordance with curb/parking slot colors and parking signs.
- Improper parking will not be permitted anywhere on campus.
- Double parking is prohibited at all times.
- Parking on or over a line curb is prohibited.
- All parallel parking will be within twelve inches of the curb.
- In all lots marked with parking spaces, motor vehicles will be parked headed into the parking space.
- Driving or parking on the grass or sidewalks and parking or standing at crosswalks, loading zones or yellow curbing is prohibited at all times.
- Motorcycles, motor scooters, motor bikes and bicycles must not be parked on yellow curbs, or sidewalks, or in driveways so that they block entrances or exits to parking areas, sidewalks, or buildings.
- Employees of the college may not authorize students to park in any other parking zone other than those specifically designated for student parking.
- All traffic regulation signs on campus must be obeyed, including stop signs, yield, crosswalk one way, and speed limit signs.
- The speed limit on all campus roadways and in all parking areas is 15 mph, but any speed not safe for the conditions of the road, including vehicle and pedestrian congestion during peak periods of the day, is prohibited.
- Motor vehicles must yield to pedestrians in designated crosswalks.
- The use of the track as a roadway by any vehicle, including bicycles, is prohibited.
- If a motor vehicle must be left on campus overnight, the Campus Police Department should be notified.

Fines and Citations

Each violation of the Parking and Traffic Restrictions or Regulations stated above will result in a citation, and a fine will be assessed as follows:

Standing Violation Fines:

No Decal	\$5.00
Parking in a Prohibited Zone	\$5.00
Double Parking/Blocking Traffic	\$5.00
Improper Parking	\$5.00
Warning	No Fine
Handicap Parking Violation	\$50.00

Moving Violation Fines:

Driving wrong way on one-way lane	\$10.00
Speeding	\$10.00
Improper Passing	\$5.00
Following Too Closely	\$5.00
Running a Stop Sign	\$10.00

Enforcement of Disciplinary Actions

Police and Security Officers patrol the campus and, where necessary, warnings and tickets will be issued. Students who receive citations for serious traffic violations such as speeding or reckless driving may be referred to the Disciplinary Committee.

Payment of all Lawson State Community College fines must be made through the Business Affairs Office within seventy-two (72) hours of violation. Failure of a student to pay a fine will result in the student's inability to register for a new semester, to graduate, or receive a transcript. In the case of repeated parking or traffic violations, a written notice will be sent to the violator prior to revocation of permit. Any unauthorized vehicle parked on campus may be towed away at the owner's expense.

All City of Birmingham fines must be made through the Traffic Citation Division of Birmingham Municipal Court located at 710 20th Street North, City of Birmingham, by the court date at the bottom of the citation to avoid doubling of fines or warrants being issued.

Appeal

Any student or employee of the college who wishes to discuss and to appeal a traffic/parking citation shall contact the Chief of Police within three school days. If not, the right of appeal is waived. Individuals shall have their appeals processed within thirty days of citation. Appeals for City of Birmingham citations are made at Traffic Citation, 710 20th Street North, after three school days.

Termination of Parking Authorization

Authorization to park on campus will be terminated when:

- A student or employee is no longer enrolled or employed at the college.
- A student or employee is officially prohibited from coming on campus.
- There is a change in control of ownership to the motor vehicle.
- Parking privileges are revoked due to repeated parking or traffic violations.

SAFETY AND SECURITY

Lawson State Community College provides a safe environment for students, faculty, staff and other campus visitors. The college maintains a staff of uniformed Campus Police/Security officers 24 hours a day. Selected areas on campus are under video surveillance as well. A student should report suspicious activity, safety hazards, or security concerns to the Campus Police/Security Office.

A person who is not enrolled at the college; who is not an officer or employee of the college; or who is not otherwise authorized to be on the campus or at any other facility owned, operated, or controlled by the governing board of the college and who does not have legitimate business on the campus or facility or has no license or invitation to enter or remain on the campus or facility may be directed by any officer of the college to leave the campus or facility.

Any person committing any act tending to interfere with the normal, orderly, peaceful, or efficient conduct or activities of such facility, may be directed by an official of the college to leave the campus or facility. If the person fails to do so, trespassing charges may be made by the college through the appropriate local law enforcement agency or court.

LSCC COUGAR ALERT EMERGENCY NOTIFICATION SYSTEM

As part of LSCC's ongoing effort to safeguard students, faculty and staff, the College has implemented a new emergency communications system. Known as **Cougar Alert**, the system allows students, faculty and staff to receive time-sensitive emergency messages in the form of e-mail, voice and text messages. Everyone who has a Lawson State Community College e-mail address will receive emergency alerts to their campus e-mail address. In order to also receive text and voice message alerts, members of the campus community will be asked to provide phone contact information. While participation in

the text and voice messaging notification is optional, **enrollment is strongly encouraged**. The information you supply is considered confidential and will not be shared or used for other purposes. **You will only be contacted through the system in the event of an emergency**. Once you have signed up for **Cougar Alert** you will be eligible for notifications after 24 hours.

Emergency Assistance

Assistance is available any time that Campus Police/Security can help a student with problems, such as keys locked in vehicle, starting problems, or an accident on campus. Campus Police/Security can be reached from 8:00 a.m. to 5:00 p.m., Monday through Friday by calling the Switchboard Operator, at night and on weekends by calling 925-3587.

Emergency Messages

Telephone messages will only be delivered to students in the event of an emergency such as illness in the family, death, an accident, or the like.

Emergency Procedures

Evacuation Plan

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

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

Fire Evacuation Procedures

Evacuation Routes are posted throughout the campus and identify the location of fire exits. Students should; become familiar with Evacuation Routes.

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

When a fire occurs:

1. Report the fire to the Campus Police/ Office or Switchboard Operator by dialing "0" from any college telephone. The college dispatcher will notify the Fire Department.

2. Activate the building alarm. If the building is not equipped with an alarm/signal, notify by voice.
3. Begin evacuation of the immediate area. The instructor is responsible for evacuating the classroom, turning off all equipment and lights, and closing all doors and windows before leaving the classroom, lab, or shop, when feasible. **DO NOT LOCK DOORS!**
4. Assist the disabled in exiting the building! Remember, smoke is the greatest danger in a fire, so stay near the floor where the air is less toxic.
5. Assemble in groups by classes at least 50 yards away in designated safe locations. Safe locations are predetermined by each instructor. Once assembled, the instructor will call roll and report any missing students to the administrator on the scene. Students must remain clear of fire lanes, hydrants, and walkways for emergency vehicles and crews.
6. Do not return to an evacuated building unless instructed to do so by the Campus Police, Security Officer or designee.

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

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

Tornado Evacuation Procedures

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

The college operator, Campus Police/Security Officer, or administrator will alert the faculty and staff, visitors, etc., in the event of a tornado warning. Should it be necessary to evacuate some areas of the campus, a verbal command will be issued, and students and employees will move to the identified shelter areas. Students and instructors should proceed to these areas in groups and remain in groups until instructed to return to classes by a college administrator.

Everyone should be familiar with the *Emergency Evacuation Procedures* and safe locations within each department/ building. Remember, a safe location is the

predetermined area decided upon by the instructor. If unaware of the predetermined area, get as far away from the affected building as possible.

For persons with disabilities, the landings inside of each stairwell and protected elevator lobbies are considered safe areas. It is routine procedure for emergency personnel (i.e., fire department and police) to check these areas for individuals with disabilities and/or injured persons. Individuals with disabilities should be escorted to the closest stairwell, and a staff member should remain with that person until emergency personnel arrive.

Inclement Weather

Policy Statement

The safety and well-being of students and employees are primary considerations during inclement weather. The college has an established procedure to be followed during adverse weather conditions. However, weather, road conditions, and power outages tend to vary within the college's service area. Accordingly, the final decision to travel during adverse weather conditions when the college remains open must be made by the individual college employee or student.

The Campus Police/Security officer on duty will observe and monitor weather conditions at the college and contact the appropriate college officials if conditions become inclement.

Authorization to Close the College

The President of the college is the only person authorized to close the college. During his absence, this authority is transmitted to the Vice President or designee. The Evening Coordinator has the responsibility for dismissing evening classes early after receiving approval from the President or Vice President. Should it be necessary to close classes during the day, night classes will also be canceled unless otherwise directed.

Instructional Days Missed Due to College Closing

The college attempts to design the annual calendar with professional development days at the end of the spring semester/ term to be used to make-up instructional (class) days lost when the college is closed due to inclement weather. Because a specific number of instructional (class) days are required each semester/term, accounting for class days lost due to inclement weather must be documented. In the event that class days are lost due to inclement weather, it will be necessary for the college calendar to be revised to account for those days. Students will be notified of changes to the calendar and are expected to attend classes as scheduled.

Notification Procedure

As travel advisories are issued, a decision to implement the *Inclement Weather Plan* will be made. The plan includes notification of all major radio and television stations in the area. The Cougar Alert Emergency Notification System will be activated to provide specific information. If a student is uncertain of the status of the college (open or closed), he/she should call the college for current information.

Safety, Precautions & Procedures

Protection of Valuables

The college cannot be responsible for personal property. All valuable articles should be locked in a car trunk or a locker. Serial numbered items should have numbers recorded and kept in a separate location. Students are encouraged to keep purses, handbags, and the like in their possession at all times.

Safety Goggles

Alabama Law: SS16-1-7

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

1. Every pupil and every teacher in the public schools shall wear industrial quality eye protective devices while participating in the following courses:
 - a. Vocational or industrial arts, shops, or laboratories involving experience with:
 - (1) Hot molten metals
 - (2) Milling, sawing, turning, shaping, cutting or stamping of any solid materials;
 - (3) Heat treatment, tempering or kiln firing of any metal or other materials;
 - (4) Gas or electric arc welding;
 - (5) Repair or servicing of any vehicle;
 - (6) Caustic or explosive materials.
2. Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.

College Policy

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

Student Incident Procedure

Lawson State Community College faculty and staff will provide immediate attention to a student in the event of an incident, injury, or severe illness occurring on campus. All student accidents, injuries, and severe illnesses must be reported as soon as possible to the instructor or nearest

college personnel immediate notification provides the opportunity for an on-the-scene investigation, insures prompt preventive action, and also provides the individuals with assistance in matters of medical attention and insurance.

All incidents and injuries require the instructor/responsible person to complete the Lawson State Community College *Accident/Incident Report Form*. To proceed with the correction of any safety hazards or deficiencies, the instructor or responsible person must complete the form quickly and accurately.

The *Incident Report* must be completed when a student is injured. The report will be used by the appropriate college to investigate the injury. It is important that all questions be answered in as much detail as possible.

In the event an injured individual refuses medical attention or transport, the attending staff member will complete and have the injured individual sign the *Refusal of Medical Services and/or Transport* form. Every student is expected to comply with all emergency procedures.

Utility Failure

In the event of a utility failure occurring during regular working hours, immediately notify the Switchboard Operator by dialing "0" from any college telephone.

If the utility failure occurs after hours, weekends, or holidays, notify Campus Police/ Security at 925-3587.



COLLEGE POLICIES, RULES & REGULATIONS

GENERAL STUDENT POLICIES

FOLLOWING PROPER CHANNELS OF COMMUNICATION

Each student has the right to express opinions, make suggestions, and submit grievances. Channels of communication are always open to a student with legitimate problems. For the simplest, most direct, and best action, a student should use the channels in the order presented in this student handbook/ catalog. Otherwise, a student may forfeit his/her right to seek resolution of his/her complaint.

If a student will first take his/her complaint to the person or group of persons who have the authority to deal with such complaints, much misunderstanding and ill feeling can be eliminated. The channels of communication are as follows:

1. Instructor
2. Division Chairperson
3. Associate Dean
4. Dean
5. Vice President
6. President

For additional information, contact the Dean of Students.

OFFICIAL COMMUNICATIONS

A request that a student report to an administrative or faculty office may be made by letter, telephone, or e-mail. Failure to comply with such a request may result in disciplinary action.

Communications to the entire student body are considered properly delivered when they are sent via college e-mail, placed on official campus bulletin boards and/or displayed on the video information centers. Each student is responsible for checking their college e-mail, the bulletin boards and video information centers regularly and giving proper action to such communications.

CHILDREN ON CAMPUS

In order to maintain the proper environment for the effective delivery of college-level instruction, students are not permitted to bring children to classrooms, labs, or shops at Lawson State Community College. Nor should students leave unattended children in any building or on any grounds of the College at any time. From time to time, activities that minor children may be invited to attend are scheduled at LSCC.

In addition, in the interest of safety, if a person under the age of 18 (who is not a student of Lawson State Community College or another participating college) is a

participant in a Lawson State Community College sponsored activity, an adult must supervise or accompany the young person at all times while on the College campus. It is not permissible for any person to leave a child in custodial care on the premises of Lawson State. It is recommended that Lawson State students, and visitors leave their children in the care of an appropriate childcare provider while attending any class, function, or other college activity that may prevent their personal supervision of their children.

Lawson State Community College will not be liable for any injury or property loss/damage suffered by any part as a result of a violation of this policy.

COMPUTER CRIME ACT

The provisions of the Alabama Computer Crime Act are applicable at Lawson State Community College. This act provides for criminal prosecution of any persons who knowingly, willingly and without authorization destroy or manipulate intellectual property. The act in its entirety is available in the Business Office.

DRESS CODE

Students' dress and grooming are to reflect the high standards of personal conduct so that each student may share in promoting a positive, healthy and safe atmosphere within the college community. Students' dress and grooming will be the responsibility of the individual within the following guidelines:

1. Dress and grooming will be clean and in keeping with sanitary and safety requirements.
2. All students must wear shoes, boots, or other types of footwear made for outside wear.
3. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student.
4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period, in the interest of maintaining safety standards.
5. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
6. Hats and/or head coverings are not to be worn in the buildings and are not to be visible during instructional time.
7. Shirts/tops must be worn at all times while in public or common areas of the college.
8. Attire must not display obscene, profane, lewd, illegal or offensive images or words.
9. Dress must be in good taste and appropriate for the occasion or setting.

10. Pajamas, stocking caps, wave caps or “do-rags”, hair rollers and bedroom slippers shall not be worn while in public or in common areas of the college.
11. Females must not wear undergarments as shirts or skirts or shorts; dresses, shorts, and skirts must be worn at an appropriate length and in consideration of the activities attending on campus and/or representing the college; females must not wear low cut shirts or blouses which overexpose.

In many programs, a student may be encouraged to purchase clothing applicable to the trade or occupation related to his/her training. In some programs, protective eye glasses and protective footwear are required.

DRUG- AND ALCOHOL-FREE CAMPUS

As required by Section 22 of the *Drug Free Schools and Communities Act of 1989* (Public Law 101-226) and in recognition of this institution's responsibility to serve as a beneficial influence on its students, its employees, and the community at large, Lawson State Community College is designated as a drug- and alcohol-free campus and will comply with all the provisions of Public Law 101-226:

- The college expects its students and employees to obey all federal, state and local laws concerning the possession, use, distribution, and sale of alcohol and illegal drugs and will consider violation of such laws as grounds for appropriate sanctions up to and including expulsion of students and termination of employees when such violations occur on campus or during an activity officially approved by the college.
- The college also expects its students and employees to be aware that abuse of alcohol and illegal drugs has serious negative consequences to the health of the abuser including, but not limited to, cardiovascular disease, liver failure, and death.
- The college expects its students and employees to be aware that they may seek information about alcohol and drug abuse and may seek aid in the form of referrals to appropriate treatment programs and support groups by contacting a college counselor.
- The college reserves the right to require students and employees who violate the statutory laws or policies of the college concerning alcohol and drug abuse to take part at their own expense in an appropriate counseling or treatment program as a condition of continued enrollment or employment at the college.
- Nothing in this policy may be construed in such a way as to deny any other constitutional or civil protection, nor should anything in this policy be construed in such a way as to conflict with statutory law.

COMMUNITY RELATED VISITORS

All visitors to Lawson State Community College, regardless of the nature of their visit, are requested to obtain a Visitor's Pass and a Visitor's Parking Permit from the Campus Police or Security Office on duty at the entrance to the campus and to discard same upon leaving the campus. The visitor's pass must be in the possession of the individual at all times during the visit. Unauthorized visitors will not be permitted on campus.

ELECTRONIC DEVICES

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

EQUAL OPPORTUNITY STATEMENT

It is the official policy of the State Board of Education, Alabama Department of Postsecondary Education, and Lawson State Community College that no person on the grounds of race, color, national origin, religion, age, disability, marital status or gender be excluded from participation in, be denied the benefits of or be subject to discrimination under any program, activity, employment practice, or other educational service.

FEDERAL STATUTES RELATING TO NONDISCRIMINATION

Lawson State Community College complies with the following nondiscriminatory regulations:

1. *Titles VI and VII of the Civil Rights Act of 1964*, as amended in 1972 and 1991.
2. *Title IX of the Education Amendments of 1972*, as amended (20 U.S.C., subsections 1681-1683, 1685-1686), which prohibits discrimination on the basis of sex. Section 106.8 provides protection against acts of sexual harassment.
3. *Section 504 of the Rehabilitation Act of 1973*, as amended (29 U.S.C., subsection 794), which prohibits discrimination on the basis of a disability.
4. *Pregnancy Discrimination Act of 1978*.
5. *The Americans with Disabilities Act of 1990 (ADA)*, which provides that no otherwise qualified person shall be discriminated against in the provision of an educational service or benefit on the basis of disability. Lawson State Community College endeavors to provide reasonable accommodations to qualified students with a disability.

For more information, contact the Coordinator of ADA, Section 504, Title II and Title IX for Employees, Mrs. Vergie Spears, Director of Human Resources or Coordinator of ADA, Section 504, Title II, and Title IX for Students, Ms. Renay Herndon, Counselor, Bessemer Campus, or Ms. Janice Williams, Counselor, Birmingham Campus.

NO DISCRIMINATION/ NO HARASSMENT POLICY

Lawson State Community College (the “College”) does not authorize and will not tolerate any form of discrimination or harassment of or by any employee (i.e., supervisory or non-supervisory) or non-employee based on race, sex, religion, color, national origin, age, disability or any other factor protected by law. An employee’s race, sex, religion, color, national origin, age, disability or any other factor protected by law, may not be considered as a basis for making any employment decisions regarding the employee, including, but not limited to, any decisions relating to hiring, promotion, training, job assignments, compensation, discipline, discharge, and other terms and conditions of employment. The term “harassment” includes, but is not limited to, offensive language, jokes, or other verbal, graphic or physical conduct; or intimidating, threatening or offensive behavior relating to an employee’s race, sex, religion, color, national origin, age disability, or other factors protected by the College’s policy and law which would make the reasonable person experiencing such harassment uncomfortable in the work environment or which could interfere with the person’s job performance. This policy applies to each and every student and employee at the College. It is the College’s policy that all employees and students have a right to work and learn in an environment free of discrimination, which encompasses freedom from any form of harassment. This includes the behavior of peers, superiors, subordinates, and visitors to the premises. Such conduct by an employee may result in disciplinary action up to and including dismissal.

Sexual Harassment

Although it is not the only type prohibited, the most common form of harassment relates to sexual harassment. Specifically, no supervisor may threaten or insinuate, either explicitly or implicitly, that an employee’s submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee’s employment, evaluation, wages, advancement, assigned duties, work hours, or any other condition of employment or career development. Sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not

be appropriate in the work place. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, offensive, and affects an individual’s employment or work conditions.

Some examples of conduct that may constitute sexual harassment include: (a) making unwelcome sexual flirtations, advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature a condition of employment; or (b) creating an intimidating, hostile, or offensive working or educational environment by such conduct as:

1. sexual innuendo or sexually suggestive comments- including but not limited to- sexually oriented “kidding,” “teasing,” or “practical jokes;” jokes about gender specific traits, foul or obscene language or gestures;
2. subtle or direct pressure or request for sexual activities;
3. unnecessary touching of an individual, such as pinching, patting or brushing up against another’s body;
4. graphic verbal comments about an individual’s body or appearance;
5. sexually degrading words used to describe an individual;
6. the reading or displaying in the work place of sexually suggestive or revealing words, objects or pictures;
7. sexually explicit or offensive jokes;
8. physical assault; or
9. other explicit or implied conduct of a sexual nature which relates to or affects an individual’s employment.

No employee, supervisor, manager, student or other person, whether employed by the College or not, shall threaten or suggest that an employee’s or student’s refusal to submit to sexual harassment will adversely affect that person’s employment, work status, evaluation, wages, advancement, assigned duties, hours of work, grades, academic progress or any other terms or conditions of employment. Similarly, no employee – regardless of job title – shall promise, imply or grant any preferential treatment in return for another employee’s or student’s acceptance of conduct which is sexually harassing.

Other Harassment and Discrimination

Statements, behavior or the display or use of words, objects or pictures that others could interpret as being insulting, derogatory or slurs towards persons based upon their race, color, national origin, religion, sex, age, disability or any other factor protected by law are also prohibited by this policy. Also prohibited are statements or actions that are threatening, intimidating, vulgar, or hostile. Such conduct may make a reasonable person uncomfortable in the work or educational environment or could interfere with an employee's or student's ability to perform his or her job or academic pursuits, regardless of whether the actions are from a fellow employee, supervisor, student or visitor.

Comments or actions of this type, even if intended as a joking matter among friends are always inappropriate in the work place and will not be tolerated. The conduct forbidden by this policy specifically includes, but is not limited to (a) epithets, slurs, negative stereotyping, kidding, teasing, joking or intimidating acts that are based on a person's protected status, and (b) written or graphic material circulated within the workplace or educational environment that shows hostility toward a person or group because of a person's protected status or characteristic(s).

No employee or student should participate in such behavior and every supervisor/instructor must take immediate action to stop those who are known to be or suspected of being involved in such conduct. The supervisor or instructor must also contact and report the information to the Director of Human Resources.

How to Report Instances of Alleged Discrimination or Harassment

An employee or student who has a complaint or concern relating to any form of discrimination or harassment, or abusive, taunting or demeaning behavior, including concerns about such conduct from **non-employees**, should report the conduct to any one of the following: his or her supervisor, Dean of Students, Dr. Cynthia Anthony at (205) 929-3510, or Director of Human Resources, Mrs. Vergie Spears at (205) 929-6313. If a complaint involves a manager or supervisor, the complaint should be filed directly with Mrs. Spears. An employee or student should report any such behavior or concerns even if the behavior complained of is not directed toward the employee who reports it. It would be a violation of this policy for an employee to make a complaint in bad faith.

How the College Will Investigate Complaints or Instances of Alleged Discrimination or Harassment

Complaints or instances of alleged discrimination or harassment will be investigated by the College in a timely and confidential manner. The investigation will be conducted as impartially and confidentially as possible. In no event will information concerning a complaint be voluntarily released by the College to third parties or to anyone within the College who does not have a business need to know or who is not involved with the investigation. At the conclusion of the investigation, the College will advise the complaining employee or student of the results of the investigation and any disciplinary actions to be taken, if any.

Investigation of a complaint and/or instance of alleged harassment or discrimination will normally include conferring with the parties involved and any named or apparent witnesses. Employees shall be given impartial and fair treatment. All employees, as a condition of their employment, are required and agree to cooperate fully with any investigations, including disclosing all facts and evidence and identifying all witnesses and acts of wrong doing.

If it is determined that an instance of harassment or discrimination occurred, the College will take appropriate disciplinary action against the offender based on the severity of the harassment and the individual's employment history. Disciplinary action may include a written warning, suspension, demotion, and/or termination of employment.

No Retaliation

It is also a violation of this policy for anyone to retaliate, threaten or seek any type of reprisal against an individual acting in good faith who reports discrimination or harassment or who participates or cooperates in an investigation regarding discrimination or harassment. If an employee believes that reprisal, intimidation or retaliation has occurred, it should immediately be reported to the supervisor or the Director of Human Resources, Mrs. Vergie Spears. Anyone who feels that the College has not met its obligations under this policy should contact Mrs. Spears.

ACCEPTABLE USE POLICY

Use of computer resources at Lawson State Community College is a privilege extended by the college to students, employees, and other authorized users as a means of promoting the mission of the college. These resources include, but are not limited to computers, network equipment, printers, software, and Internet access. Users of these resources are responsible for adhering to local, state, federal, and international laws. All users of the

college's Internet services must abide by the terms and conditions of this policy. Violation of the policy may result in suspension of privileges, initiation of formal disciplinary procedures, or criminal prosecution under federal or state law.

Generally, college officials will not examine personal information transmitted over the network or stored on college computers. However, the college reserves the right to monitor the system when it has cause to believe laws and/or policy are being violated.

LIFE THREATENING ILLNESSES

Lawson State Community College(LSCC) recognizes that students, faculty, and staff with life threatening illnesses (LTI), including but not limited to cancer, heart disease, diabetes, and HIV/AIDS, may wish to engage in as many of their normal pursuits as their condition allows, including work. As long as students, faculty, or staff are able to meet the same performance standards as those persons without LTI, and medical documentation indicates that their conditions are not a threat to others, administrators should be sensitive to their conditions and ensure that they are treated consistently with other students, faculty, and staff members. It is the policy of Lawson State Community College to provide a safe environment for all students, faculty, and staff. Policy guidelines are as follows:

1. LSCC will not undertake programs of mandatory testing of either employees or students for the presence of indicators of LTI. For health status testing and/or counseling, students, faculty, and staff should be aware of appropriate community health agencies.
2. The existence of conditions related to LTI in an applicant for LSCC admission or employment will not be considered in the initial admission or employment decision.
3. LSCC students with LTI conditions, whether or not symptomatic, will be allowed regular classroom attendance in an unrestricted manner, as long as they are able to attend classes.
4. LSCC faculty and staff who have LTI-related conditions, whether or not symptomatic, will be allowed to continue their work in an unrestricted manner, so long as they are able to perform the duties of their jobs, in compliance with LSCC employment policies and federal guidelines.
5. The access of LSCC students or employees with LTI or LTI-related conditions to LSCC public areas will not be restricted, in compliance with LSCC and federal guidelines.
6. There will be an ongoing program to educate students, faculty, and staff in regard to LTI.

7. Information regarding a patient diagnosed as having an LTI or LTI-related conditions will be maintained in the strictest confidence. Only people within the college with a legitimate need to know should be informed of the identity of students, faculty, or staff that has LTI or LTI-related conditions; this number should be kept to an absolute minimum. Individuals should be aware that medical information cannot be released to anyone outside the college without the specific written consent of the patient, except as required by law.
8. Any breach of the above guidelines will be handled as follows:
 - a. Breaches of these guidelines involving students, staff, or faculty should be reported to the Director of Human Resources.
 - b. Complaints regarding such breaches should be made in writing within seven (7) days of their occurrence.

STUDENT CODE OF CONDUCT

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

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

College Documents and Policies

1. Furnishing false or misleading information and/or forging, altering, or misusing college documents, records, or identification cards.
2. Disclosing records, files, or data in violation of the *Family Educational Rights and Privacy Act of 1974* and/or using or attempting to use college computers, computer facilities, or data without proper authorization. Deliberate installation of "viruses" on college computers is included in this provision.
3. Disclosing or otherwise misusing college computer access codes.
4. Writing, issuing, or attempting to negotiate a check on an account that has insufficient funds. Violations of this provision will result in a student being automatically withdrawn from the college unless the check, plus applicable service charges, is immediately paid.

College Sponsored Activities

1. Engaging in or sponsoring as an individual student or group of students any college activity on or off the campus that represents a clear and present danger to the normal educational process of the college.
2. Gambling in any form on campus or at any social function approved by the college.
3. Violating college policies, procedures or regulations concerning registration of student organizations, the use of college facilities, or the time, place, and manner of public expression.
4. Soliciting and/or selling on campus unless approved by the President.
5. Entering or occupying college buildings or property without proper authorization or bringing a guest or visitor to the college or to an approved college activity who fails to abide by the rules and regulations of the college. A student is responsible for obtaining a visitor's pass from the Student Services Center lobby for any guest or visitor he/she may bring on campus.

College and Personal Property

1. Defacing, damaging, or maliciously destroying any college, faculty, or student property or the attempt to do such destruction. Violators may be required to make appropriate financial restitution.
2. Stealing property of the college or other individuals for personal use.
3. Selling stolen property of the college or other individuals to a member of the college community or a visitor to the campus.
4. Eating or drinking in unauthorized areas, especially in classrooms, shops, and laboratories.

College Instruction

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

any actions to disrupt the educational process or teaching-learning environment.

3. Failing to comply with a request to report to a faculty or staff member for a conference.
4. Failing to follow department rules, directives of instructors, or failing to carry out assignments.
5. Leaving scheduled classes or training sessions without permission of the instructor.
6. Cheating on tests, individual projects, and/or individual assignments.

Firearms, Drugs, and Alcohol

1. Possessing, exhibiting, or using firearms of any kind, explosives (including all types of fireworks), live ammunition, obnoxious bombs, chemicals, or weapons already designated as illegal by city, county, state, or federal law. Duly authorized peace officers, who will be wearing or carrying guns, are required to display their official badges at all times while on campus.
2. Possessing, transporting, selling, and/or using any illegal or hallucinatory substances and/or drug paraphernalia while on campus and/or involved in any college activity.
3. Possessing, transporting, distributing, consuming, or being under the influence of alcoholic beverages and or illegal drugs while on campus or involved in approved college activities.

Harassment

1. Harassing a student or students, faculty, staff, administration, or the college as an institution by a student or students, or by a non-student or non-students, including threats in any way expressed or implied against persons or property.
2. Assaulting physically or abusing any person on campus or at an approved college activity to the extent that such abuse would endanger or threaten the general health or welfare of the person abused or assaulted.
3. Conducting or expressing oneself in a loud, indecent, or profane manner on campus, on college-controlled property, or at approved college activities.

Definitions of Disciplinary Actions

A student or group of students deemed to be in violation of the Student Code of Conduct is subject to the imposition of the following restrictions and/or actions:

1. *Warning:* Used for minor infractions of college regulations and consists of a restatement of the regulation violated with an official warning concerning future behavior. The restriction notifies a student that:

- a. Any further violation of college regulations will subject him/her to further disciplinary action.
 - b. He/she must maintain exemplary conduct during the period of restriction.
 - c. The restriction is generally for an indefinite period of time, but not less than one academic semester/term.
 - d. Termination of the restriction is generally based upon a student's cooperative attitude, academic progress, and positive contributions of service to the college.
2. *Probation*: A strong restriction designed to encourage and require a student to cease and desist from violating college regulations. A student under this restriction is notified in writing. A student on Disciplinary Probation is warned that:
 - a. Any further violations on his/her part while under probation will lead to an extension of his/her restriction, Disciplinary Suspension, or Disciplinary Dismissal.
 - b. He/she may not hold any office, elective or appointive, in any student organization.
 - c. The probation restriction is generally not less than one academic semester/term.
 3. *Immediate Temporary Suspension*: Is imposed in a situation when a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the teaching- learning environment. Immediate temporary suspension may be imposed in order to ascertain information and resolve conflicts in an effort to avoid official suspension though individual student situations may ultimately result in suspension.
 4. *Suspension*: The removal of a student from rolls of Lawson State Community College for a stated period of time, usually not less than one semester/term. At the end of the designated period, a student must make formal application for re-admission.
 5. *Dismissal*: The strongest disciplinary restriction. A penalty this severe generally indicates that a student may not return to the college unless he/she is granted special dispensation from the President of the college or his designee. Disciplinary dismissal would apply to a student who is guilty of chronic violations or a major breach of conduct so that rehabilitation possibilities appear to be remote.

DUE PROCESS RIGHTS OF STUDENTS

The college recognizes the right of both substantive and procedural due process in any matter involving a student misconduct violation. A student is entitled to a notice, a hearing, and an explanation before receiving a suspension or expulsion from the college.

Penalty Without Hearing

In the event a student wishes to waive the right to a formal hearing or makes voluntary written confession of the allegation and waives the right to a hearing, the violation may be administratively disposed of if:

1. It is in the best interest of the college and the student concerned, and
2. The student concerned consents in writing to administrative disposition.

At a conference with the student in connection with the allegation, he/she shall be advised of his/her rights.

If a student accepts administrative disposition, he/she shall sign a statement that he/she understands the formal charges; his/her rights to a hearing, or to waive the same; the penalty imposed; and his/her waiver of the right to appeal.

In administrative disposition, the penalties imposed shall not differ from those penalties stated in *Definitions of Disciplinary Actions*.

Once a student has been informed of his/her rights and the penalty that could be imposed should a violation be found and has knowingly and voluntarily accepted in writing the authority of the administration to impose the penalty, a student shall have waived the right to request a formal hearing.

Formal Hearing

In the event a student wishes a formal hearing

1. Notice of the charges and their implications will be given orally or in writing prior to the hearing.
2. The list of witnesses and their expected testimony will be given to the accused student prior to the hearing or at the hearing itself.

A Disciplinary Committee composed of college faculty, staff and two students will be convened to conduct the hearing. It is the duty of the Disciplinary Committee to hear all evidence presented concerning the alleged misconduct/violation. Because the college is an academic institution and not a court of law, the Disciplinary Committee is not bound by the common laws of evidence or civil procedure. Therefore, hearsay may be used during the hearing. It is the committee's responsibility to render a fair and impartial decision from

the evidence presented and to assure the student received due process in accordance with his/her constitutional rights.

At the hearing, a student has the right to present his/her defense against the charges and to produce other oral testimony or written affidavits of witnesses in his/her behalf. A student may be represented by counsel. If so, the college expects the courtesy of notification. The counsel will be allowed only to advise a student and not to actively participate in the hearing. The college is not required to provide the opportunity for cross-examination but may do so at the discretion of the chief hearing officer.

The Disciplinary Committee shall report findings within 72 hours of the hearing. The findings shall be reported to the President or his designee and said person will notify the student of the results of the hearing and the implications of the decision. Any student who is dissatisfied with the results of the hearing may file an appeal to the Disciplinary Appeal Committee. Further appeal may be made to the President of the College.

During the period of the student's appeal, the student shall not be present on the campus of Lawson State Community College.

STUDENT GRIEVANCE PROCEDURE

Policy

Lawson State Community College will make every effort to resolve any problem that develops among students, instructor and student, and college personnel. The College recognizes that in order to efficiently and effectively carry out its mission, its employees and students must feel confident that any valid complaint or grievance an employee or student make concerning the College will be promptly addressed by the appropriate authorities. The organizational structure of the college is designed to facilitate immediate resolution of problems once they are identified; therefore, the college does not condone intimidation nor physical acts of one person against another.

The following procedures for resolving complaints and grievances have been adopted by Lawson State Community College.

Procedure

Step 1: Any student of Lawson State Community College who wishes to make a complaint about an academic matter shall report that complaint in writing to the Vice President for Instructional Services. Other types of complaints shall also be reported in writing to the

Dean of Student Life. If the complaint is about a specific occurrence, the complaint shall be made within ten (10) business days of the occurrence.

If, after discussion between the student and the respective College official, it is determined that the complaint can be resolved immediately, the College official will take action to resolve the complaint and will submit a report within ten working days of the filing of the complaint to the president, the College Grievance Officer, and such other appropriate College official(s) as the President may designate, detailing both the complaint and its resolution.

Step 2: If the student's complaint cannot be resolved immediately, but requires instead a "plan of resolution," the College official to whom the complaint was made shall submit a written report to the President, the College Grievance Officer, and such other appropriate College official(s) as the president shall designate. The report shall be submitted within ten (10) working days of the complaint and shall detail the complaint and the plan to resolve the complaint. Should the President, College Grievance Officer, or other respective designated official wish to assist in submitting the report, or instruct the submitting official to modify the "plan of resolution," the President, College Grievance Officer or other official shall inform the submitting official of his/her intention.

Step 3: If any student's complaint is not or cannot be resolved at the first level of supervision as described above, such as an unresolved complaint shall be termed a "grievance." A student who submits a complaint to the appropriate College official under the above stated steps and who is not informed of a satisfactory resolution, or plan of resolution, of the complaint within ten (10) business days, shall have the right to file with the College Grievance officer a written statement detailing the grievance. The written grievance statement shall be filed using the format provided by the Grievance Officer and shall include at least the following information:

- Date the original complaint was reported;
- Name of person to whom the original complaint was reported;
- Facts of the complaint; and
- Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance which the Grievant wants considered by the Grievance Officer. If the grievance involves a claim of discrimination based on gender, race, age, national origin, religion, or disability, the complaining party should state with particularity the nature of discrimination and, if known, a reference to any statute, regulation, or policy which the Complainant believes to have been violated. The Complainant shall file any claim involving illegal discrimination within

thirty (30) days of the occurrence of the alleged discriminatory act or of the date on which the Complainant knew or should have known that the alleged discriminatory act took place.

Step 4: The College shall have thirty (30) calendar days from the date of the receipt by the Grievance Coordinator of the grievance to conduct an investigation of the allegation (s), hold a hearing (if requested) on the grievance, and submit a written report to the complainant of the findings arising from the hearing. The Grievance Coordinator may recommend to the President that a grievance committee be assembled for the purpose of conducting an investigation and holding a hearing. The hearing findings shall be reported by the President (or his/her designee) to the Complainant by either personal service or certified mail sent to the Complainant's home address.

Investigation Procedures

The Grievance Coordinator, either personally or with the assistance of such other persons as the President may designate (grievance committee), shall conduct a factual investigation of the grievance allegations and shall research the applicable statute, regulation, or policy, if any. The factual findings of the investigation by the Grievance Coordinator shall be stated in a written report which shall be submitted to the Complainant and to the party against whom the complaint was made (the "Respondent") and shall be made a part of the hearing record, if a hearing is requested by the Complainant. Each of the parties shall have the opportunity to file written objections to any of the factual findings and to make their objections a part of the hearing record. Publications or verified photocopies containing relevant statutes, regulations, and policies shall also be presented by the Grievance Coordinator for the hearing record. In the event that the Complainant does not request a hearing, the Grievance Coordinator's report and a recommendation for resolution of the Complaint shall be filed with the President, and a copy provided to the Complainant and Respondent.

Hearing Procedures

In the event that the Complainant requests a hearing within the time frame designated by the Grievance Coordinator, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The hearing officer or committee shall notify the Complainant, and each Respondent, of the time and place of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall be open to the public unless both parties request in writing for the hearing to be conducted in private to the

extent that there will be no violation of any applicable "sunshine law."

At the hearing, the Complainant and the Respondent shall be read the grievance statement. After the grievance is read into the record, the Complainant will have the opportunity to present such oral testimony and other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such oral testimony and other evidence as he/she deems appropriate to the Respondent's defense against the charges. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the Respondent.

Any party to the grievance hearing shall have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorneys or personal representative, if any, shall not be allowed to address the hearing body or question any witnesses. In the event that the College is the Respondent, the College representative shall not be an attorney or use an attorney unless the Complainant is assisted by an attorney or other personal representative. The hearing shall be recorded either by a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

Report of Findings and Conclusions

Following the hearing, there shall be a written report to the President of the findings of the hearing officer or the chairman of the committee, and the report shall contain at least the following:

- Date and place of the hearing;
- The name of each member of the hearing committee;
- A list of all witnesses for all parties to the grievance;
- Findings of fact relevant to the grievance;
- Conclusions of law, regulations, or policy relevant to the grievance; and
- Recommendation(s) to the President arising from the grievance and the hearing thereon.

Procedure for Appeal

1. The accused student may appeal the decision of the grievance committee by so stating in a letter to the President of the college and the chairperson of the grievance committee within two work days after the decision.
2. A student must be able to demonstrate to the President the following:
 - a. That certain relevant evidence was not reviewed.
 - b. That new evidence is available.
3. The appeal proceedings will be conducted by a review board appointed by the President. The board shall consist of a chairperson, a member of the grievance committee, and one other person, not necessarily an employee of the college.
4. An appeal shall be limited to reviewing the full report of the grievance committee or the hearing of new evidence relevant to the case and not available at the time of the hearing before the grievance committee. In the case of new evidence, the appeal board may order a new hearing before the grievance committee.
5. Within five days of the receipt of the appeal, the chairperson of the review board will set a time for the hearing and notify all parties involved.
6. The review board will send notice of its decision to the student, the chairperson of the grievance committee, and the President of the college within two workdays after the hearing appeal.
7. Once a student has applied for and has been granted a hearing by the review board, he/she must abide by the recommendations of the review board.

Final Approval

Final approval of the action of either the grievance committee or the review board will rest with the President of the college.

For additional information regarding the Student Grievance Procedure, contact the Dean of Student Life's Office.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

The *Student Right-To-Know and Campus Security Act of 1990* requires Lawson State Community College to disclose information about student outcomes, campus security, and crime statistics. The college publishes an annual report to faculty, staff, and students to comply with the provisions of the law. This report provides projected graduation rates, program completion rates, licensure requirements, and campus crime statistics. Copies of this publication are available in the Admissions, Business, and Student Services Offices.



EDUCATIONAL SUPPORT SERVICES

DIVISION OF EDUCATIONAL SUPPORT SERVICES



DR. RANDY GLAZE, DEAN
Educational Support Services
Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221

Phone: 205-929-6384
Fax: 205-925-1052

rglaze@lawsonstate.edu

EDUCATIONAL SUPPORT SERVICES

Web Site:

<http://www.lawsonstate.edu/campus/sbc.html>

- Up-to-date News
- Community Outreach and Development
- Job Training/WIA
- GED Preparation Class

Hours of Operation:

Monday - Friday

8:00 a.m. – 5:00 p.m.

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
- 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 Service Intake Unit. Upon determination that the individual is eligible and that training is appropriate, the individual will be referred to the institution. For more information, please contact Lorenza Thomas at 205-929-4673.

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 Gwendolyn Ekundayo at 205-929-6476.

INCOME TAX PREPARATION CLINIC

The purpose of the program is to operate a Low Income Taxpayer Clinic (LITC) to inform tax payers 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 Tomeka Minnifield at 205-929-6384.

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, call 205-929-6384.

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 of a director, computer programmer and computer systems operator. For more information, call 929-6384.



INSTRUCTIONAL PROGRAMS (OVERVIEW)

INSTRUCTIONAL PROGRAMS



DR. BRUCE CRAWFORD,
Vice President for Instructional Services

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

ACADEMIC AWARDS

Lawson State Community College is authorized to award the Associate in Arts, Associate in Science, Associate in Occupational Technology, and Associate in Applied Science degrees as well as certificates in occupationally specific areas by the Alabama Department of Postsecondary Education and the Alabama Board of Education. Students successfully completing the prescribed series of courses obtain these degrees and certificates. ORN101 (Freshman Academy) is a requirement for all degree and certificate programs.

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

COLLEGE TRANSFER

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

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

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

CAREER, TECHNICAL, AND OCCUPATIONAL PROGRAMS

Programs leading to the Associate in Applied Science and the Associate in Occupational Technologies degrees are college-level programs of study designed to prepare students to enter occupational, semi-professional, or paraprofessional employment. Though many of the courses in these programs transfer to four-year colleges and universities, their primary intent is to prepare students for immediate employment after

successful completion of a two-year program of courses. Certificates are awarded to students who successfully complete the requirements of specific technical or occupational programs. These programs vary in length from two to five semesters. Some certificate programs do not require a high school diploma for admission.

DEGREE OFFERINGS

ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES
Degrees may contain 60-64 hours. ORN101 (Freshman Academy) is a requirement for this degree.

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

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

**Select one full sequence of English. Do not mix types of literature.

***The 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)
 *NOTE: Students have the option of completing a complete English series or History series. Once a track is selected, the completion of 3 credit hours in the remaining track will only be needed. See STARS guide for specifics.

Area V — Pre-Professional/Elective Courses (19-23)

- CIS 146 or Higher (3)
- Two PED 1-hour activity courses (2)
- RDG114A (3)
- Pre-professional courses (12-18)

Total Semester Transfer Hours (60-64)

**ASSOCIATE IN APPLIED SCIENCE AND
 ASSOCIATE IN OCCUPATIONAL TECHNOLOGIES**
(Not to exceed 76 hours)

General Studies Courses

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

Total General Studies Courses (20-32)

Field of Concentration Courses (44-49)

Total Credits (70-76)

- PSY100/ORN 101 is a requirement for this degree.
- WorkKeys pre-assessment is required.

NOTE: CIS130 or higher CIS course, PED courses and RDG 114 are not included in the requirements. Provisions are made for students to document these competencies by other means.

CERTIFICATE PROGRAMS (CER)
(*Not to Exceed 59 Hours*)

General Studies Courses

- DPT 103 or CIS 130 or Higher (3)
- MAH 101 or MTH 100 (3)
- COM 100 or ENG 101 (3)
- SPC 100 or SPH 107 (3)

Total General Studies Courses (12)**Field of Concentration Courses 30-47****Total Credits (42-59)**

- ORN 101 is a requirement for this degree.
 - WorkKeys pre-assessment is required.
-

SHORT CERTIFICATE PROGRAMS (STC)
(*Not to exceed 29Hours*)

General Studies Courses

- DPT 103 or CIS 130 or Higher (3)
- MAH 101 or MTH 100
- COM 100 or ENG 101
- SPC 100 or SPH 107
- WKO 107

Total General Studies Courses (6)**Field of Concentration Courses (18-20)****Total Credits 24-29**

- ORN 101 is a requirement for this certificate
- WorkKeys pre-assessment is required.

Industry Certificates

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

GENERAL EDUCATION

General Education is designed to develop informed, creative and disciplined minds. It focuses on undergraduate studies and is structured around five goals (student learning outcomes). The learning outcomes emphasize the content areas of communication, literature, mathematics, natural science, social and behavioral science and business and information technologies. Exiting students are expected to transfer to a four-year college majoring in a variety of degrees in the liberal arts or sciences.

Student Learning Outcomes:

Students will demonstrate the ability to communicate effectively. (Express ideas with clarity, logic, and originality in both spoken and written English.)

Students will demonstrate the ability to relate knowledge acquired across disciplines and historical, social, and cultural context; recognize differing views within disciplines; and appreciate creativity and new ideas.

Students will demonstrate the ability to think critically. Gather and interpret data using a variety of methods to address and solve both practical and theoretical problems.

Students will demonstrate the ability to master and use basic computer skills in a wide range of classes and throughout the college experience.

Students will demonstrate the ability to reason qualitatively. (Apply mathematical and principles to address and solve problems.)

GENERAL EDUCATION DESIGN

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

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

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

GENERAL EDUCATION GOALS/OUTCOMES

GOAL 1: General Education students will demonstrate the ability to communicate effectively. (Express ideas with clarity, logic, and originality in both spoken and written English.)

ENG 101/3 Credits	—	English Composition I
ENG 102/3 Credits	—	English Composition II
SPH107/3 Credits	—	Funds. of Public Speaking

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

GOAL 2: General Education students will demonstrate the ability to relate knowledge acquired across disciplines and historical, social, and cultural context; recognize differing views within disciplines; and appreciate creativity and new ideas.

Associate in Arts and Associate in Science	—	9 hours
Associate in Applied Science	—	6 hours
Associate in Occupational Technologies	—	6 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
ANT 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
SOC 200/3 Credits	—	Introduction to Sociology
SOC 210/3 Credits	—	Social Problems
ART 100/3 Credits	—	Art Appreciation
SPA 101/4 Credits	—	Spanish I
HUM 101/3 Credits	—	Humanities I
MUS 101/3 Credits	—	Music Appreciation

GOAL 3:

Students will demonstrate the ability to think critically. Gather and interpret data using a variety of methods to address and solve both practical and theoretical 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
PED (2 Activity Courses)	—	Physical Education

GOAL 4: Students will demonstrate the ability to master and use basic computer skills in a wide range of classes and throughout the college experience.

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

NOTE: Nursing students may elect to take CIS 130 or CIS146 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.

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

GOAL 5: Students will demonstrate the ability to reason qualitatively. (Apply mathematical and principles to address and solve problems.)

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

The General Education Course Criteria are listed below.

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

ACADEMIC AFFAIRS & COLLEGE TRANSFER



DR. SHERRI C. DAVIS, ACADEMIC DEAN

**DR. KARL PRUITT, ASSOCIATE DEAN,
COLLEGE TRANSFER**

**DR. SHELIA MARABLE, ASSOCIATE DEAN,
HEALTH PROFESSIONS**

**SANDRA HENDERSON, DIRECTOR
LIBRARIES AND MEDIA SERVICES**

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

DEPARTMENT CHAIRS & DIRECTORS:

DR. RONALD CATER, INTERIM PROGRAM DIRECTOR
DENTAL ASSISTING PROGRAM

DR. SHERRI DAVIS, DIRECTOR
DEVELOPMENTAL EDUCATION

DR. CHARLES FOWLER, CHAIRPERSON
MATHEMATICS (GENERAL STUDIES)

SADIE HARRIS, INTERIM CHAIRPERSON
SOCIAL AND BEHAVIORAL SCIENCES (GENERAL STUDIES)

DR. SHELIA MARABLE, CHAIRPERSON
HEALTH PROFESSIONS

VYAVUKA MASI MASI, CHAIRPERSON
HUMANITIES AND FINE ARTS (GENERAL STUDIES)

ELEANOR PITTS, ATHLETIC DIRECTOR & CHAIRPERSON
HEALTH AND PHYSICAL EDUCATION (GENERAL STUDIES)

DR. KARL PRUITT, CHAIRPERSON
NATURAL SCIENCE (GENERAL STUDIES)

College Transfer Mission & Outcomes

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

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

Degrees Awarded:

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

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

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

HEALTH PROFESSIONS PROGRAMS:

- Dental Assistant
 - Emergency Medical Service (EMS)
 - Home Health Aide
 - Licensed Practical Nurse (LPN)
 - Nursing Assistance
 - Nursing – ADN. (Registered Nurse)
 - Nursing – Mobility Program
-

ASSOCIATE IN ARTS (AA) AND ASSOCIATE IN SCIENCE (AS)

General Studies: Areas of Concentration (*not to be confused with Programs of Study*).

A

- Advertising
- Agronomy and Soils
- Animal/Dairy Science
- Applied Mathematics
- Architecture
- Art (Areas)
- Art Education
- Art History
- Art Studio
- Athletic Training

B

- Behavioral Science
- Biology
- Biology Education
- Biomedical Engineering
- Biomedical Science
- Building Science
- Business
- Business Education

C

- Chemistry
- Chemistry Education
- Child Development/Early Childhood
- Clinical Lab Sciences/Medical Tech
- Communication Studies or Speech
- Computer Science (University of Alabama)
- Consumer Sciences
- Criminal Justice
- Cytotechnology

D

- Dentistry (Pre)

E

- Economics
- Elementary or Early Childhood Education
- Emergency Management
- Engineering (Pre): Aerospace, Chemical, Civil, Computer Engineering, Computer Science, Electrical, Industrial, Mechanical, Metallurgical or Materials.
- English
- English/Language Arts Educ. Middle/High School
- Environmental Science
- Exercise Science and Wellness

F

- Family and Consumer Sciences
- Food and Nutrition

G

- General Science Education: Middle/High School
- Geography
- Geography Education: Middle/High School
- Geomatics
- Graphic Design (Non-technical/General Studies)

H

- Health Education: Middle/High School
- Health Information Management (UAB Only)
- Health Promotion (AU Only)
- Health and Physical Education
- Health, Recreation & PE (UNA Only)
- Health Science (Athens Only)
- Health Sciences (UAB Only)
- Health Services Administration (AU Only)
- History
- History Education: Middle/High School
- Horticulture (AU Only)
- Hotel & Restaurant Management
- Human Development & Family Studies (AU Only)
- Human Development & Family Studies (UA Only)
- Human Environmental Sciences
- Human Services

I

- Industrial Hygiene (UNA Only)
- Interdisciplinary Studies
- Interior Architecture (AU Only)

J

- Journalism

L

- Laboratory Technology
- Law (Pre-Law / Political Science Pre/Law)

M

- Math Education: Middle/High School
- Mathematics
- Medicine (Pre)
- Music
- Music Education (Middle/High School)

N

- Nuclear Medicine Technology
- Nursing (College-Transfer Track, Track I)
- Pre-Nursing (Track II—Course Selection for Program Entrance)
- Nutrition & Food Science

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

O

- Occupational Therapy (Pre)
- Optometry (Pre)
- Osteopathic Medicine (Pre)

P

- Philosophy
- Physical Education
- Physics
- Physics Education (Middle/High School)
- Political Science
- Pre-Dentistry
- Pre-Law
- Pre-Medicine
- Pre-Occupational Therapy
- Pre-Optometry
- Pre-Osteopathic Medicine
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Speech Therapy
- Pre-Veterinary Medicine
- Psychology
- Public Administration
- Public Relations
- Public Safety & Health Administration

R

- Radiologic Sciences
- Recreation Leadership
- Rehabilitation
- Rehabilitation Services Education
- Respiratory Therapy/Cardio Science
- Restaurant and Hospitality Management (UA Only)

S

- Social Science
- Social Studies Education: Middle/High School
- Social Work
- Sociology
- Spanish Education: Middle/High School
- Special Education
- Speech Pathology
- Speech Therapy (Pre)
- Sport & Fitness Management
- Surgical Physician Assistant

T

- Technology, Industrial Technology or Engineering Tech.
- Telecommunication and Film or Broadcasting

V

- Veterinary Medicine (Pre)

ASSOCIATE IN APPLIED SCIENCE
DEGREES (AAS)

A

- Accounting
- Automotive Service Ford Asset
- Automotive Service GM ASEP
- Automotive Service Toyota T-Ten
- Aviation Maintenance/Airframe

B

- Building Construction
- Business Administration and Management

C

- Child Development
- Computer Science (Business Education)
- Computer Science (Math)
- Criminal Justice

D

- Drafting and Design Technology

E

- Electronics Engineering Technology
- Electronics Industrial

G

- Generic Program Curriculum (nursing)

H

- Horticulture-Ornamental

M

- Mobility Program Curriculum

N

- Nursing Education

O

- Office Administration
- Office Administration (Legal)
- Office Administration (Medical)

S

- Social Work Technician

BUSINESS AND INFORMATION TECHNOLOGIES



DR. ALICE TYLER MILTON, ASSOCIATE DEAN
YOLANDE GARDNER, INTERIM CHAIRPERSON

-
- **Associate in Applied Science Degrees**
 - Accounting Technology
 - Business Administration and Management
 - Computer Science – Business
 - Computer Science – Math
 - Office Administration – General Technology
 - Office Administration – Legal Technology
 - Office Administration – Medical Technology
 - **Associate in Science Degrees**
 - Accounting (General Studies)
 - Business Administration (General Studies)
 - Business Education (General Studies)
 - Computer Science (General Studies)
 - **Certificates**
 - Accounting Technology
 - Computer Science
 - Office Administration – General Technology
 - Office Administration – Legal Technology
 - Office Administration – Medical Technology
 - **Short Certificates**
 - Banking and Finance
 - Computer Science
 - Management and Supervision
 - Office Administration – General Technology
 - Office Administration – Legal Technology
 - Office Administration – Medical Technology
 - Real Estate
 - **Industry Certifications**
 - Cisco
 - CompTIA
 - IC3
 - Microsoft
 - Networking
 - Novell
 - Security
 - Real Estate License

CAREER, TECHNICAL AND OCCUPATIONAL PROGRAMS



DR. CHARLES MURRAY, ASSOCIATE DEAN
DONALD SLEDGE, ASSISTANT DEAN

Automotive Technology

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

Building/Construction Trades

Building Maintenance
Carpentry
Cabinetmaking
Electrical
Masonry
Plumbing
Welding

Manufacturing Technology and Engineering

Aviation Maintenance/Airframes
Drafting and Design Technology
Electronic Engineering Technology
Graphic Design and Commercial Art
Industrial Machinery Maintenance
Industrial Electronics Technology
Microelectronics

Occupational Professions

Air Conditioning/Refrigeration Barbering/Hair Stylist
Commercial Foods/Culinary Arts Cosmetology
Fashion Merchandizing
Focused Industry Training (F.I.T.)
Horticulture
Nailology
Radio and Broadcast Television (RTV)

ASSOCIATE IN APPLIED SCIENCE DEGREES (AAS)

A

- Accounting
- Automotive Service Ford Asset
- Automotive Service GM ASEP
- Automotive Service Toyota T-Ten

B

- Building Construction
- Business Administration and Management

C

- Child Development
- Computer Science (Business Education)
- Computer Science (Math)
- Criminal Justice

D

- Drafting and Design Technology

E

- Electronics Industrial

G

- Generic Program Curriculum (nursing)

M

- Mobility Program Curriculum

N

- Nursing Education

O

- Office Administration
- Office Administration (Legal)
- Office Administration (Medical)

S

- Social Work Technician

CAREER TECHNICAL AND BUSINESS TECHNOLOGIES CERTIFICATES AND AOT OPTIONS

CERTIFICATES (CER)

A

- Air Conditioning/Refrigeration
- Automotive Mechanics
- Auto Body
- Aviation Maintenance/Airframe

B

- Barbering Technology

C

- Commercial Art & Illustration
- Computer Science
- Cosmetology

D

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

E

- Electronics (Industrial)

G

- Graphics and Prepress

W

- Welding

ASSOCIATE IN OCCUPATIONAL TECHNOLOGY (AOT)

A

- Air Conditioning and Refrigeration

C

- Commercial Art & Illustration

D

- Medium/Heavy Truck Technician (Diesel)

G

- Graphics and Prepress

W

- Welding

SHORT CERTIFICATES (STC)

A

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

B

- Banking and Finance
- Barbering Technology
- Building Construction

C

- Cabinetmaking
- Carpentry Technology
- Child Development
- Commercial Art & Illustration
- Culinary Arts

D

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

E

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

F

- Fashion Merchandising
- Fire Science Technology

G

- Geographic Information Systems
- Graphics and Prepress

I

- Industrial Maintenance Technology
- Interior Design

M

- Machine Tool
- Management and Supervision
- Masonry Technology
- Microelectronics

N

- Nail Care Technology
- Nurse Assistant/Home Health Aide

P

- Plumbing Technology

R

- Radio/Television Production
- Real Estate

W

- Welding



BUSINESS & INFORMATION
TECHNOLOGIES
(DEGREE PLANS)

DIVISION OF BUSINESS AND INFORMATION TECHNOLOGIES



ACCREDITED BY: ACBSP

Association of Collegiate Business Schools and Programs

**DR. BRUCE CRAWFORD, VICE PRESIDENT FOR
INSTRUCTIONAL SERVICES**

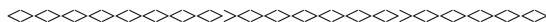
DR. ALICE TYLER MILTON, ASSOCIATE DEAN

- Division of Business and Information Technologies
- Perry W. Ward Advanced Technology Building
- Small Business Development Center
- Web Administration
- BlackBoard / Tegrity

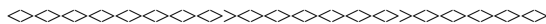
amilton@lawsonstate.edu
205-929-6306

YOLANDE GARDNER, CHAIRPERSON (BESSEMER)
Department of Business and Information Technologies

ygardner@lawsonstate.edu
205-929-3446



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



BUSINESS AND INFORMATION TECHNOLOGIES PARTNERSHIPS/ORGANIZATIONS

DIVISION ACCREDITATION

- ACBSP - Association of Collegiate Business Schools and Programs

CERTIFIED INSTRUCTORS IN ALL AREAS OF STUDY

- All instructors hold earned degrees and certifications for every class.

NATIONAL TECHNOLOGY CENTER PARTNER

- NCATC – National Coalition of Advanced Technology Centers

LOCAL TECHNOLOGY CENTER PARTNER

- AITA – Alabama Information Technology Association

TESTING CENTERS

- Authorized Drake Testing Center
- Authorized LaserGrade Testing Center
- Authorized PAN Testing Center
- Authorized Prometric Testing Center
- Authorized VUE Testing Center
- Authorized IC3 Testing Center (Certiport)

ONLINE SERVICES

- SREB - SREC (Southern Regional Electronic Campus)—
On and Off Campus Online Courses
- BlackBoard – E-Learning Package
—Online and Web-Supported Delivery of Courses
 - Tegrity

INDUSTRY CERTIFICATIONS

- Microsoft - (IT Academy Pro Plus)
- Novell Education Academic Partner (NEAP)
- CompTIA – Computing Technology Industry Association
- Oracle – Advanced Oracle Academy
- CISCO – (CCNA, CCNP)
- IC3

ACTIVE STUDENT ORGANIZATIONS

- KBD – Kappa Beta Delta Honor Society
—Organization for Accredited Business Programs
- PBL – Phi Beta Lambda Chapter
—State and National Competitive Placements Yearly
—Opened to all majors/departments
- AITP – Association of Information Technology Professionals
—Computer Science Students Only
- IAAP – International Association for Administrative Professionals

COMMUNITY SERVICE – AMERICAN ENTERPRISE ACTIVITIES

- Grant Writing Class – BUS 190
—Won National PBL Recognition / 5th Place
- IRS – VITA Program (e-filing of taxes – annual service)
—Won National PBL Recognition / 4th - 10th Places

FUNDED GRANTS

Technology Grants – OVER 1.2 MILLION

REAL ESTATE OFFERING APPROVAL

- Alabama Real Estate Commission
 - Pre-License Course
 - Post License Course
 - Continuing Education
 - Credit and Non-Credit Courses

Partner – Realty South

Offers: Lecture, Online, Webcast, etc.,

Call: 205.929.6306

**THE DIVISION OF
BUSINESS AND INFORMATION TECHNOLOGIES
CERTIFICATES AND DEGREES**

Associate in Science Degrees

Business Education

Business Administration

Associate in Applied Science Degrees

Accounting Technology

Business Administration and Management

Computer Science – Business Education

Computer Science – General / Math

Office Administration – General

Office Administration – Legal Technology

Office Administration – Medical Technology

Certificates

Accounting Technology

Clerical Technology

Computer Science

Office Administration – General

Office Administration – Legal Technology

Office Administration – Medical Technology

Short Certificates

Accounting Technology

Banking and Finance

Management and Supervision

Real Estate

Industry Certifications

Cisco

CompTIA

Microsoft

- MCSE
- MCSA
- MCSA
- MCP
- Office Specialist

Novell

- CNA
- CNE

Oracle

IC3

Real Estate

MISSION: The mission of the Division of Business and Information Technologies primarily is to organize and provide instruction in the areas of business and information technology

for individuals in the metropolitan county. To accomplish this mission, the Division offers:

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

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

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

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

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

The Associate of Applied Science Degrees entails hands-on experiences and affords each student the opportunity have an understanding of real-life experiences through internships/co-ops.

The Division's mission and objectives reflect the application of Lawson State's overall mission to the field of Business. We specialize in providing state-of-the-art, highly marketable programs. According to the Occupational Handbook, the Division of Business and Information Technologies can train individuals in more than 200 occupations. The course offerings include numerous courses which also allow persons employed in business to learn new skills or refresh existing skills. The

curriculum provides students with a broad understanding of business, a competence in business computer programming, and knowledge of information technology infrastructure.

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

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

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

DR. PERRY W. WARD ADVANCED TECHNOLOGY BUILDING

The Dr. Perry W. Ward Advanced Technology Building houses the Alabama Center for Advanced Technology and Training (ACATT) and the Division of Business and Information Technologies [Small Business Development Center and the VUE, Drake, LaserGrade, Prometric, PAN, and IC3 Testing Centers]. ACATT was developed to provide training in advanced technologies and applications that would expand Alabama's highly skilled information and emerging technology workforce. Furthermore, through its training programs, ACATT will enhance economic growth and development. The Division will be influential in the trainings of the highest technical aspects. ACATT is a member of the Alabama College System and a division of Lawson State Community College. Some features include:

- Digital Copying Center
- Distance Learning Laboratory
- Teleconferencing Center
- Workforce Training Center
- Educator's Training Center
- High-Tech Laboratories
- Wireless Capabilities
- Training Laboratories
- A+ Laboratory, ETC.

SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development 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 Grant Writing, Real Estate, Financial Investments, Professional Business Plans, QuickBooks, Word Processing, Database, Spreadsheet, Professional Business Presentations, E-mail Usage, Internet Usage, etc. For more information, contact the Associate Dean at 205-929-6306.

DISTANCE EDUCATION

The Distance Education program at Lawson State Community College is designed to provide online educational opportunities for learners, regardless of their location or time constraints. The college provides high quality, cost-effective educational experiences that emphasize institutional strengths and are responsive to the needs of both on-campus and off-campus learners.

The goals of the Distance Education program at Lawson State Community College provide a central policy foundation that is consistent with the overall priorities and educational mission of the college.

- Provide distance learning facilities and technology that is current and conducive to learning for all students.
- Develop and maintain an evolving technological infrastructure to assure the distance education is a viable and effective component of its future educational activities.
- Develop an administrative structure that coordinates and facilitates the development and scheduling of distance education courses in order to prioritize offerings based on need.
- Provide access to support for instructional design and administrative logistics for faculty and academic units.

Distance education courses are delivered primarily online via the college's content management system, BlackBoard, and are based on the same instructional outcomes and objectives as traditional face-to-face courses. Courses have been developed using cutting edge technologies to encourage student-teacher interaction and enhance the learning experience. Credit courses are equivalent in quality and academic rigor to those taught on-campus and facilitated by credentialed instructors. Students successfully completing a distance education course receives credit equivalent to that of an on-campus course.

The process to enroll in an online course is the same as the process for traditional courses. Students register during the regularly scheduled registration period. Once registered, distance education students are required to participate in a distance education orientation session which gives students an opportunity to meet with the instructor and review the syllabus. For further information regarding distance education courses, visit the college web site at www.lawsonstate.edu or contact the department chair of the respective department.

Tegrity is a new learning technology tool that has been adopted on an institutional level by the college. This student-based technology allows instructors to automatically capture lectures (audio and video) and to upload them to Blackboard, the college's content management system. Students have access to archived lectures 24 hours a day, 7 days a week via the Internet. For those who do not have access to the Internet,

lectures may also be saved to CD-ROM. This enhancement will provide an entirely new dimension to the college's instructional program. Tegrity reinforces learning by providing students with a convenient way to study. The technology allows students to replay an entire class session or to focus on specific concepts introduced in class with which they may be having difficulty.

Lawson State Community College is an electronic campus of the SREB (Southern Regional Electronic Board). SREB is an "electronic marketplace" of online courses and programs from the South's colleges and universities. The *Electronic Campus* was designed to provide learning opportunities from accredited colleges and universities that offered courses and programs that exceed SREB's *Principles of Good Practice*. By doing this, learners could be assured of the quality and integrity of the courses and programs available in the *Electronic Campus*, that comparable information would be provided to help learners in making decisions that best met their needs, and that learners could quickly and easily search the large database of course and program offerings.

BUSINESS AND INFORMATION TECHNOLOGIES PARTNERSHIPS/ORGANIZATIONS



ACCOUNTING (ACC)

The following applies for the Accounting Areas:

- All elective(s) and/or substitutions must be approved by the area advisor
- WorkKeys (WKO 107) is a prerequisite for this program
- BUS 210 (Introduction to Accounting) is recommended as a prerequisite for BUS 241.
- *** BUS 188 (Personal Development) MUST be taken the semester BEFORE Co-op/Internship.**
- **** ACT 193 (Accounting Co-op) MUST be taken in the last semester of enrollment.**
- ORN101 Freshman Academy
Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

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

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

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



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

ASSOCIATE IN APPLIED SCIENCE DEGREE Accounting Technology

General Studies Courses	Hours(s)
• PSY100/ORN100 Orientation	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Course	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• Natural Science Requirement	4
• MTH 110 Finite Mathematics / OR	
• MTH 112 Pre-Calculus	3
(or higher level math from STARS)	
Area IV – History, Social, & Behavioral Sciences	3
• Social and Behavioral Science Requirement	3
TOTAL GENERAL STUDIES COURSES	19
Area V – Pre-Professional/Major Courses	57
• ACT 253 Individual Income Taxes	3 OR
• ACC 129 Individual Income Taxes	3
• ACC 149 Intro to Accounting Spreadsheets	3
• ACC 150 Computerized General Ledger	3
• ACC 193 Accounting Co-op	3**
OR BUS 296 Business Internship I	3
• BUS 100 Introduction to Business	3
• BUS 150 Business Mathematics	3
• BUS 188 Personal Development	1 *
• BUS 190 Mgmt. Workshop I/Grant Writing	3
• BUS 215 Business Communications	3
• ACT 141 Basic Accounting Principles	3 OR
• BUS 241 Principles of Accounting I	3
• ACT 142 Advanced Accounting Principles	3 OR
• BUS 242 Principles of Accounting II	3
• ACT 246 Microcomputer Accounting	3 OR
• BUS 246 Accounting on the Microcomputer	3
• ACT 148 Managerial Accounting	3 OR
• BUS 248 Managerial Accounting	3
• BUS 263 Legal/Social Env. of Business	3
• BUS 275 Principles of Management	3
• BUS 285 Principles of Marketing	3 OR
• ECO 231 Principles of Macroeconomics	3
• CIS 146 Microcomputer Applications	3
• RDG 114A Critical Reading for College (COMPASS Exam is Required for Placement)	3
• Two 1-hour PED activity courses	2
• Electives (ACC, ACT, BUS, CIS, OAD, RLS)	3*
TOTAL REQUIRED HOURS FOR DEGREE	76

The Division Has All of Your Needs for Certifications

Drake, VUE, Prometric, LaserGrade, PAN, IC3

Contact Our Testing Administrators
Ms. Tracy Coleman - 205-929-2016 or
Mrs. Nettie Turner - 205.929.6448

CERTIFICATE
Accounting Technology

General Studies Courses	Sem. Hr(s)
PSY100/ORN100 Freshman Academy/Orientation	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	3
• SPH 107 Fundamentals of Public Speaking	3
TOTAL GENERAL STUDIES CREDITS	6
Area V – Pre-Professional/Major Courses	50
• WKO 107 WorkKeys	1
• ACT 253 Individual Income Taxes	3 OR
ACC 129 Individual Income Taxes	3
• ACC 150 Computerized General Ledger	3
• BUS 150 Business Mathematics	3
• BUS 188 Personal Development	1
• BUS 215 Business Communications	3
• ACT 141 Basic Accounting Principles	3 OR
BUS 241 Principles of Accounting I	3
• ACT 142 Advanced Accounting Principles	3 OR
BUS 242 Principles of Accounting II	3
• BUS 263 Legal/Social Env. of Business	3
• BUS 275 Principles of Management	3
• BUS 285 Principles of Marketing	3 OR
ECO 231 Principles of Macroeconomics	3
• CIS 146 Microcomputer Applications	3
• Electives (ACC, ACT, BUS, CIS, OAD, RLS)	18*
TOTAL REQUIRED HOURS FOR CERTIFICATE	56

SHORT CERTIFICATE
Accounting Technology

	Sem. Hours
Area V – Pre-Professional/Major Courses	28
• ACC 150 Computerized General Ledger	3
• ACT 141 Basic Accounting Principles	3 OR
BUS 241 Principles of Accounting I	3
• BUS 150 Business Mathematics	3
• BUS 215 Business Communication	3
• CIS 146 Microcomputer Applications	3
• WKO 107 WorkKeys	1
• Electives (ACC, ACT, BUS, CIS, OAD, RLS)	12*
TOTAL REQUIRED HOURS FOR CERTIFICATE	28

BUSINESS (BUS)

The following applies for the Business Areas:

- All elective(s) and/or substitutions must be approved by the area advisor
- WorkKeys (WKO 107) is a prerequisite for this program
- BUS 210 (Introduction to Accounting) is recommended as a prerequisite for BUS 241.
- *** BUS 188 (Personal Development) MUST be taken the semester BEFORE Co-op/Internship.**
- **** BUS 296 (Business Internship) MUST be taken in the last semester of enrollment.**
- ORN101 Freshman Academy
Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

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

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

The Associate of Applied Science for Business Administration and Management Program trains students with skills needed to begin an exciting and challenging career in any number of today's business fields. With the growth of the Internet industry and e-commerce opportunities, there is an even greater need for well-rounded business training. In this

dynamic age, you will succeed with a diverse, broad-based knowledge of vital business policies and procedures. The core curriculum will enable you to enter the job market in a number of capacities. Moreover, Co-op is required of each student in the Applied Science degree program. Co-op contributes to the overall skill development which builds self-confidence, maturity, and the ability to work independently.

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

**ASSOCIATE IN ARTS DEGREE
Business Administration**

General Studies Courses	Sem. Hours
PSY100/ORN100 Freshman Academy/Orientation	1
Area I – Written Composition	6
• ENG 101 English Composition I	3
• ENG 102 English Composition II	3
Area II – Humanities & Fine Arts	12
• SPH 107 Fundamentals of Public Speaking	3
• Humanities Requirement	3
• Fine Arts Requirement	6
Area III – Natural Science & Mathematics	11
• Natural Science/Lab	8
• Math Requirement	3
Area IV – History, Social, & Behavioral Sciences	12
• History Requirement	3
• Social and Behavioral Sciences Requirement	3
• Economics (ECO 231/232)	6
TOTAL GENERAL STUDIES CREDITS	41
Area V – Pre-Professional/Major Courses	23
• CIS 146 Microcomputer Applications	3
• BUS 241 Principles of Accounting I	3
• BUS 242 Principles of Accounting II	3
• RDG 114A Critical Reading for College (COMPASS Exam is Required for Placement)	3
• Two 1-hour PED activity courses	2
• Electives (ACC, BUS, CIS, ECO, OAD, RLS)	9*
SEE STARS GUIDE FOR ELECTIVES	
TOTAL REQUIRED HOURS FOR DEGREE	64

Transfer Majors for Business Administration

- Accounting
- Apparel & Textile / Fashion Retailing
- Apparel Merchandise/Design Production Mngt
- Health Information Management
- Hotel and Restaurant Management
- Human Resource Management
- Logistics and Supply Chain Management, ETC.

**ASSOCIATE IN ARTS DEGREE
Business Education**

General Studies Courses	Sem. Hours
PSY100/ORN100 Freshman Academy/Orientation	1
Area I – Written Composition	6
• ENG 101 English Composition I	3
• ENG 102 English Composition II	3
Area II – Humanities & Fine Arts	12
• SPH 107 Fundamentals of Public Speaking	3
• Humanities Requirement	3
• Fine Arts Requirement	6
Area III – Natural Science & Mathematics	11
• Natural Science/Lab	8
• Math Requirement	3
Area IV – History, Social, & Behavioral Sciences	12
• History Requirement	3
• Social and Behavioral Sciences Requirement	3
• Economics (ECO 231/232)	6
TOTAL GENERAL STUDIES CREDITS	41
Area V – Pre-Professional/Major Courses	23
• CIS 146 Microcomputer Applications	3
• RDG 114A Critical Reading for College (COMPASS Exam is Required for Placement)	3
• Two 1-hour PED activity courses	2
• Electives (ACC, BUS, CIS, ECO, OAD, RLS)	15*
SEE STARS GUIDE FOR ELECTIVES	
TOTAL REQUIRED HOURS FOR DEGREE	64

Transfer Majors for Business Education

- Agricultural Economics
- Animation and Multimedia
- Banking and Finance
- Computer Science
- E-Business
- Economics
- Entrepreneurship
- Family and Consumer Science
- Finance
- International Business
- Management Information Systems
- Marketing
- Technology Management
- Real Estate
- Video Game Design
- Web Design and Multimedia
- ETC.

**ASSOCIATE IN APPLIED SCIENCE DEGREE
Business Administration and Management**

General Studies Courses	Hours(s)
PSY100/ORN100 Freshman Academy/Orientation	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Course	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• Natural Science Requirement	4
• MTH 110 Finite Mathematics / OR	
• MTH 112 Pre-Calculus	3
(or higher level math from STARS)	
Area IV – History, Social, & Behavioral Sciences	3
• Social and Behavioral Science Requirement	3
TOTAL GENERAL STUDIES COURSES	19
Area V – Pre-Professional/Major Courses	57
• BUS 100 Introduction to Business	3
• BUS 150 Business Mathematics	3
• BUS 190 Mgmt. Workshop I/Grant Writing	3
• BUS 188 Personal Development	1*
• BUS 215 Business Communications	3
• BUS 241 Principles of Accounting I	3
• BUS 242 Principles of Accounting II	3
• BUS 263 Legal/Social Env. of Business	3
• BUS 275 Principles of Management	3
• BUS 285 Principles of Marketing	3
• BUS 296 Business Internship	3**
• ACC 150 or BUS 246 (Computerized Accounting)	3
• CIS 146 Microcomputer Applications	3
• CIS 147 Adv. Microcomputer Applications	3
• ECO 231 Principles of Macroeconomics	3
• RDG 114A Critical Reading for College (COMPASS Exam is Required for Placement)	3
• Two 1-hour PED activity courses	2
• Electives (ACC, BUS, CIS, OAD, RLS)	9*
TOTAL REQUIRED HOURS FOR DEGREE	76

**SHORT CERTIFICATE
Management and Supervision**

	Sem. Hours
PSY100/ORN100 Freshman Academy/Orientation	1
Area V – Pre-Professional/Major Courses	28
• Computerized Accounting	3
• BUS 100 Introduction to Business	3
• BUS 150 Business Mathematics	3
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• BUS 263 Legal and Social Env. of Business	3
• BUS 275 Principles of Management	3
• CIS 146 Microcomputer Applications	3
• WKO 107 WorkKeys	1
• Electives (ACC, BUS, CIS, OAD, RLS)	3*
TOTAL REQUIRED HOURS FOR CERTIFICATE	28

**SHORT CERTIFICATE
Banking and Finance**

	Sem. Hours
PSY100/ORN100 Freshman Academy/Orientation	1
Area V – Pre-Professional/Major Courses	28
• BUS 147 Introduction to Finance	3
• BUS 150 Business Mathematics	3
• BUS 191 Introduction to Investments	3
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• BUS 263 Legal and Social Env. of Business	3
• BUS 275 Principles of Management	3
• CIS 146 Microcomputer Applications	3
• WKO 107 WorkKeys	1
• Electives (ACC, BUS, CIS, OAD, RLS)	3*
TOTAL REQUIRED HOURS FOR CERTIFICATE	28

**DEPARTMENT OF
BUSINESS AND INFORMATION TECHNOLOGIES**



The Center Specializes in the Following: Exams for 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 or 205-929-2016



Phi Beta Lambda members learn to lead and participate in group discussions, preside at meetings and conferences, compete in area of study both locally and nationally, work on committee assignments, engage in group problem conferences, and work in other activities that contribute to the development of desirable leadership qualities. This organization is for all majors.

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

BIRMINGHAM CAMPUS

Ms. Alfreda King, Advisor - 205-929-6460

BESSEMER CAMPUS

Mrs. Teheitha Taylor Murray - 205-929-3465

Ms. Melissa Crusoe, Instructor - 205-929-3445

COMPUTER SCIENCE (CIS)

The following applies for the Computer Science Areas:

- All elective(s) and/or substitutions must be approved by the area advisor
- WorkKeys (WKO 107) is a prerequisite for this program
- BUS 210 (Introduction to Accounting) is recommended as a prerequisite for BUS 241.
- * **BUS 188 (Personal Development) MUST be taken the semester BEFORE Co-op/Internship.**
- ** **CIS 189 (Co-op) MUST be taken in the last semester of enrollment.**
- ORN101 Freshman Academy
Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

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

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

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

THE BUSINESS AND INFORMATION TECHNOLOGIES DEPARTMENT

Specializes in

**CNA Certified Novell Administrator
CNE Certified Novell Engineer**

Call Mr. Mark Whigham for more information at 205-929-2023

ASSOCIATE IN APPLIED SCIENCE DEGREE Computer Science – Business

General Studies Courses	Hours(s)
PSY100/ORN100 Freshman Academy/Orientation	1
Area I – Written Composition 3	
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts 6	
• Humanities and Fine Arts Course	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics 7	
• Natural Science Requirement	4
• MTH 110 Finite Mathematics / OR	
• MTH 112 Pre-Calculus	3
(or higher level math from STARS)	
Area IV – History, Social, & Behavioral Sciences 3	
• Social and Behavioral Science Requirement	3
TOTAL GENERAL STUDIES COURSES	19
Area V – Pre-Professional/Major Courses 55-57	
• BUS 150 Business Mathematics	3
• BUS 188 Personal Development	1*
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting	3
• CIS 146 Microcomputer Applications	3
• CIS 149 Introduction to Computers	3
• CIS 270 CISCO I	3
• CIS 189 Co-op for CIS I	3**
• CIS 191 Intro to Comp. Prog. Concepts	3
• CIS 193 Intro to Comp. Prog. Lab	1
• CIS 212 Visual Basic Programming	3
• CIS 281 Systems Analysis and Design	3
• RDG 114A Critical Reading for College (COMPASS Exam is Required for Placement)	3
• Two 1-hour PED activity courses	2
• Electives (ACC, BUS, CIS, OAD, RLS)	18*
TOTAL REQUIRED HOURS FOR DEGREE	74-76

**DEPARTMENT OF
BUSINESS AND INFORMATION TECHNOLOGIES**



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 e-Business standards.

For More Information, Call: 205-929-6448

ASSOCIATE IN APPLIED SCIENCE DEGREE
Computer Science – Math

General Studies Courses	Hours(s)
PSY100/ORN100 Freshman Academy/Orientation	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Course	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	10
• Natural Science Requirement	4
• MTH 110 Finite Mathematics / OR	
• MTH 112 Pre-Calculus (or higher level math from STARS)	3
• MTH 113 Pre-Calculus Trigonometry	3
Area IV – History, Social, & Behavioral Sciences	3
• Social and Behavioral Science Requirement	3
TOTAL GENERAL STUDIES COURSES	22
Area V – Pre-Professional/Major Courses	52-54
• BUS 188 Personal Development	1*
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting	3
• CIS 146 Microcomputer Applications	3
• CIS 149 Introduction to Computers	3
• CIS 270 Cisco I	3
• CIS 189 Co-op for CIS I	3**
• CIS 191 Intro to Comp. Prog. Concepts	3
• CIS 193 Intro to Comp. Prog. Lab	1
• CIS 199 Network Communications	3
• CIS 212 Visual Basic Programming	3
• CIS 222 Database Management Systems	3
• CIS 268 Software Support	3
• CIS 269 Hardware Support	3
• CIS 281 Systems Analysis and Design	3
• RDG 114A Critical Reading for College (COMPASS Exam is Required for Placement)	3
• Two 1-hour PED activity courses	2
• Electives (BUS, CIS, MTH)	6*
TOTAL REQUIRED HOURS FOR DEGREE	74-76

CERTIFICATE
Computer Science

General Studies Courses	Sem. Hr(s)
PSY100/ORN100 Freshman Academy/Orientation	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	3
• SPH 107 Fundamentals of Public Speaking	3
TOTAL GENERAL STUDIES CREDITS	6
Area V – Pre-Professional/Major Courses	53
• BUS 188 Personal Development	1*
• BUS 241 Principles of Accounting	3
• CIS 146 Microcomputer Applications	3
• CIS 147 Adv. Microcomputer Apps.	3
• CIS 160 Multimedia on the WWW	3
• CIS 191 Intro to Comp. Prog. Concepts	3
• CIS 193 Intro to Comp. Prog. Lab	1
• CIS 207 Introduction to Web Dev.	3
• CIS 212 Visual Basic Programming	3
• CIS 255 Java Programming	3
• CIS 268 Software Support	3
• CIS 269 Hardware Support	3
• WKO 107 WorkKeys	1
• Electives (ACC, BUS, CIS, MTH)	21*
TOTAL REQUIRED HOURS FOR CERTIFICATE	59

SHORT CERTIFICATES
Computer Science

Students seeking the Computer Science Short Certificate should complete the core and then complete the desired track. All courses in the tracks are Area V courses.

Short Certificate (Area V) Core Requirements:

Course Number	Course Name	Total Credit Hours
CIS149	Introduction to Computers	3
OAD101	Beginning Keyboarding (or demonstrated competency is required)	3
WKO107	Workplace Skills Development	1
PSY100	Orientation	1

Desktop Support Technician Track

Course Number	Course Name	Total Credit Hours
CIS 146	Microcomputer Applications	3
CIS 147	Advanced Microcomputer Applications	3
CIS 270	Cisco I	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 275	Workstation Administration	3
CIS 276	Server Administration	3

Total Hours = 29



*Association of Information
 Technology Professionals (AITP)*

Mr. Mark Whigham, Advisor
Dr. Margaret Robinson, Co-Advisor
A. G. Gaston Building/East Campus
205-929-2023 / 205-929-2098

Or, on the Bessemer Campus:
Mrs. Teheitha Taylor-Murray/ 205-929-9465
Mr. Scott Kelley/ 205-929-3466

Programming Track

Course Number	Course Name	Total Credit Hours
CIS191	Introduction to Programming	3
CIS193	Introduction to Programming Lab	1
CIS212	Visual Basic	3
CIS255	Java	3
CIS285	Object Oriented Programming	3
CIS222	Database Management Systems	3
CIS281	System Analysis and Design	3

Total Hours = 27

Networking Track

CIS 270	Cisco I	3
CIS 271	Cisco II	3
CIS 272	Cisco III	3
CIS 273	Cisco IV	3
CIS199	Network Communications	3
CIS268	Software Support	3
CIS269	Hardware Support	3

Total Hours = 29

Website Designer/Developer Track

CIS 160	Multimedia on the World Wide Web	3
CIS 199	Network Communications	3
CIS 203	Introduction to the Information Highway	3
CIS 207	Introduction to Web Development	3
CIS 208	Intermediate Web Development	3
CIS 209	Advanced Web Development	3
CIS 250	E-Commerce	3

Total Hours = 29

MCSE Short Certificate

Course Number	Course Name	Total Credit Hours
WKO107	Workplace Skills Development	1
PSY100	Orientation	1
CIS 275	Workstation Administration	3
CIS 276	Server Administration	3
CIS 277	Network Services Administration	3
CIS 278	Directory Services Administration	3
CIS 279	Network Infrastructure Design	3
CIS 280	Network Security	3
CIS 299	Directed Studies in Computer Science	3

Total Hours = 23

INDUSTRY CERTIFICATIONS

INDUSTRY CERTIFICATE PROGRAMS

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

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

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

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

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

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 6

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

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

- CIS 280 Network Security 3

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

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 3

GET A+ CERTIFIED

For More Information Contact

**Mark Whigham – Birmingham Campus
205.929.2023**

**Scott Kelley – Bessemer Campus
205.929.3466**

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

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

<http://www.comptia.org/certification/network/default.aspx>

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 3

●**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 use of these protocols: IP, IGRP, Serial, Frame Relay, IP RIP, VLANs, RIP, Ethernet, Access Lists.

http://www.cisco.com/web/learning/le3/le2/le0/le9/learning_certification_type_home.html

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.

http://www.cisco.com/web/learning/le3/le2/le37/le10/learning_certification_type_home.html

Professional Courses Required For CCNA Level:

CIS 270 – Cisco I	CIS 272 – Cisco III
CIS 271 – Cisco II	CIS 273 – 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 30

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

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

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 12

●**MICROSOFT CERTIFIED SOLUTION DEVELOPER (MCSRD)** – The new Microsoft Certified Solution Developer (MCSRD) 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/mcsrd/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.

<http://www.microsoft.com/traincert/mcp/mcse/default.asp>

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 18

●**MICROSOFT BUSINESS CERTIFICATION** – The Microsoft Business Certification program is the only worldwide, performance-based certification program that validates the skills needed to get the most out of Microsoft Office and Windows Vista. Whether you want to stand out in the job market, improve employee performance, or better prepare students to enter the workforce, the Microsoft Business Certification program demonstrates proven expertise that businesses rely on. **The two Microsoft Business Certification paths available are the Microsoft Certified Application Specialist (MCAS) and the Microsoft Office Specialist (MOS).** Each of these paths requires one or more exams to achieve the certification.

One or more of the following courses are required

CIS111	Word Processing Software Applications	3
and/or		
CIS113	Spreadsheet Software Applications	3
and/or		
CIS115	Presentation Graphics Software Applications	3
and/or		
CIS117	Database Management Software Applications	3

<http://www.microsoft.com/learning/mcp/msbc/default.msp>

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 3

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

Oracle Database Associate (OCA)

CIS 222	Database Management Systems	3
CIS 291	Special Topics – Introduction to Oracle SQL and PL/SQL Programming	3
CIS 294	Special Topics – Oracle Database Administration I <ul style="list-style-type: none"> Will be replaced with CIS 225 when approved by Post-Secondary 	3

Oracle Database Professional (In addition to obtaining OCA certification above)

CIS 296	Special Topics – Oracle Database Administration II <ul style="list-style-type: none"> Will be replaced with CIS 226 when approved by Post-Secondary 	3
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<http://academy.oracle.com>

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 12

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

Oracle Forms Developer and Oracle PL/SQL Developer

(Pre-requisite: CIS 291)

CIS 222	Database Management Systems	3
CIS 292	Special Topics – <u>Oracle PL/SQL Developer</u>	2

Oracle Forms Developer and Oracle PL/SQL Developer

(note: Must have OCA certification, prior to entering courses)

CIS 265	Database Programming I	3
CIS 299	Directed Studies - <u>Oracle Advanced PL/SQL Developer</u>	3

<http://academy.oracle.com>

TOTAL REQUIRED HOURS FOR INDUSTRY CERTIFICATE 11

VISIT OUR WEB SITE AT:
www.lawsonstate.edu



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- Job Vacancies
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- Learning Resource Center
- Small Business Center
- College Catalog
- College Schedule
- Tuition Management System
- Online Services
 - Check Grades
 - Communicate
 - Register
 - Email
- ETC.

IT'S ALL HERE!

OFFICE ADMINISTRATION (OAD)

The following applies for the Office Administration Areas:

- All elective(s) and/or substitutions must be approved by the area advisor
- WorkKeys (WKO 107) is a prerequisite for this program
- BUS 210 (Introduction to Accounting) is recommended as a prerequisite for BUS 241
- ***BUS 188 (Personal Development) MUST be taken the semester BEFORE Co-op/Internship.**
- **** OAD 242 (Office Internship) MUST be taken in the last semester of enrollment.**
- ORN101 Freshman Academy
Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

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

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

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

**ASSOCIATE IN APPLIED SCIENCE DEGREE
Office Administration**

General Studies Courses	Sem. Hours
PSY100/ORN100 Freshman Academy/Orientation	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Course	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• Natural Science Requirement	4
• MTH 110 Finite Mathematics / OR	
• MTH 112 Pre-Calculus	3
(or higher level math from STARS)	
Area IV – History, Social, & Behavioral Sciences	3
• Social and Behavioral Science Requirement	3
TOTAL GENERAL STUDIES COURSES	19
Area V – Pre-Professional/Major Courses	57
• BUS 150 Business Mathematics	3
• BUS 188 Personal Development	1*
• BUS 215 Business Communications	3
• BUS 241 Principles of Accounting I	3
• BUS 263 Legal/Social Env. of Business	3
• BUS 275 Principles of Management	3
• ACC 150 or BUS 246 (Computerized Accounting)	3
• CIS 146 Microcomputer Applications	3
• OAD 101 Beginning Keyboarding	3
• OAD 103 Intermediate Keyboarding	3
• OAD 125 Word Processing	3
• OAD 138 Records/Information Management	3
• OAD 200 Machine Transcription	3
• OAD 218 Office Procedures	3
• OAD 242 Office Internship	3**
• OAD 243 Spreadsheet Applications	3
• RDG 114A Critical Reading for College (COMPASS Exam is Required for Placement)	3
• Two 1-hour PED activity courses	2
• Electives (ACC, BUS, CIS, OAD, RLS)	6*
TOTAL REQUIRED HOURS FOR DEGREE	76

**CERTIFICATE
Office Administration**

General Studies Courses	Sem. Hours
PSY100/ORN100 Freshman Academy/Orientation	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	3
• SPH 107 Fundamentals of Public Speaking	3
TOTAL GENERAL STUDIES CREDITS	6
Area V – Pre-Professional/Major Courses	50
• BUS 150 Business Mathematics	3
• BUS 188 Personal Development	1*
• BUS 215 Business Communications	3
• BUS 241 Principles of Accounting I	3
• BUS 263 Legal/Social Env. of Business	3
• BUS 275 Principles of Management	3
• ACC 150 or BUS 246 (Computerized Accounting)	3
• CIS 146 Microcomputer Applications	3
• OAD 101 Beginning Keyboarding	3
• OAD 103 Intermediate Keyboarding	3
• OAD 125 Word Processing	3
• OAD 138 Records/Information Management	3
• OAD 200 Machine Transcription	3
• OAD 218 Office Procedures	3
• WKO 107 WorkKeys	1
• Electives (ACC, BUS, CIS, OAD, RLS)	9*
TOTAL REQUIRED HOURS FOR CERTIFICATE	56

**SHORT CERTIFICATE
Office Administration**

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

	Sem. Hours
PSY100/ORN100 Freshman Academy/Orientation	1
Area V – Pre-Professional/Major Courses	28
• ACC 150 or BUS 246 (Computerized Accounting)	3
• BUS150 Business Mathematics	3
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• CIS 146 Microcomputer Applications	3
• OAD 125 Word Processing	3
• OAD 138 Records/Information Management	3
• OAD 218 Office Procedures	3
• WKO 107 WorkKeys	1
• Electives (ACC, BUS, CIS, OAD, RLS)	3*
TOTAL REQUIRED HOURS FOR CERTIFICATE	28

**ASSOCIATE IN APPLIED SCIENCE DEGREE
Office Administration – Legal Technology**

General Studies Courses	Sem. Hours
PSY100/ORN100 Freshman Academy/Orientation	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Course	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• Natural Science Requirement	4
• MTH 110 Finite Mathematics / OR	
• MTH 112 Pre-Calculus	3
(or higher level math from STARS)	
Area IV – History, Social, & Behavioral Sciences	3
• Social and Behavioral Science Requirement	3
TOTAL GENERAL STUDIES COURSES	19
Area V – Pre-Professional/Major Courses	57
• BUS 150 Business Mathematics	3
• BUS 188 Personal Development	1*
• BUS 215 Business Communications	3
• BUS 241 Principles of Accounting I	3
• BUS 263 Legal/Social Env. of Business	3
• ACC 150 or BUS 246 (Computerized Accounting)	3
• CIS 146 Microcomputer Applications	3
• OAD 101 Beginning Keyboarding	3
• OAD 103 Intermediate Keyboarding	3
• OAD 125 Word Processing	3
• OAD 138 Records/Information Management	3
• OAD 201 Legal Terminology	3
• OAD 202 Legal Transcription	3
• OAD 203 Legal Office Procedures	3
• OAD 242 Office Internship	3**
• OAD 243 Spreadsheet Applications	3
• RDG 114A Critical Reading for College (COMPASS Exam is Required for Placement)	3
• Two 1-hour PED activity courses	2
• Electives (ACC, BUS, CIS, OAD, RLS)	6*
TOTAL REQUIRED HOURS FOR DEGREE	76

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CERTIFICATE
Office Administration – Legal Technology

General Studies Courses	Sem. Hours
PSY100/ORN100 Freshman Academy/Orientation	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	3
• SPH 107 Fundamentals of Public Speaking	3
TOTAL GENERAL STUDIES CREDITS	6
Area V – Pre-Professional/Major Courses	50
• BUS 150 Business Mathematics	3
• BUS 188 Personal Development	1*
• BUS 215 Business Communications	3
• BUS 241 Principles of Accounting I	3
• BUS 263 Legal/Social Env. of Business	3
• ACC 150 or BUS 246 (Computerized Accounting)	3
• CIS 146 Microcomputer Applications	3
• OAD 101 Beginning Keyboarding	3
• OAD 103 Intermediate Keyboarding	3
• OAD 125 Word Processing	3
• OAD 138 Records/Information Management	3
• OAD 201 Legal Terminology	3
• OAD 202 Legal Transcription	3
• OAD 203 Legal Office Procedures	3
• WKO 107 WorkKeys	1
• Electives (ACC, BUS, CIS, OAD, RLS)	9*
TOTAL REQUIRED HOURS FOR CERTIFICATE	56

SHORT CERTIFICATE
Office Administration – Legal Technology

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

Area V – Pre-Professional/Major Courses	Sem. Hours
Area V – Pre-Professional/Major Courses	28
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• BUS 263 Legal/Social Env. of Business	3
• CIS 146 Microcomputer Applications	3
• OAD 125 Word Processing	3
• OAD 138 Records/Information Management	3
• OAD 201 Legal Terminology	3
• OAD 203 Legal Office Procedures	3
• WKO 107 WorkKeys	1
• Electives (ACC, BUS, CIS, OAD, RLS)	3*
TOTAL REQUIRED HOURS FOR CERTIFICATE	28

ASSOCIATE IN APPLIED SCIENCE DEGREE
Office Administration – Medical Technology

General Studies Courses	Sem. Hours
PSY100/ORN100 Freshman Academy/Orientation	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	6
• Humanities and Fine Arts Course	3
• SPH 107 Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics	7
• Natural Science Requirement	4
• MTH 110 Finite Mathematics / OR	
• MTH 112 Pre-Calculus	3
(or higher level math from STARS)	
Area IV – History, Social, & Behavioral Sciences	3
• Social and Behavioral Science Requirement	3
TOTAL GENERAL STUDIES COURSES	19
Area V – Pre-Professional/Major Courses	57
• BIO 120 or OAD 211 Medical Terminology	3
• BUS 150 Business Mathematics	3
• BUS 188 Personal Development	1*
• BUS 215 Business Communications	3
• BUS 241 Principles of Accounting I	3
• BUS 263 Legal/Social Env. of Business	3
• CIS 146 Microcomputer Applications	3
• OAD 101 Beginning Keyboarding	3
• OAD 103 Intermediate Keyboarding	3
• OAD 125 Word Processing	3
• OAD 212 Medical Transcription	3
• OAD 214 Medical Office Procedures	3
• OAD 215 Health Information Management	3
• OAD 242 Office Internship	3**
• OAD 243 Spreadsheet Applications	3
• OAD 247 Special Projects (Medical Billing)	3
• RDG 114A Critical Reading for College	3
(COMPASS Exam is Required for Placement)	
• Two 1-hour PED activity courses	2
• Electives (ACC, BUS, CIS, OAD, RLS)	6*
TOTAL REQUIRED HOURS FOR DEGREE	76



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CERTIFICATE
Office Administration – Medical Technology

General Studies Courses	Sem. Hours
PSY100/ORN100 Freshman Academy/Orientation	1
Area I – Written Composition	3
• ENG 101 English Composition I	3
Area II – Humanities & Fine Arts	3
• SPH 107 Fundamentals of Public Speaking	3
TOTAL GENERAL STUDIES CREDITS	6
Area V – Pre-Professional/Major Courses	50
• BIO 120 or OAD 211 Medical Terminology	3
• BUS 150 Business Mathematics	3
• BUS 188 Personal Development	1*
• BUS 215 Business Communications	3
• BUS 241 Principles of Accounting I	3
• BUS 263 Legal/Social Env. of Business	3
• CIS 146 Microcomputer Applications	3
• OAD 101 Beginning Keyboarding	3
• OAD 103 Intermediate Keyboarding	3
• OAD 125 Word Processing	3
• OAD 138 Records/Information Management	3
• OAD 212 Medical Transcription	3
• OAD 214 Medical Office Procedures	3
• OAD 215 Health Information Management	3
• OAD 247 Special Projects (Medical Billing)	3
• WKO 107 WorkKeys	1
• Electives (ACC, BUS, CIS, OAD, RLS)	6*
TOTAL REQUIRED HOURS FOR CERTIFICATE	56

SHORT CERTIFICATE
Office Administration – Medical Technology

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

	Sem. Hours
PSY100/ORN100 Freshman Academy/Orientation	1
Area V – Pre-Professional/Major Courses	28
• BIO 120 or OAD 211 Medical Terminology	3
• BUS150 Business Mathematics	3
• BUS 215 Business Communication	3
• BUS 241 Principles of Accounting I	3
• CIS 146 Microcomputer Applications	3
• OAD 125 Word Processing	3
• OAD 138 Records/Information Management	3
• OAD 214 Medical Office Procedures	3
• WKO 107 WorkKeys	1
• Electives (ACC, BUS, CIS, OAD, RLS)	3*
TOTAL REQUIRED HOURS FOR CERTIFICATE	28

SHORT CERTIFICATE
Clerical Technology

	Sem. Hours
PSY100/ORN100 Freshman Academy/Orientation	1
Area V – Pre-Professional/Major Courses	22
• BUS150 Business Mathematics	3
• BUS 215 Business Communication	3
• CIS 146 Microcomputer Applications	3
• OAD 101 Beginning Keyboarding	3
• OAD 125 Word Processing	3
• WKO 107 WorkKeys	1
• Electives (ACC, BUS, CIS, OAD, RLS)	6*
TOTAL REQUIRED HOURS FOR CERTIFICATE	22

REAL ESTATE (RLS)

REAL ESTATE


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

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

SHORT CERTIFICATE
Real Estate

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

PSY100/ORN100 Freshman Academy/Orientation	1
Field of Concentration Courses	16
• BUS150 Business Mathematics	3
• BUS 215 Business Communication	3
• BUS 210 Introduction to Accounting	3
• CIS 146 Microcomputer Applications	3
• RLS 101 Real Estate Principles (Part 1)	4
TOTAL REQUIRED HOURS FOR CERTIFICATE	16




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Air Conditioning/Refrigeration
Automotive Service Ford ASSET
Automotive Service GM ASEP
Automotive Service Toyota T-TEN
Building Construction
Commercial Art & Illustration
Drafting and Design Architectural or Mechanical
Diesel – Medium/Heavy Truck Technician
Electronics – Industrial
Graphics and Prepress
Welding
Air Conditioning/Refrigeration
Auto Body/Collision Repair
Automotive Mechanics
Automotive Mechanics: Toyota T-TEN Specialty
Barbering

Commercial Art & Illustration
Cosmetology
Diesel – Medium/Heavy Truck Technician
Drafting and Design Architectural or Mechanical
Electronics – Industrial
Graphics and Prepress
Welding
Air Conditioning/Refrigeration
ACR: Major Appliance Repair Specialty
Automotive Body/Collision Repair
Automotive Mechanics
Barbering
Building Construction
Cabinetmaking
Carpentry
Commercial Art & Illustration
Cosmetology: Nail Care Specialty
Culinary Arts
Diesel Medium/Heavy Truck Technician/Truck Driving
Drafting and Design: Fire Protection Engineering
Drafting and Design: Geographic Information Systems (GIS)
Drafting and Design: Rapid Prototyping/Manufacturing
Electrical
Electronics/Electrical Engineering Technology
Electronics – Automated Manufacturing/Robotics
Electronics – Industrial
Fashion Merchandising
Fire Science: Introduction to Fire Service Specialty
Fire Science: In-Field Fire Fighters Specialty
Geographic Information Systems (GIS)
Graphics and Prepress
Industrial Maintenance (Manufacturing Equipment)
Interior Design
Machine Tool/CNC
Masonry
Microelectronics
Plumbing
Radio/TV Production
Welding

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AIR CONDITIONING/ REFRIGERATION (ACR)

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

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

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

AIR CONDITIONING/REFRIGERATION Certificate – 50 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
General Education Courses:	13
Area I – Written Composition	3
<i>Select one of the following courses:</i>	
• COM 100 Career Technical English	
• ENG 101 English Composition I*	
Area II – Humanities & Fine Arts	3
<i>Select one of the following courses:</i>	
• SPC 103 Career Technical Speaking	
• SPH 107 Fundamentals of Public Speaking*	
Area III – Natural Science & Mathematics	6
<i>Select one of the following courses:</i>	
• DPT 103 Introductory Computer Skills	
• CIS 130 Introduction to Information Systems	
• CIS 146 Microcomputer Applications*	
<i>Select one of the following courses:</i>	
• MAH 101 Introductory Technical Math I	
• MTH100 Intermediate College Algebra	
Area IV – History, Social, & Behavioral Sciences	1
• PSY 100 Orientation	
<i>*Approved for the A.O.T. degree</i>	
Area V – Technical Courses of Study:	37
• ACR 111 Principles of Refrigeration	3
• ACR 112 HVACR Service Procedures	3
• ACR 113 Refrigeration Piping Practices	3
• ACR 119 Fundamentals of Gas Heating Systems	3
• ACR 121 Principles of Electricity for HVACR	3
• ACR 123 HVACR Electrical Components	3
• ACR 130 Computer Assisted HVAC Troubleshooting	1

- ACR 132 Residential Air Conditioning 3
- ACR 148 Heat Pump Systems I 3

Select 12 credit hours from the following courses:

- ACR 122 HVACR Electric Circuits 3
- ACR 134 Ice Machines 3
- ACR 135 Mechanical/Gas/Safety Codes 3
- ACR 144 Basic Drawing/Blueprint Reading 3
- ACR 147 Refrigerant Transition and Recovery Theory 3
- ACR 181 Air Conditioning/Refrigeration I 3
- ACR 192 HVAC Apprenticeship/Internship 3
- ACR 200 Review for Contractors Exam 3
- ACR 203 Commercial Refrigeration 3
- ACR 205 System Sizing and Air Distribution 3
- ACR 210 Troubleshooting HVACR Systems 3

AIR CONDITIONING/REFRIGERATION Associate in Occupational Technologies Degree 76 Credit Hours

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

Major: Air Conditioning/Refrigeration (ACR) Certificate

Minor: Industrial Electronics (ILT)

	Semester Hours
General Education Courses:	27
Area I – Written Composition	3
• ENG 101 English Composition I	
Area II – Humanities & Fine Arts	8
• RDG 114 Critical Reading for College	
• SPH 107 Fundamentals of Public Speaking Humanities and Fine Arts Course	
Area III – Natural Science & Mathematics	12
• Two 1-hour PED activity courses	2
• Natural Science Course	4
• CIS 146 Microcomputer Applications	3
• MTH 100 Intermediate College Algebra	3
Area IV – History, Social, & Behavioral Sciences	6
• History, Social, or Behavioral Science Course	
• PSY 100 Orientation	
Area V – Minor Courses	12
<i>Select 12 credit hours from the following courses:</i>	
• ILT 194 Introduction to PLC	3
• ILT 196 Advanced PLC	3
• ATM 281 Special Topics: Process Control	3
• EET 100 Intro to Engineering Technologies	3
• ETC 101 DC Fundamentals	3
• ETC 102 AC Fundamentals	3
• ETC 107 Electrical Blueprint Reading	3
• ETC 108 Motor Controls I	3

AIR CONDITIONING/REFRIGERATION Short Certificate – 25 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY 100 Orientation	1
Technical Courses of Study: 24	
• ACR 111 Principles of Refrigeration	3
• ACR 121 Principles of Electricity for HVACR	3
<i>Select 18 credit hours from the following courses:</i>	
• ACR 112 HVACR Service Procedures	3
• ACR 113 Refrigeration Piping Practices	3
• ACR 119 Fundamentals of Gas Heating Systems	3
• ACR 122 HVACR Electric Circuits	3
• ACR 123 HVACR Electrical Components	3
• ACR 132 Residential Air Conditioning	3
• ACR 134 Ice Machines	3
• ACR 144 Basic Drawing/Blueprint Reading HVAC	3
• ACR 147 Refrig. Transition/Recovery Theory	3
• ACR 148 Heat Pump Systems I	3
• ACR 181 Special Topics: ACR I	3
• ACR 192 HVAC Apprenticeship/Internship	3
• ACR 200 Review for Contractors Exam	3
• ACR 203 Commercial Refrigeration	3
• ACR 205 System Sizing and Air Distribution	3
• ACR 210 Troubleshooting HVACR Systems	3

AIR CONDITIONING/REFRIGERATION SPECIALTY: MAJOR APPLIANCE REPAIR Short Certificate – 25 Credit Hours

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

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY100 Orientation	1
Technical Courses of Study: 24	
• ACR 138 Customer Relations	3
• ACR 182 Window Units and Ice Makers	3
• MAR 121 Principles of Electricity	3
• MAR 124 Ranges, Cook-tops, and Ovens	3
• MAR 125 Clothes Washers and Dishwashers	3
• MAR 126 Electric and Gas Dryers	3
• MAR 127 Refrigerant Transition/Recovery Theory	3
• MAR 128 Refrigerators and Freezers	3

AUTO BODY/COLLISION REPAIR (ABR)

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

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

AUTO BODY/COLLISION REPAIR Certificate – 52 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
General Education Courses:	13
Area I – Written Composition	3
• COM 100 Career Technical English	
Area II – Humanities and Fine Arts	3
• SPC 103 Career Technical Speaking	
Area III – Natural Science and Mathematics	6
• DPT 103 Introductory Computer Skills	
• MAH 101 Introductory Technical Math I	
Area IV – History, Social, and Behavioral Sciences	1
• PSY 100 Orientation	
Area V - Technical Courses of Study:	39
• ABR 111 Non Structural Repair	3
• ABR 114 Non Structural Panel Replacement	3
• ABR 122 Surface Preparation	3
• ABR 123 Paint Preparation and Equipment	3
• ABR 151 Safety and Environmental Practices	3
• ABR 154 Automotive Glass and Trim	3
• ABR 156 Cutting and Welding	3
• ABR 213 Automotive Structural Analysis	3
• ABR 214 Automotive Structural Repair	3
• ABR 223 Automotive Mechanical Components	3
• ABR 224 Automotive Electrical Components	3
• ABR 255 Steering and Suspension	3
• ABR 265 Paint Defects and Final Repair	3

AUTOMOTIVE BODY/COLLISION REPAIR Short Certificate – 28 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
General Education Courses:	6
• DPT 103 Introductory Computer Skills	3
• MAH 101 Introductory Technical Math I	3
• PSY 100 Orientation	1
Technical Courses of Study:	21
• ABR 111 Non Structural Repair	3
• ABR 114 Non Structural Panel Replacement	3
• ABR 122 Surface Preparation	3
• ABR 123 Paint Preparation and Equipment	3
• ABR 151 Safety and Environmental Practices	3
• ABR 154 Automotive Glass and Trim	3
• ABR 213 Automotive Structural Analysis	3

AUTOMOTIVE MECHANICS (AUM)

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

The Automotive Mechanics program prepares students to diagnose mechanical problems and to make repairs to all components of the automobile. The program involves attending on-campus classroom and laboratory sessions while participating in cooperative work experiences in the automotive industry.

This program consists of one certificate with two specialties, and one short-certificate.

AUTOMOTIVE MECHANICS Certificate – 55 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

General Education Courses:	13
Area I – Written Composition	3
• COM 100 Career Technical English	
Area II – Humanities and Fine Arts	3
• SPC 103 Career Technical Speaking	
Area III – Natural Science and Mathematics	6
• DPT 103 Introductory Computer Skills	
• MAH 101 Introductory Technical Math I	
Area IV – History, Social, and Behavioral Science	1
• PSY 100 Orientation	
Area V - Technical Courses of Study:	42
• AUM 101 Fundamentals of Automotive Tech	3
• AUM 110 Electrical and Electronic Systems I	3
• AUM 121 Braking Systems	3

• AUM 122 Suspension and Steering	3
• AUM 124 Engine Repair I	3
• AUM 130 Drive Train and Axles	3
• AUM 133 Motor Vehicle Air Conditioning	3
• AUM 210 Electrical and Electronic Systems II	3
• AUM 230 Automatic Transmission and Transaxle	3
• AUM 239 Engine Performance I	3
• AUM 244 Engine Performance II	3

Select 9 credit hours from the following courses:

• AUM 150 Work Experience	2
• AUM 211 Advanced Electronics	3
• AUM 220 Engine Repair II	3
• AUM 224 Manual Transmission and Transaxle	3
• AUM 246 Automotive Emissions	3
• AUM 250 Work Experience	2

AUTOMOTIVE MECHANICS SPECIALTY: TOYOTA T-TEN Certificate – 55 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

General Education Courses:	13
Area I – Written Composition	3
• COM 100 Career Technical English	
Area II – Humanities and Fine Arts	3
• SPC 103 Career Technical Speaking	
Area III – Natural Science and Mathematics	6
• DPT 103 Introductory Computer Skills	
• MAH 101 Introductory Technical Math I	
Area IV – History, Social, and Behavioral Science	1
• PSY 100 Orientation	
Area V - Technical Courses of Study:	42
• AUM 101 Fundamentals of Automotive Tech	3
• AUM 110 Electrical and Electronic Systems I	3
• AUM 121 Braking Systems	3
• AUM 122 Suspension and Steering	3
• AUM 124 Engine Repair I	3
• AUM 130 Drive Train and Axles	3
• AUM 133 Motor Vehicle Air Conditioning	3
• AUM 210 Electrical and Electronic Systems II	3
• AUM 230 Automatic Transmission and Transaxle	3
• AUM 239 Engine Performance I	3
• AUM 244 Engine Performance II	3
Select 9 credit hours from the following courses:	
• AUM 150 Work Experience	2
• AUM 211 Advanced Electronics	3
• AUM 220 Engine Repair II	3
• AUM 224 Manual Transmission and Transaxle	3
• AUM 246 Automotive Emissions	3
• AUM 250 Work Experience	2

AUTOMOTIVE MECHANICS
Short Certificate – 28 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

General Education Courses:	7
• DPT 103 Introductory Computer Skills	3
• MAH 101 Introductory Technical Math I	3
• PSY 100 Orientation	1

Technical Courses of Study:	21
• AUM 101 Fundamentals of Automotive Tech	3
• AUM 110 Electrical and Electronic Systems I	3
• AUM 121 Braking Systems	3
• AUM 122 Suspension and Steering	3
• AUM 124 Engine Repair I	3
• AUM 130 Drive Train and Axles	3
• AUM 133 Motor Vehicle Air Conditioning	3

AUTOMOTIVE SERVICE
(ASE/AUM)
GM ASEP, FORD ASSET, & TOYOTA T-TEN

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

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

This program consists of one short certificate, one certificate and one A.A.S. degree for each of the product specific manufacturers. Students enrolled in a General Motors, Ford, or Toyota short certificate or certificate program will receive an Automotive Technician Award with a Certificate of Completion from the manufacturer. Credit for General Motors, Ford, or Toyota classes in the short certificate and certificate will apply to the manufacturer specific Association of Applied Science degree. Note: Students must have a high school diploma or GED prior to beginning the A.A.S. degree.

AUTOMOTIVE SERVICE
SPECIALTY: FORD ASSET
Associate of Applied Science Degree
78 Credit Hours

Note: PSY 100 is required during the first semester of attendance for all students entering this program. The A.A.S. degree requires a high school diploma or its equivalent.

	Semester Hours
General Education Courses:	25
Area I – Written Composition	3
• ENG 101 English Composition I	
Area II – Humanities and Fine Arts	6
• SPC 107 Fundamentals of Public Speaking	
• Humanities and Fine Arts Course	
Area III – Natural Science and Mathematics	12
• Two 1-hours PED activity courses	2
• Natural Science Course	4
• CIS 146 Microcomputer Applications	3
• MTH100 Intermediate College Algebra	3
Area IV – History, Social, and Behavioral Science	4
• History, Social, or Behavioral Science Course	
• PSY 100 Orientation	
Area V - Technical Courses of Study:	53
• ASE 101 Fundamentals of Automotive Tech	3
• ASE 110 Electrical and Electronic Systems I	3
• ASE 121 Braking Systems	3
• ASE 122 Suspension and Steering	3
• ASE 124 Engine Repair I	3
• ASE 130 Drive Train and Axles	3
• ASE 133 Motor Vehicle Air Conditioning	3
• ASE 150 Dealership Work Experience	2
• ASE 210 Electrical and Electronics Systems II	3
• ASE 211 Advanced Electronics	3
• ASE 220 Engine Repair II	3
• ASE 224 Manual Transmission and Transaxle	3
• ASE 230 Automatic Transmission and Transaxle	3
• ASE 239 Engine Performance I	3
• ASE 244 Engine Performance II	3
• ASE 246 Automotive Emissions	3
• ASE 250 Dealership Work Experience	2
• ASE 252 Dealership Work Experience	2
• ASE 262 Dealership Work Experience	2

**AUTOMOTIVE SERVICE
SPECIALTY: GENERAL MOTORS ASEP
Associate of Applied Science Degree
78 Credit Hours**

Note: PSY 100 is required during the first semester of attendance for all students entering this program. The A.A.S. degree requires a high school diploma or its equivalent.

	Semester Hours
General Education Courses:	25
Area I – Written Composition	3
• ENG 101 English Composition I	
Area II – Humanities & Fine Arts	6
• SPH 107 Fundamentals of Public Speaking	
• Humanities and Fine Arts Course	
Area III – Natural Science & Mathematics	12
• Two 1-hour PED activity courses	2
• Natural Science Course	4
• CIS 146 Microcomputer Applications	3
• MTH 100 Intermediate College Algebra	3
Area IV – History, Social, & Behavioral Sciences	4
• History, Social, or Behavioral Science Course	
• PSY 100 Orientation	
Technical Courses of Study:	53
• ASE 101 Fundamentals of Automotive Tech	3
• ASE 110 Electrical and Electronic Systems I	3
• ASE 121 Braking Systems	3
• ASE 122 Suspension and Steering	3
• ASE 124 Engine Repair I	3
• ASE 130 Drive Train and Axles	3
• ASE 133 Motor Vehicle Air Conditioning	3
• ASE 150 Dealership Work Experience	2
• ASE 210 Electrical and Electronics Systems II	3
• ASE 211 Advanced Electronics	3
• ASE 220 Engine Repair II	3
• ASE 224 Manual Transmission and Transaxle	3
• ASE 230 Automatic Transmission and Transaxle	3
• ASE 239 Engine Performance I	3
• ASE 244 Engine Performance II	3
• ASE 246 Automotive Emissions	3
• ASE 250 Dealership Work Experience	2
• ASE 252 Dealership Work Experience	2
• ASE 262 Dealership Work Experience	2

**AUTOMOTIVE SERVICE
SPECIALTY: TOYOTA T-TEN
Associate of Applied Science Degree
78 Credit Hours**

Note: PSY 100 is required during the first semester of attendance for all students entering this program. The A.A.S. degree requires a high school diploma or its equivalent.

	Semester Hours
General Education Courses:	25
Area I – Written Composition	3
• ENG 101 English Composition I	
Area II – Humanities & Fine Arts	6
• SPH 107 Fundamentals of Public Speaking	
• Humanities and Fine Arts Course	
Area III – Natural Science & Mathematics	12
• Two 1-hour PED activity courses	2
• Natural Science Course	4
• CIS 146 Microcomputer Applications	3
• MTH 100 Intermediate College Algebra	3
Area IV – History, Social, & Behavioral Sciences	4
• History, Social, or Behavioral Science Course	
• PSY 100 Orientation	1
Area V - Technical Courses of Study:	53
• ASE 101 Fundamentals of Automotive Tech	3
• ASE 110 Electrical and Electronic Systems I	3
• ASE 121 Braking Systems	3
• ASE 122 Suspension and Steering	3
• ASE 124 Engine Repair I	3
• ASE 130 Drive Train and Axles	3
• ASE 133 Motor Vehicle Air Conditioning	3
• ASE 150 Dealership Work Experience	2
• ASE 210 Electrical and Electronics Systems II	3
• ASE 211 Advanced Electronics	3
• ASE 220 Engine Repair II	3
• ASE 224 Manual Transmission and Transaxle	3
• ASE 230 Automatic Transmission and Transaxle	3
• ASE 239 Engine Performance I	3
• ASE 244 Engine Performance II	3
• ASE 246 Automotive Emissions	3
• ASE 250 Dealership Work Experience	2
• ASE 252 Dealership Work Experience	2
• ASE 262 Dealership Work Experience	2

BARBERING (BAR)

MISSION: The mission of the program is to prepare graduates to be successful in hairstyling and personal appearance industry.

The barbering program is to prepare students in the art and science of haircutting, styling, treating scalp disorders, hair cleansing, manicures, pedicures, first aid and bacteriology. Students will learn municipal and state regulations pertaining to cosmetology, chemistry, tinting, bleaching, coloring, and dyeing hair. This program consists of one certificate and one short-certificate.

BARBERING Certificate – 49 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
General Education Courses:	13
Area I – Written Composition	3
• COM 100 Career Technical English	
Area II – Humanities and Fine Arts	3
• SPC 103 Career Technical Speaking	
Area III – Natural Science and Mathematics	6
• DPT 103 Introductory Computer Skills	
• MAH 101 Introductory Technical Math I	
Area IV – History, Social, and Behavioral Science	1
• PSY 100 Orientation	
Area V - Technical Courses of Study:	36
• BAR 110 Orientation to Barbering	3
• BAR 111 Science of Barbering	3
• BAR 112 Bacteriology and Sanitation	3
• BAR 113 Barber-Styling Lab	3
• BAR 120 Properties of Chemistry	3
• BAR 121 Chemical Hair Processing	3
• BAR 122 Hair Coloring Chemistry	3
• BAR 124 Hair Coloring Methodology Lab	3
• BAR 130 Marketing and Business Management	3
• BAR 131 Structure and Disorders of Nails	3
• BAR 132 Hair Styling and Design	3
• BAR 133 Hair Styling and Management Lab	3

BARBERING Short Certificate – 28 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY 100 Orientation	1
Technical Courses of Study:	27
• BAR 110 Orientation to Barbering	3
• BAR 111 Science of Barbering	3
• BAR 112 Bacteriology and Sanitation	3
• BAR 113 Barber-Styling Lab	3

- BAR 120 Properties of Chemistry 3
- BAR 121 Chemical Hair Processing 3
- BAR 132 Hair Styling and Design 3
- BAR 133 Hair Styling and Management Lab 3

Select one of the following courses:

- BAR 130 Marketing and Business Management 3
- BAR 131 Structure and Disorders of Nails 3

BUILDING CONSTRUCTION (BUC)

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

The skills taught in the Building Construction program, when coupled with field experience, permits graduates to advance to project managers, appraisers, first-line supervisors, estimators, expeditors and building inspectors. The Associate degree in Building Construction begins with blueprint reading and basic tools and materials. Classes provide opportunities to work on foundations, floors, walls, and roofs. Students will again experience in the use of industry standard computer software. This program consists of one A.A.S. degree and one short-certificate.

BUILDING CONSTRUCTION Associate of Applied Science Degree – 66 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program. The A.A.S. degree requires a high school diploma or its equivalent.

	Semester Hours
General Education Courses:	27
Area I – Written Composition	3
• ENG 101 English Composition I	
Area II – Humanities & Fine Arts	8
• RDG 114 Critical Reading for College	
• SPH 107 Fundamentals of Public Speaking	
• Humanities and Fine Arts Course	
Area III – Natural Science & Mathematics	12
• Two 1-hour PED activity courses	2
• Natural Science Course	4
• CIS 146 Microcomputer Applications	3
• MTH 100 Intermediate College Algebra	3
Area IV – History, Social, & Behavioral Sciences	4
• History, Social, or Behavioral Science Course	
• PSY 100 Orientation	
Area V - Technical Courses of Study:	39
• BUC 110 Basic Construction Tools and Materials	3
• BUC 113 Basic Construction Blueprint	3

Select 33 credit hours from the following courses:

- BUC 112 Construction Measurements and Cal. 3
- BUC 115 Roof and Ceiling Framing 3
- BUC 121 Floors and Walls Framing3
- BUC 131 Interior and Exterior Finishes 3
- BUC 133 Building Codes 3
- BUC 141 On-Grade Concrete Applications 3
- BUC 143 Above-Grade Concrete Applications 3
- BUC 150 Homebuilders Licensure Exam Review 3

- BUC 210 Current Topics in Building Construction 3
- BUC 214 Soils and Site Work 4
- BUC 217 Construction Surveying 3
- CMT 101 Construction Materials and Methods 3
- CMT 115 Construction Safety 3
- CMT 156 Construction Law 3
- CMT 205 Construction Management 3
- CMT 206 Construction Estimating 3

BUILDING CONSTRUCTION
Short Certificate – 28 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

- | | Semester Hours |
|--|-----------------------|
| General Education Courses: | 7 |
| • CIS 146 Microcomputer Applications | |
| • MTH 100 Intermediate College Algebra | |
| • PSY 100 Orientation | |

- | | 21 |
|--|-----------|
| Technical Courses of Study: | |
| • BUC 110 Basic Construction Tools and Materials | 3 |
| • BUC 113 Basic Construction Blueprint | 3 |

Select 15 credit hours from the following courses:

- BUC 112 Construction Measurements and Cal. 3
- BUC 115 Roof and Ceiling Framing 3
- BUC 121 Floors and Walls Framing 3
- BUC 131 Interior and Exterior Finishes 3
- BUC 133 Building Codes 3
- BUC 141 On-Grade Concrete Applications 3
- BUC 143 Above-Grade Concrete Applications 3
- BUC 150 Homebuilders Licensure Exam Review 3
- BUC 210 Current Topics in Building Construction 3
- BUC 214 Soils and Site Work 4
- BUC 217 Construction Surveying 3
- CMT 101 Construction Materials and Methods 3
- CMT 115 Construction Safety 3
- CMT 156 Construction Law 3
- CMT 205 Construction Management 3
- CMT 206 Construction Estimating 3

CABINETMAKING (CAB)

MISSION: The cabinetmaking program provides students with the knowledge of hand tools, power tools, and other industry related equipment geared towards the promotion of excellent workmanship in cabinetmaking.

Despite the development of sophisticated plastics and other materials, the demand for wood products continues unabated. Helping to meet the demand are woodworkers. Graduates of the program are found in industries that use wood to produce furniture, cabinets, musical instruments, and other fabricated wood products; and in small shops that make architectural woodwork, furniture and many other specialty items. Production woodworkers set up, operate, and tend woodworking machines such as power saws, planers, sanders, lathes, jointers, and routers that cut and shape components from lumber, plywood, and other wood products. This program consists of one short certificate.

CABINETMAKING
Short Certificate – 28 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

- | | Semester Hours |
|--|-----------------------|
| • PSY 100 Orientation | 1 |
| Technical Courses of Study: | 27 |
| • CAB 101 Introduction to Cabinetmaking | 3 |
| • CAB 102 Introduction to Lumber | 3 |
| • CAB 103 Sizes, Dimension and Joints | 3 |
| • CAB 104 Cabinet Shop Operations | 3 |
| • CAB 140 Wood Finishing Fundamentals | 2 |
| • CAB 141 Wood Finishing | 2 |
| • CAB 181 Refinishing Furniture and Antiques | 3 |
| • CAB 204 Cabinetmaking and Millwork | 5 |
| • CAB 211 Cabinet Installation and Trim Work | 3 |

CARPENTRY (CAR)

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

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

CARPENTRY
Short Certificate – 28 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

- | | Semester Hours |
|---|-----------------------|
| • PSY 100 Orientation | 1 |
| Technical Courses of Study: | 27 |
| • CAR 111 Construction Basics | 3 |
| • CAR 114 Construction Basics Lab | 3 |
| • | |
| <i>Select 21 credit hours from the following specialties:</i> | |
| • CAR 112 Floors, Walls, Site Preparation | 3 |
| • CAR 113 Floors, Walls, Site Preparation Lab | 3 |
| • CAR 121 Introduction to Blueprint Reading | 3 |
| • CAR 122 Concrete and Forming | 3 |
| • CAR 123 Concrete and Forming Lab | 3 |
| • CAR 131 Roof and Ceiling Systems | 3 |
| • CAR 132 Interior and Exterior Finishing | 3 |
| • CAR 133 Roof and Ceiling Systems Lab | 3 |
| • CAR 214 Introduction to Cabinetry | 3 |
| • CAR 228 Stairs, Molding, and Trim | 3 |
| • CAR 230 Residential Repair and Remodeling | 3 |

COMMERCIAL ART AND ILLUSTRATION (CAT)

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

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

COMMERCIAL ART AND ILLUSTRATION Certificate – 49 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
General Education Courses:	13
Area I – Written Composition	3
<i>Select one of the following courses:</i>	
• COM 100 Career Technical English	
• ENG 101 English Composition I*	
Area II – Humanities and Fine Arts	3
<i>Select one of the following courses:</i>	
• SPC 103 Career Technical Speaking	
• SPH 107 Fundamentals of Public Speaking*	
Area III – Natural Science and Mathematics	6
• DPT 103 Introductory Computer Skills	
• CIS 130 Introduction to Information Systems	
• CIS 146 Microcomputer Applications*	
<i>Select one of the following courses:</i>	
• MAH 101 Introductory Technical Math I	
• MTH 100 Intermediate College Algebra	
Area IV – History, Social, and Behavioral Science	1
• PSY 100 Orientation	
<i>*Approved for the A.O.T. degree</i>	
Area V - Technical Courses of Study:	36
• CAT 101 Modern Commercial Art	3
• CAT 114 Electronic Graphic Applications	3
• CAT 118 Design Drawing	3
• CAT 120 Digital Imaging	3
• CAT 123 Layout and Design	3
• CAT 130 Principles of Design	3
• CAT 132 Basic Advertising Design	3
• CAT 232 Intermediate Advertising Design	3
• CAT 260 Portfolio	3
<i>Select 9 credit hours from the following courses:</i>	
• CAT 152 Digital Photography	3

• CAT 180 Current Topics	3
• CAT 242 Advanced Advertising Design	3
• CAT 270 Web Site Development	3
• CAT 283 3D Graphics and Animation	3
• CAT 292 Cooperative Work Experience	3

COMMERCIAL ART AND ILLUSTRATION AOT Degree – 75 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program. The A.O.T. degree requires a high school diploma or its equivalent.

Major: Commercial Art (CAT) Certificate

Minor: Graphics and Prepress (GPC)

	Semester Hours
General Education Courses:	27
Area I – Written Composition	3
• ENG 101 English Composition I	
Area II – Humanities & Fine Arts	8
• RDG 114 Critical Reading for College	
• SPH 107 Fundamentals of Public Speaking	
Humanities and Fine Arts Course	
Area III – Natural Science & Mathematics	12
• Two 1-hour PED activity courses	2
• Natural Science Course	4
• CIS 146 Microcomputer Applications	3
• MTH 100 Intermediate College Algebra	3
Area IV – History, Social, & Behavioral Sciences	4
• History, Social, or Behavioral Science Course	
• PSY 100 Orientation	
Area V – Minor Courses of Study	12
<i>Select 12 credit hours from the following courses:</i>	
• GPC 112 Intro to the Graphic Com. Industry	3
• GPC 130 Basic Electronic Page Production	3
• GPC 132 Advanced Electronic Page Production	3
• GPC 134 Digital Prepress	3
• GPC 136 Estimating Costs in Printing and Graphics Communications Industry	3

COMMERCIAL ART AND ILLUSTRATION Short Certificate – 28 Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
General Education Courses:	10
• COM 100 Career Technical English	3
• MAH 101 Introductory Technical Math I	3
• PSY 100 Orientation	1
• SPC 103 Career Technical Speaking	3
Technical Courses of Study:	18
• CAT 101 Modern Commercial Art	3
• CAT 114 Electronic Graphic Applications	3
• CAT 118 Design Drawing	3
• CAT 120 Digital Imaging	3
• CAT 123 Layout and Design	3

CLERICAL (CLR)

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

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

CLERICAL Short Certificate – 28 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY 100 Orientation	1
Technical Courses of Study:	27
• CLR 100 Basic Keyboarding	3
• CLR 104 Advanced Keyboarding	3
• CLR 110 Navigating Windows	3
• CLR 116 Microcomputer Applications	3
• CLR 125 Basic Word Processing	3
• CLR 126 Advanced Word Processing	3
• CLR 131 Business English	3
• CLR 133 Business Communications	3
• CLR 218 Office Procedures	3

COSMETOLOGY (COS)

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

The cosmetology program is designed to teach students the art and science of haircutting, styling, scalp disorders, cleansing, treating, manicures and pedicures. First aid and bacteriology are also covered in the program. Municipal and state regulations pertaining to cosmetology, chemistry, tinting, bleaching and coloring are an intricate part of the curriculum. This program consists of one certificate and one short-certificate.

COSMETOLOGY Certificate – 53 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
General Education Courses:	13
Area I – Written Composition	3
• COM 100 Career Technical English	
Area II – Humanities and Fine Arts	3
• SPC 103 Career Technical Speaking	
Area III – Natural Science and Mathematics	6
• DPT 103 Introductory Computer Skills	
• MAH 101 Introductory Technical Math I	
Area IV – History, Social, and Behavioral Science	1
• PSY 100 Orientation	

	40
Area V - Technical Courses of Study:	
• COS 111 Introduction to Cosmetology	3
• COS 112 Introduction to Cosmetology Lab	3
• COS 113 Theory of Chemical Services	3
• COS 114 Chemical Services Lab	3
• COS 115 Hair Coloring Theory	3
• COS 116 Hair Coloring Lab	3
• COS 117 Basic Spa Techniques	3
• COS 118 Basic Spa Techniques Lab	3
• COS 119 Business of Cosmetology	3
• COS 143 Specialty Hair Preparation Techniques	3
• COS 144 Hair Shaping and Design	3
• COS 151 Nail Care	3
• COS 167A State Board Review	1
• COS 167B State Board Review	1
• COS 167C State Board Review	1
• COS 191A Cooperative Learning	1

COSMETOLOGY SPECIALITY: NAIL CARE Short Certificate – 25 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
General Education Courses:	10
• COM 100 Career Technical English	
• DPT 103 Introductory Computer Skills	
• MAH 101 Introductory Technical Math I	
• PSY 100 Orientation	

	15
Technical Courses of Study:	
• COS 119 Business of Cosmetology	3
• COS 151 Nail Care	3
• COS 152 Nail Care Applications	3
• COS 153 Nail Art	3
• COS 154 Nail Art Applications	3

CULINARY ARTS (CFS)

MISSION: The mission of the culinary arts program is to provide students with special learning experiences which include theory and hands-on production. Students will learn purchasing, preserving, preparing, and serving foods. Instruction emphasizes quantity food service activities in commercial establishments such as restaurants, cafeterias, tea-rooms, and bakeries.

Chefs, cooks, and food preparation workers prepare, season, and cook a wide range of foods – from soups, snacks, and salads to entrees, side dishes, and desserts – in a variety of restaurants and other food service establishments. Chefs and cooks create recipes and prepare meals, while food preparation workers peel and cut vegetables, trim meat, prepare poultry, and perform other duties such as monitoring temperatures of ovens and stovetops. Executive chefs and head cooks coordinate the work of the kitchen staff and direct the preparation of meals.

CULINARY ARTS
Short Certificate – 28 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY 100 Orientation	1
Technical Courses of Study: 27	
• CFS 101 Orientation to the Food Service Industry	1
• CFS 102 Catering	2
• CFS 110 Basic Food Preparation	3
• CFS 112 Sanitation, Safety and Food Service	2
• CFS 113 Table Service	2
• CFS 114 Meal Management	3
• CFS 201 Meat Preparation and Processing	2
• CFS 204 Foundations of Baking	3
• CFS 213 Food Purchasing and Cost Control	3
• CFS 216 Food and Drug Interaction	1
• CFS 222 Dietary Management	3

DRAFTING AND DESIGN
(DDT)

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

Computer Aided Drafting (CAD) technicians serve as the critical link between an engineer and the manufacturer. As members of design and production teams, drafting technicians contribute the detail and layout drafting, design, and development skills necessary for production. The technician's career can move into advanced design, management, manufacturing, or estimating. The Associate Degree program begins with an introduction to computers and basic drafting skills. Advanced students have the opportunity to study manufacturing process, Computer Aided Manufacturing (CAM), solids modeling, architectural, mechanical, structural, 3D graphics and animation, technical illustration and rapid prototyping. Unique to the program is the fact that within the department, students go from conception to a 3D model. This program consists of one certificate, one A.A.S degree and three short-certificate specialties.

DRAFTING AND DESIGN
ARCHITECTURAL OR MECHANICAL
Certificate – 46 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
General Education Courses:	13
Area I – Written Composition	3
<i>Select one of the following courses:</i>	
• COM 100 Career Technical English	
Area II – Humanities and Fine Arts	3
• SPC 107 Fundamentals of Public Speaking	
Area III – Natural Science and Mathematics	6
• CIS 146 Microcomputer Applications*	
• MTH 100 Intermediate College Algebra*	
Area IV – History, Social, and Behavioral Sciences	1
• PSY 100 Orientation	
Area V - Technical Courses of Study:	36
• DDT 104 Intro to CADD	3
• DDT 111 Fundamentals of Drafting and Design	3
• DDT 124 Introduction to Technical Drawing	3
• DDT 127 Intermediate CADD	3
• DDT 128 Intermediate Technical Drawing	3
• DDT 236 Design Project	3
<i>Select 15 credit hours from the following courses:</i>	
• DDT 114 Industrial Blueprint Reading	3
• DDT 116 Blueprint Reading for Construction	3
• DDT 117 Manufacturing Processes	3
• DDT 122 Advanced Technical Drawing	3
• DDT 131 Machine Drafting Basic	3
• DDT 133 Basic Surveying	3
• DDT 181 Special Topics in Drafting and Design	3
• DDT 182 Special Topics in Drafting and Design	3
• DDT 212 Intermediate Architectural Drafting	3
• DDT 213 Civil Drafting, Plat Maps	3
• DDT 217 Bldg. Codes, Ord., Zoning/A.D.A.	3
• DDT 222 Advanced Architectural Drafting	3
• DDT 225 Structural Steel Drafting	3
• DDT 231 Advanced CAD	3
• DDT 232 CAD Customization	3
• DDT 233 Solids Modeling	3
• DDT 234 3D Graphics and Animation	3
• DDT 235 Specialized CAD	3
• DDT 237 Rapid Prototyping: Current Topic	3
• DDT 238 Special Topics: Fire Sprinkler Design	3
• DDT 250 Theory of Com. Drawing and Design	3
• DDT 255 Drawing for Commercial Construction	4
• DDT 267 Co-op Elective	1
• INT 222 Special Topics: Hydraulics for Fire Protection	3

**DRAFTING AND DESIGN
ARCHITECTURAL OR MECHANICAL
Associate in Applied Science Degree – 63 Credit Hours**

Note: PSY 100 is required during the first semester of attendance for all students entering this program.

	Semester Hours
General Education Courses:	27
Area I – Written Composition	3
• ENG 101 English Composition I	
Area II – Humanities & Fine Arts	8
• SPH 107 Fundamentals of Public Speaking	
• Humanities and Fine Arts Course	
• RDG 114 Critical Reading for College	
Area III – Natural Science & Mathematics	12
• Two 1-hour PED activity courses	2
• Natural Science Course	4
• CIS 146 Microcomputer Applications	3
• MTH 100 Intermediate College Algebra	3
Area IV – History, Social, & Behavioral Sciences	4
• History, Social, or Behavioral Science Course	
PSY 100 Orientation	
Area V - Technical Courses of Study:	36
• DDT 104 Intro to CADD	3
• DDT 111 Fundamentals of Drafting and Design	3
• DDT 124 Introduction to Technical Drawing	3
• DDT 127 Intermediate CADD	3
• DDT 128 Intermediate Technical Drawing	3
• DDT 236 Design Project	3
Select 18 credit hours from the following courses:	
• DDT 114 Industrial Blueprint Reading	3
• DDT 116 Blueprint Reading for Construction	3
• DDT 117 Manufacturing Processes	3
• DDT 122 Advanced Technical Drawing	3
• DDT 131 Basic Machine Drafting	3
• DDT 133 Basic Surveying	3
• DDT 181 Spec. Topics in Drafting Design Tech.	3
• DDT 182 Special Topics in Drafting and Design	3
• DDT 212 Intermediate Architectural Drafting	3
• DDT 213 Civil Drafting, Plat Maps	3
• DDT 217 Bldg. Codes, Ord., Zoning/A.D.A.	3
• DDT 222 Advanced Architectural Drafting	3
• DDT 225 Structural Steel Drafting	3
• DDT 231 Advanced CAD	3
• DDT 232 CAD Customization	3
• DDT 233 Solids Modeling	3
• DDT 234 3D Graphics and Animation	3
• DDT 235 Specialized CAD	3
• DDT 237 Current Topics: Rapid Prototyping	3
• DDT 238 Special Topics (Fire Sprinkler Design)	3
• DDT 250 Theory of Com. Drawing and Design	3
• DDT 255 Drawing for Commercial Construction	4
• DDT 267 Co-op Elective	1
• INT 222 Special Topics: Hydraulics for Fire Protection	3

**DRAFTING AND DESIGN
SPECIALITY: FIRE PROTECTION ENGINEERING
Short Certificate – 29 Credit Hours**

Fire Sprinkler Protection Engineering Technology prepares graduates to design, install, and service sprinkler systems. This fast growing career opportunity is a specialized Computer Aided Design (CAD) program. The Alabama Fire Sprinkler Association (AFSA) is comprised of fire sprinkler contractors, industry suppliers and code officials as well as representatives from other associated organizations and individuals involved with or affected by fire sprinkler issues. The AFSA is instrumental in the creation, review, and job placement for Fire Sprinkler Protection Engineering.

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY 100 Orientation	1
Technical Courses of Study:	28
• DDT 104 Intro to CADD	3
• DDT 114 Industrial Blueprint Reading	3
• DDT 116 Blueprint Reading for Construction	3
• DDT 181 Special Topics (Fire Protection)	3
• DDT 182 Special Topics (NFPA Codes)	3
• DDT 231 Advanced CAD (Fire Sprinkler Layout)	3
• DDT 236 Design Project	3
• DDT 238 Special Topics: (Fire Sprinkler Design)	3
• INT 222 Special Topics: Hydraulics for Fire Protection	3

**DRAFTING AND DESIGN
SPECIALITY: GEOGRAPHIC INFORMATION
SYSTEMS (GIS)
Short Certificate – 29 Credit Hours**

GIS helps companies and governments look for patterns in both the man-made and natural realms so they can better understand the world. This new technology in mapping is booming. The Geographic Information System process takes the numbers and words from the rows and columns in databases and spreadsheets and places them on maps. This process highlights characteristics such as the location of new customers, where environmental degradation is occurring, the identification of roads and water systems needing repairs, and identifies ways to increase farm production and manage land more efficiently. Mapping geologic features and ground temperatures can assist exploration geologists look for minerals, gas, oil, and other materials underground.

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY 100 Orientation	1
Technical Courses of Study:	28
• DDT 104 Intro to CADD	3
• DDT 133 Basic Surveying	3
• DDT 213 Civil Drafting, Plat Maps	3
• GIS 201 GIS Fundamentals	3
• GIS 202 Cartographic Design for GIS	3
• GIS 203 Remote Sensors., Spat. Analy./Mdl.	3
• GIS 204 GIS Applications Programming	3
• CIS 191 Intro to Computer Programming	3
• CIS 193 Intro to Computer Programming Lab	1
• CIS 212 Visual Basic Programming	3

**DRAFTING AND DESIGN
SPECIALITY: RAPID PROTOTYPING
ADDITIVE MANUFACTURING
Short Certificate – 28 Credit Hours**

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

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY 100 Orientation	1
Technical Courses of Study:	27
• DDT 104 Intro to CADD	3
• DDT 111 Fundamentals of Drafting and Design	3
• DDT 124 Basic Technical Drawing	3
• DDT 231 Advanced CAD (Rapid Prototyping)	3
• DDT 233 Solids Modeling	3
• DDT 234 3D Graphics and Animation	3
• DDT 235 Specialized CAD	3
• DDT 236 Design Project	3
• DDT 237 Rapid Prototyping: Current Topic	3

**DIESEL - MEDIUM/HEAVY
TRUCK TECHNICIAN (DEM)**

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

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

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

**DIESEL - MEDIUM/HEAVY
TRUCK TECHNICIAN
Certificate – 49 Credit Hours**

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
General Education Courses:	13
Area I – Written Composition	3
<i>Select one of the following courses:</i>	
• COM 100 Career Technical English	
• ENG 101 English Composition I*	
Area II – Humanities and Fine Arts	3
<i>Select one of the following courses:</i>	
• SPC 103 Career Technical Speaking	
• SPH 107 Fundamentals of Public Speaking*	
<i>*Approved for the A.O.T. degree</i>	
Area III – Natural Science and Mathematics	6
<i>Select one of the following courses:</i>	
• DPT 103 Introductory Computer Skills	
• CIS 146 Microcomputer Applications*	
<i>Select one of the following courses:</i>	
• MAH 101 Introductory Technical Math I	
• MTH 100 Intermediate College Algebra*	
Area IV – History, Social, and Behavioral Sciences	1
• PSY 100 Orientation	
Area V - Technical Courses of Study:	36
• DEM 104 Basic Engines	3
• DEM 111 Safety, Tools and Management	3
• DEM 122 Heavy Vehicle Brakes	3
• DEM 125 Heavy Vehicle Drive Trains	3
• DEM 130 Electrical Systems	3
<i>Select 21 credit hours from the following courses:</i>	
• DEM 105 Preventive Maintenance	3
• DEM 117 Diesel and Gas Tune-up	3
• DEM 123 Pneumatics and Hydraulics	3
• DEM 124 Electronic Engine Systems	3
• DEM 126 Advanced Engine Analysis	3
• DEM 127 Fuel Systems	3
• DEM 135 Heavy Vehicle Steering and Suspension	3
• DEM 137 Heating A/C and Refrigeration Systems	3
• DEM 156 CDL License Test Preparation	3

**DIESEL MEDIUM/HEAVY
TRUCK TECHNICIAN
AOT Degree – 75 Credit Hours**

Note: PSY 100 is required during the first semester of attendance for all students entering this program. The A.O.T. degree requires a high school diploma or its equivalent.

Major: Diesel - Medium/Heavy Truck Certificate (DEM)

Minor: Automotive Technician (AUM)

	Semester Hours
General Education Courses:	27
Area I – Written Composition	3
• ENG 101 English Composition I	
Area II – Humanities & Fine Arts	8
• RDG 114 Critical Reading for College	
• SPH 107 Fundamentals of Public Speaking	
• Humanities and Fine Arts Course	
Area III – Natural Science & Mathematics	12
• Two 1-hour PED activity courses	2
• Natural Science Course	4
• CIS 146 Microcomputer Applications	3
• MTH 100 Intermediate College Algebra	3
Area IV – History, Social, & Behavioral Sciences	6
• History, Social, or Behavioral Science Course	
• PSY 100 Orientation	
Area V – Minor/Elective Courses	12
<i>Select 12 credit hours from the following courses:</i>	
• AUM 101 Fundamentals of Automotive Technology	3
• AUM 110 Electrical and Electronic Systems I	3
• AUM 121 Braking Systems	3
• AUM 122 Suspension and Steering	3
• AUM 124 Engine Repair I	3
• AUM 130 Drive Train and Axles	3

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

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
General Education Courses:	7
• DPT 103 Introductory Computer Skills	
• MAH 101 Introductory Technical Math I	
• PSY 100 Orientation	
Technical Courses of Study:	21
• DEM 104 Basic Engines	3
• DEM 111 Safety, Tools and Management	3
• DEM 122 Heavy Vehicle Brakes	3
• DEM 125 Heavy Vehicle Drive Trains	3
• DEM 156 CDL License Test Preparation	3
• TRK 111 Basic Vehicle Operation	4
• TRK 112 Safe Operating Practices	3
• TRK 113 Non-vehicle Activities	2

**ELECTRICAL /ELECTRONIC
ENGINEERING (EET)**

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

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

**ELECTRICAL/ELECTRONIC ENGINEERING
Short Certificate – 27 Credit Hours**

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY 100 Orientation	1
Technical Courses of Study:	26
• EET 100 Introduction to Engineering Technologies	3
• EET 108 Residential Wiring	3
• EET 111 Commercial/Industrial Wiring I	3
• EET 154 Residential Wiring Lab	2
• EET 226 Cable Splicing and Installation	3
• ETC 101 DC Fundamentals	3
• ETC 102 AC Fundamentals	3
• ETC 107 Electrical Blueprint Reading I	3
• ETC 108 Motor Controls	3

ELECTRICAL (ELT)

MISSION: The mission of the Electrical Technology program is to present an organized subject matter and enhance students experiences gained through theory, laboratory and shop work. Each area is related to planning functions, generating and transmitting electricity, installing and maintaining electrical equipment and components. Instruction emphasizes practical application of mathematics, the science of circuit diagrams and blueprint reading.

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

ELECTRICAL Short Certificate – 28 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY 100 Orientation	1
Technical Courses of Study:	27
• ELT 108 DC Fundamentals	3
• ELT 109 AC Fundamentals	3
• ELT 116 Residential Wiring	6
• ELT 118 Commercial/Industrial Wiring I	3
• ELT 244 Conduit Bending and Installation	3
Select 9 credit hours from the following courses:	
• ELT 110 Wiring Methods	3
• ELT 117 AC/DC Machines	3
• ELT 206 OSHA Safety Standards	3
• ELT 225 Smart House Wiring	3
• EET 226 Cable Splicing and Installation	3
• EET 235 National Electrical Code	3
• ELT 242 Journeyman Master Prep Exam	3

ELECTRONICS- INDUSTRIAL (ILT)

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

Automated manufacturing is one of the fastest growing industries in the southeast. Companies producing intermediate components and finished goods locate near each other in industrial parks, because of easier access to recent manufacturing innovations and just in time inventory for the

automotive industry. Today's manufacturers use automated manufacturing processes which include sensors, programmable capabilities, robotics, hydraulics, and pneumatics. The Electronics program is unique because graduates are prepared to install and maintain automated manufacturing lines or work as team assemblers. For students interested in courses beyond an Associate Degree, the college offers an Advanced Certificate in Microelectronics. The certificate is designed to focus the expertise of the graduate toward a career in semiconductor manufacturing.

This program consists of one certificate, one A.A.S. degree, two specialty short-certificates and one advanced short-certificate.

ELECTRONICS – INDUSTRIAL Certificate – 56 Credit Hours

	Semester Hours
General Education Courses:	13
Area I – Written Communication	3
• ENG 101 English Composition I*	
Area II – Humanities and Fine Arts	3
• SPH 107 Fundamentals of Public Speaking	
Area III – Natural Science and Mathematics	6
• MTH 100 Intermediate College Algebra	
• CIS 146 Microcomputer Applications*	
Area IV – History, Social, and Behavioral Sciences	
• PSY 100 Orientation	
Area V - Technical Courses of Study:	43
• EET 100 Introduction to Engineering Technologies	3
• ETC 101 DC Fundamentals	3
• ETC 102 AC Fundamentals	3
• ETC 107 Electrical Blueprint Reading	3
• ETC 127 Concepts of Digital Electronics	5
• ATM 205 Introductory Electronics for Automated Manufacturing	4
Select 22 credit hours from the following courses:	
• ILT 194 Intro to Programmable Logic Controllers	3
• ILT 195 Troubleshooting Techniques I	3
• ILT 196 Adv. Programmable Logic Controllers	3
• ILT 216 Industrial Robotics	3
• ATM 181 Mfg. Technology: Special Topic	3
• ATM 221 Robotics	4
• ATM 231 Robotics Project	3
• ATM 281 Process Control: Special Topic	3
• ATM 261 Robot Operation and Programming	3
• ATM 264 Robotic Mfg. Computer Simulation	3
• INT 118 Fundamentals of Industrial Hydraulics/Pneumatics	3

ELECTRONICS – INDUSTRIAL
Associate in Applied Science Degree – 70 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
General Education Courses:	27
Area I – Written Composition	3
• ENG 101 English Composition I	
Area II – Humanities & Fine Arts	8
• RDG 114 Critical Reading for College	
• SPH 107 Fundamentals of Public Speaking	
• Humanities and Fine Arts Course	
Area III – Natural Science & Mathematics	12
• Two 1-hour PED activity courses	2
• Natural Science Course	4
• CIS 146 Microcomputer Applications	3
• MTH 100 Intermediate College Algebra	3
Area IV – History, Social, & Behavioral Sciences	4
• History, Social, or Behavioral Science Course	
• PSY 100 Orientation	
Area V - Technical Courses of Study:	43
• EET 100 Introduction to Engineering Technologies	3
• ETC 101 DC Fundamentals	3
• ETC 102 AC Fundamentals	3
• ETC 107 Electrical Blueprint Reading	3
• ETC 108 Motor Controls I	3
• ETC 127 Concepts of Digital Electronics	5
• ATM 205 Introductory Electronics for Automated Manufacturing	4
• ATM 281 Process Control: Special Topic	3
Select 16 credit hours from the following courses:	
• ILT 194 Programmable Logic Controllers I	3
• ILT 195 Troubleshooting Techniques I	3
• ILT 196 Programmable Logic Controllers II	3
• ILT 216 Industrial Robotics	3
• ATM 181 Manufacturing Technology: Special Topic	3
• ATM 221 Robotics	4
• ATM 231 Robotics Project	3
• ATM 261 Robot Operation and Programming	3
• ATM 264 Robotic Mfg. Computer Simulation	3
• INT 118 Fundamentals of Industrial Hydraulics and Pneumatics	3

ELECTRONICS
SPECIALITY: ROBOTICS
Short Certificate – 27 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY 100 Orientation	1
Technical Courses of Study:	26
• ILT 216 Industrial Robotics	3
• EET 100 Introduction to Engineering Technologies	3
• ETC 101 DC Fundamentals	3
• ATM 205 Introductory to Electronics for Automated Manufacturing	4
• ATM 221 Robotics	4
• ATM 231 Robotics Project	3
• ATM 264 Robotic Mfg. Computer Simulation	3

ELECTRONICS
SPECIALITY: AUTOMATED MANUFACTURING
Short Certificate – 27 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY 100 Orientation	1
Technical Courses of Study:	26
• EET 100 Introduction to Engineering Technologies	3
• ETC 101 DC Fundamentals	3
• ATM 181 Mfg. Technology: Special Topic	3
• ATM 205 Intro to Automated Manufacturing	4
• ATM 221 Robotics	4
• ATM261 Robot Operation and Programming	3
• ATM 264 Robotic Mfg. Computer Simulation	3
• ATM 281 Process Control: Special Topic	3

MICROELECTRONICS CONSORTIUM (ITS)
Advanced Short Certificate – 28 Credit Hours

This program consists of an advanced short certificate.

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
General Education Courses:	10
• COM 100 Career Technical English	3
• DPT 103 Introductory Computer Skills	3
• MAH 101 Introductory Technical Math I	3
• PSY 100 Orientation	1
Technical Courses of Study:	18
• ILT 194 Intro to Programmable Logic Controllers	3
• INT 118 Fundamentals of Industrial Hydraulics and Pneumatics	3
• ITS 250 Semiconductor Manufacturing Tech.	3
• ITS 251 Semiconductor Manufacturing Tech. II	3
• ITS 255 Vacuum/RF Principles	3
• ITS 259 Electro-Mechanical Systems	3

FASHION MERCHANDISING (FMD)

MISSION: The Fashion Merchandising program is designed for the student who wants a career in the fashion industry. Career goals could include fashion marketing, fashion merchandising, and fashion design.

Graduates of the Fashion Merchandising program are prepared to work in retail, apparel production or fashion design. Graduates can transform fabrics produced by textile manufacturers into clothing and accessories that fill retail stores around the world. By cutting and sewing fabrics or other materials, such as leather, rubberized fabrics, plastics, and furs, employees in this industry help keep consumers warm, dry, and in style.

FASHION MERCHANDISING Short Certificate – 28 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY 100 Orientation	1
Technical Courses of Study: 27	
• FMD 101 Introduction to Apparel Trades	3
• FMD 102 Elements of Color and Design	3
• FMD 122 Visual Merchandising	3
• FMD 123 Merchandising Management	3
• FMD 130 Introduction to Textiles	3
• FMD 131 Textile Testing and Analysis	3
• FMD 140 Consumer/Cultural Aspects of Cloth	3
• FMD 148 Accessories and Related Merchandising	3

FIRE SCIENCE (FSC)

MISSION: The Fire Science program is designed to provide individuals with fundamental skills to enter and progress in the occupation of fire fighter.

Every year, fires and other emergencies take thousands of lives and destroy property worth billions of dollars. Fire fighters help protect the public against these dangers by rapidly responding to a variety of emergencies. They are frequently the first emergency personnel at the scene of a traffic accident or medical emergency and may be called upon to put out a fire, treat injuries, or perform other vital functions. Graduates of the Fire Science program are prepared to respond immediately to a fire or any other emergency that arises. The fire science program consists of one short-certificate with two options.

FIRE SCIENCE Short Certificate – 28 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY 100 Orientation	1
Technical Courses of Study: 27	
• FSC 160 Hazard Awareness	3
• FSC 208 Fire Combat Tactics and Strategy	3
Option I: Introduction to Fire Service	
• FSC 100 Orientation and Terminology	3
• FSC 101 Introduction to the Fire Service	3
• FSC 105 Chemistry for the Fire Service	3
• FSC 110 Building Construction Principles	3
• FSC 130 Introduction to Fire Suppression	3
• FSC 131 Fire Extinguishment Agents	3
• FSC 230 Rescue Technician: Rope	3
Option II: In-Field Fire Fighters	
• FSC 161 Hazardous Materials Awareness	3
• FSC 291 Fire Officer I	3
• FSC 292 Fire Officer II	3
• FSC 293 Fire Officer III	3
• FSC 294 Fire Officer IV	3
• FSC 297 Selected Topics in Fire Services	3
• FSC 299 Legal Aspects of Fire Service	3

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

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

GIS helps companies and governments look for patterns in both the man-made and natural realms so they can better understand the world. This new technology in mapping is booming. The Geographic Information System process takes the numbers and words from the rows and columns in databases and spreadsheets and places them on maps. This process highlights characteristics such as the location of new customers, where environmental degradation is occurring, the identification of roads and water systems needing repairs, and identifies ways to increase farm production and manage land more efficiently. Mapping geologic features and ground temperatures can assist exploration geologists look for minerals, gas, oil, and other materials underground. This program consists of one short certificate.

**GEOGRAPHIC INFORMATION SYSTEMS*
Short Certificate – 29 Credit Hours**

Note: PSY 100 is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY 100 Orientation	1
Technical Courses of Study:	28
• DDT 104 Basic Computer Aided Drafting	3
• DDT 133 Basic Surveying	3
• DDT 213 Civil Drafting, Plat Maps	3
• GIS 201 GIS Fundamentals	3
• GIS 202 Cartographic Design for GIS	3
• GIS 203 Remote Sensors., Spat. Analy./Mdl.	3
• GIS 204 GIS Applications Programming	3
• CIS 191 Intro to Computer Programming	3
• CIS 193 Intro to Computer Programming Lab	1
• CIS 212 Visual Basic Programming	3

**GRAPHICS AND
PREPRESS (GPC)**

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

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

**GRAPHICS AND PREPRESS
Certificate – 46 Credit Hours**

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
General Education Courses:	13
Area I – Written Composition	3
<i>Select one of the following courses:</i>	
• COM 100 Career Technical English	
• ENG 101 English Composition I	
Area II – Humanities and Fine Arts	3
<i>Select one of the following courses:</i>	
• SPC 103 Career Technical Speaking	
• SPH 107 Fundamentals of Public Speaking*	

Area III – Natural Science and Mathematics **6**
Select one of the following courses:

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

Select one of the following courses:

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

Area IV – Natural Science and Mathematics **1**

- PSY 100 Orientation
- *Approved for the A.O.T. degree*

Area V - Technical Courses of Study **33**

- GPC 111 Introduction to Computers 3
- GPC 112 Intro to the Graphic Com. Industry 3
- GPC 114 Introduction to Computer Graphics 3
- GPC 122 Technical Processes 3
- GPC 124 Computer Drawing 3
- GPC 128 Basic Electronic Page Layout and Assembly 3
- GPC 130 Basic Electronic Page Production 3

Select 12 credit hours from the following:

- GPC 120 Computer Graphics 3
- GPC 132 Advanced Electronic PageProduction 3
- GPC 134 Digital Prepress 3
- GPC 136 Estimating Costs in Printing and Graphics Communications 3
- GPC 160 Portfolio 3
- GPC 170 Online Graphic Communications 3
- GPC 180 Current Topics 3
- GPC 182 3D Graphics and Animation 3
- GPC 191 Cooperative Work Experience 1
- GPC 192 Cooperative Work Experience 2

**GRAPHICS AND PREPRESS
AOT Degree
72 Credit Hours**

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program. The A.O.T. degree requires a high school diploma or its equivalent.

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

	Semester Hours
General Education Courses:	27
Area I – Written Composition	3
• ENG 101 English Composition I	
Area II – Humanities & Fine Arts	8
• RDG 114 Critical Reading for College	
• SPH 107 Fundamentals of Public Speaking	
• Humanities and Fine Arts Course	
Area III – Natural Science & Mathematics	12
• Two 1-hour PED activity courses	2
• Natural Science Course	4
• CIS 146 Microcomputer Applications	3
• MTH 100 Intermediate College Algebra	3

Area IV – History, Social, & Behavioral Sciences 4

- History, Social, or Behavioral Science Course
- PSY 100 Orientation

Area V – Minor/Elective Courses 12

Select 12 credit hours from the following courses:

- CAT 101 Modern Commercial Art 3
- CAT 118 Design Drawing 3
- CAT 120 Digital Imaging 3
- CAT 123 Layout and Design 3
- CAT 130 Principles of Design 3
- CAT 132 Basic Advertising Design 3
- CAT 152 Digital Photography 3

**GRAPHICS AND PREPRESS
Short Certificate – 28 Credit Hours**

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

Semester Hours

General Education Courses: 7

- COM 100 Career Technical English
- SPC 103 Career Technical Speaking
- PSY 100 Orientation

Technical Courses of Study 27

- GPC 111 Introduction to Computers 3
- GPC 122 Technical Processes 3
- GPC 124 Computer Drawing 3

Select 12 credit hours from the following courses:

- GPC 112 Intro to the Graphic Com. Industry 3
- GPC 114 Introduction to Computer Graphics 3
- GPC 120 Computer Graphics 3
- GPC 136 Estimating Costs in Printing and Graphics Communications 3
- GPC 170 Online Graphic Communications 3
- GPC 182 3D Graphics and Animation 3

**INDUSTRIAL
MAINTENANCE (INT)**

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

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

**INDUSTRIAL MAINTENANCE
Short Certificate – 28 Credit Hours**

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

Semester Hours

- PSY 100 Orientation 1

Technical Courses of Study: 27

- INT 112 Industrial Maintenance Safety Procedures 3

Select 24 credit hours from the following courses:

- EET 100 Introduction to Engineering Technologies 3
- ETC 101 DC Fundamentals 3
- ETC 102 AC Fundamentals 3
- INT 117 Principles of Industrial Mechanics 3
- INT 118 Fundamentals of Industrial Hydraulics/Pneumatics 3
- INT 124 Prod. Equipment Layout and Installation 3
- INT 126 Preventive Maintenance 3
- INT 127 Prin. of Ind. Pumps And Piping Systems 3
- INT 134 Ind. Maintenance Welding and Metal Cutting Techniques 3
- INT 192 Cooperative Work Experience 3
- ILT 194 Introduction to PLC 3
- DDT 114 Industrial Blueprint Reading 3
- ATM 221 Introductory Robotics 4

INTERIOR DESIGN (IND)

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

The Interior Design program deals with the use of space to create stimulating and functional home and professional areas. Interior designers prepare sketches, select fabrics and accessories, develop budgets, and write specifications. The program prepares students for diverse entry-level positions in the industry.

This program consists of one short certificate.

**INTERIOR DESIGN
Short Certificate – 28 Credit Hours**

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

Semester Hours

- PSY 100 Orientation 1

Technical Courses of Study: 27

- IND 102 Elements of Color and Design 3
- IND 110 Interior Designs 3
- IND 114 Textiles 3
- IND 122 Visual Merchandising 3
- IND 127 Residential Design 3
- IND 132 Interior Computer Design 3
- IND 161 Interior Finishes 3
- IND 163 Space Planning 3
- IND 181 Special Topics in Interior Design 3

MACHINE TOOL TECHNOLOGIST (MTT)

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

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

MACHINE TOOL Short Certificate – 28 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY 100 Orientation	1
Technical Courses of Study:	27
• MTT 100 Machining Technology I	6
• MTT 103 Machining Technology II	6
• MTT 107 Machining Calculations	3
• MTT 121 Blueprint Reading	3
• MTT 127 Metrology	3
• MTT 139 Intro to Computer Numerical Control	3
• MTT 281 Special Topics in Machine Tool Tech.	3

MACHINE TOOL SPECIALITY: CNC Short Certificate – 28 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY 100 Orientation	1
Technical Courses of Study:	27
• MTT 212 Advanced CNC Turning	3
• MTT 213 Advanced CNC Milling	3
• MTT 218 Computer Integrated Manufacturing	3
• MTT 219 CNC Graphics: Turning	3
• MTT 220 CNC Graphics: Milling	3
• MTT 241 CNC Milling Lab I	3
• MTT 242 CNC Milling Lab II	3
• MTT 243 CNC Turning Lab I	3
• MTT 244 CNC Turning Lab II	3

MASONRY (MAS)

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

Brick, block, and stone masons work in closely related trades creating attractive, durable surfaces and structures. The work varies in complexity, from laying a simple masonry walkway to installing an ornate exterior on a high rise building. Program graduates can build and repair walls, floors, partitions, fireplaces, chimneys, and other structures with brick, precast masonry panels, concrete block, and other masonry materials. This program consists of one short certificate.

MASONRY Short Certificate – 28 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY 100 Orientation	1
Technical Courses of Study:	27
• MAS 111 Masonry Fundamentals	3
• MAS 121 Brick/Block Masonry Fundamentals	3
• MAS 131 Brick/Block Masonry II	3
• MAS 151 Brick/Block Masonry III	3
• MAS 161 Block Masonry Lab	3
• MAS 162 Brick Masonry Lab	3
• MAS 171 Residential/Commercial Masonry	3
• MAS 211 Stone Masonry	3
• MAS 231 Basic Cement Masonry	3

PLUMBING (PLB)

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

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

PLUMBING Short Certificate – 28 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY 100 Orientation	1
Technical Courses of Study:	27
• PLB 111 Introduction to Plumbing	3
• PLB 112 Plumbing Applications	3
• PLB 113 Pipes and Fittings	3
• PLB 115 Pressure and Non-Pressure Systems	3
• PLB 116 Pressure and Non-Pressure Sys. Apps.	3
• PLB 117 Plumbing Codes	3
• PLB 118 Code Application	3
• PLB 211 Plumbing and Repair and Installation	3
• PLB 212 Plumbing Repair and Installation Lab.	3

RADIO & TV MEDIA PRODUCTION (RTV)

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

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

RADIO & TV MEDIA PRODUCTION Short Certificate – 28 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
• PSY 100 Orientation	1
Technical Courses of Study:	27
• RTV 115 Audio Production I	3
• RTV 118 Media Pre-Production I	3
• RTV 119 Video Production I	3
• RTV 120 Media Post Production I	3
• RTV 125 Digital Photography Foundation	3
• RTV 215 Audio Production II	3
• RTV 219 Video Production II	3
• RTV 220 Media Post Production II	3
• RTV 268 Special Topics In Media	3

Optional Industry Related Course:

- RTV 190 Multi-Media/Web Content Production 3

WELDING TECHNOLOGY (WDT)

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

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

WELDING TECHNOLOGY Certificate – 49 Credit Hours

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program.

	Semester Hours
General Education Courses:	13
Area I – Written Communication	3
<i>Select one of the following courses:</i>	
• COM 100 Career Technical English	
• ENG 101 Written Composition	
Area II – Humanities and Fine Arts	3
<i>Select one of the following courses:</i>	
• SPC 103 Career Technical Speaking	
• SPH 107 Fundamentals of Public Speaking*	

Area III – Natural Science and Mathematics 6

Select one of the following courses:

- DPT 103 Introductory Computer Skills
- CIS130 Introduction to Information Systems
- CIS 146 Microcomputer Applications*

Select one of the following courses

- MAH 101 Introductory Technical Math I
- MTH100 Intermediate College Algebra*

Area IV – History, Social, and Behavioral Sciences 1

- PSY 100 Orientation
*Approved for the A.O.T. degree

Area V - Technical Courses of Study: 37

- WDT 108 SMAW Fillet/OFC 3
- WDT 109 SMAW Fillet/PAC/CAC 3
- WDT 110 Industrial Blueprint Reading 3
- WDT 119 GMAW Welding 3
- WDT 120 SMAW Groove 3
- WDT 218 Certification 3
- WDT 258 Certification Lab 3

Select 15 credit hours from the following courses:

- WDT 124 GMAW Welding Lab 3
- WDT 125 SMAW Groove Lab 3
- WDT 158 Consumable Welding Process Lab 3
- WDT 166 Flux Core Arc Welding 3
- WDT 167 Flux Core Arc Welding Lab 3
- WDT 219 Welding Inspection and Testing 3
- WDT 221 Pipefitting and Fabrication 3
- WDT 223 Blueprint Reading for Fabrication 3
- WDT 228 GTAW Welding 3
- WDT 257 SMAW Carbon Pipe Lab 3
- WDT 268 GTAW Lab 3
- WDT 281 Special Topics in Welding Technology 3

**WELDING TECHNOLOGY
AOT Degree – 75 Credit Hours**

Note: PSY 100 Orientation is required during the first semester of attendance for all students entering this program. The A.O.T. degree requires a high school diploma or its equivalent.

Major: Welding Certificate (WDT)
Minor: Industrial Maintenance (INT)

Semester Hours

General Education Courses: 27

• **Area I – Written Composition 3**

- ENG 101 English Composition I

Area II – Humanities & Fine Arts 8

- RDG 114 Critical Reading for College
- SPH 107 Fundamentals of Public Speaking
- Humanities and Fine Arts Course

Area III – Natural Science & Mathematics 12

- Two 1-hour PED activity courses 2
- Natural Science Course 4
- CIS 146 Microcomputer Applications 3
- MTH 100 Intermediate College Algebra 3

Area IV – History, Social, & Behavioral Sciences 4

- History, Social, or Behavioral Science Course
- PSY100 Orientation

Area V – Minor Courses of Study: 12

Select 12 credit hours from the following courses:

- EET 100 Introduction to Engineering Technologies 3
- ETC 101 DC Fundamentals 3
- ILT 194 Programmable Logic Controllers I 3
- INT 117 Principles of Industrial Mechanics 3
- INT 118 Fund. of Industrial Hydraulic/Pneumatics 3
- INT 126 Preventive Maintenance 3
- INT 127 Prin. of Industrial Pumps and Piping Systems 3
- INT 134 Prin. of Industrial Maintenance Metal Welding and Cutting Techniques 3

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

Semester Hours

General Education Courses: 4

- MAH 101 Introductory Technical Math I 3
- PSY 100 Orientation 1

Technical Courses of Study: 24

- WDT 158 Consumable Welding Process Lab 3
- WDT 219 Welding Inspection and Testing 3
- WDT 221 Pipefitting and Fabrication 3
- WDT 223 Blueprint Reading for Fabrication 3
- WDT 228 GTAW Welding 3
- WDT 268 GTAW Lab 3
- WDT 257 SMAW Carbon Pipe Lab 3
- WDT 281 Special Topics in Welding Technology 3



COLLEGE TRANSFER / GENERAL STUDIES PROGRAMS

COLLEGE TRANSFER & GENERAL STUDIES



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COLLEGE TRANSFER MISSION & OUTCOMES

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

Emphasis is placed on the following student learning outcomes:

College transfer students will demonstrate the ability to communicate effectively. (Express ideas with clarity, logic, and originality in both spoken and written English.)

College transfer students will demonstrate the ability to reason qualitatively. (Apply mathematical and principles to address and solve problems.)

College students will demonstrate the ability to think critically. Gather and interpret data using a variety of methods to address and solve both practical and theoretical problems.

College transfer students will demonstrate the ability to relate knowledge acquired across disciplines and historical, social, and cultural context; recognize differing views within disciplines; and appreciate creativity and new ideas.

College transfer students will demonstrate the ability to master and use basic computer skills in a wide range of classes and throughout the college experience.

DEGREES AWARDED:

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

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

All college transfer students should complete and retain a **STARS** guide in order to properly follow their degree plans.

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan. For instructions, go to the Self-Help Guide, page xiii.

Tip #2: Interested in being successful in college, see the Student Self-Help Guidebook at the beginning of this catalog.

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

Failure to do so may result in students taking courses that are NOT transferable to their four-year institution.

Go to <http://www.lawsonstate.edu> and click STARS symbol on the homepage to get started.

Lawson State Community College is an accredited college through the Commission on Colleges of the Southern Association of Colleges and Schools. If you are a student seeking to transfer credit hours, the following colleges are under the **STARS** transfer agreement. For other colleges not listed, contact the appropriate Admissions Office for a transfer review.

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

Samford University is not a STARS participant; however, Lawson State Community College has a partnership with Samford under Interdisciplinary Studies

College Transfer Division

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

The following areas fall under the College Transfer Division:

- **Developmental Education (non transferable)**

Areas:

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

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

GENERAL STUDIES EXPLAINED



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

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

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

General Studies focuses on the following Student Learning Outcomes

General Studies students will demonstrate the ability to communicate effectively. (Express ideas with clarity, logic, and originality in both spoken and written English.)

General Studies students will demonstrate the ability to reason qualitatively. (Apply mathematical and principles to address and solve problems.)

General Studies will demonstrate the ability to think critically. Gather and interpret data using a variety of methods to address and solve both practical and theoretical problems.

General Studies students will demonstrate the ability to relate knowledge acquired across disciplines and historical, social, and cultural context; recognize differing views within disciplines; and appreciate creativity and new ideas.

General Studies students will demonstrate the ability to master and use basic computer skills in a wide range of classes and throughout the college experience.

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan. For instructions, go to the Self-Help Guide, page xiii.

Tip #2: Interested in being successful in college, see the Student Self-Help Guidebook at the beginning of this catalog.

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

UNDERSTANDING GENERAL STUDIES:

Under the General Studies degree program option, students wishing to tailor their education to a specific degree can do just that!

HOW TO CRAFT A GENERAL STUDIES DEGREE?

Simply complete a **STARS** application and follow the degree options under Area V. Areas I through IV are standard courses all General Studies need to take. For information on how to complete a **STARS GUIDE**, see page xiii (in the Self-Help Guidebook section of this catalog.)

UNDERSTANDING GENERAL STUDIES AREAS

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

AREA I - Written Composition (6SH)

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

AREA II - Humanities and Fine Arts (12SH)

Study in the humanities addresses the ability to deal with questions of values, ethics, or aesthetics as they are represented in literature, philosophy, religion, and the arts, and is fundamental to general education. Minimum requirements include at least 12 semester hours in humanities with a minimum of 3 semester hours in literature*, 3 semester hours in the arts, and the remaining semester hours from the humanities and/or fine arts. In addition to literature, disciplines in the humanities include, but are not limited to, philosophy, religious studies, speech, foreign languages, art, music, theatre, and dance. ***As a part of the General Studies curriculum, students must complete a 6 semester hour sequence either in literature (Area II) or history (Area IV), unless otherwise prescribed within one's STARS Agreement.**

AREA III - Natural Sciences and Mathematics (11 SH)

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

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

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

Study in history and the social and behavioral sciences deals primarily with the study of human behavior, social and political structures, and economics. Minimum requirements include 12 semester hours with at least a 3 semester hours course in history* and at least 6 semester hours from among other disciplines in the social and behavioral sciences. Disciplines include, but are not limited to, anthropology, economics, geography, political science, psychology, and sociology.

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

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

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

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

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

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

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

General Studies

(Areas of Concentration—*not to be confused with Programs of Study*)

Lawson State Community College offers the following General Studies / College Transfer *Areas of Concentration* as recognized by STARS (Statewide Transfer Articulation Reporting System).

Please note that Area V requirements differ per Area of Concentration and Lawson State does not guarantee that it will offer all Area V courses. Thus, students wishing to transfer early are encouraged to do so in such situations.

General Studies: Areas of Concentration

A (Follow your STARS Guide)

Advertising (UA Only)
University of Alabama

Agronomy and Soils (AU Only)
Auburn University

Animal/Dairy Science
Alabama A&M University
Auburn University

Applied Mathematics (AU Only)
Auburn University

Architecture (AU Only)
Auburn University

Art Education
Alabama A&M University
Alabama State University
Auburn University at Montgomery
Troy University
University of Alabama
Univ. of Alabama at Birmingham
Univ. of Alabama in Huntsville
University of North Alabama
University of South Alabama

Art History
Troy University
University of Alabama
Univ. of Alabama at Birmingham
Univ. of Alabama in Huntsville
Univ. of South Alabama

Art Studio
Alabama A&M University
Alabama State University
Athens State University
Auburn University

Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
Univ. of Alabama in Huntsville
University of Montevallo
University of North Alabama

Athletic Training
Troy University
University of Alabama
University of West Alabama

B (Follow your STARS Guide)

Behavioral Science (ATHENS Only)
Athens State University

Biology
Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

Biology Education (Middle/High School)
Alabama A&M University
Alabama State University
Athens State University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

Biomedical Engineering (UAB Only)
University of Alabama at Birmingham

Biomedical Science

Building Science (AU Only)
Auburn University

General Studies: **Areas of Concentration Continued**

Business (All Business Majors)

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

Business Education: Middle/High School

Alabama A&M University
Alabama State University
Auburn University
University of North Alabama

C (Follow your STARS Guide)

Chemistry

Alabama A&M University
Alabama State University
Athens State University
Auburn University
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

Chemistry Education (Middle/High School)

Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

Child Development/Early Childhood Education

Clinical Lab Sciences/Medical Tech
University of Alabama at Birmingham
University of South Alabama

Communication Studies or Speech

Alabama State University

Auburn University
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama

Computer Science

Alabama A&M University
Alabama State University
Athens State University
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of North Alabama
University of South Alabama

Consumer Sciences (UA Only)

University of Alabama

Criminal Justice

Alabama A&M University
Alabama State University
Athens State University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of North Alabama
University of South Alabama

Cytotechnology (UAB Only)

University of Alabama at Birmingham

D (Follow your STARS Guide)

Dentistry (Pre)

E (Follow your STARS Guide)

Economics

Jacksonville State University
University of Alabama
University of Alabama at Birmingham

Elementary or Early Childhood Education

Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan. For instructions, go to the Self-Help Guide, page xiii.

Tip #2: Interested in being successful in college, see the Student Self-Help Guidebook at the beginning of this catalog.

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

General Studies:
Areas of Concentration Continued

University of Alabama in Huntsville
 University of Montevallo
 University of North Alabama
 University of South Alabama
 University of West Alabama

Emergency Management

Engineering (Pre) - Aerospace
 Auburn University
 University of Alabama

Engineering (Pre) - Chemical
 Auburn University
 University of Alabama
 University of Alabama in Huntsville
 University of South Alabama

Engineering (Pre) - Civil
 Alabama A&M University
 Auburn University
 University of Alabama
 University of Alabama at Birmingham
 University of Alabama in Huntsville
 University of South Alabama

Engineering (Pre) - Computer Engineering (Pre)
 Auburn University
 University of Alabama in Huntsville
 University of South Alabama

Engineering (Pre) - Computer Science
 Auburn University
 University of Alabama
 University of Alabama at Birmingham
 University of South Alabama

Engineering (Pre) - Electrical
 Alabama A&M University
 Auburn University
 University of Alabama
 University of Alabama at Birmingham
 University of Alabama in Huntsville
 University of South Alabama

Engineering (Pre) - Industrial
 Auburn University
 University of Alabama
 University of Alabama in Huntsville

Engineering (Pre) – Metallurgical or Materials
 Auburn University
 University of Alabama
 University of Alabama at Birmingham

Engineering (Pre) - Mechanical
 Alabama A&M University
 Auburn University
 University of Alabama
 University of Alabama at Birmingham
 University of Alabama in Huntsville
 University of South Alabama

English

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

English/Language Arts Education Middle/High School

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

Environmental Science

Troy University
 University of West Alabama
 (Auburn—different program track)

Exercise Science and Wellness (JSU only)

Jacksonville State University

F (Follow your STARS Guide)

Family and Consumer Sciences
 Jacksonville State University (degree varies)
 University of Montevallo (degree varies)

Food and Nutrition (UA Only)

University of Alabama

G (Follow your STARS Guide)

For General Science Education: Middle/High School
 (See Science Education)

Geography

Auburn University
 Jacksonville State University
 University of Alabama

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan. For instructions, go to the Self-Help Guide, page xiii.

Tip #2: Interested in being successful in college, see the Student Self-Help Guidebook at the beginning of this catalog.

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

General Studies:
Areas of Concentration Continued

University of North Alabama
 University of South Alabama

Geography Education: Middle/High School
 Auburn University
 University of Alabama
 University of Alabama at Birmingham
 University of North Alabama
 University of South Alabama

Geomatics (Troy Only)
 Troy University
 Graphic Design

H (Follow your STARS Guide)

Health Education: Middle/High School
 Alabama A&M University
 Alabama State University
 Jacksonville State University
 Troy University
 University of Alabama
 University of Alabama at Birmingham
 University of Montevallo
 University of South Alabama

Health Information Management (UAB Only)
 University of Alabama at Birmingham

Health Promotion (AU Only)
 Auburn University

Health and Physical Education

Health, Recreation & PE (UNA Only)
 University of North Alabama

Health Science and Health Sciences

Health Services Administration (AU Only)
 Auburn University

History
 Alabama A&M University
 Alabama State University
 Athens State University
 Auburn University
 Auburn University at Montgomery
 Jacksonville State University
 Troy University
 University of Alabama
 University of Alabama at Birmingham
 University of Alabama in Huntsville
 University of Montevallo
 University of North Alabama
 University of South Alabama
 University of West Alabama

History Education: Middle/High School
 Alabama A&M University
 Alabama State University
 Athens State University
 Auburn University at Montgomery
 Jacksonville State University

Troy University
 University of Alabama
 University of Alabama at Birmingham
 University of Alabama in Huntsville
 University of Montevallo
 University of North Alabama
 University of South Alabama
 University of West Alabama

Horticulture (AU Only)
 Auburn University

Hotel & Restaurant Management (AU Only)
 Auburn University

Human Development & Family Studies (AU Only)
 Auburn University

Human Development & Family Studies (UA Only)
 University of Alabama

Human Environmental Sciences
 (UA Only)
 University of Alabama
 Human Services

I (Follow your STARS Guide)

Industrial Hygiene (UNA Only)
 University of North Alabama

Interior Architecture (AU Only)
 Auburn University

Interdisciplinary Studies (Samford University Only)

J (Follow your STARS Guide)

Journalism
 Alabama State University
 Auburn University
 Troy University
 University of Alabama
 University of Alabama at Birmingham
 University of North Alabama

L (Follow your STARS Guide)

Laboratory Technology (AU Only)
 Auburn University
 Law (Pre) / Political Science (Pre-Law)

M (Follow your STARS Guide)

Math Education: Middle/High School
 Alabama A&M University
 Alabama State University
 Athens State University
 Auburn University
 Auburn University at Montgomery
 Jacksonville State University
 Troy University

General Studies: **Areas of Concentration Continued**

University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

Mathematics

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

Medicine (Pre)

Music

Alabama A&M University
Alabama State University
Jacksonville State University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama

Music Education (Middle/High School)

Alabama A&M University
Alabama State University
Auburn University
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of North Alabama
University of South Alabama

N (Follow your STARS Guide)

Nuclear Medicine Technology (UAB Only)
University of Alabama at Birmingham

Nursing (Pre)—Track I (College Transfer Track)

Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of North Alabama
University of South Alabama
University of West Alabama

Nursing (Pre)—Track II (Program Acceptance Track)
Outlines the courses needed for application into the RN Program Only. See Nursing Degree Plan for more courses.

Nutrition & Food Science (AU Only)
Auburn University

General Studies: **Areas of Concentration Continued**

O (Follow your STARS Guide)

Occupational Therapy
Alabama State University
Optometry (Pre)
Osteopathic Medicine (Pre)

P (Follow your STARS Guide)

Pharmacy (Pre)

Philosophy

Auburn University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of South Alabama

Physical Education

Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

Physics

Alabama A&M University
Alabama State University
Athens State University
Auburn University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of North Alabama
University of South Alabama

Physics Education (Middle/High School)

Alabama A&M University
Auburn University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville

General Studies: **Areas of Concentration Continued**

University of North Alabama
University of South Alabama

Political Science

Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama

Pre-Physical Therapy

All Pre-Listings:

Pre-Dentistry
Pre-Law
Pre-Medicine
Pre-Occupational Therapy
Pre-Optometry
Pre-Osteopathic Medicine
Pre-Pharmacy
Pre-Physical Therapy
Pre-Speech Therapy
Pre-Veterinary Medicine

Psychology B.A. or B.S.

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

Public Administration (AU Only)

Auburn University

Public Relations

Alabama State University
Auburn University
University of Alabama
University of South Alabama

Public Safety & Health Administration (Athens Only)

R (Follow your STARS Guide)

Radiologic Sciences

University of Alabama at Birmingham
University of South Alabama

Recreation Leadership (JSU Only)
Jacksonville State University

Rehabilitation (Non-certificate)

Rehabilitation Services Education (AU Only)

Auburn University
Respiratory Therapy/Cardio Science
University of Alabama at Birmingham
University of South Alabama

S (Follow your STARS Guide)

Science Education: Middle/High School

Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of North Alabama
University of South Alabama
University of West Alabama

Social Science

Auburn University
Troy University
University of Montevallo

Social Studies Education: Middle/High School

Alabama A&M University
Alabama State University
Athens State University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama

Social Work

Alabama A&M University
Alabama State University
Auburn University
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Montevallo
University of North Alabama
University of South Alabama

Social Work Technician (Non-transferable, AAS degree)

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan. For instructions, go to the Self-Help Guide, page xiii.

Tip #2: Interested in being successful in college, see the Student Self-Help Guidebook at the beginning of this catalog.

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



General Studies: **Areas of Concentration Continued**

Sociology

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

Special Education

Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of North Alabama
University of South Alabama
University of West Alabama

Speech Pathology

Alabama A&M University
Auburn University
Auburn University at Montgomery
University of Alabama
University of Montevallo
University of South Alabama

Sport & Fitness Management (Troy Only)

Troy University

Surgical Physician Assistant (UAB Only)

University of Alabama at Birmingham

T (Follow your STARS Guide)

Telecommunication and Film or Broadcasting

Alabama A&M University
Auburn University
Troy University
University of Alabama
University of North Alabama

V (Follow your STARS Guide)

Veterinary Medicine (Pre)

Locating Your Advisor: What Every Student Needs to Know

When you enroll in Lawson, you are automatically provided with a Lawson State Advisor. Your advisor's name is located on your schedule.

During your first semester at the college, it is important to set-up an appointment to meet your advisor.

An advisor is there to help you understand your current degree plan and guides you in making the best academic choices during your years at Lawson.

An advisor can also help you in not only pre-registering and registering, but he or she will assist you in solving academic problems, adding and dropping classes, withdrawing from classes, changing your major, applying for graduation, etc...

How to Locate Your Advisor:

First, secure the name of your advisor off of your schedule. If one is not listed, report this omission to the Admissions Office and request to be assigned an advisor.

Roughly 99% of advisors all have the same email account set-ups. Faculty emails are set-up using the faculty member's first initial and their last name followed by @lawsonstate.edu.

For example, if you read your schedule, and it reads that your advisor's name is J. Hancock. Then, J. Hancock's email address is jhancock@lawsonstate.edu.

Or, if the name reads John Doe, then the faculty members email address is jdoe@lawsonstate.edu.

When you email your advisor, introduce yourself and set-up an appointment to see him or her. Or, you can go by his or her office and view their LOCATOR CARD which lists his or her advising hours.

CAN'T FIND YOUR ADVISOR?

Use our back-up plan

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan. For instructions, go to the Self-Help Guide, page xiii.

Tip #2: Interested in being successful in college, see the Student Self-Help Guidebook at the beginning of this catalog.

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

CAN'T FIND YOUR ADVISOR?

Use our back-up plan

If for some reason you are unsuccessful in locating your advisor via email, please see the listing below for a back-up contact.

Athletes contact Ms. Eleanor Pitts at epitts@lawsonstate.edu, or you can see your coach

Business & Information Technologies majors (Birmingham campus) contact Dr. Alice Tyler Milton at amilton@lawsonstate.edu

Business & Information Technologies (Bessemer campus) contact Yolande Gardner at amilton@lawsonstate.edu

Career Technical majors on the Bessemer campus contact Dr. Charles Murray at cmurray@lawsonstate.edu

Career Technical majors on the Birmingham campus contact Mr. Donald Sledge at dsledge@lawsonstate.edu

College Transfer and General Studies majors Campus contact Dr. Karl Pruitt at kpruitt@lawsonstate.edu

Dental Assistant majors contact Dr. Ronald Cater at rcater@lawsonstate.edu

Social Science majors contact Ms. Sadie Harris at sharris@lawsonstate.edu

English, Arts and Humanities majors, contact Ms. MasiMasi at vmasimasi@lawsonstate.edu

Health & Physical Education majors contact Ms. Eleanor Pitts at epitts@lawsonstate.edu

Math majors contact Dr. Charles Fowler at cfowler@lawsonstate.edu

Pre-nursing majors: Contact Dr. Sherri Davis at sdavis@lawsonstate.edu

Nursing majors (Birmingham Campus): Contact Dr. Shelia Marable at smarable@lawsonstate.edu

Nursing, LPN, Nursing Assistant majors (Bessemer Campus): Contact Ms. Katrina Swain at kswain@lawsonstate.edu

Science majors contact Dr. Karl Pruitt at kpruitt@lawsonstate.edu

NO ADVISOR ASSIGNED? Go to the Admissions/Records Office to request and be assigned an advisor.

DEPARTMENT OF DEVELOPMENTAL EDUCATION



DR. SHERRI DAVIS, ACADEMIC DEAN & DIRECTOR OF DEVELOPMENTAL EDUCATION

sdavis@lawsonstate.edu

Phone: 205-929-6357

MISSION: The Department of Developmental Education is an intensive and technologically advanced instructional program designed to equip students with the academic skills necessary to perform on a college-level. In addition, the department supports the personal growth of its students through advising, tutoring, counseling, and tracking of academic progress.

PLACEMENT: Students are placed in the developmental program based on individual placement test scores, provided through the Office of Student Development Services. There are three academic areas tested: English, reading, and mathematics. Testing outcomes determine how many developmental courses individual students will have to take in order to reach college-level.

TRACKING: Student academic performance is tracked in each developmental course. Students are given a pre-test at the beginning of each semester to gauge their proficiency level and are post-tested upon completion of the course. Student results are tracked in an effort to analyze program effectiveness and provide teachers with the necessary data in order to offer for more targeted-assisted instruction throughout the course.

Program Outcomes:

- To equip students with the academic skills in reading, mathematics, and English to perform on college-level.
- To provide students with various types of support (advisement, counseling, tutoring) to ensure academic and personal success.
- To assist students individually with academic problems.
- To provide targeted-assisted instruction.
- To track student progress in order to guide instruction and improve the overall developmental program.
- To provide students with the technological skills necessary to perform on college-level and within the world around them.
- To provide students with intensive laboratory instruction in order to improve overall understanding of subject matter.
- To foster critical-thinking skills.
- To promote study skills throughout each course in an effort to increase academic discipline and overall subject-matter competency.
-

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan. For instructions, go to the Self-Help Guide, page xiii.

Tip #2: Interested in being successful in college, see the Student Self-Help Guidebook at the beginning of this catalog.

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

DEVELOPMENTAL COURSE SEQUENCE

Students are placed in specific levels of developmental studies. Therefore, tracks are determined by compass placement scores

ENGLISH TRACK: 2 Tiered

ENG 092	Developmental English I
ENG 092 (SSS)	Student Support Services (SSS) English Tutorial Lab
ENG 093	Developmental English II

READING TRACK: 1 Tiered

RDG 085	Developmental Reading II
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MATHEMATICS: 2 Tiered

MTH 090	Developmental Basic Math
MTH 090 (SSS)	Student Support Services (SSS) Mathematics Tutorial Lab Mathematics Tutorial Lab
MTH 098	Developmental Math—Algebra

NOTE: Students who enrolled prior to Fall 2007, must follow the formed 3-tiered math track: MTH090 (Basic Math), MTH091 (Pre-Algebra) & MTH098 (Algebra)--no exceptions.

All developmental classes are 4 credits each to provide for more classroom time with students.

Testing Out Policy:

Once a student has placed (via the Compass Exam) into a developmental course, he or she is given an Entrance Exam (for the course they have tested in) within the first 7 to 10 days of the course. If the student masters the Exit Exam by scoring 80% or better, then he or she will automatically advance to the next developmental course or college level course.

In addition, students are eligible to retest (via Compass) after the completion of each developmental course they **SUCCESSFULLY** complete. **Students will incur the expense of this retest (\$8.00—subject to change).** Students may also be required to complete remediation sessions via the Director of Developmental Studies Office prior to re-testing approval. Students wishing to re-test (having met all requirements), should contact the Director of Developmental Education.

After re-testing, if the student places beyond his or her current developmental track, the student will be placed on the higher developmental track OR be placed in the proper college level course—depending on the placement results.

NOTE: If a student receives a “D”, “F”, “I”, “W”, “WP” or “WF” he or she is NOT eligible to retest for higher placement. This student would need to retake the class. Grades of “D” in developmental courses are not considered passing.

DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION



MS. ELEANOR PITTS, ATHLETIC DIRECTOR & CHAIRPERSON

Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221

epitts@lawsonstate.edu

Phone: 205-929-6389

MISSION: The Department of Health, Physical Education, Recreation, and Dance is an integral part of the total educational program at Lawson State Community College. The primary focus of the Department is the education of students toward the development of physical, mentally, emotionally, and socially fit citizens through the medium of physical activities, which have been selected, with a view toward realizing these outcomes. The Department offers an Associate in Arts Degree Program in HPR and an Associate in Applied Science Degree in Recreation Leadership. The objectives of the Department are:

- To understand and respect the body as a medium for the expression of self.
- To portray socially acceptable and personally rewarding behavior in a thorough relationships with others.
- To identify the physically under-developed student and mark him/her to improve his/her physical capacities.
- To develop strength, flexibility, balance, and individual perfection of the body through vigorous muscle activities.
- To grow in understanding and skills in order to maintain fitness for later years.
- To develop skills in the lifetime sports to be perpetuated in later life.

The aims and services of the Department are to provide students at Lawson State with:

- Opportunities for fun, enjoyment, and a fellowship through participation.
- Opportunities that will be conducive to their health and physical fitness.
- Programs that constitute health and fitness.
- Instructional programs that identify and emphasize certain specific objectives. These include developing skills and improving physical endurance.

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan. For instructions, go to the Self-Help Guide, page xiii.

Tip #2: Interested in being successful in college, see the Student Self-Help Guidebook at the beginning of this catalog.

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

**RELATED HEALTH & PHYSICAL EDUCATION
AREAS OF CONCENTRATION
UNDER GENERAL STUDIES:**

- Athletic Training
- Exercise Science and Wellness
- Health Education: Middle/High School
- Health Information Management (UAB Only)
- Health Promotion (AU Only)
- Health Service Administration (AU Only)
- Health, Recreation & PE (UNA Only)
- Physical Education
- Public Safety and Health Administration
- Rehabilitation Services Education
- Sport & Fitness Management

**DEPARTMENT OF
HUMANITIES & FINE ARTS**



DR. VYAVUKA MASI MASI, CHAIRPERSON

Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221

vmasimasi@lawsonstate.edu

Phone: 205-929-2065

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.

**RELATED HUMANITIES & FINE ARTS
AREAS OF CONCENTRATION
UNDER GENERAL STUDIES:**

- Advertising
- Architecture
- Art
- Art Education (falls in Social Sciences Dept.)
- Art History (falls in Social Sciences Dept.)
- Art Studio
- Communication Studies or Speech
- English
- English/ Language Arts Education: Middle/ High School (falls in Social Sciences Dept.)
- Journalism
- Music Education (falls in Social Sciences)
- Public Relations
- Religious Studies
- Telecommunication and Film or Broadcasting

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan. For instructions, go to the Self-Help Guide, page xiii.

Tip #2: Interested in being successful in college, see the Student Self-Help Guidebook at the beginning of this catalog.

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

DEPARTMENT OF MATHEMATICS AND NATURAL SCIENCES



**DR. CHARLES FOWLER, CHAIRPERSON,
MATHEMATICS**

**DR. KARL PRUITT, CHAIRPERSON
NATURAL SCIENCES**

**cfowler@lawsonstate.edu
kpruitt@lawsonstate.edu**

Phone: 205-925-6348
Fax: 205-929-6316

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 program objectives Natural Science are:

- Educate students in the basic principles of scientific reasoning and problem solving. This enhances their ability to assess critical situations accurately.
- Prepare the student for entrance into a four-year institution with emphasis in the various allied health professions and other science or health related professions (under the General Studies curriculum). Moreover, the Allied Health and related professions are designed to enhance student's analytical thinking skills, communication skills and learn to apply these skills and other teaching to the job market.

RELATED MATHEMATICS & NATURAL SCIENCES AREAS OF CONCENTRATION UNDER GENERAL STUDIES:

- Agronomy and Soils
- Animal/Dairy Science
- Applied Mathematics
- Biology
- Biology Education (falls in Social Sciences Dept.)
- Biomedical Engineering (Pre)
- Biomedical Science
- Building Science
- Chemistry
- Chemistry Education (falls in Social Sciences Dept.)
- Clinical Lab Sciences / Medical Technician
- Cytotechnology
- Dentistry (Pre)
- Engineering (Pre)—Aerospace
- Engineering (Pre)—Chemical
- Engineering (Pre)—Civil
- Engineering (Pre)—Computer Engineering (Pre)
- Engineering (Pre)—Computer Science
- Engineering (Pre)—Electrical
- Engineering (Pre)—Industrial
- Engineering (Pre)—Metallurgical or Materials
- Engineering (Pre)—Mechanical
- Environmental Science
- Exercise Science and Wellness
- Food and Nutrition
- General Science Education: Middle/High School
- Horticulture
- Industrial Hygiene
- Laboratory Technology
- Math Education: Middle/ High School
- Mathematics
- Medicine (Pre)
- Nuclear Medicine Technology

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan. For instructions, go to the Self-Help Guide, page xiii.

Tip #2: Interested in being successful in college, see the Student Self-Help Guidebook at the beginning of this catalog.

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

- Nursing (Pre)
- Nutrition and Food Science
- Occupational Therapy (Pre)
- Optometry (Pre)
- Osteopathic Medicine (Pre)
- Pharmacy (Pre)
- Physics
- Physics Education: Middle/ High School
- Physical Therapy (Pre)
- Radiologic Sciences
- Rehabilitation Services Education Respiratory Therapy/ Cardio Science
- Speech Pathology
- Speech Therapy (Pre)
- Surgical Physician Assistant
- Technology, Industrial Technology or Engineering (Pre) Technician
- Veterinary Medicine (Pre)

DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES



SADIE HARRIS, INTERIM CHAIRPERSON
Lawson State Community College
3060 Wilson Road
Birmingham, Alabama 35221

sharris@lawsonstate.edu

Phone: 205-929-6387

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. Students who plan to receive an Associate in Arts Degree are able to transfer to a four-year institution and pursue a Bachelor's degree in related fields of study.

RELATED SOCIAL & BEHAVIORAL SCIENCES AREAS OF CONCENTRATION UNDER GENERAL STUDIES:

- Art History
- Behavioral Science
- Biology Education: Middle/ High School
- Chemistry Education
- Consumer Sciences
- Criminal Justice
- Criminology
- Elementary or Early Childhood Education
- Family and Consumer Sciences
- General Science Education: Middle/High School
- General Studies in Human Environmental Sciences
- Geography
- Geography Education: Middle/High School
- Geomatics
- Health Education: Middle/High School
- History
- History Education: Middle/ High School
- Human Development & Family Studies
- Law (Pre) / Political Science Pre-Law
- Math Education: Middle/High School
- Music Education: Middle/High School
- Philosophy
- Physics Education: Middle/High School
- Political Science
- Psychology
- Social Science
- Social Studies Education: Middle/High School
- Social Work
- Social Work Technician
- Sociology
- Special Education

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan. For instructions, go to the Self-Help Guide, page xiii.

Tip #2: Interested in being successful in college, see the Student Self-Help Guidebook at the beginning of this catalog.

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



COLLEGE TRANSFER &
GENERAL STUDIES DEGREE PLANS
(AREAS OF CONCENTRATION)

GENERAL STUDIES AREA OPTIONSAssociate of Arts (AA) *and*
Associate of Science (AS)**CAUTION: DO NOT FOLLOW THIS DEGREE PLAN
WITHOUT A STARS GUIDE IN YOUR HAND**

***LSCC Requirement for all Graduates** **1**
 ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I – Written Composition **6**
 ENG 101 English Composition I *and*
 ENG 102 English Composition II 6

Area II – English, Humanities & Fine Arts **12-13**
 SPH 107 Fund. of Public Speaking 3

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

ENG 251 American Literature I
 ENG 252 American Literature II **/OR** 3-6
 ENG 261 English Literature I
 ENG 262 English Literature II **/OR** 3-6
 ENG 271 World Literature
 ENG 272 World Literature 3-6

***Select remaining credits from the listing below. Total credits for Area II must equal 12 or 13.**

SPA 101 Introductory Spanish I 4
 ART 100 Art Appreciation 3
 HUM 101 Intro. to Humanities 3
 MUS 101 Music Appreciation 3
 THR 100 Intro. to Theatre 3
 PHL 206 Ethics and Society 3
 PHL 106 Introduction to Philosophy 3
 REL 151 Survey of the Old Testament 3
 REL 152 Survey of the New Testament 3
 SPH 116 Introduction to Interpersonal Comm 3

Area III – Natural Science or Mathematics **11-12**

Select **ONE** math course based on your **STARS Guide**.

MTH 110 Finite Mathematics 3
 MTH 112 Precalculus 3
 MTH 113 Precalculus Trigonometry 3
 MTH 115 Precalculus Algebra & Trig 4
 MTH 120 Calculus and Its Applications 3
 MTH 125 Calculus I 4
 MTH 126 Calculus II 4
 MTH 227 Calculus III 4
 MTH 237 Linear Algebra 3
 MTH 238 Applied Differential Equations I 3

REFER TO YOUR STARS GUIDE FOR PROPER COURSE SELECTION; DO NOT RANDOMLY SELECT COURSES. Select ONE science pairing ONLY.

BIO 101 Introduction to Biology I w/Lab *and*
 BIO 102 Introduction to Biology II w/Lab **OR** 8
 BIO 103 Principles of Biology I w/Lab *and*
 BIO 104 Principles of Biology II w/Lab **OR** 8
 CHM 104 Intro. to General Chemistry *and*
 CHM 105 Intro. to General Chemistry **OR** 8
 CHM 111 College Chemistry I *and*
 CHM 112 College Chemistry II **OR** 8
 GEO 101 Principles of Geology I *and*
 GEO 102 Principle of Geology II **OR** 8
 PHS 111 Physical Science I *and*
 PHS 112 Physical Science II **OR** 8
 PHY 201 General Physics I *and*
 PHY 202 General Physics II **/OR** 8
 CHM221 Organic Chemistry
 CHM222 Organic Chemistry II 8

Area IV – History, Social & Behavioral Sciences **12**

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

HIS 101 Hist. of Western Civ. I *and*
 HIS 102 Hist. of Western Civ. II **/OR** 3-6
 HIS 201 United States History I *and*
 HIS 202 United States History II 3-6
 HIS 121 World History I *and*
 HIS 122 World History II **/OR** 3-6

***Select remaining credits from the listing below. Total credits for Area IV must equal 12.**

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

Area V – Pre-Professional/LSCC Courses **19-23**

CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
Pre-professional Electives based on GS major. 11-16

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

**FOR ACCOUNTING & ACCOUNTING
TECHNOLOGY LISTINGS,
See the Business & Information Technologies
Section of this Catalog.**

**ADVERTISING
General Studies (AA)
University of Alabama Only—See STARS Guide**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates 1**
ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics 11
Mathematics (See STARS Guide) 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
ECO 232 Principles of Microeconomics 3
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 3-6

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
MCM 100 Intro. to Mass Communication 3
MCM 102 Writing for Mass Media 3
SPH 107 Fundamental of Public Speaking 3
Pre-professional Electives (See STARS Guide) 2-6

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

**AGRONOMY AND SOILS
General Studies (AS)
Auburn University Only—See STARS Guide**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates 1**
ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics 11
MTH 113 Precalculus Trigonometry 3
CHM 111 College Chemistry I and
CHM 112 College Chemistry II 8

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
ECO 232 Principles of Microeconomics 3
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
MTH 125 Calculus I 4
BIO 103 Principles of Biology I and
BIO 104 Principles of Biology II 8

**Select remaining credits from the listings below:*

CHM 221 Organic Chemistry I 4
SPA 101 Introduction to Spanish I 4
SPA 102 Introduction to Spanish II 4
PHY 201 General Physics I 4
PHY 202 General Physics II 4

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

ANIMAL/DIARY SCIENCE General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
 ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
 MTH 113 Precalculus Trigonometry 3
 BIO 103 Principles of Biology I w/Lab *and*
 BIO 104 Principles of Biology II w/Lab 8

Area IV: History, Social and Behavioral Sciences **12**
 History (3) or History Sequence (6) (See STARS) 3-6
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3

**Select remaining credits from the listings below:*

CHM 111 College Chemistry I 4
 CHM 112 College Chemistry II 4
 PHY 201 General Physics I 4
 CHM 221 Organic Chemistry I 4
 MTH 125 Calculus I 4

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

APPLIED MATHEMATICS General Studies (AS) Auburn University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
 ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
 MTH125 Calculus 4
 Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
 History (3) or History Sequence (6) (See STARS) 3-6
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-22**
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
 MTH 126 Calculus II 4
 MTH 227 Calculus III 4
 MTH 237 Linear Algebra 3
 MTH 238 Applied Differential Equations I 3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website.

****Other Recommendations: Under Other Areas (III).**

Requirements under other Areas include:

MTH 125 Calculus 4
 BIO 103 Principles of Biology I *and* 4
 BIO 104 Principles of Biology II/**OR** 4
 CHM 111 College Chemistry I *and* 4
 CHM 112 College Chemistry II 4
 PHY213 General Physics w/Calculus I 4
 PHY214 General Physics w/Calculus II 4

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

ARCHITECTURE

General Studies/Transferable Track (AS)
Auburn University Only—See STARS Guide

ADVISING ALERT:

Interested in Drafting & Design?
See the Career Technical section of this catalog

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates **1**
ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics 11
MTH 125 Calculus 4
PHY 201 General Physics I 4
Additional Natural Science Course (See STARS) 4

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-22
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3

*Select two courses from the listing below.:
CIS207 Intro. Web Page Development 3
CIS208 Intermediate Web Page Development 3
CIS255 Java Programming 3

Pre-professional Electives (See STARS Guide) 2-5

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

ART
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates **1**
ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

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

Area III – Natural Science or Mathematics 11
MTH 110 Finite Mathematics or higher 3
BIO 103 Principles of Biology I w/Lab and 8
BIO 104 Principles of Biology II w/Lab

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

Area V – Pre-Professional/LSCC Courses 19-23

CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
ART 113 Drawing I 3
ART 114 Drawing II 3
ART 121 Two-Dimensional Comp. 3
ART 122 Two-Dimensional Comp. 3

Pre-professional Electives (See STARS Guide) 0-3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

ART EDUCATION

General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
 ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
 MTH 110 Finite Mathematics or higher 3
 Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
 History (3) or History Sequence (6) (See STARS) 3-6
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
 ART 113 Drawing I 3
 ART 121 Two-Dimensional Composition I 3
 ART 127 Three-Dimensional Composition 3
 ART 203 Art History I 3
 ART 204 Art History II 3
Pre-professional Electives (See STARS Guide) 0-3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

ART HISTORY

General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
 ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
 MTH 110 Finite Mathematics or higher 3
 Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
 History (3) or History Sequence (6) (See STARS) 3-6
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
**Select 12 credits(4 courses) from the listing below.*
 ART 113 Drawing I 3
 ART 114 Drawing II 3
 ART 121 Two-Dimensional Composition I 3
 ART 127 Three-Dimensional Composition 3
 ART 203 Art History I 3
 ART 204 Art History II 3
Pre-professional Electives (See STARS Guide) 0-4

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

ART STUDIO

General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY100 Freshman Academy	1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Humanities and Fine Arts Electives	
(See STARS Guide for course selection options)	3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics or higher	3
Natural Sciences (See STARS Guide)	8

Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	6-9

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
ART 113 Drawing I	3
ART 121 Two-Dimensional Composition I	3
ART 127 Three-Dimensional Composition	3
ART 203 Art History I	3
ART 204 Art History II	3
Pre-professional Electives (See STARS Guide)	0-4

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

ATHLETIC TRAINING

*MUST BE ADMITTED TO THE PROGRAM.
General Studies (AS)

*MUST BE ADMITTED TO THE PROGRAM.

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY100 Freshman Academy	1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Humanities and Fine Arts Electives	
(See STARS Guide for course selection options)	3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics	11
MTH112 PreCalculus Algebra or higher	3
BIO 103 Principles of Biology	4
Nature Sciences (See STARS Guide)	4

Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	6-9

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

NOTE: Area V courses may not be available in all cases.

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
BIO 201 Human Anatomy & Physiology I	4
BIO 202 Human Anatomy & Physiology II	4
NUR206 Advanced Nutrition Concepts	4
Pre-professional Electives (See STARS Guide)	0-4

NOTE: We recommend HED224. For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

BEHAVIORAL SCIENCE**General Studies (AS)****Athens State University Only—See STARS Guide**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** 1
 ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics 11
 Mathematics (See STARS Guide) 3
 Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
 History (3) or History Sequence (6) (See STARS) 3-6
 History, Social & Behavioral Sciences
 SOC 200 Introduction to Sociology 3
 SOC 210 Social Problems 3
 Area IV Electives (See STARS Guide) 3

Area V – Pre-Professional/LSCC Courses 19-23
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
 PSY200 Psychology 3
Pre-professional Electives (See STARS Guide) 8-13

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

BIOLOGY**General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** 1
 ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

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
 SPA 101 Introductory to Spanish I 3

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 and
 BIO 104 Principles of Biology II w/Lab 8

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. See STARS guide to help with selections.

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area V – Pre-Professional/LSCC Courses 22-23
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
 CIS 146 Microcomputer Applications 3
 BIO 201 Human Anatomy Phy. I/ wLab and
 BIO 202 Human Anatomy Phy. I w/Lab 8
 BIO 220 Microbiology w/ Lab 4
Pre-professional Electives (See STARS Guide) 3-4

Approved Area V Electives

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

CHM 111 College Chemistry I w/ Lab 4
 CHM 112 College Chemistry II w/ Lab 4

NOTE: For more Area V listings, see your STARS Guide. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 63-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

**BIOLOGY EDUCATION: SECONDARY
(MIDDLE / HIGH SCHOOL)
General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
 ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 Literature (3) or Literature Sequence (6) 3-6
 SPH 107 Speech Communications 3
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3-6

Area III: Natural Sciences and Mathematics **11**
 MTH 112 Pre-Calculus Algebra or
 higher level Mathematics from STARS 3
 BIO 103 Principles of Biology I w/Lab *and*
 BIO 104 Principles of Biology II w/Lab 8

Area IV: History, Social and Behavioral Sciences **12**
 History or History Sequence (See STARS) 3-6
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 6-9

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area V – Pre-Professional/LSCC Courses **19-23**
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
 BIO 201 Human Anatomy Phy. I/ wLab *and*
 BIO 202 Human Anatomy Phy. I w/Lab 8
 BIO 220 Microbiology w/ Lab 4
Pre-professional Electives (See STARS Guide) 3-4

 EDU 100 Exploring Teaching as a Profession 3
 CHM 111 College Chemistry I w/ Lab 4
 CHM 112 College Chemistry II w/ Lab 4

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

**BIOMEDICAL ENGINEERING (PRE)
General Studies (AS)
University of Alabama at Birmingham Only
—See STARS Guide**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
 ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
 MTH 125 Calculus I or higher 4
 PHY 213 General Physics w/ Calculus I *and*
 PHY 214 General Physics w/Calculus II 8

Area IV: History, Social and Behavioral Sciences **12**
 History (3) or History Sequence (6) (See STARS) 3-6
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3

***Select remaining Area V credits from the following:**

MTH 126 Calculus II 4
 MTH 238 Applied Differential Equations I 3
 MTH 227 Calculus III 4
 MTH 265 Elementary Statistics 3
 CHM 111 College Chemistry I 4
 CHM 112 College Chemistry II 4
 BIO 103 Principles of Biology 4
 CIS 251 "C" Programming 3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

BIOMEDICAL SCIENCE
General Studies (AS)
University of South Alabama Only
—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates 1**
 ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
 SPH 107 Fundamentals of Public Speaking 3
 Literature 3
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 6

Area III: Natural Sciences and Mathematics 11
 Mathematics (See STARS Guide) 3
 Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
 HIS 201 United States History I *and*
 HIS 202 United States History II/**OR** 6
 HIS 121 World History I *and*
 HIS 122 World History II 6
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 6

Area V – Pre-Professional/LSCC Courses 19-23
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
 BIO 103 Principles of Biology I 4
 BIO 104 Principles of Biology II 4

*Select an additional science pairing below. Do not mix.

CHM 221 Organic Chemistry *Vand*
 CHM 222 Organic Chemistry II **OR** 8
 PHY 201 General Physics I *and*
 PHY 202 General Physics II **OR** 8
 PHY 213 General Physics w/Calculus I *and*
 PHY 214 General Physic w/Calculus I 8

*Select one Statistics course from below.

MTH 265 Elementary Statistics 3
 BUS 271 Business Statisticis I 3
 PSY 260 Statistics for the Social Sciences 3

* Area V listings may be limited. See advisor.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

BUILDING SCIENCE
General Studies (AS)
Auburn University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates 1**
 ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics 12
 MTH 125 Calculus I or higher 4
 PHY 201 General Physics I *and*
 PHY 202 General Physics II 8

Area IV: History, Social and Behavioral Sciences 12
 History (3) or History Sequence (6) (See STARS) 3-6

Area V – Pre-Professional/LSCC Courses 19-23
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
 BUS 241 Introduction to Accounting I 3
 BUS 146 Personal Finance 3
 GLY 101 Introduction to Geology I 4
Pre-professional Electives (See STARS Guide) 1-5

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

**FOR BUSINESS LISTINGS,
See the Business & Information Technologies
Section of this Catalog.**

**CHEMISTRY
General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates 1**
ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics 12
MTH 125 Calculus I 4
CHM 111 College Chemistry I and
CHM 112 College Chemistry II 8

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3

**Select remaining credits from the listings below.
Review your STARS report for specifics. NOTE: Initial chemistry classes for this major are taken under Area III.*

PHY 201 General Physics I and
PHY 202 General Physics II/OR 8
PHY213 General Physics w/Calculus I and
PHY213 General Physics w/Calculus II 8
MTH 126 Calculus II (req'd at most colleges) 4
CHM 221 Organic Chemistry I 4
CHM 222 Organic Chemistry II 4

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

**CHEMISTRY EDUCATION
MIDDLE/HIGH SCHOOL
General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates 1**
ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics 12
MTH 125 Calculus I 4
CHM 111 College Chemistry I and
CHM 112 College Chemistry II 8

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3

**Select remaining credits from the listings below.*

CHM 111 College Chemistry I and
CHM 112 College Chemistry II/OR 8
CHM 221 Organic Chemistry I and
CHM 222 Organic Chemistry II 8
MTH126 Calculus II (req'd at most colleges) 4

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

FOR ELEMENTARY / EARLY CHILDHOOD EDUCATION, SEE DEGREE PLANS THAT START WITH THE LETTER "E"
General Studies (AAS)

CHILD DEVELOPMENT
Associate in Applied Science (AAS)

*LSCC Requirement for all Graduates **1**
ORN101/PSY100 Freshman Academy **1**

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Select this course option if you are **NOT** planning to transfer to a 4-year institution or if you wish to enter the work field upon completion of your 2-year degree. If you are planning on transferring, see the (AS) **Associate in Science degree for Elementary/Early Childhood Education instead.**

Area I: Written Composition **6**
ENG 101 English Composition I **3**
ENG 102 English Composition II **3**

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking **3**
SPA 101 Introductory Spanish I **4**

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **12**
MTH 100 Intermediate College Algebra/OR **3**
MTH 116 Mathematical Applications **3**
Natural Science Elective (Biology, Chemistry, Geography, Physical Science, Physics) **4**

Area IV: History, Social and Behavioral Sciences **12**
PSY 200 Introduction to Psychology **3**

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications **3**
Two 1-hour PED activity courses (no substitutions) **2**
RDG 114A Critical Reading for College **3**

Field of Concentration Courses **39**
CHD 100 Intro to Early Care & Ed. of Children **3**
PSY 210 Human Growth & Development **3**
CHD 203 Children's Lit. & Lang. Dev. **3**
CHD 204 Meth./Tching. Presch. Children **3**
CHD 205 Prog. Plng. for Ed. Yng Children **3**
CHD 206 Children Health & Safety **3**
CHD 208 Admin. of Child Dev. Prog. **3**
CHD 209 Infant & Toddler Ed. Prog. **2**
CHD 202 Children's Creative Experience **3**
CHD 210 Ed. Exceptional Yng. Children **2**
CHD 220 Parenting Skills **3**
CHD 215 Supv. Pract. Exp. in Child Dev. **2**
MUS 115 Fundamentals of Music/OR **3**
MUS 101 Music Appreciation **3**
SOC 247 Marriage & Family **3**

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

Interested in obtaining a 4-year degree and teaching on the elementary, middle or high school level? Pursue an Associate in Science degree in Education. See Education listings.

EDUCATION: Program Options for Associate in Science Degree (transferable programs)

- Elementary/Early Childhood Education
- Education: Middle/High School (Pre-Teacher)
- Art Education: Middle/High School (See next page.)
- Biology Education: Middle/High School
- Business Education: Middle/High School
- Chemistry Education: Middle/High School
- English/Language Arts Education: Middle/High School
- Geography Education: Middle/High School
- Health Education: Middle/High School
- History Education: Middle/High School
- Math Education: Middle/High School
- Music Education: Middle/High School
- Physics Education: Middle/High School
- Social Studies Education: Middle/High School
- Spanish Education: Middle/High School

For specific General Studies Areas of Concentration, see page 72.

STARS

Students MUST print and retain a copy of the STARS articulation agreement guide prior to selecting courses.

Failure to do so may result in your Area of Concentration NOT being TRANSFERABLE.

See page xiii (in the Self-Help Guidebook section) for Step-by-Step instructions on how to fill-out a STARS Guide. Complete your guide today.

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

**CLINICAL LAB SCIENCES /
MEDICAL TECHNICIAN
General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **12**
MTH 112 Precalculus Algebra or higher 4
BIO103 Principles of Biology I
BIO104 Principles of Biology II/OR 8
CHM 111 College Chemistry I
CHM 112 College Chemistry II 8

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
MTH 265 Elementary Statistics/OR 3
PSY 260 Statistics for the Social Sciences 3
CHM 221 Organic Chemistry I 4
BIO 220 General Microbiology 4
Pre-professional Electives (See STARS Guide) 0-4
BIO201 Human Anatomy & Physiology I 4
BIO202 Human Anatomy & Physiology II 4

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

**COMMUNICATION STUDIES OR SPEECH
General Studies (AA)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) 3

Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
MTH 112 Precalculus Algebra or higher 4
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
History Sequence (6) (See STARS) 6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
SPH 116 Intro. to Interpersonal Comms. 3
Pre-professional Electives (See STARS Guide) 8-12

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

**FOR COMPUTER SCIENCE LISTINGS,
See the Business Technologies Section of the Catalog**

**CONSUMER SCIENCE
University of Alabama Only—See STARS Guide**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates 1**
ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics 11
MTH 112 Precalculus Algebra or higher 4
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
ECO 231 Principles of Macroeconomics 3
ECO 232 Principles of Microeconomics 3
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 0-3

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
Pre-professional Electives (See STARS Guide) 11-15

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

**CRIMINAL JUSTICE
General Studies (AS)
Associate in Science**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates 1**
ORN101/PSY100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

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 3-6
ENG 261 English Literature I
ENG 262 English Literature II 3-6

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

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III – Natural Science or Mathematics 11
MTH 110 Finite Mathematics or higher 3
BIO 101 Introduction to Biology I w/Lab and
BIO 102 Introduction to Biology II w/Lab 8

Area IV – History, Social & Behavioral Sciences 12
HIS 101 Hist. of Western Civ. I
HIS 102 Hist. of Western Civ. II/OR 3-6
HIS 201 United States History I
HIS 202 United States History II 3-6

Social & Behavioral Sciences Electives 6
Economics, Geography, Pol. Science, Psychology & Sociology.
See STARS guide to help with selections.

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
RDG 114A Critical Reading 3
Two 1 hour PED activity courses (no substitutions) 2
CRJ 100 Introduction to Criminal Justice 3
Pre-professional Electives (See STARS Guide) 8-12
CRJ 110 Introduction to Law Enforcement 3
CRJ 150 Introduction to Corrections 3
CRJ 160 Introduction to Security 3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

CRIMINAL JUSTICE
Associate in Applied Science (AAS)
Non-Transferable Degree.

See Criminal Justice (AS) for transferable degree.

*LSCC Requirement for all Graduates	1
ORN101/PSY100 Freshman Academy	1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**

ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts **6**

SPH 107 Fund. of Public Speaking	3
ART 100 Art Appreciation/ OR	
MUS 101 Music Appreciation	3

Area III: Natural Sciences and Mathematics **7**

MTH 110 Finite Mathematics or higher level Mathematics from STARS	3
Natural Science Elective (Biology, Chemistry, Geography, Physical Science, Physics)	4

Area IV: History, Social and Behavioral Sciences **3**

PSY 200 General Psychology/ OR	
SOC 200 Intro to Sociology	3

Area V – Pre-Professional/LSCC Courses

CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	

Field of Concentration Courses **42**

CRJ 209 Juvenile Delinquency	3
CRJ 100 Introduction to Criminal Justice	3
CRJ 130 Intro to Law & Judicial Procedure	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
HED 231 First Aid	3

Select your remaining credits from the listing below.

CRJ 280 Internship (Elective, upon Approval)	3
CRJ 116 Police Patrol (Elective)	3

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

CYTOTECHNOLOGY

General Studies (AS)
University of Alabama at Birmingham Only
—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY100 Freshman Academy	1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**

ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts **12**

SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Humanities and Fine Arts Electives	
(See STARS Guide for course selection options)	3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**

MTH 112 Precalculus Algebra or higher	3
CHM 111 College Chemistry I <i>and</i>	
CHM 112 College Chemistry II	8

Area IV: History, Social and Behavioral Sciences **12**

History (3) or History Sequence (6) (See STARS)	3-6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	6-9

Area V – Pre-Professional/LSCC Courses **19-23**

CIS 146 Microcomputer Applications	3
RDG 114A Critical Reading for College	3
Two 1-hour PED activity courses (no substitutions)	2
BIO 103 Principles of Biology	4
BIO 201 Human Anatomy & Physiology. I	4
BIO 202 Human Anatomy & Physi.II	4
BIO 220 General Microbiology	4

Select any remaining credits from the listing below.

MTH 265 Elementary Statistics/OR	3
PSY 260 Statistics for the Soc. Sciences	3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

PRE-DENTISTRY
General Studies (AS)

**Looking for DENTAL ASSISTANT, not our college transfer program?
See the Health Professions Section of this Catalog**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
Mathematics (See STARS Guide) 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
See Transferring College for other Area V listings. 11-15

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

ECONOMICS
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
MTH 112 Precalculus Algebra or higher 4
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
ECO 231 Principles of Macroeconomics 3
ECO 232 Principles of Microeconomics 3
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 0-3

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
PHL 206 Ethics and Society 3
PHL 106 Introduction to Philosophy 3
SOC 200 Introduction to Sociology 3
POL 200 Introduction to Political Science 3
POL 211 American National Government 3
Pre-professional Electives (See STARS Guide) 0

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

ELEMENTARY OR EARLY CHILDHOOD EDUCATION

General Studies (AS)

Reflects the new "No Child Left Behind" changes.

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
 ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Communications **6**
 ENG101 English Composition I 3
 ENG102 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 3-6
 ENG 261 English Literature I
 ENG 262 English Literature II 3-6

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

***Students must complete either a literature or history sequence, unless the STARS report dictates otherwise.**

Area III – Natural Science or Mathematics **11**
 MTH 110 Finite Mathematics or
 higher level Mathematics from STARS 3
 BIO 101 Introduction to Biology I w/Lab 4
 BIO 102 Introduction to Biology II w/Lab 4

*See STARS report for other science options.

Area IV – History, Social & Behavioral Sciences **12**
 HIS 101 Hist. of Western Civ. I
 HIS 102 Hist. of Western Civ. II/OR 3-6
 HIS 201 United States History I
 HIS 202 United States History II 3-6
 SOC 210 Social Problems 3

Social & Behavioral Sciences Electives. See STARS. 3

Area V – Pre-Professional/LSCC Courses **19-23**

CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
Select 9 additional math credits. See STARS Guide.
 MTH 112 Precalculus 3
 MTH 113 Precalculus Trigonometry 3
 MTH 115 Precalculus Algebra & Trig. 4
 MTH 231 Math for Elem. Teacher I 3
 MTH 232 Math for Elem. Teacher II 3

Select 4 additional science credits. See STARS Guide.

BIO 101 Introduction to Biology I 4
 BIO 102 Introduction to Biology II 4
 BIO 103 Principles of Biology I 4
 BIO 104 Principles of Biology II 4

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

EMERGENCY MANAGEMENT

General Studies (AS) Associate in Science

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
 ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

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

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

Area III – Natural Science or Mathematics **11**
 MTH 112 Precalculus Algebra or higher 3
 BIO 101 Introduction to Biology I w/Lab 4
 BIO 102 Introduction to Biology II w/Lab 4

Area IV – History, Social & Behavioral Sciences **12**
 HIS 101 Hist. of Western Civ. I *and*
 HIS 102 Hist. of Western Civ. II/OR 6
 HIS 201 United States History I *and*
 HIS 202 United States History II 6
 PSY200 General Psychology 3

Social & Behavioral Sciences Electives 3
 Economics, Geography, Pol. Science, Psychology & Sociology.
 See STARS guide to help with selections.

Area V – Pre-Professional/LSCC Courses **19-23**

CIS 146 Microcomputer Applications 3
 RDG 114A Critical Reading 3
 Two 1 hour PED activity courses (no substitutions) 2
 MTH 100 Intermediate College Algebra
 BUS 271 Business Statistics I 3
Pre-professional Electives (See STARS Guide) 8-12

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

PRE-ENGINEERING (AEROSPACE)
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** 1
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I – Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II – Humanities & Fine Arts 12
ENG 251 American Literature I
ENG 252 American Literature II/OR 3-6
ENG 261 English Literature I
ENG 262 English Literature II 3-6
SPH 107 Fund. of Public Speaking 3

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

***Students must complete either a literature or history sequence, unless the STARS report dictates otherwise.**

Area III – Natural Science or Mathematics 11-12
MTH 125 Calculus I 4
PHY 213 General Physics with Calculus and
PHY 214 Gen. Physics with Calculus II 8

Area IV – History, Social & Behavioral Sciences 12
HIS 101 Hist. of Western Civ. I
HIS 102 Hist. of Western Civ. II/OR 3-6
HIS 201 United States History I
HIS 202 United States History II 3-6

Social & Behavioral Sciences 3
Anthropology, Economics, Geography, Political Science, Psychology, & Sociology. See STARS guide to help with course selections.

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
Select remaining credit hours from the courses below.
MTH 126 Calculus II 4
MTH 227 Calculus III 4
MTH 237 Linear Algebra 3
MTH 238 Applied Differential Equations 3
CHM 111 College Chemistry I 4
CIS 251 “C” Programming 3
MTH 270 Probability & Statistics 3
Area V offerings may be limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

PRE-ENGINEERING (CHEMICAL)
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** 1
O ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I – Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II – Humanities & Fine Arts 12
ENG 251 American Literature I
ENG 252 American Literature II/OR 3-6
ENG 261 English Literature I
ENG 262 English Literature II 3-6
SPH 107 Fund. of Public Speaking 3

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

***Students must complete either a literature or history sequence, unless the STARS report dictates otherwise.**

Area III – Natural Science or Mathematics 11-12
MTH 125 Calculus I 4
PHY 213 General Physics with Calculus and
PHY 214 Gen. Physics with Calculus II 8

See STARS report to determine which Physics will transfer.

Area IV – History, Social & Behavioral Sciences 9
HIS 101 Hist. of Western Civ. I
HIS 102 Hist. of Western Civ. II/OR 3-6
HIS 201 United States History I
HIS 202 United States History II 3-6

Social & Behavioral Sciences 3
Anthropology, Economics, Geography, Political Science, Psychology, & Sociology. See STARS guide to help with course selections.

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
Select remaining credit hours from the courses below.

MTH 126 Calculus II 4
MTH 227 Calculus III 4
MTH 238 Applied Differential Equations 3
CHM 111 College Chemistry I 4
CHM 112 College Chemistry II 4
CHM 221 Organic Chemistry I 4
CHM 222 Organic Chemistry II 4
CIS 251 “C” Programming 3

Area V offerings may be limited.

NOTE: Area V class offerings can never be predicted. Some students may opt to transfer prior to completing courses.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

PRE-ENGINEERING (CIVIL)
General Studies /Transferable Track (AS)

ADVISING ALERT:

Interested in Drafting & Design?
See the Career Technical section of this catalog.

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1
<i>Enroll in ORN101 your first term at LSCC.</i>	
Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II – Humanities & Fine Arts	12
ENG 251 American Literature I	
ENG 252 American Literature II/OR	3-6
ENG 261 English Literature I	
ENG 262 English Literature II	3-6
SPH 107 Fund. of Public Speaking	3
<i>Humanities & Fine Arts Elective</i>	3
<i>Art, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS guide.</i>	
<u>*Students must complete either a literature or history sequence, unless the STARS report dictates otherwise.</u>	
Area III – Natural Science or Mathematics	11-12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus <i>and</i>	
PHY 214 Gen. Physics with Calculus II	8
<i>See STARS report to determine which Physics will transfer.</i>	
Area IV – History, Social & Behavioral Sciences	9
HIS 101 Hist. of Western Civ. I	
HIS 102 Hist. of Western Civ. II/OR	3-6
HIS 201 United States History I	
HIS 202 United States History II	3-6
<i>Social & Behavioral Sciences</i>	3
<i>Anthropology, Economics, Geography, Political Science, Psychology, & Sociology. See STARS guide to help with course selections.</i>	
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
<u>*Select remaining credit hours from the courses below.</u>	
MTH 126 Calculus II	4
MTH 227 Calculus III	4
MTH 238 Applied Differential Equations	3
CHM 111 College Chemistry I	4
CIS 251 “C” Programming	3
MTH 250 Discrete Math	3
MTH 270 Probability & Statistics	3
<i>Area V offerings may be limited.</i>	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

PRE-ENGINEERING (COMPUTER)
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1
<i>Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.</i>	
Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II – Humanities & Fine Arts	12
ENG 251 American Literature I	
ENG 252 American Literature II/OR	3-6
ENG 261 English Literature I	
ENG 262 English Literature II	3-6
SPH 107 Fund. of Public Speaking	3
<i>Humanities & Fine Arts Elective</i>	3
<i>Art, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS guide.</i>	
<u>*Students must complete either a literature or history sequence, unless the STARS report dictates otherwise.</u>	
Area III – Natural Science or Mathematics	11-12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus <i>and</i>	
PHY 214 Gen. Physics with Calculus II	8
<i>See STARS report to determine which Physics will transfer.</i>	
Area IV – History, Social & Behavioral Sciences	9
HIS 101 Hist. of Western Civ. I	
HIS 102 Hist. of Western Civ. II/OR	3-6
HIS 201 United States History I	
HIS 202 United States History II	3-6
<i>Social & Behavioral Sciences</i>	3
<i>Anthropology, Economics, Geography, Political Science, Psychology, & Sociology. See STARS guide to help with course selections.</i>	
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
<u>*Select remaining credit hours from the courses below.</u>	
MTH 126 Calculus II	4
MTH 227 Calculus III	4
MTH 238 Applied Differential Equations	3
MTH 250 Discrete Math	3
MTH 270 Probability & Statistics	3
CHM 111 College Chemistry I	4
PHY 218 Modern Physics	4
CIS 191 Intro. To Comp. Prog. Concepts	3
CIS 251 “C” Programming	3
<i>Area V offerings may be limited.</i>	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.
Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)
 Degree Codes: *AA (Associate in Arts degree)----AS (Associate in Science degree)---AAS (Associate in Applied Science degree)

**PRE-ENGINEERING
(COMPUTER SCIENCE)
General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II – Humanities & Fine Arts	12
ENG 251 American Literature I	
ENG 252 American Literature II/OR	3-6
ENG 261 English Literature I	
ENG 262 English Literature II	3-6
SPH 107 Fund. of Public Speaking	3

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

***Students must complete either a literature or history sequence, unless the STARS report dictates otherwise.**

Area III – Natural Science or Mathematics	11-12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus <i>and</i>	
PHY 214 Gen. Physics with Calculus II	8

See STARS report to determine which Physics will transfer.

Area IV – History, Social & Behavioral Sciences	9
HIS 101 Hist. of Western Civ. I	
HIS 102 Hist. of Western Civ. II/OR	3-6
HIS 201 United States History I	
HIS 202 United States History II	3-6

Social & Behavioral Sciences
3
Anthropology, Economics, Geography, Political Science, Psychology, & Sociology. See STARS guide to help with course selections.

Area V – Pre-Professional/LSCC Courses	19-23
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CIS 146 Microcomputer Applications	3
CIS 251 "C" Programming	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3

***Select remaining credit hours from the courses below.**

MTH 126 Calculus II	4
MTH 227 Calculus III	4
MTH237 Linear Algebra	3
MTH 250 Discrete Math	3
MTH 270 Probability & Statistics	3
CHM 111 College Chemistry I	4

Area V offerings may be limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

**PRE-ENGINEERING (ELECTRICAL)
General Studies (AS)**

ADVISING ALERT:

**Interested in Electrical, Electronic
Engineering or Industrial Electronics?
See the Career Technical section of this catalog and your
advisor for assistance.**

DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1

Enroll in ORN101 your first term at LSCC.

Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II – Humanities & Fine Arts	12
ENG 251 American Literature I	
ENG 252 American Literature II/OR	3-6
ENG 261 English Literature I	
ENG 262 English Literature II	3-6
SPH 107 Fun. of Public Speaking	3

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

***Students must complete either a literature or history sequence, unless the STARS report dictates otherwise.**

Area III – Natural Science or Mathematics	11-12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus <i>and</i>	
PHY 214 Gen. Physics with Calculus II	8

See STARS report to determine which Physics will transfer.

Area IV – History, Social & Behavioral Sciences	9
HIS 101 Hist. of Western Civ. I	
HIS 102 Hist. of Western Civ. II/OR	3-6
HIS 201 United States History I	
HIS 202 United States History II	3-6

Social & Behavioral Sciences
3
Economics, Geography, Pol. Science, Psychology & Sociology.

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3

***Select remaining credit hours from the courses below.**

Refer to your STARS Guide before selecting.

MTH 126 Calculus II	4
MTH 227 Calculus III	4
MTH 237 Linear Algebra	3
MTH 238 Applied Differential Equations	3
CHM 111 College Chemistry I	4
CIS 251 "C" Programming	3
PHY 218 Modern Physics	4
MTH 270 Probability & Statistics	3
CIS 191 Intro. To Comp. Prog. Concepts	3

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

PRE-ENGINEERING (INDUSTRIAL)
General Studies (AS)

ADVISING ALERT:

Interested in Industrial Maintenance?
See the Career Technical section of this catalog
and your advisor for assistance.

See page xiii for step-by-step directions on
completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1
<i>Enroll in ORN101 your first term at LSCC.</i>	
Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II – Humanities & Fine Arts	12
ENG 251 American Literature I	
ENG 252 American Literature II/ OR	3-6
ENG 261 English Literature I	
ENG 262 English Literature II	3-6
SPH 107 Fun. of Public Speaking	3
<i>Humanities & Fine Arts Elective</i>	3
<i>Art, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS guide.</i>	
<u>*Students must complete either a literature or history sequence, unless the STARS report dictates otherwise.</u>	
Area III – Natural Science or Mathematics	11-12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus <i>and</i>	
PHY 214 Gen. Physics with Calculus II	8
<i>See STARS report to determine which Physics will transfer.</i>	
Area IV – History, Social & Behavioral Sciences	9
HIS 101 Hist. of Western Civ. I	
HIS 102 Hist. of Western Civ. II/ OR	3-6
HIS 201 United States History I	
HIS 202 United States History II	3-6
<i>Social & Behavioral Sciences</i>	3
<i>Anthropology, Economics, Geography, Political Science, Psychology, & Sociology. See STARS guide to help with course selections.</i>	
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
<i>*Select remaining credit hours from the courses below.</i>	
<i>Refer to your STARS Guide before selecting.</i>	
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
MTH 126 Calculus II	4
MTH 227 Calculus III	4
MTH 237 Linear Algebra	3
MTH 238 Applied Differential Equations	3
CIS 231 Fortran Programming	3
CIS 251 "C" Programming	3
TOTAL REQUIRED HOURS FOR DEGREE	60-64

PRE-ENGINEERING
(METALLURGICAL OR MATERIALS)
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

**LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1
<i>Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.</i>	
Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II – Humanities & Fine Arts	12
ENG 251 American Literature I	
ENG 252 American Literature II/ OR	3-6
ENG 261 English Literature I	
ENG 262 English Literature II	3-6
SPH 107 Fun. of Public Speaking	3
<i>Humanities & Fine Arts Elective</i>	3
<i>Art, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS guide.</i>	
<u>*Students must complete either a literature or history sequence, unless the STARS report dictates otherwise.</u>	
Area III – Natural Science or Mathematics	11-12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus <i>and</i>	
PHY 214 Gen. Physics with Calculus II/ OR	8
PHY 201 Gen. Physics with Trigonometry <i>and</i>	
PHY 202 Gen. Physics with Trigonometry	8
<i>See STARS report to determine which Physics will transfer.</i>	
Area IV – History, Social & Behavioral Sciences	9
<i>History (3) or History Sequence (6) (See STARS)</i>	
<i>Social & Behavioral Sciences</i>	3
<i>Anthropology, Economics, Geography, Political Science, Psychology, & Sociology. (See STARS Guide.)</i>	
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
<i>*Select remaining credit hours from the courses below.</i>	
MTH 126 Calculus II	4
MTH 227 Calculus III	4
MTH 237 Linear Algebra	3
MTH 238 Applied Differential Equations	3
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
CIS 231 Fortran Programming	3
CIS 251 "C" Programming	3
<i>Area V offerings may be limited.</i>	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

PRE-ENGINEERING (MECHANICAL)
General Studies (AS)

ADVISING ALERT:

Interested in Industrial Maintenance or Drafting and Design?
See the Career Technical section of this catalog and your advisor for assistance.

See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1
<i>Enroll in ORN101 your first term at LSCC.</i>	
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 Fun. of Public Speaking	3
ENG 251 American Literature I	
ENG 252 American Literature II/ OR	3-6
ENG 261 English Literature I	
ENG 262 English Literature II	3-6
<i>Humanities & Fine Arts Elective</i>	3
<i>Art, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS guide.</i>	
<u>*Students must complete either a literature or history sequence, unless the STARS report dictates otherwise.</u>	
Area III – Natural Science or Mathematics	11-12
MTH 125 Calculus I	4
PHY 213 General Physics with Calculus <i>and</i>	
PHY 214 Gen. Physics with Calculus II/ OR	8
PHY 201 Gen. Physics with Trigonometry <i>and</i>	
PHY 202 Gen. Physics with Trigonometry	8
<i>See STARS report to determine which Physics will transfer.</i>	
Area IV – History, Social & Behavioral Sciences	9
History (3) or History Sequence (6) (See STARS)	3-6
<i>Social & Behavioral Sciences</i>	3
<i>Anthropology, Economics, Geography, Political Science, Psychology, & Sociology. (See STARS Guide.)</i>	
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
<i>*Select remaining credit hours from the courses below.</i>	
MTH 126 Calculus II	4
MTH 227 Calculus III	4
MTH 237 Linear Algebra	3
MTH 238 Applied Differential Equations	3
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
CIS 231 Fortran Programming	3
CIS 251 "C" Programming	3
<i>Area V offerings may be limited.</i>	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

ENGLISH
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1
<i>Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.</i>	
Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II – Humanities & Fine Arts	13
SPH 107 Fund. of Public Speaking	3
ENG 251 American Literature I <i>and</i>	
ENG 252 American Literature II /OR	6
ENG 261 English Literature I <i>and</i>	
ENG 262 English Literature II	6
<i>Humanities & Fine Arts Elective</i>	
SPA 101 Introductory Spanish I	4
Area III – Natural Science or Mathematics	11
MTH 110 Finite Mathematics or	
higher level Mathematics from STARS	3
BIO 101 Introduction to Biology I w/Lab <i>and</i>	
BIO 102 Introduction to Biology II w/Lab	8
Area IV – History, Social & Behavioral Sciences	12
History (3) (See STARS Guide)	3
<i>Social & Behavioral Sciences</i>	6
<i>Economics, Geography, Political Science, Psychology, & Sociology. See STARS guide to help with selections.</i>	
Area V – Pre-Professional/LSCC Courses	19-22
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
<i>*Select the Literature sequences you did not take under Area II.</i>	
ENG 251 American Literature I <i>and</i>	
ENG 252 American Literature II /OR	6
ENG 261 English Literature I <i>and</i>	
ENG 262 English Literature II	6
ENG 271 World Literature I <i>and</i>	
ENG 272 World Literature II	6
ENG 297 African American Literature	3
NOTE: See your STARS Guide or transfer college's catalog or website for more Area V course listings. Do not randomly select courses.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.
Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)
 Degree Codes: *AA (Associate in Arts degree)----AS (Associate in Science degree)---AAS (Associate in Applied Science degree)

**ENGLISH / LANGUAGE ARTS EDUCATION
MIDDLE / HIGH SCHOOL
General Studies (AA)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates 1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 13
SPH 107 Fund. of Public Speaking 3
ENG 261 English Literature I and
ENG 262 English Literature II 6

Humanities & Fine Arts Elective
THR 120 Theatre Appreciation/OR 3
THR126 Introduction to Theatre 3

Area III: Natural Sciences and Mathematics 11
Mathematics (See STARS Guide) 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
History (3) (See STARS Guide) 3
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-22
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
ENG 251 American Literature I
ENG 252 American Literature II and 6
ENG 271 World Literature I
ENG 272 World Literature II and 6
ENG 297 African American Literature 3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

**ENVIRONMENTAL SCIENCE
General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates 1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics 11
MTH 112 Precalculus Algebra 3
BIO 103 Principles of Biology I 4
CHM 111 College Chemistry II 4

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
BIO 104 Principles of Biology II 4

**Select remaining credits from the listing below.*

CHM 112 College Chemistry II 4
CHM 221 Organic Chemistry I 4
CHM 222 Organic Chemistry II 4
MTH 265 Elementary Statistics 3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

ENVIRONMENTAL SCIENCE
(Auburn University Only)
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** 1
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
PHL 106 Introduction to Philosophy 3
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 0-3

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics 12
MTH 125 Calculus I 4
CHM 111 College Chemistry I *and*
CHM 112 College Chemistry II 8

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
PHY 201 General Physics I 4
PHY 202 General Physics II 4
BIO 103 Principles of Biology I 4
*Select remaining credits from the listing below.
CHM 112 College Chemistry II 4
CHM 221 Organic Chemistry I 4
CHM 222 Organic Chemistry II 4
MTH 265 Elementary Statistics 3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

EXERCISE SCIENCE AND WELLNESS
General Studies (AS)
Jacksonville State University Only
—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** 1
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics 11
MTH 112 Precalculus Algebra or higher 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
PED 100 Fundamentals of Fitness 3
RDG 114A Critical Reading for College 3
CIS 149 Introduction to Computers 3
BIO 201 Human Anatomy & Physiology 4
MTH 265 Elementary Statistics 3
Pre-professional Electives (See STARS Guide) 0-2

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

FAMILY AND CONSUMER SCIENCES
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
MTH 110 Finite Mathematics 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3

***Select a specific concentration to include one of the following:**
Dietetics, Merchandising, Family and Consumer Sciences, Child Development, Human Services, Child and Family Studies, Dietetics, Interior Design, or Retail Merchandising.

Pre-professional Courses: **11-15**
(See STARS Guide for specific degree concentration courses.)

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

FOOD AND NUTRITION
Auburn University ONLY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
MTH 110 Finite Mathematics 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
HEC 140 Principles of Nutrition 3
HED 226 Wellness 3
Pre-professional Electives (See STARS Guide) **5-9**

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

GENERAL STUDIES
Associate of Arts (AA) *and*
Associate of Science (AS)

**CAUTION: DO NOT FOLLOW THIS DEGREE PLAN
WITHOUT A STARS GUIDE IN YOUR HAND**

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I – Written Composition **6**
ENG 101 English Composition I *and*
ENG 102 English Composition II 6

Area II – English, Humanities & Fine Arts **12-13**
SPH 107 Fund. of Public Speaking 3

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

ENG 251	American Literature I	
ENG 252	American Literature II /OR	3-6
ENG 261	English Literature I	
ENG 262	English Literature II /OR	3-6
ENG 271	World Literature	
ENG 272	World Literature	3-6

**Select remaining credits from the listing below. Total credits for Area II must equal 12 or 13.*

SPA 101	Introductory Spanish I	4
ART 100	Art Appreciation	3
HUM 101	Intro. to Humanities	3
MUS 101	Music Appreciation	3
THR 100	Intro. to Theatre	3
PHL 206	Ethics and Society	3
PHL 106	Introduction to Philosophy	3
REL 151	Survey of the Old Testament	3
REL 152	Survey of the New Testament	3
SPH 116	Introduction to Interpersonal Comm	3

Area III – Natural Science or Mathematics **11-12**

Select **ONE** math course based on your **STARS Guide**.

MTH 110	Finite Mathematics	3
MTH 112	Precalculus	3
MTH 113	Precalculus Trigonometry	3
MTH 115	Precalculus Algebra & Trig	4
MTH 120	Calculus and Its Applications	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations I	3

REFER TO YOUR STARS GUIDE FOR PROPER COURSE SELECTION; DO NOT RANDOMLY SELECT COURSES. Select ONE science pairing ONLY.

BIO 101	Introduction to Biology I w/Lab <i>and</i>	
BIO 102	Introduction to Biology II w/Lab /OR	8
BIO 103	Principles of Biology I w/Lab <i>and</i>	
BIO 104	Principles of Biology II w/Lab OR	8
CHM 104	Intro. to General Chemistry <i>and</i>	
CHM 105	Intro. to General Chemistry OR	8
CHM 111	College Chemistry I <i>and</i>	
CHM 112	College Chemistry II OR	8
GEO 101	Principles of Geology I <i>and</i>	
GEO 102	Principle of Geology II OR	8
PHS 111	Physical Science I <i>and</i>	
PHS 112	Physical Science II OR	8
PHY 201	General Physics I <i>and</i>	
PHY 202	General Physics II /OR	8
CHM221	Organic Chemistry	
CHM222	Organic Chemistry II	8

Area IV – History, Social & Behavioral Sciences **12**

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

HIS 101	Hist. of Western Civ. I <i>and</i>	
HIS 102	Hist. of Western Civ. II /OR	3-6
HIS 201	United States History I <i>and</i>	
HIS 202	United States History II	3-6
HIS 121	World History I <i>and</i>	
HIS 122	World History II /OR	3-6

**Select remaining credits from the listing below. Total credits for Area IV must equal 12.*

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

Area V – Pre-Professional/LSCC Courses **19-23**

CIS 146	Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)		2
RDG 114A	Critical Reading for College	3
Pre-professional Electives based on GS major.		11-16

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

GEOGRAPHY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
MTH 112 Precalculus Algebra 3
GEO 101 Principles of Phy. Geography I *and*
GEO 102 Principles of Phy. Geography II 8

If GEO 102 is not offered, select an additional Area IV course as a substitution.

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
MTH 265 Elementary Statistics 3
Pre-professional Electives (See STARS Guide) 8-12
MTH 125 Calculus 4

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

GEOGRAPHY EDUCATION
MIDDLE/HIGH SCHOOL
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
MTH 112 Precalculus Algebra 3
GEO 101 Principles of Phy. Geography I *and*
GEO 102 Principles of Phy. Geography II 8

If GEO 102 is not offered, select an additional Area IV course as a substitution.

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
MTH 265 Elementary Statistics 3
Pre-professional Electives (See STARS Guide) 8-12

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

GEOMATICS
General Studies (AS)

Troy University Only—See STARS Guide

ADVISING ALERT:

**Interested in Geographin Information Systems?
See the Career Technical section of this catalog
and your advisor for assistance.**

**See page xiii for step-by-step directions on completing your
STARS Guide.**

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **12**
MTH 125 Calculus I 4
BIO 101 Introduction to Biology I/OR 4
BIO 103 Principles of Biology I 4
PHY 201 General Physics I 4

Area IV: History, Social and Behavioral Sciences **12**
ECO 231 Principles of Macroeconomics 3
ECO 232 Principles of Microeconomics 3
History (3) (See STARS Guide) 3
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 3

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
MTH 126 Calculus II 4
MTH 265 Elementary Statistics 3
PHY 202 General Physics II 4
CIS 251 “C” Programming 3

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

GRAPHIC DESIGN
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
MTH 112 Precalculus Algebra 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3

Select remaining credit hours from the courses below.

ART 113 Drawing I 4
ART 114 Drawing II 4
ART 121 Two-Dimensional Composition I 3
ART 127 Three-Dimensional Composition I 3
ART 203 Art History I 3
ART 204 Art History II 3

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

**HEALTH EDUCATION:
MIDDLE / HIGH SCHOOL
General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
MTH 110 Finite Mathematics or higher 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3

Select remaining credit hours from the courses below.

HED 230 Safety and First Aid 3
HED 231 First Aid 3
HED 221 Personal Health 3
HED 224 Personal and Community Health 3
BIO 201 Human Anatomy and Physiology 4
HEC 140 Principles of Nutrition 3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

**HEALTH INFORMATION MANAGEMENT
General Studies (AS)
University of Alabama at Birmingham Only
—See STARS Guide**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
MTH 110 Finite Mathematics 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
PSY 200 General Psychology 3
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**

CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
BUS 241 Introduction to Accounting I 3
BIO 201 Human Anatomy & Physio. I and 4
BIO 202 Human Anatomy & Physiology II 4
PSY 260 Statistics for Social Sciences/OR 3
MTH 265 Elementary Statistics 3
Pre-professional Electives (See STARS Guide) **0-1**

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

HEALTH PROMOTION
General Studies (AS)
Auburn University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
 ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking 3
 PHL 106 Introduction to Philosophy 3
 Literature (3) or Literature Sequence (6) 3-6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
 Mathematics (See STARS Guide) 3
 BIO 103 Principles of Biology I and 4
 BIO 104 Principles of Biology II 8

Area IV: History, Social and Behavioral Sciences **12**
 History (3) or History Sequence (6) (See STARS) 3-6
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
 BIO 201 Human Anatomy & Physio. I and 4
 BIO 202 Human Anatomy & Physiology II 4
 ECO 232 Principles of Microeconomics 3
Pre-professional Electives (See STARS Guide) 0-4

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

HEALTH, RECREATION & PE
General Studies (AS)
University of North Alabama Only
—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
 ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
 Mathematics (See STARS Guide) 3
 Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
 History (3) or History Sequence (6) (See STARS) 3-6
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
 CIS 146 Microcomputer Applications 3
 RDG 114A Critical Reading for College 3
 BIO 201 Human Anatomy & Physio. I and 4
 BIO 202 Human Anatomy & Physiology II 4
 HED 231 First Aid 3
 HED 103 Weight Training 1
 PED 200 Foundation of Physical Education 3

**Select remaining credits from the listing below.*

PED 295 Practicum in Physical Education 3
 HED 226 Wellness 3
 PED 105 Personal Fitness/OR 1
 PED 109 Jogging 1
 PED 140 Swimming (Beginning)/OR 1
 PED 141 Swimming (Intermediate) 1
 PED 106 Aerobics/OR 1
 PED 107 Aerobic Dance (Beginning) 1

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

**HEALTH SCIENCE
General Studies (AS)
Athens State Only—See STARS Guide**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
MTH 112 Precalculus Algebra 3
PHY 201 General Physics I 4
Natural Sciences (See STARS Guide) 4

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
BUS 263 Legal and Social Env. Of Business 3
BUS 275 Principles of Management 3
BUS 276 Human Resource Management 3
Pre-professional Electives (See STARS Guide) 2-6

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

**HEALTH SCIENCES
General Studies (AS)
University of Alabama at Birmingham Only
See STARS Guide**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
MTH 110 Finite Mathematics or higher 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
BUS 241 Introduction to Accounting I 3
Pre-professional Electives (See STARS Guide) 8-12

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

HEALTH SERVICES ADMINISTRATION
General Studies (AS)
Auburn University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
 ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **12**
 MTH 125 Calculus I 4
 Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
 HIS 101 Hist. of Western Civ. I *and* 6
 HIS 102 Hist. of Western Civ. II 6
 ECO 232 Principles of Microeconomics 3
 POL 211 American National Government 3

Area V – Pre-Professional/LSCC Courses **19-22**
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
 BUS 241 Introduction to Accounting I 3
 SPA 101 Introduction to Spanish I 4
 SPA 102 Introduction to Spanish II 4
Pre-professional Electives (See STARS Guide) 0-3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

HISTORY
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
 ORN101/PSY 100 Freshman Academy 1

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

Area III – Natural Science or Mathematics **11**
 MTH 110 Finite Mathematics or
 higher level Mathematics from STARS 3
 Natural Sciences (See STARS Guide) 8

Area IV – History, Social & Behavioral Sciences **12**
 HIS 101 Hist. of Western Civ. I *and* 6
 HIS 102 Hist. of Western Civ. II 6
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 6

Area V – Pre-Professional/LSCC Courses **19-23**
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
 CIS 146 Microcomputer Applications 3
 HIS 201 United States History I 3
 HIS 202 United States History II 3
 POL 211 American National Government 3
Pre-professional Electives (See STARS Guide) 2-6

All Electives Must be Approved by an Advisor—check STARS

POL 200 Introduction to Political Science 3
 POL 220 State & Local Gov't 3
 HIS 216 History of World Religions 3
 HIS 256 Afro-American History 3
 HIS 260 Alabama History 3
 GEO 101 Geography **/OR** 3
 ANT 200 Anthropology 3
 PSY 276 Human Relations 3

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

**HISTORY EDUCATION
MIDDLE / HIGH SCHOOL
General Studies (AA)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1
Area II – Humanities & Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) (See STARS Guide)	3
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options)	6
Area III – Natural Science or Mathematics	11
MTH 110 Finite Mathematics or higher level Mathematics from STARS	3
Natural Sciences (See STARS Guide)	8
Area IV – History, Social & Behavioral Sciences	12
HIS 101 Hist. of Western Civ. I <i>and</i>	
HIS 102 Hist. of Western Civ. II	6
History, Social & Behavioral Sciences Area IV Electives (See STARS Guide)	6
Area V – Pre-Professional/LSCC Courses	19-23
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
CIS 146 Microcomputer Applications	3
HIS 201 United States History I <i>and</i>	3
HIS 202 United States History II	3
POL 211 American National Government	3
Pre-professional Electives (See STARS Guide)	2-6
HIS 256 African-American History	3
HIS 260 Alabama History	3
Electives (Consider: EDU 100/Exploring Teaching)	3
Any remaining hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

**HORTICULTURE
General Studies (AS)
Auburn University Only—See STARS Guide**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1
<i>Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options)	3-6
<i>*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.</i>	
Area III: Natural Sciences and Mathematics	11
MTH 113 Precalculus Trigonometry	3
BIO 103 Principles of Biology I <i>and</i>	
BIO 104 Principle of Biology II	8
Area IV: History, Social and Behavioral Sciences	12
ECO 232 Principles of Microeconomics	3
History (3) or History Sequence (6) (See STARS)	3-6
History, Social & Behavioral Sciences Area IV Electives (See STARS Guide)	3-6
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
CHM 111 College Chemistry I	4
Pre-professional Electives (See STARS Guide)	7-11
NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

HOTEL AND RESTAURANT MANAGEMENT General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates		1
ORN101/PSY 100	Freshman Academy	1
<i>Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.</i>		
Area I: Written Composition		6
ENG 101	English Composition I	3
ENG 102	English Composition II	3
Area II: Humanities and Fine Arts		12
SPH 107	Fundamentals of Public Speaking	3
PHL 206	Ethics and Society	3
Literature Sequence (6) (See STARS Guide)		6
Area III: Natural Sciences and Mathematics		11
MTH 113	Precalculus Trigonometry or higher	3
Natural Sciences (See STARS Guide)		8
Area IV: History, Social and Behavioral Sciences		12
PSY 200	General Psychology	3
ECO 232	Principles of Microeconomics	3
History Sequence (6) (See STARS)		6
Area V – Pre-Professional/LSCC Courses		19-23
CIS 146	Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)		2
RDG 114A	Critical Reading for College	3
BUS 241	Introduction to Accounting I	3
BUS 242	Introduction to Accounting II	3
ECO 231	Principles of Macroeconomics	3
BUS 271	Business Statistics I	3
Pre-professional Electives (See STARS Guide)		0-3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

HUMAN DEVELOPMENT & FAMILY STUDIES General Studies (AS) Auburn University Only —See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates		1
ORN101/PSY 100	Freshman Academy	1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition		6
ENG 101	English Composition I	3
ENG 102	English Composition II	3

Area II: Humanities and Fine Arts		12
SPH 107	Fundamentals of Public Speaking	3
PHL 206	Ethics and Society	3
Literature Sequence (6) (See STARS Guide)		6
(See STARS Guide for course selection options)		

Area III: Natural Sciences and Mathematics		11
MTH 113	Precalculus Trigonometry	3
BIO 101	Introduction to Biology I <i>and</i>	
BIO 102	Introduction to Biology II	8

Area IV: History, Social and Behavioral Sciences		12
PSY 200	General Psychology/OR	3
SOC 200	Introduction to Sociology	3
ECO 232	Principles of Microeconomics	3
History Sequence (6) (See STARS)		6

Area V – Pre-Professional/LSCC Courses		19-23
CIS 146	Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)		2
RDG 114A	Critical Reading for College	3
SOC 200	Introduction to Sociology	3
PSY210	General Psychology	4
BUS 210	Human and Growth Development	4
ECO 231	Principles of Macroeconomics	3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

HUMAN DEVELOPMENT & FAMILY STUDIES
General Studies (AS)
University of Alabama Only —See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** 1
 ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics 11
 MTH 112 Precalculus Algebra 3
 BIO 101 Principles of Biology I and
 BIO 102 Principles of Biology II 8

Area IV: History, Social and Behavioral Sciences 12
 PSY 200 General Psychology 3
 PSY 210 Human Growth & Development 3
 History or History Sequence (6) 3-6
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 0-3

Area V – Pre-Professional/LSCC Courses 19-23
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
Pre-professional Electives (See STARS Guide) 11-15

NOTE: There are various concentrations under this degree plan, see your STARS Guide for specific course offerings. Do not randomly select course. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

HUMAN ENVIRONMENTAL SCIENCES
General Studies (AS)
University of North Alabama Only
See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** 1
 ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics 11
 MTH 112 Precalculus Algebra 3
 Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
 PSY 200 General Psychology 3
 PSY 210 Human Growth & Development 3
 History or History Sequence (6) 3-6
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 0-3

Area V – Pre-Professional/LSCC Courses 19-23
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
Pre-professional Electives (See STARS Guide) 11-15

NOTE: There are various concentrations under this degree plan, see your STARS Guide for specific course offerings. Do not randomly select course. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

**HUMAN SERVICES
General Studies (AS)
Troy University Only
See STARS Guide**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** 1
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
ART 100 Art Appreciation 3
Literature Sequence (6) 6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

Area III: Natural Sciences and Mathematics 11
MTH 110 Finite Mathematics 3
BIO 101 Introduction to Biology I and
BIO 103 Introduction to Biology II 8

Area IV: History, Social and Behavioral Sciences 12
History Sequence (6) (See STARS) 6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
MUS 101 Music Appreciation 3
Pre-professional Electives (See STARS Guide) 8-12

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

**INDUSTRIAL HYGIENE
General Studies (AS)
University of North Alabama Only
—See STARS Guide**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** 1
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics 11
Mathematics (See STARS Guide) 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
BIO 103 Principles of Biology I 4
BIO 104 Principles of Biology II 4
BIO 201 Anatomy & Physiology I 4
BIO 202 Anatomy & Physiology II 4
Pre-professional Electives 0
If opting to take additional Area V courses, see STARS Guide for course options or select courses below.
PHY 213 General Physics with Calculus I 4
PHY 214 General Physics with Calculus II 4

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

INTERDISCIPLINARY STUDIES
General Studies (AA)
Samford University Only

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1
Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II – Humanities & Fine Arts	13
<i>*Select one literature course (3 credits) only.</i>	
ENG 251 American Literature I/OR	3
ENG 252 American Literature II /OR	3
ENG 261 English Literature I/OR	3
ENG 262 English Literature II/	3
<i>*Select one of the following (3 credits):</i>	
ART 100 Art Appreciation/OR	3
MUS 101 Music Appreciation	3
<i>*Required courses below (7 credits)</i>	
SPH 107 Public Speaking	3
SPA 101 Introduction to Spanish I	4
Area III – Natural Science or Mathematics	11
MTH 110 Finite Mathematics	3
<i>*Complete a science sequence. Do not mix pairings.</i>	
BIO 101 Introduction to Biology I w/Lab and	
BIO 102 Intro. to Biology II w/Lab/OR	8
BIO 103 Principles of Biology I and	
BIO 104 Principles of Biology II/OR	8
CHM 104 Intro. to General Chemistry and	
CHM 105 Intro. to General Chemistry OR	8
CHM 111 College Chemistry I and	
CHM 112 College Chemistry II OR	8
PHS 111 Physical Science I and	
PHS 112 Physical Science II OR	8
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
PSY 200 General Psychology	3
POL 211 American National Government	3
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
SOC 200 Introduction to Sociology	3
SPA 102 Introduction to Spanish II	4
<i>*Select the course below that was not previously taken under Area II.</i>	
MUS 101 Music Appreciation/OR	3
ART 100 Art Appreciation	3
<i>*Select remaining credits from the courses below:</i>	
MTH 265 Elementary Statistics	3
REL 151 Survey of Old Testament	3
REL 152 Survey of New Testament	3

***Samford University will not honor this degree if you graduate after the summer of 2011.**

INTERIOR ARCHITECTURE
General Studies (AS)
Auburn University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Humanities and Fine Arts Electives	
(See STARS Guide for course selection options)	3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics	12
MTH 125 Calculus I	4
PHY 201 General Physics I	4
Natural Sciences (See STARS Guide)	4

Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	6-9

Area V – Pre-Professional/LSCC Courses	19-22
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
CIS 198 Web Page Development	3
CIS 145 Advanced Web Page Development	3
CIS 255 Java Programming	3
Pre-professional Electives (See STARS Guide)	2-5

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

JOURNALISM
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
MTH 110 Finite Mathematics and higher 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
MCM 100 Intro. to Mass Communication 3
MCM 102 Writing for Mass Media 3
Pre-professional Electives (See STARS Guide) 5-19

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

LABORATORY TECHNOLOGY
General Studies (AS)
Auburn University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **12**
MTH 125 Calculus I or higher 4
CHM 111 College Chemistry I 4
CHM 125 Calculus I 4

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-22**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
CHM 221 Organic Chemistry I 4
CHM 222 Organic Chemistry II 4
Pre-professional Electives (See STARS Guide) 3-6

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

**PRE-LAW
General Studies (AA)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
 ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
 Mathematics (See STARS Guide) 3
 Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
 History (3) or History Sequence (6) (See STARS) 3-6
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
 CIS 146 Microcomputer Applications 3
 POL 200 Intro to Political Science 3
 POL 211 American National Gov't 3
 POL 220 State & Local Gov't 3
 CRJ 130 Intro to Law 3
Pre-professional Electives (See STARS Guide) 0-3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

**FOR MANAGEMENT AND SUPERVISION,
See the Business & Information Technologies Section
of this Catalog.**

**MATH EDUCATION
MIDDLE / HIGH SCHOOL
General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
 ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
 MTH 113 Precalculus Trigonometry 3
 Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
 History (3) or History Sequence (6) (See STARS) 3-6
 PSY 200 General Psychology 3
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 3-6

Area V – Pre-Professional/LSCC Courses **19-23**
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
 MTH 125 Calculus I 4
 MTH 126 Calculus II 4
 MTH 227 Calculus III 4
Pre-professional Electives (See STARS Guide) 0-3
Electives (Consider: EDU 100/Exploring Teaching) 3
 MTH 237 Linear Algebra 3
 MTH 238 Applied Differential Equations 3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

**FOR MATHEMATICS (APPLIED),
SEE APPLIED MATHEMATICS**

**MATHEMATICS
General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1
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	3- 6
ENG 261 English Literature I	
ENG 262 English Literature II	3- 6
<i>Humanities & Fine Arts Elective</i>	3
Art, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS guide.	
<i>*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.</i>	
Area III – Natural Science or Mathematics	11
MTH 112 Pre-Calculus Algebra or higher level	3
<i>Natural Science & Lab</i>	8
Biology, Chemistry, Geography, Physical Science or Physics. See STARS guide to help with selections.	
Area IV – History, Social & Behavioral Sciences	12
HIS 101 Hist. of Western Civ. I	
HIS 102 Hist. of Western Civ. II/OR	3- 6
HIS 201 United States History I	
HIS 202 United States History II	3- 6
<i>Social & Behavioral Sciences</i>	6
Economics, Geography, Political Science, Psychology, & Sociology. See STARS guide to help with selections.	
Area V – Pre-Professional/LSCC Courses	23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
MTH 113 Pre-Calculus Trigonometry	3
MTH 125 Calculus I	4
MTH 126 Calculus II	4
MTH 227 Calculus III	4
RDG 114A Critical Reading for College	3
Pre-professional Electives	0
(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 237 Linear Algebra	3
MTH 238 Applied Differential Equations	3
MTH 265 Elementary Statistics	3
TOTAL REQUIRED HOURS FOR DEGREE	62-64

**PRE-MEDICINE
General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Humanities and Fine Arts Electives	
(See STARS Guide for course selection options)	3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics	11
Mathematics (See STARS Guide)	3
Natural Sciences (See STARS Guide)	8

Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	6-9

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
Pre-professional Electives (See transferring colleges webpage or catalog for course listing.	11-15

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

MUSIC
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

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 3-6
ENG 261 English Literature I
ENG 262 English Literature II 3-6

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

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III – Natural Science or Mathematics **11**
MTH 110 Finite Mathematics or higher 3
BIO 101 Introduction to Biology I and
BIO 102 Introduction to Biology II 8

Area IV – History, Social & Behavioral Sciences **12**
HIS 101 Hist. of Western Civ. I
HIS 102 Hist. of Western Civ. II/OR 3-6
HIS 201 United States History I
HIS 202 United States History II 3-6
Area IV Electives (See STARS Guide) 6

Area V – Pre-Professional/LSCC Courses **19-23**

Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
CIS 146 Microcomputer Applications 3
**Select remaining credits from the course listings below.*
MUS 102 Afro American Music 3
MUS 111 Music Theory I 3
MUS 112 Music Theory II 3
MUS 113 Music Theory Lab I 1
MUS 114 Music Theory Lab II 1
MUS 211 Music Theory III 3
MUS 212 Music Theory IV 3
MUS 213 Music Theory Lab III 1
MUS 214 Music Theory Lab IV 1

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

MUSIC EDUCATION
MIDDLE / HIGH SCHOOL
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
MTH 110 Finite Mathematics or higher 3
BIO 101 Introduction to Biology I and
BIO 102 Introduction to Biology II 8

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses 2
RDG 114A Critical Reading for College 3
MUS 111 Music Theory I 3
MUS 112 Music Theory II 3
MUS 113 Music Theory Lab I (Aural Skills) 1
MUS 114 Music Theory Lab II (Aural Skills) 1
Pre-professional Electives (See STARS Guide) 3-7

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

NUCLEAR MEDICINE TECHNOLOGY
General Studies (AS)
University of Alabama at Birmingham
Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
 ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
 CHM 104 Introduction to General Chemistry 4
 CHM 105 Introduction to Organic Chemistry 4
 MTH 113 Precalculus Trigonometry 3

Area IV: History, Social and Behavioral Sciences **12**
 History (3) or History Sequence (6) (See STARS) 3-6
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
 BIO 120 Medical Terminology 3
 MTH 265 Elementary Statistics 3
 PHY 201 General Physics I 4
 PHY 202 General Physics II 4
**Select remaining credits from the courses listed below.*
 BIO 201 Human Anatomy and Phy. I 4
 BIO 202 Human Anatomy and Physiology II 4

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

NURSING TRACKS EXPLAINED

There are four tracks that a student can take to become a registered nurse or LPN.

PRE-NURSING (TRACK I) (COLLEGE TRANSFER TRACK) Associate in Science Degree (AS)

Track I is called the "Pre-Nursing Track I". This track is designed for the student who is wishing to one day transfer to a BSN (Bachelors of Science in Nursing) program at a four-year college. In taking this track, students will take a variety of liberal arts classes in Written Composition (Area I); Humanities and Fine Arts (Area II); Natural Sciences and Mathematics (Area III); History and Social & Behavioral Sciences (Area IV); and Pre-Professional/LSCC Courses (Area V). Students who are following this track can still seek admission into LSCC's two-year RN (Registered Nursing) program once they have met the required criteria for admissions into that program. However, the benefit to students seeking this two-year General Studies degree in Nursing is that they will be able to transfer more credits earned toward their Bachelors of Science at a four-year institution. As a result, they will be able to graduate from a four-year college in nursing faster. Interested in pursuing this degree? See the degree plan breakdown on the next page of this catalog.

PRE-NURSING (TRACK II) (RN/2-YEAR TRACK ONLY) Associate in Science Degree (AS)

Track II is called the "Pre-Nursing Track II". This track is designed for the student who only wants to seek admission into LSCC's RN (Registered Nursing) Program and has no intention to one day seek the four-year BSN (Bachelors of Science in Nursing). Students take courses that serve as pre-requisites for admission into the nursing program. They also take specific courses that serve as requirements for all LSCC graduates to include (ORN 101/PSY100—The Freshman Academy, RDG114A Critical Reading, and CIS 146, Microcomputer Applications). **NOTE:** LSCC course requirements are subject to change. Students who are following this track should seek admission into LSCC's two-year RN (Registered Nursing) program once they have met the required criteria for admissions into that program. For more information about admission requirements for the RN program, visit LSCC's website at www.lawsonstate.edu and see your advisor.

(TRACKS III & IV) LPN to RN Mobility Track and Pre-Nursing to LPN Track

For information on the LPN to RN Mobility Program or the Pre-Nursing to LPN at LSCC, see the Health Professions section of this catalog and see your Advisor.

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

PRE-NURSING (TRACK I)
(COLLEGE TRANSFER TRACK)
Associate in Science Degree (AS)

Follow **TRACK I** if you plan to transfer credits earned towards a Bachelors degree in Nursing either now or years later. See advisor for help.

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates 1
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

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 *and*
ENG 252 American Literature II /**OR** 6
ENG 261 English Literature I *and*
ENG 262 English Literature II 6
Humanities & Fine Arts Elective 3

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

Area III – Natural Science or Mathematics 11
MTH 112 Pre-Calculus Algebra 3
BIO 103 Principles of Biology I w/Lab *and*
BIO 104 Principles of Biology II w/Lab 8

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
PSY 200 General Psychology 3
PSY210 Human Growth & Development 3

*Social & Behavioral Sciences Electives*³ 0-3
Economics, Geography, Political Science, Psychology, & Sociology. See STARS guide to help with selections.

Area V – Pre-Professional/LSCC Courses 19-23
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
CIS 146 Microcomputer Applications 3
BIO 201 Human Anatomy Phy. I/ wLab 4
BIO 202 Human Anatomy Phy. I w/Lab 4
BIO 220 Microbiology w/ Lab 4
CHM 104 Intro to Inorganic Chemistry 4

Pre-professional Electives 0

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

BIO 120 Medical Terminology 3
MTH 186 Medical Dosage Calculations 3
HED 231 First Aid 3
MTH 113 Pre-Calculus Trigonometry 3
BIO 230 Human Pathophysiology 4
CHM 105 Intro to Organic Chemistry 4

TOTAL REQUIRED HOURS FOR DEGREE 60-64

PRE-NURSING
(TRACK II: RN/2-YEAR TRACK ONLY)
Associate in Science Degree (AS)

Follow **TRACK II** if you **DO NOT** intend to transfer to a four-year college at all and only wish to seek the 2-year RN degree.

Not sure? See your advisor.

NOTE: This is *NOT* a degree plan; this is a guide for students who **NEVER** wish to transfer and only wish to take pre-requisite courses in preparation for entering the Nursing Program.

*LSCC Requirement for all Graduates 1
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

*ENG 101 English Composition I 3

*SPH 107 Fund. of Public Speaking 3

*HUM101 Introduction to Humanities/**OR** 3

*ART100 OR MUS101 (Art or Music Appreciation)

*MTH 100 Intermediate Algebra 3

*PSY200 General Psychology and 3

*PSY210 Human Growth & Development 3

*RDG 114A Critical Reading for College 3

*CIS 146 Microcomputer Applications 3

*BIO 103 Principles of Biology I w/Lab *and* 4

*BIO 201 Human Anatomy Phy. I/ wLab *and* 4

*BIO 202 Human Anatomy Phy. I w/Lab *and* 4

*BIO 220 Microbiology w/ Lab 4

Electives Below (NOT Required for Admission) 0

BIO 120 Medical Terminology 3

MTH 186 Medical Dosage Calculations 3

HED 231 First Aid 3

Electives are courses pre-nursing students can take while waiting to gain entrance into the nursing program. **They are NOT required for admission into the nursing program.**

For more information about applying to the Nursing Program, see application information located on LSCC's website at www.lawsonstate.edu and speak with your advisor. Also see the Health Professions section in this catalog for more detailed information.

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

**NUTRITION & FOOD SCIENCE
General Studies (AS)**

Auburn University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates 1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
Literature Sequence (6) 6
PHL 106 Introduction to Philosophy/OR 3
PHL 206 Ethics and Society (See STARS) 3
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3

Area III: Natural Sciences and Mathematics 11
CHM 111 College Chemistry I *and* 8
CHM 112 College Chemistry II 8
MTH 113 Precalculus Trigonometry 3

Area IV: History, Social and Behavioral Sciences 12
History Sequence (6) (See STARS) 6
History, Economics, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
SPH 107 Fundamentals of Public Speaking 3
RDG 114A Critical Reading for College 3
BIO 103 Principles of Biology I 4
CHM 221 Organic Chemistry I 4

See STARS Guide for additional Area V courses. Course options vary per minor under this degree. Degree options include: Nutrition/Dietetics; Food Service; and Nutrition Science.

Pre-professional Electives 0-4
BIO 201 Human Anatomy and Physiology I 4
BIO 202 Human Anatomy and Physiology II 4

TOTAL REQUIRED HOURS FOR DEGREE 60-64

**PRE-OCCUPATIONAL THERAPY
General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates 1**
ORN1 ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics 11
Mathematics (See STARS Guide) 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses 2
RDG 114A Critical Reading for College 3
BIO 220 General Microbiology 4
BIO 201 Human Anatomy and Physiology I 4
BIO 202 Human Anatomy and Physiology II 4
BUS 271 Business Statistics I/OR 3
Pre-professional Electives 0
MTH 265 Elementary Statistics 3
ART 113 Drawing I 3
ART 121 Two-Dimensional Composition I 3
ART 127 Three-Dimensional Composition II 3
ART 143 Crafts 3
ART 233 Painting I 3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

**FOR OFFICE ADMINISTRATION,
See the Business & Information Technologies Section
of this Catalog.**

**PRE-OPTOMETRY
General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates 1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics 11
Mathematics (See STARS Guide) 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
Pre-professional Electives: 11-15

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

**PRE-OSTEOPATHIC MEDICINE
General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates 1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics 11
Mathematics (See STARS Guide) 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
Pre-professional Electives: 11-15

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

*Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.
Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)
Degree Codes: *AA (Associate in Arts degree)----AS (Associate in Science degree)---AAS (Associate in Applied Science degree)*

PRE-PHARMACY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
Mathematics (See STARS Guide) 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
Pre-professional Electives: 11-15

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

PHILOSOPHY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
MTH 110 Finite Mathematics 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
PHL 106 Introduction to Philosophy 3
PHL 206 Ethics and Society 3
Pre-professional Electives (See Stars Guide) 5-9

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

PHYSICAL EDUCATION
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options)	3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra	3
Natural Sciences (See STARS Guide)	8

Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	6-9

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
<i>*Select remaining credits from the listing below.</i>	
HED 230 Safety and First Aid/OR	3
HED 231 First Aid	3
HED 221 Personal Health/OR	3
HED 224 Personal and Community Health	3
BIO 201 Human Anatomy and Physiology I	4
PED 200 Foundation of Physical Education	3

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

PRE-PHYSICAL THERAPY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options)	3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics	11
Mathematics (See STARS Guide)	3
Natural Sciences (See STARS Guide)	8

Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	6-9

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
Pre-professional Electives:	11-15

NOTE: For more Area V listings, see your STARS Guide or transfer college’s catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.
Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)
Degree Codes: *AA (Associate in Arts degree)----AS (Associate in Science degree)---AAS (Associate in Applied Science degree)

PHYSICS
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **12**
MTH 125 Calculus I 4
PHY 213 General Physics with Calculus I and
PHY 214 General Physics w/ Calculus II 8

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
Pre-professional Electives: 11-16

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

PHYSICS EDUCATION
MIDDLE / HIGH SCHOOL
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
MTH 112 or higher 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3

Select 12 credit hours from the courses below:

PHY 201 General Physics I and
PHY 202 General Physics II/OR 8
PHY 213 General Physics with Calculus I and
PHY 214 General Physicals with Calculus II 8
PHY 218 Modern Physics 4
Pre-professional Electives: 7-11
Electives (Consider: EDU 100/Exploring Teaching)

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

**POLITICAL SCIENCE
General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1
 <i>Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options)	3-6
 <i>*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.</i>	
Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics or higher level Mathematics from STARS	3
Natural Sciences (See STARS Guide)	8
Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	6-9
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
CIS 146 Microcomputer Applications	3
POL 200 Intro to Political Science	3
POL 211 American National Gov't	3
POL 220 State & Local Gov't	3
Pre-professional Electives (See STARS Guide)	0-3
TOTAL REQUIRED HOURS FOR DEGREE	60-64

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

**PRE—LAW / POLITICAL SCIENCE
General Studies (AA)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area Area I – Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II – Humanities & Fine Arts	12
SPH 107 Fund. of Public Speaking	3
ENG 251 American Literature I	
ENG 252 American Literature II /OR	3-6
ENG 261 English Literature I	
ENG 262 English Literature II	3-6

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

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III – Natural Science or Mathematics	11
MTH 110 Finite Mathematics or higher level Mathematics from STARS	3
BIO 101 Introduction to Biology I w/Lab	4
BIO 102 Introduction to Biology II w/Lab	4

Area IV – History, Social & Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	6-9

Social & Behavioral Sciences
Economics, Geography, Political Science, Psychology, & Sociology. See STARS guide to help with selections.

Area V – Pre-Professional/LSCC Courses	19-23
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
CIS 146 Microcomputer Applications	3
POL 200 Intro to Political Science	3
POL 211 American National Gov't	3
POL 220 State & Local Gov't	3
CRJ 130 Intro to Law	3
Pre-professional Electives (See STARS Guide)	0-3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

<p>FOR PRE-DENTISTRY, SEE DENTISTRY General Studies</p>
<p>FOR PRE-LAW, SEE POLITICAL SCIENCE OR LAW (PRE) General Studies</p>
<p>FOR PRE-MEDICINE, SEE MEDICINE General Studies</p>
<p>FOR PRE-NURSING, SEE NURSING Associate in Science Degree</p>
<p>FOR PRE-OCCUPATIONAL THERAPY, SEE OCCUPATIONAL THERAPY General Studies</p>
<p>FOR PRE-OPTOMETRY, SEE OPTOMETRY General Studies</p>
<p>FOR PRE-OSTEOPATHIC MEDICINE, SEE OSTEOPATHIC MEDICINE General Studies</p>
<p>FOR PRE-PHARMACY, SEE PHARMACY General Studies</p>
<p>FOR PRE-PHYSICAL THERAPY, SEE PHYSICAL THERAPY General Studies</p>
<p>FOR PRE-SPEECH THERAPY, SEE SPEECH THERAPY General Studies</p>
<p>FOR PRE-TEACHER, SEE EDUCATION General Studies</p>
<p>FOR PRE-VETERINARIAN SEE VETERINARIAN General Studies</p>

PSYCHOLOGY
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
 ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

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 3-6
 ENG 251 American Literature I *and*
 ENG 252 American Literature II **/OR** 6
 ENG 261 English Literature I *and*
 ENG 262 English Literature II 3-6
Humanities & Fine Arts Elective 3
 Art, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS.

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III – Natural Science or Mathematics **11**
 MTH 110 Finite Mathematics or
 higher level Mathematics from STARS 3
 BIO 101 Introduction to Biology I w/Lab *and*
 BIO 102 Introduction to Biology II w/Lab 8

Area IV -- History, Social & Behavioral Sciences **12**
 HIS 101 Hist. of Western Civ. I *and*
 HIS 102 Hist. of Western Civ. II **/OR** 3-6
 HIS 201 United States History I *and*
 HIS 202 United States History II 3-6
 PSY 200 General Psychology 3
Social & Behavioral Sciences 3-6
 Economics, Geography, Political Science, Psychology, & Sociology. See STARS guide to help with selections.

Area V – Pre-Professional/LSCC Courses **19-23**
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
 CIS 146 Microcomputer Applications 3
 SOC 210 Social Problems 3
 PSY 210 Human Growth & Dev. 3
 PSY 211 Psychology At Death 3
 PSY 230 Abnormal Psychology 3
Pre-professional Electives **0-3**

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

HUS 222 Group Counseling 3
 PSY 217 Psychology of Death & Dying 3

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

PUBLIC ADMINISTRATION
General Studies (AA)
Auburn University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
 ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 PHL 206 Ethics and Society 3
 Auburn will also accept a course in Business Ethics.
 Literature Sequence (6) (See STARS Guide) 6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
 MTH 112 Precalculus Algebra 3
 Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
 History Sequence (6) (See STARS) 6
 ECO 232 Principles of Microeconomics 3
 SOC 200 Introduction to Sociology 3

Area V – Pre-Professional/LSCC Courses **19-23**
 SPH 107 Fundamentals of Public Speaking 3
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
**Select remaining credits from the listing below.*
 POL 211 American National Government 3
 POL 220 State and Local Government 3
 MTH 265 Elementary Statistics 3
 SPA 101 Introductory Spanish I 4
 SPA 102 Introductory Spanish II 4

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

PUBLIC RELATIONS
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
 ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
 MTH 110 Finite Mathematics 3
 Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
 History (3) or History Sequence (6) (See STARS) 3-6
 ECO 232 Principles of Microeconomics 3
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 3-6

Area V – Pre-Professional/LSCC Courses **19-23**
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
 MCM 100 Intro to Mass Communication 3
 MCM 102 Writing for Mass Media 3
 SPH 107 Fundamentals of Public Speaking 3
Pre-professional Electives (See STARS Guide) 2-6

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

PUBLIC SAFETY & HEALTH ADMINISTRATION
Athens State ONLY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates 1
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics 11
MTH 110 Finite Mathematics 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
Pre-professional Electives (See STARS Guide) 11-15

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

RADIOLOGIC SCIENCES
UAB & South Alabama ONLY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC ORN101/PSY 100 Freshman Academy 1
Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.

Area III: Natural Sciences and Mathematics 11
MTH 112 Precalculus Algebra 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
History (3) or History Sequence (6) (See STARS) 3-6
PSY 200 General Psychology 3
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 3-6

Area V – Pre-Professional/LSCC Courses 23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
BIO 103 Principles of Biology 4
BIO 201 Anatomy & Physiology I 4
BIO 202 Anatomy & Physiology II 4
MTH 265 Elementary Statistics/OR
PSY 260 Statistics for the Social Sciences 3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

RECREATION LEADERSHIP
General Studies (AA)
Jacksonville State University Only
—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates 1**
 OR ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics 11
 MTH 112 Precalculus Algebra 3
 Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
 History (3) or History Sequence (6) (See STARS) 3-6
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
 CIS 149 Introduction to Computers 3
 PED 100 Fundamentals of Fitness 3
 HED 230 Safety and First Aid 3
 BUS 263 Legal & Social Environment of Bus 3
 BUS 241 Introduction to Accounting I 3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-63

REHABILITATION SERVICES EDUCATION
General Studies (AS)
Auburn University Only—See STARS Guides

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates 1**
 ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
 PHL 106 Introduction to Philosophy 3
 Literature Sequence (6) (See STARS Guide) 6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3

Area III: Natural Sciences and Mathematics 11
 MTH 113 Precalculus Trigonometry 3
 BIO 103 Principles of Biology I and
 BIO 104 Principles of Biology II 8

Area IV: History, Social and Behavioral Sciences 12
 History Sequence (6) (See STARS Guide) 6
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 6

Area V – Pre-Professional/LSCC Courses 19-23
 SPH 107 Fundamentals of Public Speaking 3
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
 BIO 201 Human Anatomy and Physiology I 4
 BIO 202 Human Anatomy and Physiology II 4
Pre-professional Electives (See STARS Guide) 0-4

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

**REHABILITATION (NON-CERTIFICATE)
General Studies (AS)
Troy University Only—See STARS Guide**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
ART 100 Art Appreciation	3
Literature Sequence (6) (See STARS Guide)	6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options)	3

Area III: Natural Sciences and Mathematics	11
MTH 110 Finite Mathematics	3
Natural Sciences (See STARS Guide)	8

Area IV: History, Social and Behavioral Sciences	12
History Sequence (6) (See STARS Guide)	6
PSY 200 General Psychology	3
SOC 200 Introduction to Sociology	3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
MUS 101 Music Appreciation	3
POL 211 American National Governmen	3
ECO 231 Principles of Macroeconomics	3
Pre-professional Electives (See STARS Guide)	2-6

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

**RESPIRATORY THERAPY / CARDIO SCIENCE
University of Alabama at Birmingham & University
of South Alabama Only—See STARS Guides
General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options)	3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra	3
CHM 104 Introduction to General Chemistry <i>and</i>	
CHM 105 Intro. to Organic Chemistry/ OR	8
CHM 111 College Chemistry I <i>and</i>	
CHM 112 College Chemistry II	8

Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
PSY 200 General Psychology	3
SOC 200 Introduction to Sociology	3
History, Social & Behavioral Sciences Area IV Electives (See STARS Guide)	0-3

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
BIO 201 Human Anatomy & Phys. I <i>and</i>	
BIO 202 Human Anatomy & Physiology II	8
*Select the remaining courses from the listing below.	
BIO 220 General Microbiology	4
MTH 265 Elementary Statistics/ OR	
PSY 260 Statistics for the Social Sciences	3
PHY 201 General Physics I	4

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

**SCIENCE EDUCATION
MIDDLE/HIGH SCHOOL
General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options)	3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics	11
MTH125 Calculus I	4
BIO 103 Principles of Biology I <i>and</i>	
BIO 104 Principles of Biology II	8

Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	6-9

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
CHM 111 College Chemistry I <i>and</i>	
CHM 112 College Chemistry II	8
PHY 201 General Physics I/OR	
PHY 213 General Physics with Calculus I	8

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

**SOCIAL SCIENCE
General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3

Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (American, English or World Lit.)	3
Additional Humanities and Fine Arts Electives (See STARS Guide for course selection options)	6

Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra	3
Natural Sciences (See STARS Guide)	8

Students must complete 4 hours in Biological Science and 4 hours in Physical Science. See STARS Guide for specifics.

Area IV: History, Social and Behavioral Sciences	12
History Sequence (6) (See STARS)	6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	6-9

Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
SOC 200 Introduction to Sociology	3

**Select another history sequence from the history pairings listed below:*

HIS 101 History of Western Civilization I <i>and</i>	
HIS 102 History of Western Civil. II/OR	6
HIS 121 World History I <i>and</i>	
HIS 122 World History II/OR	6
HIS 201 United States History I <i>and</i>	
HIS 202 United States History II	6
POL 211 American National Government	3

Pre-professional Electives (See STARS Guide) 0-3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

**SOCIAL STUDIES EDUCATION:
MIDDLE / HIGH SCHOOL
General Studies (AS)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates 1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
SPH 107 Fundamentals of Public Speaking 3
Literature (American, English or World Lit.) 3
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 6

Area III: Natural Sciences and Mathematics 11
MTH 110 Finite Mathematics 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
PSY 200 General Psychology 3
HIS 101 History of Western Civilization I and
HIS 102 History of Western Civilization II 8
GEO 100 World Regional Geography 3

Area V – Pre-Professional/LSCC Courses 19-23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
SOC 200 Introduction to Sociology 3
HIS 201 United States History 3
HIS 202 United States History II 3
POL 211 American National Government 3
Electives(Consider EDU 100/Exploring Teaching) 0-3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

**SOCIAL WORK
General Studies (AA)**

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates 1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area Area I – Written Composition 6
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II – Humanities & Fine Arts 12
SPH 107 Fund. of Public Speaking 3
ENG 251 American Literature I
ENG 252 American Literature II /OR 3-6
ENG 261 English Literature I
ENG 262 English Literature II 3-6

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

***Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.**

Area III – Natural Science or Mathematics 11
MTH 110 Finite Mathematics or
higher level Mathematics from STARS 3
BIO 101 Introduction to Biology I/OR
BIO 103 Principles of Biology I 4
Nature Science (Additional course required) 4

***See STARS report for other science options.**

Area IV – History, Social & Behavioral Sciences 12
HIS 101 Hist. of Western Civ. I
HIS 102 Hist. of Western Civ. II/OR 3-6
HIS 201 United States History I
HIS 202 United States History II 3-6
SOC 200 Introduction to Sociology/OR 3
SOC 210 Social Problems 3
PSY 200 General Psychology/OR 3
PSY 210 Human Growth & Development 3

Area V – Pre-Professional/LSCC Courses 23
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
MTH 265 Elementary Statistics/OR 3
PSY 260 Statistics for Social Sciences 3
ECO 231 Principles of Macroeconomics 3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

SOCIAL WORK TECHNICIAN
Associate in Applied Science (AAS)

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

GENERAL STUDIES COURSES

• ENG 101	English Composition I	3
• ENG 102	English Composition II	3
• SPH 107	Fund. of Public Speaking	3
• ART100	Art Appreciation/ OR	
• MUS101	Music Appreciation	3
• MTH 100	or higher	
• BIO 101	Introduction to Biology/ OR	4
	any natural science course w/lab	
• CIS 146	Microcomputer Applications	3
• Two 1-hour PED	activity courses (no substitutions)	2
• RDG 114A	Critical Reading for College	3

FIELD OF CONCENTRATION COURSES

• HUS 101	Introduction to Human Services	3
• HUS 102	Introduction to Case Work	3
• SWT 133	Geriatrics	3
• SWT 109	Techniques of Beh. Modification	3
• HUS 222	Group Counseling Techniques	3
• PSY 200	General Psychology	3
• SOC 200	Introduction to Sociology	3
• SOC 209	Juvenile Delinquency	3
• SOC 210	Social Problems	3
• SOC 247	Marriage and Family	3
• HUS 224	Clinical Internship	3
• HIS 201	US History	3
• HUS 211	Intro: Alcohol & Drug Prevention and Abuse	3
• SWT 131	Problems of Children & Youth	3
• POL 211	American Government	3

TOTAL REQUIRED HOURS FOR DEGREE **71**

SOCIOLOGY
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

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	3-6
ENG 261	English Literature I	
ENG 262	English Literature II	3-6

Humanities & Fine Arts Elective

3
Art, Foreign Languages, Humanities, Music, Philosophy, Religion, Theater, or Dance from STARS.

***Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.**

Area III – Natural Science or Mathematics

MTH 110	Finite Mathematics or higher level Mathematics from STARS	3
	Natural Sciences (See STARS Guide)	8

Area IV – History, Social & Behavioral Sciences

HIS 101	Hist. of Western Civ. I	
HIS 102	Hist. of Western Civ. II/ OR	3-6
HIS 201	United States History I	
HIS 202	United States History II	3-6
SOC 200	Introduction to Sociology	3
SOC 210	Social Problems	3

Social & Behavioral Sciences Electives

0-3
Economics, Geography, Political Science, Psychology, & Sociology. See STARS guide to help with selections.

Area V – Pre-Professional/LSCC Courses

Two 1-hour PED	activity courses (no substitutions)	2
RDG 114A	Critical Reading for College	3
CIS 146	Microcomputer Applications	3
SOC 247	Marriage and Family	3
Pre-professional Electives (See STARS Guide)		8-12
SOC 209	Juvenile Delinquency	3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE

60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

SPECIAL EDUCATION
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
MTH 110 Finite Mathematics 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3

***Select 4 additional science credits**
BIO 101 Introduction to Biology I/OR 4
BIO 102 Introduction to Biology II/OR 4
BIO 103 Principles of Biology I/OR 4
BIO 104 Principles of Biology II/OR 4

***Select 9 additional math credits**
MTH 112 Precalculus Algebra 3
MTH 113 Precalculus Trigonometry 3
MTH 115 Precalculus Algebra & Trig. 4
MTH 231 Math for the Elementary Teacher I 3
MTH 232 Math for the Elementary Teacher II 3

Pre-professional Electives 0-3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

SPEECH PATHOLOGY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
MTH 110 Finite Mathematics 3
BIO 103 Principles of Biology I 4
Natural Sciences (See STARS Guide) 4

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**
• CIS 146 Microcomputer Applications 3
Two 1-hour PED activity courses (no substitutions) 2
RDG 114A Critical Reading for College 3
PSY 200 General Psychology 3

***Students must take one of the following courses:**
PSY 210 Human and Growth Dev. /OR 3
PSY 211 Child Growth and Development 3
Pre-professional Electives (See STARS Guide) 2-6

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

PRE-SPEECH THERAPY
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1
 <i>Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Humanities and Fine Arts Electives	
(See STARS Guide for course selection options)	3-6
 <i>*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.</i>	
Area III: Natural Sciences and Mathematics	11
Mathematics (See STARS Guide)	3
Natural Sciences (See STARS Guide)	8
Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	6-9
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
Pre-professional Electives: See your transferring college's website or catalog for course listings.	11-15
 NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

SPORT & FITNESS MANAGEMENT
General Studies (AS)
Troy University Only—See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

*LSCC Requirement for all Graduates	1
ORN101/PSY 100 Freshman Academy	1
 <i>Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.</i>	
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	12
SPH 107 Fundamentals of Public Speaking	3
Literature (3) or Literature Sequence (6)	3-6
Additional Humanities and Fine Arts Electives	
(See STARS Guide for course selection options)	3-6
 <i>*Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.</i>	
Area III: Natural Sciences and Mathematics	11
MTH 112 Precalculus Algebra	3
Natural Sciences (See STARS Guide)	8
Area IV: History, Social and Behavioral Sciences	12
History (3) or History Sequence (6) (See STARS)	3-6
History, Social & Behavioral Sciences	
Area IV Electives (See STARS Guide)	6-9
Area V – Pre-Professional/LSCC Courses	19-23
CIS 146 Microcomputer Applications	3
Two 1-hour PED activity courses (no substitutions)	2
RDG 114A Critical Reading for College	3
HED 230 Safety and First Aid	3
PED 200 Foundation of Physical Education	3
HED 221 Personal Health/OR	3
HED 224 Personal and Community Health	3
Pre-professional Electives (See STARS Guide)	0-3
 NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.	
TOTAL REQUIRED HOURS FOR DEGREE	60-64

SURGICAL PHYSICIAN ASSISTANT
General Studies (AS)
University of Alabama at Birmingham Only
 —See STARS Guide

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** 1
 ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics 11
 Mathematics (See STARS Guide) 3
 Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
 History (3) or History Sequence (6) (See STARS) 3-6
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23
 CIS 146 Microcomputer Applications 3
 Two 1-hour PED activity courses (no substitutions) 2
 RDG 114A Critical Reading for College 3
Select remaining courses from the listing below.
 BIO 103 Principles of Biology I 4
 BIO 104 Principles of Biology II 4
 BIO 201 Human Anatomy and Physiology I 4
 BIO 202 Human Anatomy and Physiology II 4
 BIO 220 General Microbiology 4

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

TELECOMMUNICATIONS AND
FILM OR BROADCASTING
General Studies (AA)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** 1
 ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition 6
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
 SPH 107 Fundamentals of Public Speaking 3
 Literature (3) or Literature Sequence (6) 3-6
 Additional Humanities and Fine Arts Electives
 (See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics 11
 MTH 110 Finite Mathematics 3
 Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences 12
 History (3) or History Sequence (6) (See STARS) 3-6
 History, Social & Behavioral Sciences
 Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses 19-23

- CIS 146 Microcomputer Applications 3
- Two 1-hour PED activity courses (no substitutions) 2
- RDG 114A Critical Reading for College 3
- MCM 100 Intro to Mass Communication 3
- MCM 102 Writing for Mass Media 3
- SPH 107 Fundamentals of Public Speaking 3

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE 60-64

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

PRE-VETERINARY MEDICINE
General Studies (AS)

Before you attempt to follow any General Studies degree plan, print off a copy of your STARS Guide and follow all course recommendations outlined by your transferring college. DO NOT randomly select courses. See page xiii for step-by-step directions on completing your STARS Guide.

***LSCC Requirement for all Graduates** **1**
ORN101/PSY 100 Freshman Academy 1

Enroll in ORN101 your first term at LSCC. This course is not required for transient students or students transferring in 12 or more credit hours.

Area I: Written Composition **6**
ENG 101 English Composition I 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts **12**
SPH 107 Fundamentals of Public Speaking 3
Literature (3) or Literature Sequence (6) 3-6
Additional Humanities and Fine Arts Electives
(See STARS Guide for course selection options) 3-6

**Students must complete either a literature or history sequence, unless the STARS Report dictates otherwise.*

Area III: Natural Sciences and Mathematics **11**
Mathematics (See STARS Guide) 3
Natural Sciences (See STARS Guide) 8

Area IV: History, Social and Behavioral Sciences **12**
History (3) or History Sequence (6) (See STARS) 3-6
History, Social & Behavioral Sciences
Area IV Electives (See STARS Guide) 6-9

Area V – Pre-Professional/LSCC Courses **19-23**

- CIS 146 Microcomputer Applications 3
- Two 1-hour PED activity courses (no substitutions) 2
- RDG 114A Critical Reading for College 3
- **Pre-professional Electives:** See your transferring college's website or catalog for course listings.

NOTE: For more Area V listings, see your STARS Guide or transfer college's catalog or website. Failure to follow or altering your STARS Guide can void your transfer agreement. Area V class offerings can never be predicted. Some students may opt to transfer prior to completing all Area V listings, if course availability is limited.

TOTAL REQUIRED HOURS FOR DEGREE **60-64**

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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

Visit LSCC's Student Self-Help Guidebook

It's located in the front of the catalog



The Student Self Help Guidebook is designed to provide Lawson State students with a variety of help. The Guidebook features Step-by-Step instructional guides on the following:

- Using LSCC's Online Help Desk
- Connecting to LSCC's Wireless Internet Free Service
- Accessing Student Email
- Accessing Blackboard
- Accessing Your Student Suite
- Registering Online
- Checking for Cancelled, Closed and Open Classes ("Live" Schedule Search)
- Creating a STARS Guide
- Locating One's Advisor
- Completing End of Course Surveys
- Admissions & Records Online Resources
- Completing the Online FAFSA
- Tuition Management Systems

STARS

Completing a STARS Guide Is Easy

Required for all potential transferring students

Don't randomly select classes. See what your transferring college wants you to take. Get your **STARS Guide** today.

See the Self-Help Guidebook TODAY!!!!

Completing the STARS guide as easy as **1-2-3**

Step 1: Go to www.lawsonstate.edu

Step 2: Follow the steps in the Self-Help Guidebook to complete your guide.

Step 3: Print off your guide.

Tip #1: Follow your STARS Guide before you attempt to follow any degree plan listed. See page xiii for step-by-step instructions.

Tip #2: Want to be a successful student? Visit our Self-Help Guidebook for students (located in the front of the catalog.)

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



HEALTH PROFESSIONS

DIVISION OF HEALTH PROFESSIONS



APPROVED BY:
Alabama Board of Nursing

ACCREDITED BY:
National League for Nursing Accrediting Commission, Inc.

DR. BRUCE CRAWFORD, VICE PRESIDENT FOR INSTRUCTIONAL PROGRAMS

DR. SHERRI DAVIS, ACADEMIC DEAN

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Associate in Applied Science Degrees
ADN Program
Mobility Program (LPN-ADN)
Certificate
Practical Nursing (LPN)
Dental Assistant (DAT)
Short Certificates
Emergency Medical Technician (EMS)
Home Health Aide
Nursing Assistant

HEALTH PROFESSIONS OVERVIEW

MISSION: The mission of the 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, licensed practical nurses or certified nursing assistants. Students are facilitated in developing the knowledge, skills, and attitudes necessary for successful practice and are encouraged to pursue advanced education.

The Associate Degree Nursing program and Practical Nursing program consist of a combination of general education courses and nursing courses. Basic needs, as identified by Maslow's

Hierarchy of needs, and the nursing process are the major themes used to develop content within the curriculum. Nursing courses include a classroom component where a variety of methodologies are used to assist the student to identify scientific principles in nursing. A clinical component is also included to assist the student to apply the scientific principles to meet individual client's needs. Guided clinical experiences are offered in hospitals, health agencies, and selected community agencies.

The Associate Degree Nursing program consists of five (5) sequential semesters. In order to progress to another nursing course, the student must earn a "C" or better in classroom and "Satisfactory" in clinical. Students not satisfying these requirements will fail to progress to the next nursing course. However, based on availability of space and GPA, the student may be considered for readmission to repeat the failed course. Readmission is allowed only once during the entire nursing program.

There are two alternate admission procedures in the ADN program. The first is designed for students without any previous nursing experiences. This class is admitted in the fall and summer semester (ADN Nursing program). Throughout the program, general education courses are provided with client care experience in the hospitals and community-based agencies. Day programs are admitted summer and fall, and evening programs are admitted fall semester.

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 the NUR 200 (Nursing Career Mobility Assessment course (6). This prior learning is reflected by awarding nursing credit hours. The class is admitted in the Spring Semester (Mobility LPN to ADN program) and consists of four (4) sequential semesters. The Practical Nursing program consists of three (3) sequential semesters. A class is admitted fall, and spring.

Upon successful completion of the programs in nursing, graduates are eligible to apply to write the National Council Licensure Examination (NCLEX-RN or NCLEX-PN respectfully). The programs of nursing are approved by the Alabama Board of Nursing and accredited by the National League for Nursing Accrediting Commission, Inc.

POLICIES & PROCEDURES ALERT

Policies and procedures outlined in this catalog are adhered to by the Health Professions Division and are binding. It is the expectation that all Nursing students will read all policies and procedures outlined in this catalog section and are held responsible for abiding by these policies and procedures.

If you have any questions as it relates to the written policies and procedures outlined, please contact the Associate Dean of Health Professions for clarity. Seeking policy and procedure interpretation from fellow students or individuals not affiliated with Lawson State Community College can further complicate matters or confuse a situation, so students are strongly encouraged to contact the Associate Dean.

DR. SHELIA MARABLE
Associate Dean, Health Professions
205-929-6437

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.

Minimum admission standards for the **Associate Degree Nursing** program include:

- Unconditional admission to the College.
- Receipt of completed applications for the Associate Degree Nursing program are due by **April 15th** for summer admission and **June 1st** for fall admission.
- A minimum of 2.50 GPA based on the following criteria:
 - Student has undergraduate level credit hours: Compute the GPA based on the most recent 24 hours of undergraduate credit hours;
 - Student that has 24 or more credit hours at the graduate level: Compute the GPA based on the most recent 24 hours of graduate level credit hours- undergraduate level credit hours are ignored;
 - Student that has less than 24 hours at the graduate level: Compute the GPA based on the most recent 24 hours of undergraduate credit hours – graduate credit hours are ignored
 - For students who have completed any college course work; high school credits will not be used in calculating GPA except as required in the Early College Enrollment Program.
 - For students who have completed no college course work the final cumulative high school GPA should be a 2.5 or higher OR successfully passed the GED exam.
- A minimum of 2.50 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript).
- Eligibility for:
 - English 101 and Math 100 or higher as determined by college policy, and
 - BIO 201 during the first term of nursing courses.
- Good standing with the college.
- Meeting the essential functions or technical standards required for nursing.
- A score of 76 or higher on the COMPASS Reading Examination (or related ACT Reading Score of 17 or higher).

Admission to the Associate Degree Nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

Minimum admission standards for the **Practical Nursing** program include:

- Unconditional admission to the College.
- Receipt of completed application for the Practical Nursing program by June 1st for fall, November 1st for Spring, and April 15th for Summer Admission.
- A minimum of 2.50 GPA based on the following criteria:
 - Student has undergraduate level credit hours: Compute the GPA based on the most recent 24 hours of undergraduate credit hours;
 - Student that has 24 or more credit hours at the graduate level: Compute the GPA based on the most recent 24 hours of graduate level credit hours- undergraduate level credit hours are ignored;

- Student that has less than 24 hours at the graduate level: Compute the GPA based on the most recent 24 hours of undergraduate credit hours – graduate credit hours are ignored
- For students who have completed any college course work; high school credits will not be used in calculating GPA except as required in the Early College Enrollment Program.
- For students who have completed no college course work the final cumulative high school GPA should be a 2.5 or higher OR successfully passed the GED exam.
- A minimum of 2.50 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript).
- Eligibility for: (a) English 101 and Math 116 or higher as determined by college policy; (b) BIO201 during the first term of nursing courses.
- Good standing with the college.
- Meeting the essential functions or technical standards required for nursing.
- A score of 76 or higher on the COMPASS Reading Examination (or related ACT Reading Score of 17 or higher).

Admission to the Practical Nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

Minimum admission standards for the **Mobility LPN to ADN** program include:

- Unconditional admission to the college.
- Receipt of completed application for the Mobility LPN program by November 1st.
- A minimum of 2.50 GPA based on the following criteria:
 - Student has undergraduate level credit hours: Compute the GPA based on the most recent 24 hours of undergraduate credit hours;
 - Student that has 24 or more credit hours at the graduate level: Compute the GPA based on the most recent 24 hours of graduate level credit hours- undergraduate level credit hours are ignored;
 - Student that has less than 24 hours at the graduate level: Compute the GPA based on the most recent 24 hours of undergraduate credit hours – graduate credit hours are ignored
 - For students who have completed any college course work; high school credits will not be used in calculating GPA except as required in the Early College Enrollment Program.
 - For students who have completed no college course work the final cumulative high school GPA should be a 2.5 or higher OR successfully passed the GED exam.
- Prerequisite courses:
 - MTH 100 Intermediate College Algebra or Higher Level (3 credit hours)
 - BIO 201 Human Anatomy and Physiology I* (4 credit hours)
 - BIO 202 Human Anatomy and Physiology II* (4 credit hours)
 - ENG 101 English Composition (3 credit hours)

- Eligibility for NUR 200 Nursing Career Mobility Assessment (6 credit hours)
- Unencumbered Alabama Nursing License
- Documentation of 500 work hours as an LPN

**Must be completed within five years of program admission*

Selection and Notification

The following are the selection and notification process:

- The number of admissions will be determined by the availability of space.
- Students are selected on a basis of a point system, and completion of requirements. In case of ties, grade point average and number of courses taken at LSCC will become the deciding factors.
- Five alternates may be selected to fill last minute vacancies.
- Department of Health Professions will review all applicants for completeness of requirements and notify students selected for admission.
- Along with the notification of acceptance, students will receive information in reference to registration, ordering of uniforms, and physical examination.

Students selected must respond in writing confirming acceptance within ten (10) days. A student who fails to respond may forfeit his/her place in the class. Nursing students shall comply with legal, moral and legislative standards that determine acceptable behavior of the registered nurse. It is important for prospective nursing students to know about the Alabama Board of Nursing regulations on the review of candidates for eligibility for initial and continuing licensure. There will be questions on the application for Licensure as a Registered Nurse and Licensed Practical Nurse:

- Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation?
- Have you, within the last 5 years, abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances?
- Have you, ever been arrested or convicted for driving under the influence of drugs/alcohol?
- Have you, within the last 5 years, received inpatient or outpatient treatment or been recommended to seek treatment for mental illness? If you answer "YES: to either question, send appropriate documents identified on the instruction sheets.
- Have you ever had disciplinary action or is action pending against you by any state board of nursing? If YES, have certified documents sent from the licensing agency to the Alabama Board of Nursing.
- Have you ever been placed on a state AND/OR federal abuse registry?
- Have you ever been court-martial/disciplined OR administratively discharged by the military?
- If YES, documentation should accompany the application for licensure by examination form.

Graduation

All students must satisfy the specific requirements for the Associate in Applied Science Degree and Certificate as outlined in the Student Catalog. However, provisions are made

for nursing students to document that content completion of institutional course requirements have been met.

- Each student must complete a minimum of 25% of the total program at Lawson State Community College.
- Each student must maintain a minimum of a 2.0 grade point average, with at least a "C" in each course presented for the Associate in Applied Science Degree or Certification.

PROGRAM LEARNING OUTCOMES / LEVEL OBJECTIVES

The Department of Health Professions through its nursing programs is committed to prepare a graduate to function in the role of a RN and LPN. The 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 of a RN and LPN.

At completion of Level I, the Associate Degree nursing student or Practical Nursing graduate will be able to:

LEVEL ONE

1. Demonstrate competency in performing basic practical nursing skills for individuals with common health alterations.
2. Utilize foundational knowledge of the communication process in providing nursing care for clients across the lifespan.
3. Apply foundational knowledge of the nursing process in providing nursing care for clients across the lifespan.
4. Utilize critical thinking skills in formulating a plan of care for clients with common health alterations in a variety of settings.
5. Illustrate a teaching/learning plan for culturally diverse clients with common health alterations in a variety of settings.
6. Develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
7. Utilize relevant technology for client care and documentation.
8. Demonstrate professional behaviors associated with nursing.

At the completion of Level II, the ADN graduate will be able to:

LEVEL TWO

1. Demonstrate proficiency in performing advanced nursing skills for individuals with health alterations in a variety of settings.
2. Apply therapeutic communication techniques in providing advanced nursing care for clients throughout the lifespan.
3. Apply foundational knowledge of the nursing process in providing advanced nursing care for clients throughout the lifespan.
4. Utilize critical thinking skills in providing collaborative care for clients with selected health alterations in a variety of settings.
5. Formulate a teaching/learning plan for culturally diverse clients with selected health alterations in a variety of settings.

6. Demonstrate competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
7. Examine relevant technology for client care and documentation.
8. Demonstrate professional behaviors and roles of a registered nurse upon entry into practice.

Written: September 1969 **Reviewed:** Yearly
Revised: 1973, 1982, 1984, 1986, 1987, 1993, 1999, 2000, 2001, 2002, and 2005

Program Competencies

1. Theoretical Competency: 80% of students will be successful in all core requirements embedded in NUR203.
2. Clinical Competence: 80% of the employers and graduates returning surveys will report satisfaction (Using postsecondary form for Graduate and Employer Satisfaction Tool).
3. Practical Nursing Graduation Rate: At least 75% of students admitted to practical nursing programs will graduate.
4. Associate Degree Graduation Rate: At least 75% of students admitted to associate degree nursing programs will graduate.
5. Pass Rate: First time test takers will average 80% or higher on NCLEX.
6. Job Placement Rates: 95% or greater of those seeking employment are employed in nursing within 6 months of graduation.

Alabama Community College System
 Nursing Education Programs
 Adopted July 31, 2009

PROGRESSION POLICY

In order to progress in the nursing program, the student must:

1. Achieve a grade of C or better in all required general education and nursing courses.
2. Be acceptable by clinical agencies for clinical experiences.
3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
4. Maintain current CPR at the health care provider level.

Nursing Non-Progression

Nursing non-progression is defined as failure of one or more courses in a semester OR withdrawal (for any reason) from one or more courses in two separate semesters. Students withdrawing from one or more courses in the same semester are not considered under this definition to have experienced a nursing non-progression, and should return to repeat the required courses at the first course offering. Students returning to repeat a course due to withdrawal will be allowed to register for said course(s) on a space available basis.

Reinstatement

Students who experience non-progression in the nursing program and who desire reinstatement in the program must apply for reinstatement to the program. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement. Students dismissed from the

program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the nursing program. Reinstatement to the program will be allowed one time only.

Reinstatement to the nursing program is based on space availability and is not guaranteed. Selection for reinstatement is based on GPA in nursing program required courses. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement. Reinstatement can be denied due to, but not limited to, any of the following circumstances:

1. Space unavailability;
2. Refusal by clinical agencies to accept the student for clinical experiences;
3. Twelve months have elapsed since the student enrollment in a nursing course;

Criteria for Reinstatement

1. Demonstrate a 2.0 GPA in nursing program required courses.
2. Student has had no more than one non-progression since program admission.
3. Demonstrate acceptable skills proficiency.
4. Meet acceptability criteria for placement at clinical agencies for clinical experiences.
5. Demonstrate ability to meet essential functions for nursing with or without reasonable accommodations.
6. Demonstrate current CPR at the health care provider level.

Process for Reinstatement

1. Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the nursing program and submit the application by published deadlines.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update all drug testing and background screening according to program policy.

Readmission

Students not eligible for program reinstatement may apply for program admission as a new student. If accepted, all nursing program courses (NUR prefix) will have to be taken. Admittance and seats are not guaranteed for returning students. All applicants and review of applicant qualifications for admittance will apply. Again, acceptance back into the nursing program is **NOT** guaranteed.

TRANSFER POLICY

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transfer

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree /certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
8. Student selection for transfer is based on GPA in nursing program required courses.

TRANSIENT STUDENT POLICY

The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transient Status:

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

9. Student selection for transient status is based on GPA in nursing program required courses.

ADN TRANSFER TO LPN PROGRAM

Associate Degree nursing students may apply for admission to the third semester of the practical nursing program after they have completed the first two semesters of coursework – MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, and NUR 106 – with a grade of C or better.

Students who elect to transfer to the last semester in the practical nursing program will be required to meet the current program admission/readmission requirements. Students will be admitted on a space available basis to the PN program.

To be eligible for this option:

1. Student must complete a transfer/readmission form.
2. Have a minimum of a 2.0 cumulative GPA at current institution.
3. Meet clinical record/health record requirements.
4. The last clinical nursing course, in which the student was successful, cannot be more than twelve months old.
5. Student will be ranked on cumulative GPA for the purposes of transfer/readmission to the PN program.
6. Students who have two attempts in the RN program are only allowed one attempt in the PN program.
7. Students who are successful may apply for the LPN to RN Mobility Option as outlined in the college catalog.
8. If unsuccessful in the PN transfer option, the student must meet current admission/ progression requirements.

POLICIES & PROCEDURES ALERT

Policies and procedures outlined in this catalog are adhered to by the Health Professions Division and are binding. It is the expectation that all Nursing students will read all policies and procedures outlined in this catalog section and are held responsible for abiding by these policies and procedures.

If you have any questions as it relates to the written policies and procedures outlined, please contact the Associate Dean of Health Professions for clarity. Seeking policy and procedures interpretation from other students or individuals not affiliated with Lawson State Community College can further complicate matters or confuse a situation, so students are strongly encouraged to contact the Associate Dean.

DR. SHELIA MARABLE
Associate Dean, Health Professions
205-929-6437

STANDARD PRACTICAL NURSING (PN)

Prerequisite General Studies Courses	Credit Hrs.
Area I: Written Composition	3
ENG 101 English Composition I	3
Area II: Humanities and Fine Arts	0
No Course Requirement Assigned	
Area III: Natural Sciences and Mathematics	11
*MTH 116 Mathematical Applications	3
(*MTH116 is a non-transferable)	
*BIO 201 Anatomy & Physiology I and	4
*BIO 202 Anatomy & Physiology II	4

Area IV: History, Social and Behavioral Sciences **0**
No Course Requirement Assigned

Area V – Pre-Professional **35**

Field of Concentration Courses:

NUR 102 Fundamentals of Nursing	6
NUR 103 Health Assessment	1
NUR 104 Introduction to Pharmacology	1
NUR 105 Adult Nursing	8
NUR 106 Maternal and Child Nursing	5
NUR 107 Adult/Child Nursing	8
NUR 108 Psychosocial Nursing	3
NUR 109 Role Transition for the Practical Nurse	3

**Must be completed within five years of program admissions*

MOBILITY LPN TO ASSOCIATE DEGREE IN NURSING (AAS)

Note: Graduates of the approved Alabama College System Practical Nursing standardized curriculum may be eligible to enter the ADN program beginning in NUR 201 Nursing Through the Lifespan I without taking NUR 200 Nursing Career Mobility Assessment course if graduation occurred within the previous two years. All other Licensed Practical Nurses must successfully complete this course.

Prerequisite General Studies Courses	Credit Hrs.
Area I: Written Composition	3
ENG 101 English Composition I	3
Area II: Humanities and Fine Arts	6
SPH 107 Public Speaking/Speech	3
(*or SPH106 or SPH116)	
HUM 101 Humanities OR	3
ART 100 Art Appreciation OR	3
MUS 100 Music Appreciation	3
(*Select ONE humanities course from the listing above, either HUM101, ART 100 or MUS 101.)	
Area III: Natural Sciences and Mathematics	11
*MTH 100 Intermediate Algebra	3
(MTH100 or higher)	
BIO 201 Anatomy & Physiology I and	4

BIO 202 Anatomy & Physiology II and	4
*BIO 220 Microbiology	4

Area IV: History, Social and Behavioral Sciences **6**
PSY200 General Psychology and 3
PSY 210 Human Growth and Development 3

Area V – Pre-Professional

Field of Concentration Courses: **27**

NUR 200 Nursing Career Mobility Assessment	6
NUR 201 Nursing Through the Lifespan I	5
NUR 202 Nursing Through the Lifespan II	6
NUR 203 Nursing Through the Lifespan III	6
NUR 204 Role Transition for the Registered Nurse	4

**Must be completed within five years of program admissions*

STANDARD ASSOCIATE DEGREE IN NURSING (ADN) (AAS)

Prerequisite General Studies Courses **Credit Hrs.**

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

Area II: Humanities and Fine Arts **6**
SPH 107 Public Speaking/Speech 3
(*or SPH106 or SPH116)

HUM 101 Humanities **OR** 3
ART 100 Art Appreciation **OR** 3
MUS 100 Music Appreciation 3
(*Select ONE humanities course from the listing above, either HUM101, ART 100 or MUS 101.)

Area III: Natural Sciences and Mathematics **11**

*MTH 100 Intermediate Algebra	3
(MTH100 or higher)	
BIO 201 Anatomy & Physiology I and	4
BIO 202 Anatomy & Physiology II and	4
*BIO 220 Microbiology	4

Area IV: History, Social and Behavioral Sciences **6**
PSY200 General Psychology and 3
PSY 210 Human Growth and Development 3

Area V – Pre-Professional

Field of Concentration Courses: **42**

NUR 102 Fundamentals of Nursing	6
NUR 103 Health Assessment	1
NUR 104 Introduction to Pharmacology	1
NUR 105 Adult Nursing	8
NUR 106 Maternal and Child Nursing	5
NUR 201 Nursing Through the Lifespan I	5
NUR 202 Nursing Through the Lifespan II	6
NUR 203 Nursing Through the Lifespan III	6
NUR 204 Role Transition for the Registered Nurse	4

**Must be completed within five years of program admissions*

HOME HEALTH AIDE

The Nursing Assistant program is a nine (9) semester hour certificate program that will prepare a person to work under the supervision of a RN or LPN and give direct patient or client care in home setting. Successful completion of the program allows eligibility to write the State Nursing Assistant Certification Examination.

- PSY 100 is a prerequisite for this program
- WorkKeys pre-assessment is required

FIELD OF CONCENTRATION COURSES

	Credit HRS
NAS 113	Fundamentals of Home Health Care 5
NAS 114	Fundamentals of Home Health Care Clinicals 2
NAS 115	CPR and Basics First Aid 2
TOTAL REQUIRED HOURS FOR CERTIFICATE	
	9

NURSING ASSISTANT

The Nursing Assistant program is a nine (9) semester hour certificate program that will prepare a person to work under the supervision of a RN or LPN and give direct patient or client care in a variety of health care settings. Successful completion of the program allows eligibility to write the State Nursing Assistant Certification Examination.

Option 1

- PSY 100 is a prerequisite for this program
- WorkKeys pre-assessment is required

FIELD OF CONCENTRATION COURSES

	CREDIT HRS
NAS 111	Fundamentals of Long-Term Care 5
NAS 112	Fundamentals of Long-Term Care Clinicals 2
NAS 115	CPR and Basics First Aid 2
TOTAL REQUIRED HOURS FOR CERTIFICATE	
	9

TOTAL REQUIRED HOURS FOR CERTIFICATE

Option 2

NAS100 is a Nursing Assistant course that will prepare a person to work under supervision of a RN or LPN and give direct patient or client care in a variety of health care settings. Successful completion of the program allows eligibility to write the State Nursing Assistant Certification Examination. The course is offered twice a semester in the mini-terms.

To ALL Nursing Students

Join NSNA – National Student Nurses Association



The Mission of NSNA is to: Organize, represent and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs; convey the standards and ethics of the nursing profession; promote development of the skills that students will need as responsible and accountable members of the nursing profession; advocate for high quality health care; advocate for and contribute to advances in nursing education.

DENTAL ASSISTING (DAT)

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

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

DENTAL ASSISTING Associate in Occupational Technologies Degree

Note: PSY 100 Orientation and WKO 107 Workplace Skills Preparation are required during the first semester of attendance for all students entering this program. The A.O.T. degree requires a high school diploma or its equivalent. The general education requirement for the A.O.T. degree is RDG 114 Critical Reading for College (Depending upon placement scores).

Minor: Business (BUS)

General Studies Courses	Semester Hours	24
Area I – Written Composition		3
• ENG 101 English Composition I		3
Area II – Humanities & Fine Arts		6
• SPH 107 Fundamentals of Public Speaking		3
• Humanities and Fine Arts Elective		3
Area III – Natural Science & Mathematics		12
• Two 1-hour PED activity courses		2
• Natural Science Course		4
• DPT 114 Microcomputer Applications		3
<i>Select one of the following courses:</i>		3
• MTH 110 Finite Mathematics		
• MTH 112 Pre-Calculus Algebra		
Area IV – History, Social, & Behavioral Sciences		3
• History, Social, or Behavioral Science Course		
<i>Select one of the following courses:</i>		
• ECO 231 Principles of Macroeconomics		
• PSY 200 General Psychology		

Area V

Major—Dental Assisting Diploma

Minor—Office Administration

Select 12 credit hours from the following courses:

OAD 101	Beginning Keyboarding	3
OAD 104	Advanced Keyboarding	3
OAD 125	Basic Word Processing	3
OAD 130	Electronic Calculations	3
OAD 138	Records and Information Mgmt.	3
OAD 211	Medical Terminology	3
OAD 217	Office Management	3
OAD 218	Office Procedures	3
OAD 243	Spreadsheet Application	3
OAD 246	Office Graphics and Presentations	3
OAD 247	Special Projects	3

DENTAL ASSISTING (DAT) Certificate

General Studies Courses Semester Hours

Prerequisite General Studies Courses (*) Credit Hrs.

Area I: Written Composition 3
ENG 101 English Composition I 3

II – Humanities & Fine Arts 3
SPH 107 Fundamentals of Public Speaking 3

Area III: Natural Sciences and Mathematics 3
*MTH 116 Mathematical Applications **OR** 3
(*MTH 116 is non-transferable)
MTH 100 Intermediate College Algebra* **OR** 3
(*recommended & transferable)
MTH 110 Finite Mathematics 3
(*Select ONLY one math course)

Area IV: History, Social and Behavioral Sciences 0
No Course Requirement Assigned

Area V – Pre-Professional 34
DPT 114 Microcomputer Applications 3

Field of Concentration Courses:

DAT 100	Introduction to Dental Assisting	2
DAT 101	Pre-Clinical Procedures	3
DAT 102	Dental Materials	3
DAT 103	Anat./ Phys. for Dental Assist.	3
DAT 104	Basic Sciences for Dental Assisting	2
DAT 112	Dental Radiology	3
DAT 113	Dental Health Education	2
DAT 115	Clinical Practicum I	5
DAT 116	Pre-Clinical Procedures II	2
DAT 122	Clinical Practice II	4
DAT 123	Dental Assisting Seminar	4
DAT 124	Clinically Applied Infection Control & OSHA Standards	1
DAT 131	Business and Industrial Psychology for Dental Assisting	1

*Approved for the Associate in Occupational Technologies degree.

EMERGENCY MEDICAL TECHNICIAN (EMT)

The Emergency Medical Technician (EMT) program is designed to prepare individuals to provide basic health care assistance at the scene of an illness or traumatic injury. EMT classes are offered day and evening hours. The Basic Level can be completed in one semester. The faculty is committed to providing academic and clinical learning experiences that will enable the student to develop the necessary knowledge, attitudes, and skills required of the EMT. Many graduates are employed by the Birmingham Fire and Rescue and Ambulance Service. Program graduates use the knowledge and skills they obtain to prepare them to serve their communities in Volunteer Fire and Rescue Services. Program graduates are awarded a certificate and are eligible to take the National Registry of EMT Basic Examination. The Alabama Department of Postsecondary Education and the Alabama Department of Public Health approve the program.

Admission Criteria:

1. Meet all institutional requirements.
2. Meet the Essential Functions or Technical Standards required for EMS.
3. Receipt of completed application for the EMT-Basic program.
4. PSY100 is a prerequisite for this program.
5. Work-keys pre-assessment is required.

Emergency Medical Technician Short Certificate

EMS116 EMS Basic Theory and Lab	9
EMS117 Basic Clinical Competencies	1
EMS234 Decision Making in EMS	3

Total Credit Hours: **13**

GENERAL STUDIES HEALTH RELATED MAJORS

For additional health related majors, see the following listings under the College Transfer/General Studies listings within this catalog.

Other majors include the following:

- Biology
- Biomedical Engineering
- Clinical Lab Sciences / Medical Tech
- Pre-Dentistry
- Exercise Science and Wellness
- Health Education
- Health Information Management
- Health Promotion
- Health Services
- Laboratory Technology
- Pre-Medicine
- Nuclear Medicine Technology
- Pre-Nursing
- Pre-Occupational Therapy
- Pre-Optometry
- Pre-Osteopathic Medicine
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Speech Therapy
- Public Safety and Health Administration
- Radiologic Sciences
- Rehabilitation Sciences
- Respiratory Therapy/Cardio Science
- Surgical Physician Assistant
- Pre-Veterinary Medicine

Looking for the General Studies Nursing/Pre-Nursing degree, see the College Transfer/General Studies section of this catalog.



FACULTY & STAFF LISTINGS

COLLEGE-WIDE ADMINISTRATION

WARD, PERRY W. – President
B.A., Miles College; M.S.W. and Ph.D., University of Alabama

ALLEN, DARREN – Assistant Dean for Admissions and Records
B.A., and M.A., University of Alabama

ANTHONY, CYNTHIA – Dean of Students
B.A., Talladega College; M.Ed., Ed.S., University of Alabama at Birmingham; Ed.D., University of Alabama at Birmingham/University of Alabama

COOK, CHARLSIE – Dean of Student Life
B.A. and M.A.; Tuskegee University

CRAWFORD, BRUCE – Vice-President for Instructional Services
B.S., Stillman College; M.A., University of Alabama; Ph.D., Kansas State University

CREWS, SHARON – VICE President for Administrative and Student Services
B.S., Alabama State University; CPA, State of Alabama; M.Ac, University of Alabama – Birmingham

DAVIS, SHERRI – Academic Dean & Director of Developmental Programs
B.A., Hampton University; M.A.; Cambridge College; Ph.D., University of Southern Mississippi

GLAZE, RANDY – Dean of Educational Support Services
B.S., University of Alabama; M.A., University of Alabama – Birmingham; Ph.D., University of Alabama at Birmingham/University of Alabama

GREEN, MYRTES – Assistant to the President & Director of Title III, Sponsored Programs and Development
B.S. & M.S., University of Alabama; Ph.D., University of Alabama

MARABLE, SHELIA P. – Associate Dean of Health Professions
B.S.N., M.S.N., and D.S.N., University of Alabama at Birmingham

MILTON, ALICE TYLER – Associate Dean of Business and Information Technologies
B.S., Alcorn State University; M.B.Ed. and Ed.S., Jackson State University; Ed.D., Mississippi State University
Certifications: Career-Tech Education, Educational Leadership

MURRAY, CHARLES – Associate Dean for Career/Technical Education.
B.A., University of Oklahoma; M.P.A., Ed.S. University of Alabama at Birmingham, Ph.D., University of Alabama at Birmingham/University of Alabama

PRUITT, KARL – Associate Dean of Liberal Arts and Sciences
B.S., University of Alabama – Birmingham; B.S. and D.P.M., University of Osteopathic Medicine and Health Science; M.S., Alabama A & M University

SLEDGE, DONALD – Assistant Dean for Career/Technical Education
A.A.S., Lawson State Community College; B.S., Athens State; M.S., Alabama A & M University;
Certification: Barbering

INSTRUCTIONAL CHAIRPERSONS & DIRECTORS

CHAIRPERSONS/DIRECTORS

BERRYMAN, TOM – ALABAMA CENTER FOR AUTOMOTIVE EXCELLENCE, DIRECTOR.
B.S., Western Kentucky University; B.S. University of Alabama

CATER, RONALD – DENTAL ASSISTING PROGRAM DIRECTOR.
B.S., Auburn University; DMD., University of Alabama

DAVIS, SHERRI – DIRECTOR, DEVELOPMENTAL PROGRAMS
B.A., Hampton University; M.A.; Cambridge College; Ph.D., University of Southern Mississippi

ELDRIDGE, JONATHAN – CHAIR, 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 and Electrical

FOWLER, CHARLES – CHAIR, MATHEMATICS
B.S., Georgia Institute of Technology; M.S., University of Georgia; Ph.D., University of Nebraska-Lincoln

JORDAN, CHARLES – EVENING COORDINATOR
B.A., Miles College; M.A., Atlanta University

HENDERSON, SANDRA – DIRECTOR, LIBRARY AND LEARNING RESOURCES CENTERS
B.A., Dillard University; M.A. and Ed.S., University of Alabama – Birmingham

MARABLE, SHELIA P. – HEALTH PROFESSIONS ADN Chair
B.S.N. and M.S.N., DSN, University of Alabama at Birmingham

MASIMASI, VYAVUKA – HUMANITIES CHAIR
B.A., National University of Zaire; MAT, The School For International Training, World Learning of Vermont

PITTS, ELEANOR – ATHLETIC DIRECTOR AND CHAIRPERSON, HEALTH, PHYSICAL EDUCATION, AND DANCE
B.S., Southwest Missouri State University; M.A., Alabama State University

PRUITT, KARL – CHAIR, NATURAL SCIENCES & MATHEMATICS
B.S., University of Alabama – Birmingham; B.S. and D.P.M., University of Osteopathic Medicine and Health Science; M.S., Alabama A & M University

SLEDGE, DONALD, CAREER & TECHNICAL EDUCATION CHAIR
A.A.S., Lawson State Community College; B.S., Athens State; M.S., Alabama A & M University;
Certification: Barbering

WILKERSON, PIER – CHAIR, SERVICE CAREERS
B.A., Education, Athens State. A.A.S., Lawson State Community College; Certifications: Barbering and Cosmetology

INSTRUCTORS

WILSON, NANCY,
MANUFACTURING AND
ENGINEERING TECHNOLOGY CHAIR

*A.A.T., Bessemer State Technical
College; B.S., Athens State College;*
Certification: A+, FCC Licence

APPLING, EDNA – JOBS
Instructor/McCoy Center
B.S., Samford University

ARMBRESTER, RAND –
Instructor/Accounting Technology/
Business Administration *B.S., M.B.A.,
Samford University*
Certification: CPA

BELL, VALENCIA – Instructor/Adult
Education
*B.A., Miles College; M.A., University
of Alabama – Birmingham; J.D., Miles
Law School*

BERRY, TODD – Instructor/Automotive
Service Technology (GM ASEP)
*A.A.T., Bessemer State Technical
College, ASE Master Certification,
GM World Class Certificate*

BIZZELL, DOROTHY –
Instructor/Nursing
*A.A.S., Lawson State Community
College; B.S.N., University of
Alabama – Birmingham; M.S.N.,
Samford University;*
Certification: B.L.S. Certified

BOSWELL, INEZ – Instructor/Adult
Education
*B.S., M.S., Ed.S., University of
Alabama*

BRANCH, RHONDA Instructor/ Spanish
*B.A., University of Alabama
M.A., University of Alabama -
Birmingham*

BRIGGS, CALVIN –
Instructor/Mathematics
*B.S., Clark Atlanta, M.Ed., Alabama
State University*

BURDEN, CEDRIC – Instructor/English
*B.A. and M.A.; University of
Montevallo*

CALHOUN, CHANTE –
Instructor/Biology
*B.S. and M.Ed., Alabama State
University Ed.S University of Alabama
Birmingham.*

CALLIGHAN, ROBERT –
Instructor/Speech
*B.S., and M.A., Murray State
University*

CLAYTON, JO-LYNNE
Instructor/Nursing
*B.S.N, Berea College, M.S.N,
University of Alabama at Birmingham*

CRUSOE, MELISSA -
Instructor/Business and Office
Administration
*B.S., M.S., Ed.S., University of
Alabama – Birmingham*

DANSBY, LEEVELL – Instructor/Diesel
Mechanics
*B.S., Athens State College ASE Master
Automotive and Diesel Certifications*

DOUGLAS, CLARENCE –
Instructor/Electrical Technology
*A.A.S., Lawson State Community
College; B.S., Athens State University*

DUNCAN, NELSENA –
Instructor/Cosmetology
*A.A.S., Lawson State Community
College; B.S., Athens State University;*
Certification: Cosmetology

EPHRAIM, REBECCA –
Instructor/Nursing
*B.S.N., Tuskegee University; M.S.N.,
D.S.N., University of Alabama at
Birmingham*

GANT, LEWIS—Instructor/Electricity
*A.A.S., Lawson State Community
College, B.S., M.S., Alabama A & M
University, M.E.C. – Birmingham,
Jefferson County, AL*

GARDNER, ISADORE –
Instructor/Plumbing
*Certification: Journeyman Plumber
B.S., Alabama A & M University*

GARDNER, YOLANDE – Interim Chair,
Business Technologies (Bessemer
Campus) Instructor/Office
Administration , *B.S., University of
Alabama; M.A.Ed., University of
Alabama – Birmingham*

*Certifications: IC3, Microsoft Word,
Excel, and PowerPoint; CPS CAP for
IAAP certification*

GASTON, ALGA – Instructor/Auto Body
*ASE Certified/Collision Repair
Specialty Areas; GMC
Certified/Basecoat Refinish*

GENSEMER, PATRICIA
Instructor / Biology
*B.S., Jacksonville State University
M.S., Jacksonville State University
Ph.D., University of Alabama*

GRAVES, WILLIE – Instructor/Adult
Literacy Program
B.S., Alabama State University
GUY, ANN RENEE – Instructor/Child
Development
*B.S., University of West Alabama;
M.A., Ed.D., University of Alabama*

HALL, SANDRA O.
Instructor/English & Developmental
English
*B.A., Stillman College - M.A.,
University of Alabama at Birmingham*

HANDLEY, PATRICIA –
Instructor/English & Developmental
English
*A.A., Walker College; B.A., Samford
University; M.A., University of
Alabama*

HANNON, RUTH – Instructor/Related
Subjects
*B.A., Miles College; M.A., Atlanta
University*

HARBOUR, CLAYTON – Instructor/Air
Conditioning/Refrigeration
*Diploma, Air Conditioning and
Refrigeration, Bessemer State
Technical College; B.B.A., University
of Montevallo*

HARRIS, DEBORAH – Instructor/
Culinary Arts
*A.A.S., Lawson State Community
College; B.S., Athens State University;
M.Ed., Alabama A & M University*

HARRIS, JEFF – Instructor/
Developmental Mathematics
*B.S., University of Alabama –
Birmingham*

INSTRUCTORS CONTINUED

HARRIS, JOHN –
Instructor/Automotive Service
Technology (Ford ASSET). *Diploma,
Pulaski State Area Vocational-
Technical School; B.S., Athens State
ASE Master Automotive Certification*

HARRIS, SADIE – Instructor/Social
Work
*A.A., Lawson State Community
College; B.A., Alabama State
University; M.S.W., Atlanta University*

HAYES, SHELBY –
Instructor/Licensed Practical Nursing
*BSN, University of Alabama; MSN,
University of Alabama – Birmingham
Teaching Certificate in Nursing
Family Nurse Practitioner, CRNP*

HENRY, DOROTHY – WorkKeys
Coordinator
B.S. Alabama A & M University

HIGGINBOTHAM, HAROLD
*B.A., B.S. & M.A.E., University of
Alabama at Birmingham; Additional
Graduate work, Tulane University*

HITCHCOCK, FRANCESCA –
Instructor/English
*A.S., Jefferson State Community
College; B.A., M.A., University of
Alabama – Birmingham; Ph.D.,
University of Alabama*

HITCHCOCK, KEVIN –
Instructor/Building Construction
*A.A.T., Bessemer State Technical
College; B.S., M.Eng., University of
Alabama – Birmingham; Certified
Green Professional, National
Association of Home Builders(NAHB)*

HOWARD, TRACEY – Adult Education
Instructor/LSCC Bessemer
B.S., Alabama State University

HUNTER, GWENDOLYN –
Instructor/Cosmetology
*A.A.S., Lawson State Community
College; B.S., Athens State College;
M.S., Alabama A & M University;
Certification: Cosmetology*

JACKSON, KENDLE – Adult Education
B.S.; Alabama State University

JAMES, KESHA – Instructor of Business
Ed./Computer Science/Business
Administration
*B.S., Alabama State University; M.S.,
Auburn University, Ed.S. Auburn
University*

JONES, DAVID JR. – Instructor/Drafting
and Technology
*B.A., Tuskegee University; Master of
Architecture, Tuskegee University
Certification: Registered Architect,
State of Alabama*

JONES, TERRY – Instructor/Barbering
*A.A.S., Lawson State Community
College; Certification: Barbering*

KELLEY, MICHAEL SCOTT –
Instructor/Computer Science
*B.S., Samford University; M.S.,
University of Alabama at Birmingham*

KING, ALFREDA, L. –
Instructor/Business Administration
/Economics/Office Administration
(KBD, PBL, IRS)
*A.S., Lawson State Community
College; B.S. Miles College; M.B.A.,
Alabama A & M University*

KING, KELVIN – Instructor/English and
Speech
B.A. and M.A., Miami University

LEDFORD, ROY – Instructor/Welding
*Diploma, Bessemer State Technical
College; B.S., Athens State College
Certification: AWS Certified Welding
Inspector, AWS Certified Welding
Educator, AWS Certified Welder*

LEWIS, AISHA –
Instructor/Developmental Mathematics
*B.S., Talladega College; M.A.,
Alabama A & M University*

LITTLETON, KEITH – Instructor/Toyota,
Automotive Service Technology
*(Toyota T-TEN); ASE Master
Automotive Certification Toyota
Certified ASE Medium/Heavy Truck
Technician. Certified in: Engine
Repair; Automatic Trans/Transaxle,
Manual Drive Train and Axles ;
Suspension and Steering
Brakes; Electrical /Electronics
Systems; Heating and Air
Conditioning; Engine Performance*

LYBRAND, WILLIAM –
Instructor/Automotive Service
Technology (GM ASEP)
*A.A.S., Bessemer State Technical
College; ASE Master Automotive
Certification, GM World Class
Certificate*

MARSHALL, LARRY –
Instructor/Automotive Mechanics
Instructor
*B.S., Athens State College, Trade and
Industrial Education; B.S., Athens
State College, Vocational Education
ASE Master Automotive Certification*

MARTIN, DARLENE –
Instructor/Mathematics
*B.S., Alabama A&M University,
M.Ed., University of Montevallo
M. S., University of Alabama at
Birmingham*

MILLENDER, III, SHELLY –
Instructor/College Reading and
English
*B.S., M.S., and Ed.S., University of
Alabama – Birmingham*

MONTI, STEPHEN – Instructor/General
Education (English)
*B.A. Spring Hill College; M.A., Ph.D.,
University of Miami*

MOORE, BRIAN – Instructor/Air
Conditioning/Refrigeration
*Diploma, Bessemer State Technical
College, B.S., Athens State University*

MORGAN, RACHEL – Instructor
*B.A. Fine Arts, Savannah College of
Art and Design; M.A., University of
Alabama in Arts, Telecommunications
and Film*

MOUTRY, CLARENCE –
Instructor/Drafting and Design
Technology
*A.A.S., Lawson State Community
College; B.A., Miles College; M.S.,
Alabama A & M University; A.D.A.
Certification: Drafting*

MORGAN, RACHEL – Instructor
*B.A. Fine Arts, Savannah College of
Art and Design; M.A., University of
Alabama in Arts, Telecommunications
and Film*

INSTRUCTORS CONTINUED

MOUTRY, CLARENCE –
Instructor/Drafting and Design
Technology
A.A.S., Lawson State Community
College; B.A., Miles College; M.S.,
Alabama A & M University; A.D.A.
Certification: Drafting

MOYO, NOMSA—Instructor/Nursing
BSN., Messiah College; MSN.,
University of Zimbabwe

MURRAY-TAYLOR, TEHEITHA,
Instructor/Business & Information
Technologies
A.S., Gadsden State Community
College; B.S., M.B.A., Business,
Jacksonville State University
Certifications: IC3, Cisco Academy,
Microsoft Office

NELSON, RUEBEN – Instructor/Masonry
A.A.S., Lawson State Community
College; B.S., M.S., Alabama A & M
University, Certification: Masonry

PARSONS, SYLVIA—Instructor/Nursing
BSN., University of Alabama at
Birmingham; MSN., Walden
University

PERRY, DONNELL – Instructor/Drafting
and Design (CAD/CAM)
Certificate, Jefferson State Community
College; A.A.T., Jefferson State
Community College; B.S., Birmingham
Southern College; M.S., Alabama A &
M University

RAINE, SANDRA – Instructor/Nursing
B.S.N., Tuskegee University; M.S.N.,
Troy State University

RAYMOND, CHARLES –
Instructor/Electronics
Diploma, Bessemer State Technical
College; A.A.T., Bessemer State
Technical College
Certification: A+, NOCTI

ROBINSON, MARGARET –
Instructor/Business Ed./Computer
Science/Office Administration (AITP)
PhD, University of Alabama M.S.,
Virginia State University; B.S., Miles
College. Certifications: CTT, Certified
Technical Trainer; MCT, Microsoft
Certified Trainer; MCSE, Microsoft
Certified Systems Engineer

RODGERS, CHARMAINE –
Instructor/Licensed Practical Nursing
B.S.N., University of North Alabama;
M.S.N., Samford University

ROWE, DARRYL –
Instructor/Automotive Body Repair
ICAR Certifications: Auto
Refinishing, Service Preparation,
Sanding and Masking.

SHELTON, BESSIE – Instructor/Music
and Coordinator of College Choir
B.A., Tuskegee University; B.M.,
University of Michigan; M.M.,
University of Montevallo

Mary Smith – Instructor/Biology
B.S. and M.S. Jackson State University

STEWART, FRANCES –
Instructor/General Education (English)
B.A., Birmingham Southern College;
M.A., University of Alabama –
Birmingham

STONE, ANTHONY –
Instructor/Barbering
Certification: Barbering, Lawson
State Community College

STRINGFELLOW, MARY –
Instructor/General Education
(Mathematics)
B.S., University of Alabama; M.A.,
University of Alabama – Birmingham

SWAIN, KATRINA –
Instructor/Licensed Practical Nursing
B.S.N., Jacksonville State University;
M.S.N., University of Alabama

SWEATMON, JEFF – Instructor/Air
Conditioning/Refrigeration
Certificate, Air
Conditioning/Refrigeration, Wallace
State Community College, B.S., Athens
State University

TAFF, DARRELL –
Instructor/Automotive Service
Technology (Ford ASSET) A.A.S.,
Bessemer State Technical College;
ASE Master Automotive Certification

TAYLOR, STEVE – Instructor/Plumbing
A.A.S., Lawson State Community
College; B.S., Athens State University;
M.Ed., Alabama A & M University;
Certifications: Master Plumber/Gas
Fitter

TAYLOR, TEHEITHA, BUSINESS &
INFORMATION TECHNOLOGIES CHAIR –
A.S., Gadsden State Community
College; B.S., M.B.A., Business,
Jacksonville State University
Certifications: IC3, Cisco Academy,
Microsoft Office

TUBBS, VENITA –
Instructor/Psychology
B.A., Alabama A & M University;
M.S., Auburn University

WADE, HENRY – Instructor/Drafting
and Design
B.A. Architectural Science, Masters of
Architecture, Tuskegee University

WALKER, STEPHEN – Instructor/Art
B.F.A., University of Alabama

WHIGHAM, MARK –
Instructor/Computer Science (AITP)
B.S. and M.S., Alabama A & M
University; Certifications: Microsoft
Certified Professional (MCP)
Certified Professional Instructor (CPI)
Microsoft Office Specialist - Word
Microsoft Office Specialist - Excel
Microsoft Office Specialist –
PowerPoint; Microsoft Office
Specialist – Outlook; CompTIA A+,
Network+, i-Net+ Certified
IC3 Certified; IC3 Authorized
Instructor

WILKERSON, PIER –
Instructor/Barbering
A.A.S., Lawson State Community
College; BS Education- Athens State
University Certifications: Barbering
and Cosmetology

WILLIAMS, ALICE –
Instructor/Cosmetology
Certification: Cosmetology

WILLIAMS, LARRY –
Instructor/Developmental Mathematics
(Student Support Services)
B. S. Stillman College
M.Ed. Alabama State University

WILLIAMS, ROOSEVELT, III –
Instructor/Commercial Art,
Graphics and Prepress Communication
B.F.A. Savannah College of Art and
Design

WILLIAMS, WAYNE –
Instructor/Carpentry
A.A.S., Lawson State Community
College; B.S., M.S., Alabama A & M
University; Certification: Carpentry

INSTRUCTORS CONTINUED

WILLIAMSON, LICIA—
Instructor/Nursing
*BSN, University of Alabama at
Birmingham; MSN., University of
Alabama at Birmingham*

WILSON, NANCY –
Instructor/Electronics
*A.A.T., Bessemer State Technical
College; B.S., Athens State College
Certification: A+, FCC Licence*

WILSON, TRACEY – Instructor/Biology
*B.A., Fisk University; Ph.D., Meharry
Medical College*

WRIGHT, JANE – Instructor/Dental
Assisting
*Diploma, Bessemer State Technical
College; A.S., Bevill State Community
College, B.S., M.A., University of
Alabama – Birmingham*

ZEIGLER, BERNICE – Instructor/Nursing
*B.S.N., Tuskegee University; M.S.N.
Medical College of Georgia;
Certifications: ANA, Pediatric and
Psychiatric/Mental Health Nursing*

STAFF LISTINGS

ALBRIGHT GERI – Director of Public
Relations and Community Affairs

ALFORD, NAOMIE – Custodian

ALVARADO, JOSE – College Recruiter

ANDERSON, BECKY – Secretary,
Registrar's Office, Bessemer Campus

ANTHONY, RUTH – CAFETERIA
Manager

ANTHONY, ELIJAH – Director of
Student Support Services- Bessemer
Campus

BAILEY ,MYRA – Academic
Counselor/Tutor ~ Coordinator of
Student Support Services

BANKS, ANNIE – Custodian

BARNES, SHIRLEY – Secretary, Student
Services

BATES, JAN – Switchboard Operator

BENNETT, CAROLYN— Administrative
Assistant Library Services.

BEST, LEEANN – Secretary, Facilities
(Bessemer)

BIBB, DIEDRA—Receptionist,
One Stop Center

BLACKWELL, NELDA – Cashier

BLUE, JARVIS HVAC Technician

BLUE, LISA – Secretary, Admissions

BYRD, RALPH – Facilities and
Maintenance

BRYANT, LOLA – Administrative
Assistant/Web Master for Public
Relations

BURGIN, CLAUDIA – Administrative
Assistant/Workforce Development

CALDWELL, VINCENT – Custodian

CAMPBELL, ANTOINETTE – Custodian
CARSON, SHERRIE – Management
Information Systems Technician

CHAMPION, CAROL – Administrative
Assistant/Administrative Services

CHISEM, LORI – Registrar

CLEVELAND, EVELYN L. –
Administrative Assistant, Director of
Facility Planning and Management

COLEMAN, TRACEY – Lab Assistant,
Business and Information
Technologies

COLLINS, GWENDOLYN O., Student
Health Nurse

CROSKEY, ANGELA – Financial Aid
Specialist

CRAWFORD, MATTIE W. – Coordinator,
Upward Bound

CUNNINGHAM, DEMETRIUS - Food
Service Worker

CURRINGTON, JUANITA – Accounts
Payable Manager

DAVIS, NATHANIEL – Police Officer

DENNARD, HAROLD, II – Audiovisual
Specialist

DORIETY, REGINA – Administrative
Assistant

DUDLEY, KATRINA –College Recruiter

DUFF, ALBERT – Police Officer

DUNN, TAMMY – Administrative
Assistant to the Vice President for
Administrative & Student Services

EKUNDAYO GWENDOLYN – Adult
Education Director/One Stop Center

FINCH, GWENDOLYN – Administrative
Assistant/Dean of Student Life

GEETER, REGINA – Office Assistant for
Career Technical Division

GIARDINA, THERESA – Cafeteria
(Bessemer Campus)
GIBBS, RICHARD – Custodial
Department-Birmingham Campus

GLASS, JAMIE – Institutional
Research/Telecommunications
GRAMMER, ROY – HVAC Technician

GREENE, SAMUEL, JR. – Police Officer

GRIFFIN, JIMMIE - Custodian

GULLEY, KENNETH E. – Coordinator
of Auxiliary Services

HALL, CHARLES – HVAC
Maintenance Supervisor

HALL, ROSIEZIER – Executive Assistant
to the President (IAAP)

HERNDON, RENAY – Counselor,
Student Services

HODGES, RACHEL – Librarian

HOLLINS, JOE – College Recruiter

HOWARD, SANDRA E. – Coordinator,
Student Support Services

HOWARD, TRACEY – GED Training

HUDSON, MICHELLE – Police Officer

HUDSON, NKENGE – Counselor,
Student Support Services

HUNTER, TONJA – Librarian

HYDE, BRENDA – Secretary
Admissions

STAFF LISTINGS CONTINUED

JACKSON, CYRONDYS – College Recruiter

JOHNSON, SHARON – Bookstore Clerk

JONES, DENISE – Secretary/Student Financial Services

JONES, CLARENCE – Transportation Manager

LAWRENCE, CRAIG – Director of Financial Services

LEWIS, ALPHONSO – Police Officer

LEWIS, COURTNEY – Clerical Support, Student Support Services

LEWIS, GARRETT BLAKE
Instructor/Interim Head Baseball Coach *B.S., University of Montevallo; M.A., University of West Alabama*
LEWIS, LASHUNDRA – Administrative Assistant for Facilities

LONG, KATHERINE – Grants & Contracts Accountant

MCKENZIE, KIMBERLY – Administrative Assistant to the Vice President for Instructional Services

MANKOWICH, JIM – Network Specialist I/ MIS

MARTIN, DELORES – Admissions

MATTHEWS-BYRD, CASSANDRA – Director of Student Financial Services

MATTHEWS, KENNETH – Maintenance/Custodian

MCKINSTRY, EMMA – Secretary/Admissions

MINNIFIELD, TOMEKA – Administrative Assistant to the Dean of Education Support Services Division

MITCHELL, HELEN D. – Administrative Assistant for Health, Physical Education and Athletics

MOON, JASON- Shipping & Receiving (Bessemer Campus)

MOORE, KATINA –Accounts Payable Specialist (IAAP)

MOORER, EDDIE – Grounds

NATALE, WANDA – Accounts Receivable Manager (Birmingham Campus)

NEAL LANITA– Police Officer

OLIVE LISA – Administrative Assistant to the President

ORANGE, JANICE H. – Coordinator, Student Services

OWENS, WYNDA – Reproduction Services (Birmingham Campus)

PAIGE, TERESA – Management Information Systems Operator

PARKER, APRYL – Payroll Accountant

PEARSON, LILLIE – Cashier (Bessemer Campus)

PUGH, DEBRA – CUSTODIAN

RANKIN, KRISTIE – Coordinator, Career Services *BS, M.A.Cn., Ed.S., University of Alabama at Birmingham; Ed.D., University of Alabama*

RICHARDSON, KENNETH – Police Officer

RIGGINS, TRACEY – Faculty/Staff Services (Bessemer Campus)

ROBERTSON, AUDREY – FOOD Service Assistant

ROSS, MARVIN – Grounds

RUFFIN, JANET – Secretary/Student Support Services

SAMPLE, ROBERT JR. – Grounds

SAXTON, ROSE – Administrative Assistant College Transfer Programs.

SCURLOCK, BETTY – Evening Coordinator - Bessemer

SHELLEY, JEFF – Director of Admissions

SHERRILL, DAVID - Police Officer

SHIELDS, NICK – Director of Facilities Planning and Management

SHUMPERT, PHILLIP
Interim Head Men's Basketball Coach

SMITH, CURTIS – Custodian

SMITH, EVERETT – Maintenance/Custodian

SMITH, KAMILLE – Administrative Assistant/Associate Dean of Career Technical Programs

SMITH, ROBERT C. – Interim Director of Housing

SPEARS, VERGIE B. – Director of Human Resources

SPENCER, VICTOR – Shipping & Receiving (Birmingham Campus)

STANTON, PAUL – Police Officer

STEPHENS, RONNIE – Management Information Systems Director/Manager of Data Processing

STEWART, RICK– Grounds

STOKES, GREGORY SR – Custodian

SUGGS, PHILANA – Student Persistence Counselor, SPACE Center

TATE, ROBERT, H. – Police Lieutenant

TERRY, DAVIDA – Veterans Affairs Counselor

THOMAS, CURTIS- Custodian

THOMAS, LORENZO– Interim Director/Center for Com. Outreach/Workforce Dev

TIMS, CHANDRA. – Clerical Assistant, Student Services

TODD, EULA – Administrative Assistant to the Associate Dean of Business and Information Technologies (IAAP)

TURK, IRA – Police Officer

TURNER, DEBORAH – Records Manager (IAAP)

STAFF LISTINGS CONTINUED

TURNER, NETTIE TURNER, TAVANEKA –
Office Assistant for Business and
Information Technologies/Testing
Administrator of VUE and Drake
Authorized Testing Centers

TURNER, TAVANEKA - Director of
Accounting

UPSHAW, JACQUELINE– Financial Aid
Clerk

WASHINGTON, DERRICK – Officer

WILEY, ASHLEY – Office Assistant
Business Affairs

WILEY, AUBREY – Coach/Women’s
Basketball and Volleyball. A.A.,

WHITE, GERALDINE – Manager of Title
III, Sponsored Programs and
Development

WHITE, TIA – Inventory
Clerk/Technical Support

WILLIAMS, AMICKA– Administrative
Assistant to the Academic Dean

WILLIAMS, FALVIE - Administrative
Assistant Career Tech

WILLIAMS, JANICE B. –
Counselor/Testing & ADA
Coordinator (for students)

WILLIAMS, ROBERTA – Human
Resources Assistant

WILLIAMS, SHARON – Assistant
Director of Student Financial Services

WILLIAMS, SONYA– Resident Manager

WILLIAMS, VERNONA – Special
Projects Coordinator

WILLIAMS, WALTER – Chief of Safety
and Security

WREN, LINDA – Custodian

YOUNG, ALLEN – Coordinator of
Auxiliary Services

YOUNG, DOROTHY – Secretary, Health
Professions

YOUNGER, PHYLLIS – Enrollment
Manager



COURSE DESCRIPTIONS

COURSE DESCRIPTIONS
COURSE DESCRIPTIONS ARE ARRANGED IN
ALPHABETICAL ORDER BASED ON COURSE PREFIX
AND COURSE NUMBER.

AIR CONDITIONING/REFRIGERATION (ACR)
Course Descriptions

ACR 111 PRINCIPLES OF REFRIGERATION 3
Prerequisite(s): As determined by college
 This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system. **CORE**

ACR 112 HVAC SERVICE PROCEDURES 3
Prerequisite(s): As determined by college
 This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws.

ACR 113 REFRIGERATION PIPING PRACTICES 3
Prerequisite(s): As determined by college
 The course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should comprehend related terminology, and be able to fabricate pipe, tubing, and pipe fittings. **CORE**

ACR 119 FUNDAMENTALS OF GAS HEATING SYSTEMS 3
Prerequisite(s): As determined by college
 This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications.

ACR 121 PRINCIPLES OF ELECTRICITY FOR HVACR 3
Prerequisite(s): As determined by college
 This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion students should understand and be able to apply the basic principles of HVACR circuits and circuit components. **CORE**

ACR 122 HVACR ELECTRIC CIRCUITS 3
Prerequisite(s): As determined by college
 This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, student should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits. **CORE**

ACR 123 HVACR ELECTRICAL COMP. 3
Prerequisite(s): As determined by college
 This course introduces students to electrical components and controls. Emphasis is placed on the operations on motors, relays, contactors, starters, and other HVAC electrical components. Upon completion, students should be able to install electrical components and determine their proper operation. **CORE**

ACR 130 COMPUTER ASSISTED HVAC TROUBLESHOOTING 1
Prerequisite(s): As determined by college
 This course focuses on troubleshooting procedures. Emphasis is placed on the proper use of test equipment and machine/electrical malfunctions. Upon completion, student should be able to diagnosis and repair service problems in HVAC equipment.

ACR 132 RESIDENTIAL AIR CONDITIONING 3
Prerequisite(s): As determined by college
 This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, students will be able to service and repair residential air conditioning systems.

ACR 134 ICE MACHINES 3
Prerequisite(s): As determined by college
 This course introduces students to commercial ice machines. Emphasis is placed on components, electrical and mechanical operation sequences, control adjustment procedures, preventive maintenance, repairs, and installation procedures. Upon completion, student should be able to install service and repair commercial ice machines.

ACR 135 MECHANICAL/GAS/SAFETY CODES 3
Prerequisite(s): As determined by college
 This course is to enhance the student knowledge of the Southern Mechanical and Gas Code as well as fire and job safety requirements. Emphasis is placed on code book content and compliance with installation requirements. Upon completion, students should be able to apply code requirements to all work.

ACR 138 CUSTOMER RELATIONS 3
Prerequisite(s): As determined by college
 This course covers the basic aspects of customer relations needed to be an exemplary technician. Topics include employability skills associated with job performance, record keeping, service invoices, certification requirements, local ordinances, and business ethics.

ACR 144 BASIC DRAWING AND BLUEPRINT READING IN HVAC 3
Prerequisite(s): As determined by college
 This course covers basic drawing and blueprint reading as applied to the HVAC industry. Emphasis is on tee-view drawings, basic duct systems, and isometric piping. Upon course completion, students should be able to perform basic drawings related to HVAC systems and read pertinent blueprints.

ACR 147 REFRIGERANT TRANSITION AND RECOVERY THEORY 3
Prerequisite(s): As determined by college
 This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certification. Upon completion, students should be prepared to take the EPA 608 certification examination.

ACR 148 HEAT PUMP SYSTEMS I 3
Prerequisite(s): As determined by college
 Instruction received in this course centers around the basic theory and application of heat pump systems and components. Upon completion students will be able to install and service heat pumps in a wide variety of applications.

ACR 181 SPECIAL TOPICS IN AIR CONDITIONING AND REFRIGERATION I 3
Prerequisite(s): As determined by college
 This course provides specialized instruction in various areas related to the air conditioning and refrigeration industry.

ACR 182 SPECIAL TOPICS: WINDOW UNITS AND ICE MAKERS 3
Prerequisite(s): As determined by college
 This course provides students with opportunities to experience hands-on application in troubleshooting and repairing window units and in-home ice makers.

ACR 192 HVAC APPRENTICESHIP/ INTERNSHIP 3
Prerequisite(s): As determined by college
 This course is designed to provide basic hands-on experiences in the work place. The student is provided with a training plan developed by the employer and instructor working together to guide the learning experience. Upon course completion, students should be able to work independently and apply related skills and knowledge. This course involves a minimum of 15 work .per week.

ACR 200 REVIEW FOR CONTRACTORS EXAM 3
Prerequisite(s): As determined by college
 This course prepares students to take the State Certification Examination. Emphasis is placed on all pertinent codes, piping procedures, duct design, load calculation, psychometrics, installation procedures, and air distribution. Upon completion, students should be prepared to take the contractors exam.

ACR 203 COMMERCIAL REFRIGERATION 3
Prerequisite(s): As determined by college
 This course focuses on commercial refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components and application of refrigeration systems. Upon completion students should be able to service and repair commercial refrigeration systems.

ACR 205 SYSTEM SIZING AND AIR DISTRIBUTION 3
Prerequisite(s): As determined by college
 This course provides instruction in the load calculation of a structure and system sizing. Topics of instruction include heat loss, heat gain, equipment and air distribution sizing, and factors making acceptable indoor air quality. Upon course completion, students should be able to calculate system requirements.

ACR 210 TROUBLESHOOTING HVACR SYSTEMS 3
Prerequisite(s): As determined by college
 This course provides instruction in the use of various meters and gauges used in the HVACR industry. Emphasis is placed on general service procedures, system diagnosis, and corrective measure, methods of leak detection, and system evacuation, charging and performance checks. Upon completion students should be able to perform basic troubleshooting of HVAC/R.

AUTOMOTIVE BODY REPAIR (ABR)
Course Descriptions

ABR 111 NON-STRUCTURAL REPAIR 3
Prerequisite(s): As determined by college
 Students are introduced to basic principles of non-structural panel repairs. Topics include shop safety, identification and use of hand/power tools, sheet metal repairs, and materials.

ABR 114 NON-STRUCTURAL PANEL REPLACEMENT 3
Prerequisite(s): As determined by college
 Students are introduced to the principles of non-structural panel replacement. Topics include replacement and alignment of bolt on panels, full and partial panel replacement procedures, and attachment methods. **CORE**

ABR 122 SURFACE PREPARATION 3
Prerequisite(s): As determined by college
 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. **CORE**

ABR 123 PAINT PREPARATION AND EQUIPMENT 3
Prerequisite(s): As determined by college
 This course introduces students to methods of paint application and equipment used for vehicular refinishing. Topics include spray gun and related equipment use, paint mixing, matching, and applying the final topcoat. **CORE**

ABR 151 SAFETY AND ENVIRONMENTAL PRACTICES 3
Prerequisite(s): As determined by college
 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.

ABR 154 AUTOMOTIVE GLASS AND TRIM 3
Prerequisite(s): As determined by college
 This course is a study of automotive glass and trim. Emphasis is placed on removal and replacement of structural and nonstructural glass and automotive trim. Upon completion, students should be able to remove and replace automotive trim and glass.

ABR 156 CUTTING AND WELDING 3
Prerequisite(s): As determined by college
 Students are introduced to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc, 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 213 AUTOMOTIVE STRUCTURAL ANALYSIS 3
Prerequisite(s): As determined by college
 Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage.

ABR 214 AUTOMOTIVE STRUCTURAL REPAIR 3
Prerequisite(s): As determined by college
 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. **CORE**

ABR 223 AUTOMOTIVE MECHANICAL COMPONENTS 3
Prerequisite(s): As determined by college
 This course provides instruction in collision related mechanical repairs. Emphasis is placed on diagnosis and repairs to drive train, steering/suspension components, and various other mechanical repairs. ASE/AUM 130 Drive Train & Axles and ASE/AUM 121 Braking Systems are suitable substitutes for this course. This is a **CORE** course.

ABR 224 AUTOMOTIVE ELECTRICAL COMPONENTS 3
Prerequisite(s): As determined by college
 This course provides instruction in collision related electrical repairs and various restraints systems, including seat belts, seat belt tensioners, and airbags. Topics include

basic DC theory, types of diagnostic equipment, circuit protection, wire repair, use of wiring diagrams, airbag modules, and impact sensors. ASE/AUM 110 – Electrical & Electronic System is a suitable substitute for this course. **CORE**

ABR 255 STEERING AND SUSPENSION 3
Prerequisite(s): As determined by college
 This course introduces students to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension angles and effect of body/frame alignment on these components and angles. ASE/AUM 122 – Steering & suspension is a suitable substitute for this course. **CORE**

ABR 265 PAINT DEFECTS AND FINAL REPAIR 3
Prerequisite(s): As determined by college
 This course introduces students to methods of identifying paint defects, causes, cures, and final detailing. Students learn to troubleshoot and correct paint imperfections. **CORE**

ACCOUNTING (ACC)
Course Descriptions

ACC 129 INDIVIDUAL INCOME TAXES 3
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
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 INTRO TO ACCOUNTING SPREADSHEETS 3
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
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)
Course Descriptions

ACT 246 MICROCOMPUTER ACCOUNTING 3
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
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
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
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.

ANTOPOLOGY (ANT)
Course Descriptions

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

ART (ART)
Course Descriptions

ART 100 ART APPRECIATION 3
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
Prerequisite(s): As required by program
 This course provides the opportunity to develop perceptual and technical skills in a variety of media. Emphasis is placed on communication through 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
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
<i>Prerequisite(s): As required by program.</i>		
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
<i>Prerequisite(s): ART 121 and/or as required by program.</i>		
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.		
ART 127	3-DIMENSIONAL COMPOSITION	3
<i>Prerequisite(s): Art 121</i>		
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 visual message. Upon completion, students should, through personal expression, demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.		
ART 203	ART HISTORY I	3
<i>Prerequisite(s): As required by program.</i>		
This course covers the conological development of different forms of art, such as sculpture, painting and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion of the course, students should be able to communicate a knowledge of time period and conological sequence including a knowledge of themes, styles and of the impact of society on the arts.		
ART 204	ART HISTORY II	3
<i>Prerequisite(s): Art History I</i>		
This course covers the conological development of different forms of art, such as sculpture, painting and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion of the course, students should be able to communicate a knowledge of time period and conological sequence including a knowledge of themes, styles and of the impact of society on the arts.		
ART 233	PAINTING I	3
<i>Prerequisite(s): ART 113, 121, and/or as required by program</i>		
This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting.		
ART 286	ART FOR TEACHERS	3
<i>Prerequisite(s): As required by program.</i>		
This course provides the opportunity for perspective teachers to experience and analyze art in order to effectively incorporate the art curriculum into the classroom. Emphasis is placed on the exploration of teaching skills using art knowledge and the aesthetic experience. Upon completion, students should be able to demonstrate the ability to communicate art knowledge and the validity of the art curriculum.		

**AUTOMOTIVE SERVICE (ASE)
Course Descriptions**

ASE 101	FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY	3
<i>Prerequisite: As required by program.</i>		
This course provides basic instruction in Fundamentals of Automotive Technology. CORE		
ASE 110	ELECTRICAL AND ELECTRONIC SYSTEMS I	3
<i>Prerequisite: As required by program.</i>		
This is an introductory course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components. CORE		
ASE 121	BRAKING SYSTEMS	3
<i>Prerequisite: As required by program.</i>		
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes. CORE		
ASE 122	SUSPENSION AND STEERING	3
<i>Prerequisite: As required by core program.</i>		
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension.		
ASE 124	ENGINE REPAIR I	3
<i>Prerequisite: As required by program.</i>		
This course provides instruction on the operation design, and superficial repair of automotive engines. Emphasis is placed on understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation. CORE		
ASE 130	DRIVE TRAIN AND AXLES	3
<i>Prerequisite: As required by program.</i>		
This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability. CORE		
ASE 133	MOTOR VEHICLE AIR CONDITIONING	3
<i>Prerequisite: As required by program.</i>		
This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement.		
ASE 150	DEALERSHIP WORK EXPERIENCE	2
<i>Prerequisite: As required by program</i>		
At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact, students generally work on a full-time basis (40 per week) at the dealership. An evaluation of the student's in dealership work performance is completed by the dealership supervisor.		
ASE 160	DEALERSHIP WORK EXPERIENCE	2
<i>Prerequisite: As required by program</i>		
At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact, students generally work on a full-time basis (40 per week) at the dealership. An evaluation of the student's in dealership work performance is completed by the dealership supervisor.		
ASE 210	ELECTRICAL AND ELECTRONIC	3

SYSTEMS II		
<i>Prerequisite: As required by program.</i>		
This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on advanced troubleshooting and repair of electrical systems, subsystems, and components. CORE		
ASE 211	ADVANCED ELECTRONICS	3
<i>Prerequisite: As required by program.</i>		
This course builds on the principles of laws of electricity. Emphasis is placed on series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build and measure circuits.		
ASE 220	ENGINE REPAIR II	3
<i>Prerequisite: As required by program.</i>		
This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals.		
ASE 224	MANUAL TRANSMISSION AND TRANSAXLE	3
<i>Prerequisite: As required by program.</i>		
This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.		
ASE 230	AUTOMATIC TRANSMISSION AND TRANSAXLE	3
<i>Prerequisite: As required by program.</i>		
This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and power-flow of automatic transmissions and repairing or replacing internal and external components. CORE		
ASE 239	ENGINE PERFORMANCE I	3
<i>Prerequisite: As required by program.</i>		
This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. CORE		
ASE 244	ENGINE PERFORMANCE II	3
<i>Prerequisite: As required by program.</i>		
This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and drivability. CORE		
ASE 246	AUTOMOTIVE EMISSIONS	3
<i>Prerequisite: As required by program.</i>		
This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.		
ASE 250	DEALERSHIP WORK EXPERIENCE	2
<i>Prerequisite: As required by program</i>		
At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact, students generally work on a full-time basis (40 per week) at the dealership. An evaluation of the student's in dealership work performance is completed by the dealership supervisor.		
ASE 252	DEALERSHIP WORK EXPERIENCE	2
<i>Prerequisite: As required by program</i>		
At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact, students generally work on a full-time basis (40 per week) at the dealership. An evaluation of the student's in dealership work performance is completed by the dealership supervisor.		
ASE 262	DEALERSHIP WORK EXPERIENCE	2
<i>Prerequisite: As required by program</i>		
At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contacts, students generally work on a full-time basis (40 per week) at the dealership. An evaluation of the student's in dealership work performance is completed by the dealership supervisor.		

**AUTOMOTIVE MECHANICS (AUM)
Course Descriptions**

AUM 101	FUNDAMENTAL OF AUTOMOTIVE TECHNOLOGY	3
<i>Prerequisite: As required by program.</i>		
This course provides basic instruction in Fundamentals of Automotive Technology. CORE		
AUM 110	ELECTRICAL AND ELECTRONIC SYSTEMS I	3
<i>Prerequisite: As required by program.</i>		
This is an introductory course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components. CORE		
AUM 121	BRAKING SYSTEMS	3
<i>Prerequisite: As required by program.</i>		
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes. CORE		
AUM 122	SUSPENSION AND STEERING	3
<i>Prerequisite: As required by program.</i>		
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. CORE		
AUM 124	ENGINE REPAIR I	3
<i>Prerequisite: As required by program.</i>		
This course provides instruction on the operation design, and superficial repair of automotive engines. Emphasis is placed on understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation. CORE		
AUM 130	DRIVE TRAIN AND AXLES	3
<i>Prerequisite: As required by program.</i>		
This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability. CORE		
AUM 133	MOTOR VEHICLE AIR	3
<i>Prerequisite: As required by program.</i>		
This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement.		

AUM 150	WORK EXPERIENCE	2
<i>Prerequisite: As required by program.</i>		
At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact hours, students generally work on a full-time basis (40 hours per week) at the dealership. An evaluation of the student's in dealership work performance is completed by the dealership supervisor.		
AUM 210	ELECTRICAL AND ELECTRONIC SYSTEMS II	3
<i>Prerequisite: As required by program.</i>		
This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on advanced troubleshooting and repair of electrical systems, subsystems, and components. CORE		
AUM 211	ADVANCED ELECTRONICS	3
<i>Prerequisite: As required by program.</i>		
This course builds on the principles of laws of electricity. Emphasis is placed on series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build and measure circuits.		
AUM 220	ENGINE REPAIR II	3
<i>Prerequisite: As required by program.</i>		
This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals.		
AUM 224	MANUAL TRANSMISSION AND TRANSAXLE	3
<i>Prerequisite: As required by program.</i>		
This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.		
AUM 230	AUTOMATIC TRANSMISSION AND TRANSAXLE	3
<i>Prerequisite: As required by program.</i>		
This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and power-flow of automatic transmissions and repairing or replacing internal and external components. CORE		
AUM 239	ENGINE PERFORMANCE I	3
<i>Prerequisite: As required by program.</i>		
This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. CORE		
AUM 244	ENGINE PERFORMANCE II	3
<i>Prerequisite: As required by program.</i>		
This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and drivability. CORE		
AUM 246	AUTOMOTIVE EMISSIONS	3
<i>Prerequisite: As required by program.</i>		
This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.		
AUM 250	WORK EXPERIENCE	2
<i>Prerequisite: As required by program.</i>		
At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact hours, students generally work on a full-time basis (40 hours per week) at the dealership. An evaluation of the student's in dealership work performance is completed by the dealership supervisor.		

**AUTOMATED MANUFACTURING TECHNOLOGY (ATM)
Course Descriptions**

ATM 181	MANUFACTURING TECHNOLOGY: SPECIAL TOPIC	3
This course provides an introduction to manufacturing technology.		
ATM 205	INTRODUCTION FOR AUTOMATED MANUFACTURING	3
<i>Prerequisite: As required by program.</i>		
This course is a conventional current flow of electronic devices and networks. Topics include semiconductor diodes, power supplies, bipolar-junction transistors, amplifiers, buffers, field-effect transistors, and thyristors. Upon completion of this course a student will be able to analyze a discrete-component electronic network. CORE Note: This course will serve as a suitable substitute for ETC 103.		
ATM 221	ROBOTICS	3
<i>Prerequisite: As required by program.</i>		
This course of study includes: interfacing, robot applications, feedback, and advanced software concepts. Upon completion of this course as student will be able to program and operate an advanced robot.		
ATM 231	ROBOTICS PROJECT	3
<i>Prerequisite: As required by program.</i>		
In this course, students apply skills learned to design, fabricate, analyze, program, and operate a robotics system under faculty supervision. CORE		
ATM 261	ROBOT OPERATION AND PROGRAMMING	3
<i>Prerequisite: As required by program.</i>		
This training course is designed to provide the basic skills needed to operate and program the robot cell. The course provides both classroom and performance based hands on training in the use of controls, operations, and part programming.		
ATM 281	PROCESS CONTROL: SPECIAL TOPIC	3
<i>Prerequisite: As required by program.</i>		
These courses provide specialized instruction in process control and how it is related to automated manufacturing technology.		

**BARBERING (BAR)
Course Descriptions**

BAR 110	ORIENTATION TO BARBERING	3
<i>Prerequisite: As required by program.</i>		
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. NDC CORE		

BAR 111 SCIENCE OF BARBERING 3
Prerequisite: 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. **NDC CORE**

BAR 112 BACTERIOLOGY AND SANITATION 3
Prerequisite: 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. **NDC CORE**

BAR 113 BARBERING-STYLING LAB 3
Prerequisite: 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. **NDC CORE**

BAR 120 PROPERTIES OF CHEMISTRY 3
Prerequisite: 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 tough 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. **NDC**

BAR 121 CHEMICAL HAIR PROCESSING 3
Prerequisite: 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. **NDC**

BAR 122 HAIR COLORING CHEMISTRY 3
Prerequisite: 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. **NDC**

BAR 124 HAIR COLORING METH. LAB 3
Prerequisite: 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. **NDC**

BAR 130 MARKETING AND BUSINESS MANAGEMENT 3
Prerequisite: 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. **NDC**

BAR 131 STRUCTURE AND DISORDERS OF NAILS 3
Prerequisite: 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. **NDC**

BAR 132 HAIR STYLING AND DESIGN 3
Prerequisite: As required by program.
 This course introduces the student to the art of hair style 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. **NDC CORE**

BAR 133 HAIR STYLING AND MANAGEMENT LAB 3
Prerequisite: 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. **NDC**

**BIOLOGY (BIO)
 Course Descriptions**

BIO 101 INTRODUCTION TO BIOLOGY I 4
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, biogenetics, 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
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
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
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
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, joints, 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
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
Prerequisite(s): BIO 103 (Recommended: 4 Semester 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
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
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.

**BANKING AND FINANCE (BFN)
 Course Descriptions**

BFN100 PRINCIPLES OF BANKING 2
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
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
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 student will be able to work with more complex banking documents.

BFN 103 PERSONNEL AND THE LAW 1
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
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.

**BUILDING CONSTRUCTION (BUC)
 Course Descriptions**

BUC 110 BASIC CONSTRUCTION TOOLS AND MATERIALS 3
Prerequisite: As required by program.
 This course emphasizes the tools and materials used in the construction industry. Topics include safety, hand tools, hand held power tools and construction materials. Upon completion, students should be able to work safely within the industry and operate various hand tools and power equipment. **CORE**

BUC 112 CONSTRUCTION MEASUREMENTS AND CALCULATIONS 3
Prerequisite: BUC 110 and/or as required by program.
 This course focuses on the mathematics and calculations required to perform general building construction functions. Topics include direct and computed measurements and practical applications of mathematical formulas. Upon completion, students should be able to apply measurement and mathematical formulas used in building construction.

BUC 113 BASIC CONSTRUCTION BLUEPRINT 3
Prerequisite: As required by program.
 This course introduces students to construction blue prints. Topics include symbols and abbreviations, basic plans, elevation, sections and details. Upon completion, students should be able to read basic residential blue prints and trade information for major crafts employed at a construction site. **CORE**

BUC 115 ROOF AND CEILING FRAMING 3
Prerequisite: BUC 110 and/or as required by program.
 This course focuses on construction framing above the wall-plate line. Topics include ceiling framing roof framing, trusses and heavy timber construction. Upon completion, students should be able to frame residential ceilings and roofs, design and build trusses and apply heavy timber construction principals.

BUC 121 FLOORS AND WALLS FRAMING 3
Prerequisite: BUC 110 and/or as required by program.
 This course focuses on the basic foundation systems and construction framing. Topics include site identification, installation of foundations, wooden floors and wall systems. Upon completion, students should be able to properly locate a structure, layout a foundation excavation, and perform basic construction framing procedures for wooden floors and wall systems.

BUC 131 INTERIOR AND EXTERIOR FINISHES 3
Prerequisite: BUC 110 and/or as required by program.
 This course is designed to provide students an in-depth understanding of interior framing for finishes and finish applications. Topics include interior and exterior wall coverings, cabinets, flooring, cornices, gable-end framing, interior and exterior finishes for cornices, doors, and hardware installation. Upon completion, students should be able to frame cornices and apply interior and exterior finishes to walls and overhangs, and install floors, cabinets, and doors.

BUC 133 PLANNING, CODES, AND SCHEDULING CONSTRUCTION 3
Prerequisite: As required by program.
 This course focuses on building codes, real estate, and project scheduling. Topics include real estate, project planning, specifications, company structure and organization, building codes and related legal aspects. Upon completion, students should be able to identify the components of the construction process, locate information in building code

books, plan construction projects and understand the implications of various real estate issues.

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

BUC 143 ABOVE-GRADE CONCRETE APPLICATIONS 3
Prerequisite: BUC 110 and/or as required by program.
 This course emphasizes techniques and principles required to build above grade forms and to provide practice in constructing above-grade form systems. Topics include beam forms, slab forms, flying-form tables, crane-set wall panels, gang-form system for walls, and stair forms. Upon completion, students should be able to build above-grade concrete form systems, flying-form tables for scale, and build gang-form systems for walls and stairs.

BUC 150 HOMEBUILDERS LICENSEURE 3
Prerequisite: BUC 110 and/or as required by program.
 This course prepares students to take the State Home Builders License exam for residential construction. Topics include basic residential frame and finish review, basic estimating and associated areas. Upon completion, students should qualify to take the residential contractors exam with appropriate field experience.

BUC 210 CURRENT TOPICS IN BUILDING CONSTRUCTION 3
Prerequisite: BUC 110 and/or as required by program.
 This course focuses on current trends and emerging technologies in construction trades. Emphasis is placed on, but not limited to, field engineering, ironwork, concrete system design, materials and methods of construction, supervision, construction scheduling, sketching for builders, craft foremanship, and the total station. Upon completion, students should have developed new skills in areas of specialization.

BUC 214 SOILS AND SITE WORK 3
Prerequisite: As required by program.
 This course covers site conditions and soil types and their physical properties. Topics include site preparation, access, mechanical analysis, classification of soils, and hydrostatics of groundwater. Upon completion, students should be able to adequately prepare a building site according to plans and specifications.

BUC 217 CONSTRUCTION SURVEYING 3
Prerequisite: As required by program.
 This course covers field surveying applications for residential and commercial construction. Topics include building layout and leveling, linear measurement and turning angles, plumbing vertical members, and topographic and utilities surveys. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings.

**BUSINESS (BUS)
 Course Descriptions**

BUS 100 INTRODUCTION TO BUSINESS 3
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
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
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
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
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
Prerequisite(s): As required by program
 This course provides strategies for personal and profession development. Topics include business etiquette, personal appearance, interviewing techniques, and development of a self-concept necessary for business success.

BUS 189 HUMAN RELATIONSHIPS 3
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
Prerequisite(s): As required by program
 This course is a part of a series of workshops where in 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
Prerequisite(s): As required by program
 This course is a part of a series of workshops where in 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
Prerequisite(s): As required by program
 This course is a part of a series of workshops where in 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
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
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
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
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
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
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
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
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
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
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
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 OF BUSINESS ENVIRONMENT 3
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
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
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
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
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
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.

BUS 296 BUSINESS INTERNSHIP I 3

Prerequisite(s): Minimum 6 Semester Completed/Minimum GP 2.0 (C) and/or 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 a 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.

BUS 297 BUSINESS INTERNSHIP II 3
Prerequisite(s): Minimum 6 Semester Completed/Minimum GP 2.0 (C) and/or 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 a 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.

BUS 298 DIRECTED STUDIES I 3
Prerequisite(s): As required by program
 This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need.

BUS 299 DIRECTED STUDIES II 3
Prerequisite(s): As required by program
 This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need.

**CABINETMAKING (CAB)
 Course Descriptions**

CAB 101 INTRODUCTION TO CABINETMAKING 3
Prerequisite: As required by program.
 This is a beginning woodworking course which 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. CORE NDC

CAB 102 INTRODUCTION TO LUMBER 3
Prerequisite: As required by program.
 This is an introductory course to lumber, grades, sizes, characteristics and uses. Also included in the course are 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. CORE NDC

CAB 103 SIZES, DIMENSION AND JOINTS 3
Prerequisite: 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 plan jobs, make shop drawings, job layouts and patterns. CORE NDC

CAB 104 CABINET SHOP OPERATIONS 3
Prerequisite: 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. CORE NDC

CAB 140 WOODFINISHING FUNDAMENTALS 2
Prerequisite: As required by program.
 This is an introductory wood finishing course. Topics include sanding, filling, staining, brushing and spraying. Upon course completion, students should be able to perform basic wood finishing procedures. CORE NDC

CAB 141 WOODFINISHING 2
Prerequisite: CAB 140.
 This course is a continuation of CAB 140. Emphasis is on filling, rubbing, spraying, and building up finishes. Upon course completion, students should be able to perform wood finishing procedures. NDC

CAB 181 SPECIAL TOPIC: REFINISHING FURNITURE AND ANTIQUES 3
Prerequisite: As required by program.
 These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in cabinetmaking application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in any may include any automotive, furniture, or related area in cabinetmaking. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice. NDC

CAB 204 CABINETMAKING AND MILLWORK 5
Prerequisite: 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. CORE NDC

CAB 211 CABINET INSTALLATION AND TRIM WORK 3
Prerequisite: As required by program.
 This course introduces students to cabinet installation theories and stair construction theories. Upon completion of the course, students should be able to explain proper sequence and methods of installing kitchen and bathroom cabinets as well as figure and design interior stairs.

**CAREER/TECHNICAL ENGLISH (COM)
 Course Description**

COM 100 INTRODUCTORY TECHNICAL ENGLISH 3
Prerequisite(s): As required by program
 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.

**CAREER/TECHNICAL COMPUTER SKILLS (DPT)
 Course Description**

DPT 103 INTRO COMPUTER SKILLS I 3
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.

**CAREER/TECHNICAL MATHEMATICS (MAH)
 Course Description**

MAH 101 INTRODUCTORY TECHNICAL MATHEMATICS 3
Prerequisite(s): As required by program
 This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include business and industry related arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their occupational areas of study. NCA

**CAREER/TECHNICAL COMMUNICATION SKILLS (SPC)
 Course Description**

SPC 103 CAREER TECHNICAL SPEAKING 3
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. NCA

**CARPENTRY (CAR)
 Course Descriptions**

CAR 111 CONSTRUCTION BASICS 3
Prerequisite: 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. NDC CORE

CAR 112 FLOORS, WALLS, SITE PREPARATION 3
Prerequisite: CAR 111. Co-requisite: CAR 113.
 This course introduces the student to floor and wall layout, and construction. Topics include methods of house framing, components of floor framing, layouts, sub-flooring, connectors and fasteners, and site preparation. Upon course completion, students will be able to identify various types of floor framing systems, select the sizes of floor joists, identify types of house framing, list types of fasteners, and identify property lines, set backs, and demonstrate a working knowledge of terrain and batter boards. NDC CORE

CAR 113 FLOORS WALLS, SITE PREPARATION LAB 3
Prerequisite: CAR 111. Co-requisite: 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, stud wall 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. NDC CORE

CAR 114 INTRODUCTION TO CARPENTRY TOOLS AND MATERIALS 3
Prerequisite: 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. NDC CORE

CAR 121 INTRODUCTION TO BLUEPRINT READING 3
Prerequisite: 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. NDC CORE

CAR 122 CONCRETE AND FORMING READING 3
Prerequisite: CAR 111. Co-requisite: CAR 123.
 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. NDC

CAR 123 CONCRETE AND CONCRETE AND FORMING LAB 3
Prerequisite: CAR 111. Co-requisite: 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. NDC

CAR 131 ROOF AND CEILING SYSTEMS 3
Prerequisite: CAR 111. Co-requisite: CAR 133.
 This course focuses on the design and installation of roof and ceiling systems. Emphasis is placed on rafters, trusses, ceiling 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. NDC CORE

CAR 132 INTERIOR AND EXTERIOR FINISHING 3
Prerequisite: CAR 111.
 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. NDC CORE

CAR 133 ROOF AND CEILING SYSTEMS LAB 3

Prerequisite: CAR 111. *Corequisite:* CAR 131.
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. **NDC CORE**

CAR 214 INTRODUCTION TO CABINERY 3

Prerequisite: As required by program.
This course is an introductory cabinetry course. Emphasis is placed on design and construction of cabinetry. Upon completion, the student should be able to design and build cabinets according to specification. **NDC**

CAR 228 STAIRS, MOLDING, AND TRIM 3

Prerequisite: As required by program.
This course focuses on the basics of stair design, layout, and construction. Topics also include cutting and installing stair trim and molding. Upon course completion, students should be able to layout, cut, and construct stairs, and install trim and molding. **NDC**

CAR 230 RESIDENTIAL REPAIR AND REMODELING 3

Prerequisite: As required by program.
This course focuses on the methods used for a repair or remodeling project. Topics include design, estimation of materials, cost, time, manpower, and bid preparation. Upon completion the students should be able to demonstrate an ability to design a repair or remodeling project according to code, accurately quote materials, cost, time, and manpower requirements, and obtain all necessary permits for construction. **NDC**

COMMERCIAL ART & ILLUSTRATION (CAT) Course Descriptions

CAT 101 MODERN COMMERCIAL ART 3

Prerequisite: As required by program.
This course provides students with a basic knowledge of the current tools and practices used in the commercial art industry. Emphasis is placed on computer terms, file management, hardware components, and software applications that include image editing, illustration, and layout. Upon completion, students will have an understanding of using the computer as a design tool in today's commercial art industry.

CAT 114 ELECTRONIC GRAPHIC APPLICATIONS 3

Prerequisite: As required by program.
This course introduces students to software applications in graphic productions. Topics may include production terms, image editing, illustration, and layout software applications. Upon completion, students should be able to use industry-standard production software packages.

CAT 118 DESIGN DRAWING 3

Prerequisite: As required by program.
This is an introductory course using pencil, conte crayon, and drawing instruments. Topics include perspective, space, and relationships of design elements, light, shadow, and depth. Still life, landscape, fundamental gesture drawing and page design are introduced. Upon completion, students should be able to apply the fundamentals of drawing and area composition.

CAT 120 DIGITAL IMAGING 3

Prerequisite: As required by program.
This course introduces students to digital imaging software. Emphasis is placed on painting and editing, creating special effects, basic image corrections, photo retouching, preparing images for web publications and creating color separations. Upon completion, students should be able to identify the different tools, work with multiple layer images, retouch a photograph, create special effects and prepare an image for a web publication.

CAT 123 LAYOUT AND DESIGN 3

Prerequisite: As required by program.
This course introduces students to layout and design principles using current software. Topics include importing, combining and manipulating text, graphic elements, and images for composite layout. Upon completion, students should be able to design and layout various projects at a professional level for production.

CAT 130 PRINCIPLES OF DESIGN 3

Prerequisite: As required by program.
This course introduces students to the traditional principles and elements of design. It promotes creative thinking to solve visual communication problems. Emphasis is placed on alignment, contrast, repetition, and proximity. Design concepts include symmetrical and asymmetrical design, as well as the importance of line, shape, texture, value and color. Upon completion, students should be able to use conscious awareness of design principles to create successful projects.

CAT 132 BASIC ADVERTISING DESIGN 3

Prerequisite: As required by program.
This course focuses on design assignments related to the commercial art field and introduces students to graphic design techniques. Focus is placed on creating and producing advertising design pieces. Emphasis is placed on accuracy, sizing, and craftsmanship. Upon course completion, students should be able to apply creative thinking in design communications and should be able to produce advertising design from concept to completion.

CAT 152 DIGITAL PHOTOGRAPHY 3

Prerequisite: As required by program.
This course introduces students to digital imaging techniques. Emphasis is placed on the technical application of the camera and on digital photographic lighting methods. Upon completion, students should be able to determine the need for digital photography versus reproduction quality advertising photography and understand both concepts.

CAT 180 CURRENT TOPICS 3

Prerequisite: As required by program.
This course is a survey of current trends in the commercial art industry and provides specialized instruction in various areas using current professional techniques. Emphasis is placed on specialized areas of commercial art.

CAT 232 INTERMEDIATE ADVERTISING DESIGN 3

Prerequisite: As required by program.
This course includes mid-level design concepts and assignments. Emphasis is placed on various design elements including artistic rendering, photo illustrations, typography, and computer layout as applied to advertising campaigns. Upon completion, students should be able to use their design skills to produce professional quality graphic designs and layout. This course includes advance design

CAT 242 ADVANCED ADVERTISING DESIGN 3

Prerequisite: As required by program.
This course allows students to integrate advertising marketing and design principles to produce pieces that communicate effectively. Emphasis is placed on concepts using creative thinking coupled with design application to develop positive advertising campaigns. Upon completion, students should be able to apply their collaborative design skills to meet the needs of the advertising industry.

CAT 260 PORTFOLIO 3

Prerequisite: As required by program.
This course provides the advanced student an opportunity to use previous commercial art training to design and produce a professional and marketable portfolio for final presentation. Emphasis is placed on a completed portfolio, resume, and cover letter.

Upon completion, students should be able to formulate and organize their portfolios for various design positions.

CAT 270 WEB SITE DEVELOPMENT 3

Prerequisite: As required by program.
This course focuses on the necessary technical tools and design principles used for creating and posting web sites. Emphasis is placed on software and the creation and maintenance of a web site. Upon completion, students should be able to design, implement and maintain a web site.

CAT 283 3D GRAPHICS AND ANIMATION 3

Prerequisite: CAT 111.
This course is designed to tap the imagination of the student in a three dimensional problem solving environment. Topics include a basic introduction to the concepts of 3D design and animation as applied to a design project. Upon completion, students should be able to create and animate objects in a three-dimensional environment.

CAT 292 COOPERATIVE WORK EXPERIENCE 3

Prerequisite: As required by program.
This course is designed for the student to obtain work experience in the Commercial Art profession. Emphasis is placed on instruction by a qualified professional in a work situation and on producing work meeting industry standards using current technology. Upon completion, students should be able to work in a professional creative environment with little or no supervision.

CULINARY ARTS (CFS) Course Descriptions

CFS 101 ORIENTATION TO THE HOSPITALITY PROFESSION 3

Prerequisite: As required by program.
This course introduces various facets and opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on having students comprehend their role as a hospitality industry professional. Topics include an overview of the hospitality profession, knowledge and skills necessary for successful employment, the impact of the hospitality profession on society, issues that impact on various segments of the hospitality profession, and emerging trends. **CORE**

CFS 102 CATERING 2

Prerequisite: As required by program.
This course includes the theory and practice of operating a catering business. Topic 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 3

Prerequisite: CFS 101.
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. **CORE**

CFS 112 SANITATION, SAFETY, AND FOOD SERVICE 2

Prerequisite: 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. **CORE**

CFS 113 TABLE SERVICE 2

Prerequisite: 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 bussing 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 3

Prerequisite: As required by program.
This core 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 course completion, students will be able to apply efficient work habits, sanitation and safety in the kitchen.

CFS 201 MEAT PREPARATION AND PROCESSING 2

Prerequisite: 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 3

Prerequisite: 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 3

Prerequisite: As required by core 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. **C**

CFS 216 FOOD AND DRUG INTERACTION 1

Prerequisite: As required by program.
This course introduces the student to the planning of special diets in relation to food and drug interactions. Emphasis is placed on reviewing common medications that are often prescribed and how these medications interact with certain foods. Upon completion, students demonstrate an understanding of food and drug interaction.

CFS 222 DIETARY MANAGEMENT 3

Prerequisite: 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.

CHEMISTRY (CHM) Course Descriptions

CHM 104 INTRODUCTION TO INORGANIC CHEMISTRY 4

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

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

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

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

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 emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

CHM 222 ORGANIC CHEMISTRY II 4

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 stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

CHILD DEVELOPMENT (CHD) Course Descriptions

CHD 100 INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN 1-3

Prerequisite(s): As required by program
This course introduces the childcare profession including the six functional areas of the Child Development Associate (CDA) credential. Emphasis is placed on using positive guidance techniques, setting up a classroom and planning a schedule. Upon completion students should be able to create and modify children's environments to meet individual needs, use positive guidance to develop positive relationships with children, and promote children's self-esteem, self-control and self-motivation.

CHD 201 CHILD GROWTH AND DEVELOPMENT PRINCIPLES 3

Prerequisite(s): As required by program
This course is a systematic study of child growth and development from conception through early childhood. Emphasis is placed on principles underlying physical, mental, emotional and social development, and on methods of child study and practical implications. Upon completion, students should be able to use knowledge of how young children differ in their development and approaches to learning to provide opportunities that support the physical, social, emotional, language, cognitive, and aesthetic development of children.

CHD 202 CHILDREN'S CREATIVE EXPERIENCE 3

Prerequisite(s): As required by program
This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math and movement with observation and participation with young children required. Upon completion, students should be able to select and implement creative and age-appropriate experiences for young children.

CHD 203 CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT 1-3

Prerequisite(s): As required by program
This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening pre-reading and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities that support a language-rich environment for young children.

CHD 204 METHODS AND MATERIALS FOR TEACHING CHILDREN 1-3

Prerequisite(s): As required by program
This course introduces basic methods and materials used in teaching 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
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
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
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
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
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.

CHD 211 CHILD DEVELOPMENT SEMINAR 1-2
Prerequisite(s): As required by program
 A selection of topics relating to young children is addressed in this course. Subject matter will vary according to industry and student needs. Upon completion, students should demonstrate competencies designed to assess course objectives.

CHD 215 SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEVELOPMENT 1-3
Prerequisite(s): As required by program
 This course provides a minimum of 90 of hands-on, supervised experience in an approved program for young children. Emphasis is placed on performance of daily duties which are assessed by the college instructor and the cooperating teacher. Upon completion, students should be able to demonstrate competency in a child care setting.

CHD 220 PARENTING SKILLS 3
Prerequisite(s): As required by program
 This course will focus on important issues in parenting education, beginning with prenatal concerns and continuing through childhood years. Particular emphasis will be placed on appropriate positive discipline methods.

**CLERICAL (CLR)
 Course Descriptions**

CLR 100 BASIC KEYBOARDING 3
Prerequisite(s): As required by program
 This course is designed to develop touch keyboarding skills for efficient use of the typewriter or microcomputer. 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. **CORE NDC**

CLR 104 ADVANCED KEYBOARDING 3
Prerequisite(s): 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. 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 in the production of business documents. **CORE NDC**

CLR 110 NAVIGATING WINDOWS 3
Prerequisite(s): As required by program
 This course is designed to introduce the student to the Windows environment. 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 applicable hardware and software. **NDC**

CLR 116 MICROCOMPUTER APPLICATIONS 3
Prerequisite(s): As required by program
 This course is designed to introduce the most common software applications for microcomputers. Emphasis is on major commercial software used for business applications. Upon completion, the student should be able to demonstrate the ability to use applicable software. **NDC**

CLR 125 BASIC WORD PROCESSING 3
Prerequisite(s): As required by program
 This course is designed to provide the student with basic word processing skills. Emphasis is on using 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. **CORE NDC**

CLR 126 ADVANCED WORD PROCESSING 3
Prerequisite(s): As required by program
 This course is designed to increase student proficiency in using advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents. **NDC**

CLR 131 BUSINESS ENGLISH 3
Prerequisite(s): As required by program
 This course is designed to develop the student's ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, work usage, word division, and proofreading. Upon completion, the student should be able to write and speak effectively.

CLR 133 BUSINESS COMMUNICATIONS 3
Prerequisite(s): As required by program
 This course is designed to provide the student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically-organized business communications. Upon completion, the student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communications. **NDC**

CLR 218 OFFICE PROCEDURES 3
Prerequisite(s): As required by program
 This course is designed to develop an awareness of the responsibilities and opportunities of the office professional. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role. **CORE NDC**

**COMPUTER SCIENCE (CIS)
 Course Descriptions**

CIS 110 INTRODUCTION TO COMPUTER LOGIC AND PROGRAMMING 3
Prerequisite(s): As required by program
 This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudo-code will be covered and students will be expected to apply the techniques to designated situations and problems. This is a CORE course.

CIS 115 PRESENTATIONS GRAPHICS SOFTWARE APPLICATIONS 3
Prerequisite(s): As required by program
 This course provides students with hands-on experience using presentation graphics software. Students will develop skills common to most presentation graphics software by developing a wide variety of presentations. Emphasis is on planning, developing, and editing functions associated with presentations.

CIS 115 PRESENTATIONS GRAPHICS SOFTWARE APPLICATIONS 3
Prerequisite(s): As required by program
 This course provides students with hands-on experience using presentation graphics software. Students will develop skills common to most presentation graphics software by developing a wide variety of presentations. Emphasis is on planning, developing, and editing functions associated with presentations.

CIS 117 DATABASE MANAGEMENT SOFTWARE APPLICATIONS 3
Prerequisite(s): As required by program
 This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management.

CIS 121 NETWORKING I 3
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
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 able to describe and use the major components of selected computer software and hardware.

CIS 135 INTERNET PROGRAMMING 3
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 145 ADVANCED WEB PAGE DEVELOPMENT 3
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 JavaScript, Dynamic HTML, Java Applets, style sheets, and creating interactive web pages and sites.

CIS 146 MICROCOMPUTER APPLICATIONS 3
Prerequisite(s): As required by program
 This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC certification. This course or an equivalent is CORE for the AAT and AAS CIS programs.

CIS 147 ADVANCED MICRO APPLICATIONS 3
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 covered in CIS 146. Advanced functions and integration of word processing, spreadsheets, database, and 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. This course will help prepare students for the MOS certification.

CIS 148 POST ADVANCED MICROCOMPUTER APPLICATIONS 3
Prerequisite(s): As required by program
 This course builds on concepts associated with various microcomputer applications with emphasis on advanced features commonly found in software applications. Advanced features of word processing, spreadsheets, database, and presentation packages are introduced. Features such as macros, Visual Basic Applications, and online features are included in the content of the course. Upon completion, the student will be able to apply the advanced features of selected software to the workplace. This course will help prepare students for the MOS certification.

CIS 149 INTRODUCTION TO COMPUTERS 3
Prerequisite(s): As required by program
 This course is an introduction to computers and their impact on society. The course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies. This course introduces programming and computer operating systems. Upon completion, students will have basic knowledge of computer technology and will be

able to perform basic functions with a computer system. The course will help prepare students for the IC certification.

CIS 151 GRAPHICS FOR WORLD WIDE WEB 3
Prerequisite(s): As required by program
 Graphics 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 160 MULTIMEDIA FOR THE WORLD WIDE WEB 3
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
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
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
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
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 LMI, 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 185 COMPUTER ETHICS 3
Prerequisite(s): As required by program
 This course will survey the various issues surrounding computer ethics.

CIS 187 MARKETING ON THE WORLD WIDE WEB 3
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 use and understand the tools of the Internet.

CIS 189 CO-OP FOR CIS I 3
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 191 INTRODUCTION TO COMPUTERS PROGRAMMING CONCEPTS 3
Prerequisite(s): College algebra and/or as required by program
 This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in selected languages. Structured programming techniques involving input/output, conditional statements, loops, files, arrays and structures and simple data structures are introduced. Students are expected to write programs as part of this course.

CIS 192 ADVANCED COMPUTERS PROGRAMMING CONCEPTS 3
Prerequisite(s): As required by program
 This course covers the concepts of algorithm specifications, structured programming, data representation, searching, sorting, recursion, simple data structures, language description, and problem testing. Emphasis is placed on development of problem-solving skills. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 191 INTRODUCTION TO COMPUTERS PROGRAMMING CONCEPTS LAB 1
Prerequisite(s): As required by program
 Programming laboratory. Students develop and apply the basic programming skills.

CIS 196 COMMERCIAL SOFTWARE APPLICATIONS 3
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 repeated 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** **3**

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 199 **NETWORK COMMUNICATIONS** **3**

Prerequisite(s): *As required by program*

This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs (Local Area Networks) and WANs (Wide Area Networks), Client/Server technology, the Internet, Intranets and network troubleshooting. Upon completion of the course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. They will receive hands-on experience building a mock network in the classroom. This course will help prepare students for the CCNA and Network+ certifications. This is a **CORE** course for the AAT, AAS CIS programs. CIS 161 or CIS 273 may be used as a suitable substitute for this course.

CIS 202 **LOCAL AREA NETWORK BASICS** **3**

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 per week in the computer laboratory.

CIS 207 **INTRODUCTION TO WEB DEVELOPMENT** **3**

Prerequisite(s): *As required by program*

At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.

CIS 208 **INTERMEDIATE WEB DEVELOPMENT** **3**

Prerequisite(s): *As required by program*

This course builds upon basic skills in Web authoring. Various Web authoring tools are introduced. Upon completion students will be able to use these tools to enhance Web sites.

CIS 209 **ADVANCED WEB DEVELOPMENT** **3**

Prerequisite(s): *As required by program*

This is an advanced Web design course emphasizing the use of scripting languages to develop interactive Web sites. Upon completion students will be able to create data driven Web sites. This course helps prepare students for the Certified Internet Webmaster (CIW) Foundations certification.

CIS 212 **VISUAL BASIC** **3**

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 on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics tough the completion of programming projects and appropriate tests.

CIS 213 **ADVANCED BASIC PROGRAMMING** **3**

Prerequisite(s): *CIS 212 and/or as required by program*

This course is a continuation of CIS 212, Basic Programming.

CIS 222 **DATABASE MANAGEMENT SYSTEM** **3**

Prerequisite(s): *As required by program*

This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web.

CIS 223 **TEE-DIMENSIONAL COMPUTER MODELING** **3**

Prerequisite(s): *As required by program*

This course is a study in 3D computer modeling and 3D painting beginning with primitive shapes and creating compelling 3D objects for use in model libraries, games, print material, web sites, visual simulation, and architectural applications. Powerful operations for modeling and 3D painting are incorporated into an interface that is simple and intuitive to use.

CIS 224 **TEE-DIMENSIONAL COMPUTER ANIMATION** **3**

Prerequisite(s): *As required by program*

This course is a study in 3D computer animation. Course contents include a review of 3D modeling, rendering the 3D animations, compositing and special effects for both video and digital editing, video and film recording, storyboarding and sound design, technical testing and production estimates and scheduling.

CIS 239 **NETWORKING SOFTWARE** **3**

Prerequisite(s): *As required by program*

This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. It covers IBM compatible PC software. The class will help to prepare participants for the Network A+ Certification sponsored by CompTIA. This is a **CORE** course for the AAT and AAS CIS programs.

CIS 240 **NETWORKING HARDWARE** **3**

Prerequisite(s): *As required by program*

This course is a fundamental study of the systems and subsystems in a microcomputer. The class will help to prepare participants for the Network A+ Certification sponsored by CompTIA. This is a **CORE** course for the AAT and AAS CIS programs.

CIS 249 **MICROSOFT OPERATING SYSTEMS** **3**

Prerequisite(s): *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 250 **E-COMMERCE** **3**

Prerequisite(s): *CIS 130 and Web related computer experience.*

This course is an introduction into e-commerce. Topics include marketing, building an e-commerce store, security, and electronic payment systems. Upon completion students will be able to build an e-commerce presence.

CIS 251 **C PROGRAMMING** **3**

Prerequisite(s): *CIS 130, 191, 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 tough the completion of programming projects and appropriate tests.

CIS 252 **ADVANCED C++ PROGRAMMING** **3**

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 tough the completion of programming projects and appropriate tests.

CIS 253 **BASIC ROUTER TECHNOLOGY** **3**

Prerequisite(s): *As required by program*

This course is designed to prepare students to apply the basics of networking hardware. The course covers beginning router configurations, routed and routing protocols, and an introduction to LAN switching.

CIS 254 **ADVANCED ROUTER TECHNOLOGY** **3**

Prerequisite(s): *As required by program*

This course is designed to prepare students to apply the advanced principles and applications of networking hardware. The course covers advanced router configurations, LAN switching, network management, and advanced network issues.

CIS 255 **JAVA PROGRAMMING** **3**

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 tough the completion of programming projects and appropriate tests.

CIS 256 **ADVANCED JAVA PROGRAMMING** **3**

Prerequisite(s): *As required by program*

This course is a second course of a sequence using the Java programming language. Topics include: Sun's Swing GUI components, JDBC, JavaBeans, RMI, servlets, and Java media framework. Upon completion, the student will be able to demonstrate knowledge of the topics tough programming projects and appropriate exams.

CIS 257 **NOVELL ADMINISTRATION** **3**

Prerequisite(s): *As required by program*

This course introduces the basics of managing a Novell network. It teaches students how to use Novell 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 multitenant 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 Novell messaging services.

CIS 258 **NOVELL ADMINISTRATION II** **3**

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 Novell networking environment, including Novell partitioning and replication and time synchronization strategies. After completing this course students will be able to manage a complex NDS.

CIS 259 **NOVELL NETWORK ADMINISTRATION II** **3**

Prerequisite(s): *As required by program*

This course affords opportunities to design and create a Novell implementation plan.

CIS 261 **COBOL PROGRAMMING** **3**

Prerequisite(s): *As required by program*

This course is an introduction to the COBOL programming language. Included are structured programming techniques, report preparation, arithmetic operations, conditional statements, group totals, and table processing. Upon completion, the student will be able to demonstrate knowledge of the topics tough the completion of programming projects and appropriate tests.

CIS 262 **COBOL PROGRAMMING II** **3**

Prerequisite(s): *As required by program*

This course consists of development, completion, testing, and execution of complex problems in COBOL using various data file structures. A structured approach will be implemented as a methodological system. Upon completion, the student will be able to demonstrate knowledge of the topics tough the completion of programming projects and appropriate tests.

CIS 264 **BUSINESS APPLICATIONS** **3**

Prerequisite(s): *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 268 **SOFTWARE SUPPORT** **3**

Prerequisite(s): *As required by program*

This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This course is a suitable substitute for CIS 239, Networking Software.

CIS 269 **HARDWARE SUPPORT** **3**

Prerequisite(s): *As required by program*

This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a suitable substitute for CIS 240, Networking Hardware.

CIS 273 **INTRODUCTION TO NETWORKING COMMUNICATIONS** **3**

Prerequisite(s): *As required by program*

This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students gain hands-on experience in basic networking. This course further helps prepare students for certification. *NOTE: This course is a suitable substitute for CIS 199. Additionally, CISCO 1 may be used as a suitable substitute for this course. However, CIS 273 will not substitute for CISCO 1.*

CIS 275 **WORKSTATION ADMINISTRATION** **3**

Prerequisite(s): *As required by program*

This course provides a study of client system administration in a network environment. Topics include installing monitoring maintaining, and troubleshooting client operating system software and managing hardware devices and shared resources. Students gain

hands-on experience in client operating system installation and basic administration of network workstations.

CIS 276 **SERVER ADMINISTRATION** **3**

Prerequisite(s): *CIS 273 and/or as required by program*

This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.

CIS 277 **NETWORK SERVICES ADMINISTRATION** **3**

Prerequisite(s): *As required by program*

This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, managing, and maintaining essential network operating system services such as those for client address management, name resolution, security, routing, and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks.

CIS 278 **DIRECTORY SERVICES ADMINISTRATION** **3**

Prerequisite(s): *As required by program*

This course provides a study of planning, implementing, and maintaining a network directory service. Topics included in this course are planning and implementing network directory organizational and administrative structures. Students gain hands-on experience using a directory service to manage user, group, and computer accounts, shared folders, network resources, and the user environment.

CIS 279 **NETWORK INFRASTRUCTURE DESIGN** **3**

Prerequisite(s): *As required by program*

This course provides a study of network infrastructure design. Topics included in this course are strategies for planning, implementing, and maintaining server availability and security, client addressing schemes, name resolution, routing, remote access, and network security. Students gain experience by designing plans for implementing common network infrastructure and protocols.

CIS 280 **NETWORK SECURITY** **3**

Prerequisite(s): *As required by program*

This course provides a study of tests to network security and methods of securing a computer network from such tests. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures.

CIS 281 **SYSTEM ANALYSIS AND DESIGN** **3**

Prerequisite(s): *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 tough the completion of programming projects and appropriate tests.

CIS 282 **COMPUTER FORENSICS** **3**

Prerequisite(s): *As required by program*

This course introduces students to methods of computer forensics and investigations. This course helps prepare students for the International Association of Computer Investigative Specialists (IACIS) certification.

CIS 284 **CIS INTERNSHIP** **3**

Prerequisite(s): *As required by program*

This course is designed to provide the student with an opportunity to work in a degree/program related environment. Emphasis is placed on the student's "real world" work experience as it integrates academics with practical applications that relate meaningfully to careers in the computer discipline. Significance is also placed on the efficient and accurate performance of job tasks as provided by the "real world" work experience. Grades for this course will be based on a combination of the employer's evaluation of the student, and the contents of a report submitted by the student. Upon completion of this course, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to a "real world" work experience.

CIS 285 **OBJECT ORIENTED PROGRAMMING** **3**

Prerequisite(s): *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. 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 MANAGEMENT INFO SYSTEM** **3**

Prerequisite(s): *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** **3**

Prerequisite(s): *As required by program*

This course will provide students with the technical skill required to install, configure, administer and troubleshoot SQL Server client/server database management system. At the completion of this series students will be able to: identify the features of SQL Server and the responsibilities and challenges in system administration; identify the benefits of integrating SQL Server and setup clients for SQL Server; install and configure SQL Server; manage data storage using database devices and partition data using segments; manage the user accounts; manage user permissions; identify the various task scheduling and alerting 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 291 **CASE STUDY IN COMPUTER SCIENCE** **3**

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 292 **SPECIAL TOPICS** **2**

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 comprehension of the specified topics.

CIS 293	SPECIAL TOPICS	1
<i>Prerequisite(s): As required by program</i>		
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 specified skills.		
CIS 294	SPECIAL TOPICS	3
<i>Prerequisite(s): As required by program</i>		
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	SPECIAL TOPICS	2
<i>Prerequisite(s): As required by program</i>		
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 specified skills.		
CIS 296	SPECIAL TOPICS	3
<i>Prerequisite(s): As required by program</i>		
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 specified skills.		
CIS 297	CO-OP FOR CIS II	3
<i>Prerequisite(s): As required by program</i>		
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	3
<i>Prerequisite(s): As required by program</i>		
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 COMPUTER SCIENCE	3
<i>Prerequisite(s): As required by program</i>		
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.		

offers opportunities for students to put into practice concepts learned in the theory component from COS 111. **CORE**

COS 113	THEORY OF CHEMICAL SERVICES	3
<i>Prerequisite: As required by program.</i>		
COREQUISITE: COS114.		
During this course students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics. CORE		
COS 114	CHEMICAL SERVICES LAB	3
<i>Prerequisite: As required by program.</i>		
COREQUISITE: COS113.		
During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting. CORE		
COS 115	HAIR COLOR THEORY	3
<i>Prerequisite: As required by program.</i>		
COREQUISITE: COS116.		
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 will be able to identify all classifications of hair coloring and the effects on the hair. This is a CORE course.		
COS 116	HAIR COLORING LAB	3
<i>Prerequisite: As required by program.</i>		
COREQUISITE: COS115.		
In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening. CORE		
COS 117	BASIC SPA TECHNIQUES	3
COREQUISITE: COS 118.		
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, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care. CORE		
COS 118	BASIC SPA TECHNIQUES LAB	3
<i>Prerequisite: As required by program.</i>		
COREQUISITE: COS 117.		
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, hair removal, and nail care. 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, and nail care. CORE		
COS 119	BUSINESS OF COSMETOLOGY	3
<i>Prerequisite: As required by program.</i>		
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 143	SPECIALTY HAIR PREPARATION TECHNIQUES	3
<i>Prerequisite: As required by program.</i>		
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
<i>Prerequisite: As required by program.</i>		
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
<i>Prerequisite: As required by program.</i>		
This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicures, pedicures, 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
<i>Prerequisite: As required by program.</i>		
This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, manicure and pedicure. Upon completion, the student should be able to perform nail care procedures.		
COS 153	NAIL ART	3
<i>Prerequisite: As required by program.</i>		
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 APPLICATIONS	3
<i>Prerequisite: As required by program.</i>		
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 167	STATE BOARD REVIEW	3
<i>Prerequisite: As required by program.</i>		
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.		
COS 191A	COOPERATIVE WORK EXPERIENCE	1
<i>Prerequisite: As required by program.</i>		
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.		

CRJ 116	POLICE PATROL	3
<i>Prerequisite(s): As required by program</i>		
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
<i>Prerequisite(s): As required by program</i>		
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
<i>Prerequisite(s): As required by program</i>		
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
<i>Prerequisite(s): As required by program</i>		
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
<i>Prerequisite(s): As required by program</i>		
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
<i>Prerequisite(s): As required by program</i>		
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
<i>Prerequisite(s): As required by program</i>		
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
<i>Prerequisite(s): As required by program</i>		
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
<i>Prerequisite(s): As required by program</i>		
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
<i>Prerequisite(s): As required by program</i>		
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
<i>Prerequisite(s): As required by program</i>		
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
<i>Prerequisite(s): As required by program</i>		
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
<i>Prerequisite(s): As required by program</i>		
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
<i>Prerequisite(s): As required by program</i>		
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
<i>Prerequisite(s): As required by program</i>		
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
<i>Prerequisite(s): As required by program</i>		
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
<i>Prerequisite(s): As required by program</i>		
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.		

CONSTRUCTION MANAGEMENT (CMT)
Course Description

CMT 101	CONSTRUCTION MATERIALS AND METHODS	3
<i>Prerequisite: As required by program.</i>		
The purpose of this course is to introduce the student to the materials, methods, and equipment used in building construction. Emphasis will be placed on the construction process and how the various materials and equipment relate to the different stages of the process. Upon completion of this course the student will understand the total building process, know the various materials used in each stage of construction, understand the techniques and methods used with different materials, and specify materials with essential characteristics.		
CMT 115	CONSTRUCTION SAFETY	3
<i>Prerequisite: As required by program.</i>		
The purpose of this course is to introduce the student to the safety practices used in the construction industry. Emphasis will be placed on the importance of safety, OSHA, safety programs, and safety procedures. Upon completion of this course the student will know how to safely work on a construction site.		
CMT 156	CONSTRUCTION LAW	3
<i>Prerequisite: As required by program.</i>		
The purpose of this course is to introduce the student to law practices pertinent to the construction industry. Emphasis will be placed on law as it relates to the contractor. Upon completion of this course the student will understand articles of incorporation, building contracts, contracts for the purchase of labor and materials, construction loans, the various types of construction agreements, permits, plans and specifications, warranties, and insurance.		
CMT 205	CONSTRUCTION MANAGEMENT	3
<i>Prerequisite: As required by program.</i>		
The purpose of this course is to introduce the student to the principles and practices used in managing the various aspects of the construction process. Emphasis will be placed on pertinent business procedures. Upon completion of this course the student will know how to organize, bid, purchase, account for, plan, and schedule a construction job. CORE		
CMT 206	CONSTRUCTION ESTIMATING	3
<i>Prerequisite: As required by program.</i>		
The purpose of this course is to introduce the student to the principles and practices used in estimating construction costs. Emphasis will be on a methodical approach to estimating each cost element of a construction project. Upon completion of this course the student will know the methods and procedures used in estimating, making quantity surveys from working drawings, developing unit costs, developing subcontractor costs, and will be able to identify the major considerations involved in the total pricing of a construction project.		

COSMETOLOGY (COS)
Course Descriptions

COS 111	INTRODUCTION TO COSMETOLOGY	3
<i>Prerequisite: As required by program.</i>		
COREQUISITE: COS112.		
This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course. CORE		
COS 112	INTRODUCTION TO COSMETOLOGY LAB	3
<i>Prerequisite: As required by program.</i>		
COREQUISITE: COS111.		
In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course		

CRIMINAL JUSTICE (CRJ)
Course Descriptions

CRJ 100	INTRODUCTION TO CRIMINAL JUSTICE	3
<i>Prerequisite(s): As required by program</i>		
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.		

DENTAL ASSISTANT
Course Descriptions

DAT 100	INTRODUCTION TO DENTAL ASSISTING	2
<i>Prerequisite: Regular admission status.</i>		
This course is designed to provide an introduction to dentistry, the history of dentistry, dental equipment, dental auxiliaries, psychology application to dentistry, personal and certification requirements, legal and ethical considerations, work ethics, and communication skills. Emphasis is placed on the Alabama Dental Practice Act and OSHA Standards. Upon course completion, a student should be able to discuss basic aspects of dentistry. CORE		
DAT 101	PRE-CLINICAL PROCEDURES I	3
<i>Prerequisite: Regular admission status.</i>		
This course is designed to introduce chair-side assisting, including concepts of four-handed dentistry, sterilization techniques, dental instruments, anesthesia, operative dentistry, and dental specialties. Emphasis will be placed on preparation of a student		

for clinical dental assisting. Upon course completion, a student should be able to perform dental assisting skills in a clinical setting.

DAT 102 DENTAL MATERIALS 3
Prerequisite: Regular admission status.
 This course is designed to study the characteristics, manipulation, and application of dental materials ordinarily used in the dental office. Each student will be given intra- and extra-oral technical tasks to perform. Upon course completion, a student should be able to take and pour alginate impressions, trim study models, construct custom trays and temporary crowns, prepare and place restorative material, and manipulate cements and impression materials.

DAT 103 ANATOMY AND PHYSIOLOGY FOR DENTAL ASSISTING 3
Prerequisite: Regular admission status.
 This course is designed to study dental anatomy and the structure of the head and neck with a basic understanding of body structure and function. Emphasis is placed on tooth and root morphology, and embryological and histological correlations provide a foundation essential to an understanding of dental health. Upon course completion, a student should be able to discuss and identify the basic structure and function of the human body, specifically the head, neck, and dentition. CORE

DAT 104 BASIC SCIENCES FOR DENTAL ASSISTING 2
Prerequisite: Regular admission status.
 This course is designed to study basic microbiology, pathology, pharmacology, and medical emergencies. Emphasis is placed on the correlation of these sciences to the practice of dentistry. Upon course completion, a student should be able to apply basic science to the dental field.

DAT 112 DENTAL RADIOLOGY 3
Prerequisite: Regular admission status.
 This course is designed to cover the essential knowledge of radiographic technique for the practice of dentistry. Each student should be taught to produce diagnostically acceptable intra- and extra-oral radiographs with emphasis being placed on x-ray properties, generation of x-rays, film processing, infection control, quality assurance, intra-oral radiographic technique, and image characteristics. Upon course completion, a student should be able to expose, process, and mount radiographs for diagnostic purposes under the direct supervision of a licensed dentist. CORE

DAT 113 DENTAL HEALTH EDUCATION 2
Prerequisite: Regular admission status.
 This course is designed to introduce a student to the basic principles of nutrition, preventive dentistry, and dental health education. Emphasis is placed on philosophy of preventive dentistry including oral hygiene, patient motivation and management, and methods of oral health education. Upon course completion, a student should be able to apply the basic principles of nutrition and preventive dentistry. CORE

DAT 115 CLINICAL PRACTICUM I 5
Prerequisite: Regular admission status.
 This course is designed to provide a student the opportunity for practical work experience in clinical settings. Emphasis is placed on the basic skills of dental assisting. Upon course completion, a student should be able to demonstrate basic skills in the area of chair-side assisting.

DAT 116 PRE-CLINICAL PROCEDURES II 3
Prerequisite: DAT 101
 This course is a continuation of Pre-Clinical Procedures I. Emphasis is placed on dental specialties. Upon completion, students should be able to discuss and identify dental specialty procedures and instrumentation.

DAT 122 CLINICAL PRACTICE II 4
Prerequisite: Regular admission status.
 This course provides an opportunity to develop advanced dental assisting skills in chair-side dental assisting procedures, radiology, receptionist duties, teamwork, and communication skills. Emphasis will be placed on clinical procedures. Upon course completion, a student should be able to demonstrate proficiency in the area of chair-side assisting. CORE

DAT 123 DENTAL ASSISTING SEMINAR 4
Prerequisite: Regular admission status.
 This course is designed to discuss and evaluate each student's clinical experiences plus his or her resume and the interview process. Emphasis will be placed on new technology in dental practices as related to dental assisting and the certification exam review. Upon course completion, a student should be able to successfully complete the Dental Assisting National Board Examination to become a Certified Dental Assistant. CORE

DAT 124 CLINICAL APPLIED INFECTION CONTROL AND OSHA STANDARDS 1
Prerequisite: Regular admission status.
 This course is designed for the integration of previously acquired knowledge of OSHA Standards and Infection Control in a clinical setting. Emphasis will be placed on clinical application of Infection Control and compliance of OSHA Standards as it relates to dental chair-side assisting. Upon course completion, a student should be able to demonstrate skills in the area of Infection Control and OSHA Guidelines. CORE

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

DRAFTING AND DESIGN (DDT) Course Descriptions

DDT 104 INTRO TO CADD 3
Prerequisite: As required by college.
 This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using "hands-on" applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy. CORE

DDT 111 FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY 3
Prerequisite: As required by college.
 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, and drawing. CORE

DDT 114 INDUSTRIAL BLUEPRINT READING 3
Prerequisite: As required by college.
 This course provides students with basic blueprint reading for various industrial applications. Topics include orthographic projection, dimensions and tolerances, symbols, industrial application, scales and notes. This course may be tailored to meet a specific industry need.

DDT 116BLUEPRINT READING FOR CONSTRUCTION 3
Prerequisite: As required by college.
 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 117 MANUFACTURING PROCESSES 3
Prerequisite: As required by college.
 This course in materials and processes includes the principles and methodology of material selection, application, and manufacturing processes. Emphasis is directed to solids to include material characteristics, castings, forging, and die assemblies. Upon completion, students should be able to discuss and understand the significance of materials' properties, structure, basic manufacturing processes, and express and interpret material specifications.

DDT 122 ADVANCED TECHNICAL DRAWING 3
Prerequisite: As required by college.
 This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis will be placed on accepted dimensioning and tolerancing practices including Geometric Dimensioning and Tolerancing for both the Customary English System and the ISO System. Upon completion, students should be able to apply dimensions, tolerances, and notes to drawings to acceptable standards, including Geometric Dimensioning and Tolerancing, and produce drawings using and specifying common terms and various fasteners, including welding methods.

DDT 124 INTRO TO TECHNICAL DRAWING 3
Prerequisite: As required by college.
 This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry. CORE

DDT 127 INTERMEDIATE CADD 3
Prerequisite: DDT 104, DDT 111, DDT 124 or permission of instructor
 This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software. CORE

DDT 128 INTERMEDIATE TECHNICAL DRAWING 3
Prerequisite: DDT 111, DDT 124 or instructor approval
 This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include dimensioning concepts and pictorial drawings. CORE

DDT 131 MACHINE DRAFTING BASICS 3
Prerequisite: As required by college.
 This course in machine drafting and design provides instruction in the largest specialty area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working drawings. Upon completion, students should be able to organize, layout, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

DDT 133 BASIC SURVEYING 3
Prerequisite: As required by college.
 This course covers the use of surveying instruments, mathematical calculations and the theory of land surveying. Topics include USGS benchmarks, measuring horizontal and vertical angles and distances, terms, and recording and interpreting field notes. Upon completion, students should be able to recognize benchmarks and measure, specify, and record field notes.

DDT 181 SPECIAL TOPICS: FIRE PROTECTION 3
Prerequisite: As required by college.
 This course provides specialized instruction in Fire Sprinkler Codes for Construction.

DDT 182 SPECIAL TOPICS: FIRE PROTECTION 3
Prerequisite: As required by college.
 This course provides specialized instruction in Fire Sprinkler Codes for Construction.

DDT 212 INTERMEDIATE ARCHITECTURAL DRAFTING 3
Prerequisite: As required by college.
 This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include floor construction and detailing, foundation, wall, and roof construction and detailing; use of standards manuals; 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 213 CIVIL DRAFTING, PLAT MAPS 3
Prerequisite: As required by college.
 This course introduces the drafting practices, symbols, conventions, and standards utilized in civil engineering contract documents. Topics include site planning, land surveying, topographic surveys, along with civil terminology. Upon completion, students should be able to draw accurate plat maps giving legal descriptions of land parcels, draw simple site plans, and identify and use proper symbols and conventions on civil engineering drawings.

DDT 217 BUILDING CODES, ORDINANCES, ZONING RESTRICTIONS AND THE A.D.A. 3
Prerequisite: As required by college.
 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 ARCHITECTURAL DRAFTING 3
Prerequisite: As required by college.
 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 225 STRUCTURAL STEEL DRAFTING 3
Prerequisite: As required by college.
 This course covers the theory and practical applications necessary to understand the basic design and terminology of structural steel components used in light commercial buildings. Emphasis is placed on structural steel drafting techniques, bolted and welded connections, framing plans, sections, fabrication and connection details, and bills of material. Upon completion, students should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the A.I.S.C. Manual and incorporating safety practices.

DDT 231 ADVANCED CAD 3
Prerequisite: As required by college.
 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 placed 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 232 CAD CUSTOMIZATION 3
Prerequisite: As required by college.
 This course introduces the various methods of customizing CAD software to meet individual or company needs. Topics include menu customizing, programming, custom command macros, script files, slides, and slide libraries. Upon completion, students should be able to customize and write menus, write programming routines, and write script files for the purpose of increasing the efficiency of the CAD operator.

DDT 233 SOLIDS MODELING 3
Prerequisite: As required by college.
 This course provides instruction in 3D Design Modeling utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D wire-frame, surface and solids modeling along with the development of 2D detail drawings from 3D models. Upon completion, students should be able to generate 3D surface and solid models and 2D orthographic projection drawings from created solid models.

DDT 234 3D GRAPHICS AND ANIMATION 3
Prerequisite: As required by college.
 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 project. Upon completion, students should be able to create and animate objects in a 3-dimensional environment.

DDT 235 SPECIALIZED CAD 3
Prerequisite: As required by college.
 This course introduces alternative CAD application software and alternative platforms, and can serve as a means of introducing third party programs that work in conjunction with a specific CAD application. Topics include various Graphical User Interfaces (GUIs) and how to navigate them, as well as how to use a third party application to make working in a specific CAD package easier and more productive. Upon completion, students should be able to use more than one CAD software package to produce hardcopy and use third party software to make certain tasks easier with a specific CAD program.

DDT 236 DESIGN PROJECT 3
Prerequisite: As required by college.
 This course is designed for advanced students who aspire to more advanced and specialized skills in one certain drafting area. Emphasis will be placed on the student's ability to apply the principles learned in previous drafting classes in one special area, as approved by the instructor. The required project must be agreed upon by the instructor and the student, as well as how the work is to be accomplished. Upon completion, students will further reinforce previously learned concepts by apply engineering principles and controls to a personal design project.

DDT 237 SPECIAL TOPIC: RAPID PROTOTYPING 3
Prerequisite: As required by college.
 The Rapid Prototyping and Additive Manufacturing Community's focus is on the technologies and processes that help conceive, test, improve and manufacture new products to bring them to market faster and most cost effectively. In this course students will utilize software to design a product and then create a scale model of the item.

DDT 238 SPECIAL TOPIC: FIRE SPRINKLER DESIGN 3
Prerequisite: As required by college.
 This course will introduce students to software used to design fire sprinkler systems. Students will also apply Fire Sprinkler Code to both new and renovated construction.

DDT 250 THEORY OF COMMERCIAL DRAWING AND DESIGN 3
Prerequisite: As required by college.
 This course provides the theory of commercial drawing and design. Topics include legal issues, job expectations, the architect and the architectural office, the contractor and the office of the contractor, building officials, construction materials and process, fire resistance design, C.S.I. format, and contract documents. Emphasis is placed upon a thorough understanding of these topics.

DDT 255 DRAWING FOR COMMERCIAL CONSTRUCTION 4
Prerequisite: As required by college.
 This course is a direct applications lab to the topics covered within DDT 250. Emphasis is placed upon the production of quality construction document.

DDT 267 CO-EXPERIENCE 1
Prerequisite: As required by college.
 This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

MEDIUM/HEAVY TRUCK TECHNICIAN – (DEM) Course Descriptions

DEM 104 BASIC ENGINES 3
Prerequisite: As required by program.
 This course is designed to give the student knowledge of the diesel engine components and auxiliary systems, the proper way to maintain them, and the proper procedures for testing and rebuilding components. Emphasis is placed on safety, theory of operation, inspection, and measuring and rebuilding diesel engines according to factory specifications. Upon completion students should be able to measure, diagnose problems, and repair diesel engines.

DEM 105 PREVENTIVE MAINTENANCE 3
Prerequisite: As required by program.
 This course provides instruction on how to plan, develop and install equipment surveillance and reliability strategies. Descriptions of various maintenance techniques for specialized preventive programs are discussed and computerized parts and equipment inventories and fleet management systems software are emphasized. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

DEM 111 SAFETY, TOOLS MANAGEMENT 3
Prerequisite: As required by program.
 This course provides instruction in shop and vehicle safety. Topics include the safe use and handling of hand and power tools, preventive maintenance, and safety inspection procedures. Upon completion, students should be able to demonstrate knowledge of preventive maintenance and applicable general safety in vehicle repair.

DEM 117 DIESEL AND GAS TUNE-UP 3
Prerequisite: As required by program.
 This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment.

DEM 122 HEAVY VEHICLE BRAKES 3
Prerequisite: As required by program.
 This course covers the theory and repair of braking systems used in medium and heavy duty vehicles. Topics include air, hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy duty vehicles. CORE

DEM 123 PNEUMATICS AND HYDRAULICS 3

Prerequisite: As required by program.

This course provides instruction in the identification and repair of components found in hydraulic systems. Topics include schematics, circuits, and symbols used in fluid power transmission and the troubleshooting of components in these systems. Upon completion, students should be able to diagnose, adjust, and repair hydraulic system components.

DEM 124 ELECTRONIC ENGINE SYSTEMS 3

Prerequisite: As required by program.

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.

DEM 125 HEAVY VEHICLE DRIVE TRAINS 3

Prerequisite: As required by program.

This course introduces the operating principles of mechanical medium and heavy duty truck transmissions. Topics include multiple counter shafts, power take-offs, slider idler clutches, and friction clutches, mechanical transmission power components, and hydraulics. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions.

DEM 126 ADVANCED ENGINE ANALYSIS 3

Prerequisite: As required by program.

This course provides instruction in the disassembly, inspection, and rebuilding of diesel and heavy-duty gas engines. Emphasis is placed on the manufacturer's standards and factory recommended service tools and equipment. Upon completion, students should be able to disassemble, inspect, and rebuild engines according to the manufacturer's specifications. CORE

DEM 127 FUEL SYSTEMS 3

Prerequisite: As required by program.

This course is designed to provide practice in troubleshooting, fault code diagnosis, information retrieval, calibration, repair and replacement of fuel injectors, nozzles, and pumps. Emphasis is placed on test equipment, component functions, and theory. Upon completion, students should be able to diagnose, service, and repair fuel systems and governors.

DEM 130 ELECTRICAL/ELECTRONIC FUNDAMENTALS 3

Prerequisite: As required by program.

This course introduces the student to basic Electrical / Electronic concepts and fundamentals. It provides the principles of electricity, magnetism, and Ohm's Law. Emphasis is placed on batteries, starting, charging, and lighting circuits, which include series, parallel, and series-parallel circuits. Troubleshooting and repair of wiring harnesses, starting motors, charging systems, and accessories are included along with the computerized monitoring of vehicle systems. Upon completion, students should be able to identify components, test systems, and repair minor electrical problems according to manufacturer's literature. CORE

DEM 135 HEAVY VEHICLE STEERING AND SUSPENSION 3

Prerequisite: As required by program.

This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles. CORE

DEM 137 HEATING AND A/C SYSTEMS 3

Prerequisite: Electrical Systems.

This course provides instruction in fundamentals, diagnosis, and repair of cab and cargo heating and refrigeration systems. Topics include operation theory, safety, maintenance, recycling and recovery procedures, recharging procedures, troubleshooting procedures, refrigerant leaks, and system repairs.

DEM 156 CDL LICENSE TEST PREPARATION 3

Prerequisite: As required by program.

This is a course designed to prepare students for the Alabama Commercial Driver's License written examination. The course includes a review of major topics, sample tests, as well as basic CDL information and test-taking procedures.

DEM 192 WORK EXPERIENCE 2

Prerequisite(s): Determined by instructor.

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

DEM 193 PRACTICUM 3

Prerequisite(s): Determined by instructor.

This course provides work experience in selected areas to enhance students' manipulative skills.

ECONOMICS (ECO) Course Descriptions

ECO 231 PRINCIPLES OF MACROECONOMICS 3

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

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.

EDUCATION (EDU) Course Descriptions

EDU 100 EXPLORING TEACHING AS A PROFESSION 2

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.

ELECTRONIC ENGINEERING (EET) Course Descriptions

EET 100 INTRODUCTION TO ENGINEERING TECHNOLOGIES 3

Prerequisite: As required by college.

This course is designed to introduce the student to the basic concepts, terminology, and procedures associated with applied analytical skills needed to succeed in higher level courses. This includes areas such as: engineering notation, use of the scientific calculator, triangulation methods, and the basic laws of electricity.

EET 108 RESIDENTIAL WIRING 3

Prerequisite: As required by college.

COREQUISITE: EET 154.
This is an introduction to the National Electrical Code, wiring plans, specifications, and installation methods as they apply to residential wiring, electrical telephone, and sound systems.

EET 111 COMMERCIAL/INDUSTRIAL WIRING I 3

Prerequisite: As required by college.

This course focuses on principles and applications of commercial and industrial wiring. Topics include, electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.

EET 154 RESIDENTIAL WIRING LAB 3

Prerequisite: As required by college.

COREQUISITE: EET 108.
This course is the hands-on practice of the theory taught in EET 108 or concurrent enrollment.

EET 226 CABLE SPLICING AND INSTALLATION 3

Prerequisite: As required by college.

This course provides instruction in splicing and installing low and medium voltage power cable, hi-voltage cable, fiber optic cable, communication and voltage wiring systems. Emphasis is placed on sizes, conductors and use of proper connectors and materials used in splicing and connecting. Upon completion, students should be able to properly size, splice, connect and insulate all types of cables.

EET 235 NATIONAL ELECTRIC CODE 3

Prerequisite: As required by college.

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.

For Electronics Industrials, See IET Course Listings

ELECTRICAL TECHNOLOGY – (ELT) Course Descriptions

ELT 108 DC FUNDAMENTALS 3

Prerequisite: As required by college.

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables with the use of Ohm's Law and to use basic electronic test equipment. CORE

ELT 109 AC FUNDAMENTALS 3

Prerequisite: As required by college.

This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to design AC circuits and explain the function of alternating circuits such as RLC, impedance, phase relationships and power factor. CORE

ELT 110 WIRING METHODS 3

Prerequisite: As required by college.

This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses. CORE

ELT 116 RESIDENTIAL WIRING 6

Prerequisite: As required by college.

This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations

ELT 117 AC/DC MACHINES 3

Prerequisite: As required by college.

This course covers the theory and operation of DC motors single and tee phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and tee phase motors, wiring diagrams, starting devices, and practical application in the lab. This is a CORE course. This course supports CIP code 46.0302.

ELT 118 COMMERCIAL/INDUSTRIAL WIRING I 3

Prerequisite: As required by college.

This course focuses on principles and applications of commercial and industrial wiring. Topics include, electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles. CORE

ELT 206 OSHA SAFETY AND STANDARDS 3

Prerequisite: As required by college.

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 225 SMART HOUSE WIRING 3

Prerequisite: 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 products. 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 242 JOURNEYMAN MASTER PREP EXAM 3

Prerequisite: As required by college.

This course is designed to help prepare a student to take either the Journeyman or Master Certification Exam. Emphasis is placed on review of electrical concepts and/or principals, practice tests, and test taking procedures. Upon completion, students should be able to pass the Journeyman/Masters Certifying Exam.

ELT 244 CONDUIT BENDING AND INSTALLATION 3

Prerequisite: As required by college.

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.

**EMERGENCY MEDICAL TECHNOLOGY
Emergency Medical Services (EMS)
Course Descriptions**

EMS 116 EMT BASIC THEORY AND LAB 9

This course is required to apply for certification as an EMT basic. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, treating trauma patients, various medical procedures, treating infants and children, and various EMS operations. This course is based on the Emergency Medical Technician-Basic National Standard Curriculum.

EMS 117 EMT BASIC CLINICAL COMPETENCIES 1

This course is required to apply for certification as an EMT basic. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 116, EMS Basic Theory and Lab. This course helps students prepare for the National Registry Examination.

EMS 234 EMT BASIC CLINICAL COMPETENCIES 3

This course provides students with concepts relating to problem solving and decision making. Topics include decision making in the emergency and non-emergency setting, group dynamics and group think phenomenon. Upon course completion, students should be able to begin to use critical thinking skills to solve and make appropriate decisions.

ENGLISH DEVELOPMENTAL (ENG) Course Descriptions

ENG 092 BASIC ENGLISH I 4

Prerequisite(s): Placement score 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 4

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.

ENGLISH (ENG) Course Descriptions

ENG 101 ENGLISH COMPOSITION I 3

Prerequisite(s): Grade of "C" or higher in ENG093 or appropriate Compass score or ACT 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

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

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

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

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

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

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

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

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
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
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
Prerequisite(s): ENG 102 or the equivalent; 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 literature and to relate the works to their historical and literary contexts.

**ELECTRONIC TECHNOLOGY CIRCUITS (ETC)
 Course Descriptions**

ETC 101 DC FUNDAMENTALS 3
Prerequisite: As required by college.
 This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuit variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction. **CORE**

ETC 102 AC FUNDAMENTALS 3
Prerequisite: As required by college.
 This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the function of A.C. such as RLC, impedance, phase relationships and power factor. This course also provides hands on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught. **CORE**

ETC 107 ELECTRICAL BLUEPRINT READING I 3
Prerequisite: As required by college.
 This course will enable the student to obtain to a working knowledge of the elements of blueprint reading; the ability to interpret electrical, mechanical, and architectural drawing; and the ability to visualize the entire building structure in relationship to the electrical system.

ETC 108 MOTOR CONTROLS 3
Prerequisite: As required by college.
 This course covers the use of motor control symbols, magnetic motor starters, running overload protection, push-button stations, sizing of magnetic motor starters and overload protection, and complex ladder diagrams of motor control circuits. Topics include sizing magnetic starters and overload protection, the use of push-button stations, ladder diagrams, and magnetic motor starters in control of electric motors, vee-delta starting, part start winding, resistor starting and electric starting devices. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using push-button stations and understand complex motor control diagrams.

ETC 127 CONCEPTS OF DIGITAL ELECTRONICS 3
Prerequisite: As required by college.
 This course provides instruction in digital electronics. Topics include: number systems and codes, a review of Boolean algebra, logic elements, digital circuits, programmable logic circuits, and memory and computing circuits. This course provides laboratory exercises to analyze, construct, test and troubleshoot digital circuits.

**FASHION MERCHANDISING (FMD)
 Course Descriptions**

FMD 101 INTRODUCTION TO APPAREL TRADES 3
Prerequisite: 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 students should be able to discuss terminology, regulations, and operations as well as identify tools and equipment used in the apparel industry.

FMD 102 ELEMENTS OF COLOR AND DESIGN 3
Prerequisite: Regular admission status.
 This course is designed to provide the student with a working knowledge of the basic elements of color and design and their application to all aspects of fashion and clothing. Topics include the psychology of color, color groups, color pigment, color systems, three dimensions of color, and the creation of wearable color schemes. Upon completion, students should be able to demonstrate creative capacities and awareness of aesthetic and fashion appreciation.

FMD 122 VISUAL MERCHANDISING 3
Prerequisite: As required by program.
 This course introduces the visual aspects of merchandising, including the elements, techniques, and equipment used in developing successful displays and their impact on the potential customer. Topics include visual merchandising concepts, carriers, and exterior, interior, and window display construction, emphasis is placed on the application of principles and elements of design using materials, mannequins and other display items. Upon completion, students should be able to plan, prepare, select, and setup any type of display for a specific promotion or setting.

FMD 123 MERCHANDISING MANAGEMENT 3
Prerequisite: As required by program.
 This course is designed to provide the principles, terminology, and procedures of buying, retailing, merchandising, wholesaling, and managing of clothing, fashion and interior accessories, and furnishings. Topics include financial aspects of merchandising, pricing, planning, purchasing retail or wholesale inventories, merchandise control, management, and presentation. Upon completion, students should be able to price, sell, buy, control, and develop merchandise plans as they relate to fashion markets.

FMD 130 INTRODUCTION TO TEXTILES 3
Prerequisite: 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 as identify fabrics for end use.

FMD 131 TEXTILE TESTING AND ANALYSIS 3
Prerequisite: As required by program.
 In this course, students test and analyze apparel and home furnishings 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 the face and back of fabric, the fabric content and construction, the end use of fabric, and the fabric characteristics and suitability.

FMD 140 CONSUMER/CULTURAL ASPECTS OF CLOTHING 3
Prerequisite: 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.

FMD 148 ACCESSORIES AND RELATED MERCHANDISING 3
Prerequisite: 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.

**FIRE SCIENCE (FSC)
 Course Descriptions**

FSC 100 ORIENTATION AND TERMINOLOGY OF THE FIRE SERVICES 3
Prerequisite: As required by program.
 This course provides the student with basic information on the organization and function of paid and volunteer fire services, the role of the firefighter in the department, firefighter safety, the science of fire, and fire behavior. Specific course topics surveyed include: Orientation and Safety, Apparatus Familiarization, Fire Behavior, Personal Protective Equipment, Rescue, and Forcible Entry.

FSC 101 INTRODUCTION TO THE FIRE SERVICE 3
Prerequisite: As required by program.
 This course teaches the many functions of the fire service, its importance and origins. It is designed to acquaint the student with the philosophy and history of the fire service and fire protection, the exacting loss of life and property, and the organization and function of public and private fire protection agencies. Emphasis is placed on the organization and function of federal, state, county, city, and private fire protection. **CORE**

FSC 105 CHEMISTRY FOR THE FIRE SERVICE 3
Prerequisite: As required by program.
 This is a survey of general chemistry as applied to the fire service. Emphasis is on fundamental facts, principles, theories, and applications. Course will include study of states of matter, energy, common substances, laws that govern the movement of gases, chemical formulas and structure, the study of atoms and molecules, chemical reactions related to firefighting, and hazardous materials.

FSC 110 BUILDING CONSTRUCTION PRINCIPLES 3
Prerequisite: As required by program.
 This course highlights and assesses the problems and hazards to fire personnel when a building is attacked by fire or is under stress from other factors dealing with collapse. Emphasis is placed on construction principles: wood, ordinary, steel, concrete, and truss construction. **CORE**

FSC 130 INTRODUCTION TO FIRE SUPPRESSION 3
Prerequisite: As required by program.
 This course is a study of organizational structure, fire suppression, fire suppression equipment, characteristics and behavior of fire, and fire hazard properties of ordinary materials. Emphasis is placed on the most common structural, vehicle, and urban interface fires. **CORE**

FSC 131 FIRE EXTINGUISHMENT PRINCIPLES 3
Prerequisite: As required by program.
 This is a study of water supplies and services, fire extinguishing chemicals, and the selection and use of extinguishing agents. Emphasis is placed on dry chemical, dry powder, foam and halogenated agents.

FSC 160 HAZARD AWARENESS 3
Prerequisite: As required by program.
 This course includes the basic awareness of characteristics and behavior of solids, liquids, and gases when involved in fire. Emphasis is placed on characteristics, storage, and handling of various materials.

FSC 161 HAZARDOUS MATERIALS AWARENESS AND OPERATIONS 3
Prerequisite: As required by program.
 This course is for emergency response personnel who may be first on the scene of a hazardous materials emergency. First responders at the awareness level are expected to recognize the presence of hazardous materials, protect themselves, secure the area, and call for trained personnel. At the operational level, the first responder uses the knowledge gained from the awareness level to act in a defensive posture to protect people, the environment, or property from the effects of an unplanned hazardous materials release. This course meets the requirements of the mandatory Awareness/Operational training in hazardous materials required by Title III - Emergency Planning and Community Right-to-Know Act of 1986 and NFPA 472, Standard on Professional Competence of Responders to Hazardous Materials Incidents current edition.

FSC 208 FIRE COMBAT TACTICS AND STRATEGY 3
Prerequisite: As required by program.
 This course is designed to offer the advanced firefighter or beginning fire officer the necessary information and related techniques to ensure effective fire scene operations. Topics of study include: Pre-fire Planning, Tactical Operations, and Scene Management Techniques. Students are given the opportunity to participate in group activities, discussions, and practical exercises to further enhance the learning experience and reinforce methodology discussed.

FSC 230 RESCUE TECHNICIAN: ROPE 3
Prerequisite: As required by program.
 This course in rope rescue techniques includes a classroom review of equipment, knots and rope safety. Instruction events include: establishing need for rope rescue; uses and limitations of equipment; knot craft; safety aspects; anchoring systems; rescue rappelling; third man rescue; lowering systems and other aspects of rope rescue.

FSC 291 FIRE OFFICER I 3
Prerequisite: As required by program.
 The Fire Officer I curriculum identifies the requirements necessary to perform the duties of a first line supervisor. This course introduces the student to the basic concepts of management and supervision by concentration on such topics as: Organizational Structure, Communication skills, Human Resource Management, Public Relations, Planning, Emergency Service Delivery, and Safety.

FSC 292 FIRE OFFICER II 3
Prerequisite: As required by program.
 This course is structured for the fire officer who is ready to assume a leadership role by moving into the middle management level of his/her department. This course gives the officer more knowledge of management and supervision so that he/she can make basic evaluations of employee relations and assume a proactive role in their department. This course expands on the knowledge base attained in Fire Officer I by revisiting some of the same subjects and adding additional material. Some new subject areas include information management, government structure, and department budget planning and management.

FSC 293 FIRE OFFICER III 3
Prerequisite: As required by program.
 This course is specialized for the chief officer who is ready to advance into the upper management level of his/her department. This course consists of subjects designed to give the officer more knowledge of management and administration so that he/she can make basic evaluations of employee relations and assume a more proactive role in their department. This is a projects-based class.

FSC 294 FIRE OFFICER IV 3
Prerequisite: As required by program.
 This course meets executive management level needs. The course is designed to meet the elements of NFPA 1021, Chapter 7. Fire Officer IV will emphasize management of fire protection services to include human resource management, multi-agency emergency service delivery with horizontal/vertical communication requirements and risk management. There will be group interactive exercises, which will reinforce class lectures.

FSC 297 SELECTED TOPICS IN FIRE SERVICE OPERATIONS 3
Prerequisite: As required by program.
 This course provides directed reading and discussion of selected topics related to fire service operations. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

FSC 299 LEGAL ASPECTS OF THE FIRE SERVICES 3
Prerequisite: As required by program.
 This course introduces students to the legal obligations and responsibilities within the fire service along with the limitations and restrictions placed on emergency responders. Students will discuss and apply federal and state laws, codes, regulations and standards relevant to the fire service. Both civil and criminal law will be addressed. **CORE**

**FRENCH (FRN)
 Course Descriptions**

FRN 101 INTRODUCTORY FRENCH I 4
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 102 INTRODUCTORY FRENCH II 4
Prerequisite(s): FRN 101 or Equivalent and/or as required by program
 This course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.

FRN 201 INTERMEDIATE FRENCH I 3
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
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.

**GEOGRAPHY (GEO)
 Course Descriptions**

GEO 101 PRINCIPLES OF PHYSICAL GEOGRAPHY 4
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. Students enrolled must enroll in GEO101L.

GEO 101L PRINCIPLES OF PHYSICAL GEOGRAPHY (LAB) 0
Prerequisite(s): As required by program
 Physical Geography Lab is the laboratory component which supports the Principles of Physical Geography. Students enrolled must enroll in GEO 101.

**GEOGRAPHIC INFORMATION SYSTEMS (GIS)
 Course Descriptions**

GIS 201 GIS FUNDAMENTALS 3
Prerequisite: As required by program.
 This course introduces students to the concepts, techniques, and tools of Geographic Information Systems (GIS), which is a computer-based data processing tool used to manage and analyze spatial information. Topics covered include data acquisition, management, manipulation, and analysis, and cartographic output for applications of GIS in scientific and technological operations such as environmental assessment, analysis or natural hazards, site analysis for business and industry, resource management, and land-use planning. Tough hands-on exercises with ArcGIS and/or projects with other related software packages, students will acquire basic skills in GIS.

GIS 202 CARTOGRAPHIC DESIGN FOR GIS 3
Prerequisite: GIS 201
 This course provides a comprehensive study of GIS-applicable cartography including cartographic principles, data acquisition techniques, and methods of base map development. The course will include map projections, map scales, types of thematic maps, and map accuracy, Seaming, digitizing and coordinate geometry techniques used in GIS base map development will be introduced tough hands-on exercises and computer-assisted mapping projects.

GIS 203 REMOTE SENSING, SPATIAL ANALYSIS AND MODELING GIS 3
Prerequisite: GIS 202
 The students will gain a theoretical background in remote sensing, covering such topics as remote sensing physics, data sources, visual images, image enhancement and filtering; geo-referencing; multi-spectral classification; data import and export; and GIS integration. Additionally, this course will provide the fundamentals of spatial information systems and quantitative techniques applicable to spatial data, including measures of central tendency, dispersion, and density. The course will also focus on the functionality of GIS as an effective tool for modeling and analyzing complex spatial relationships.

GIS 204 GIS APPLICATIONS AND PROGRAMMING 3
Prerequisite: As required by program.
 This course introduces students to GIS programming by utilizing Visual Basic programming skills. Students will utilize ArcObjects and System Query Language (SQL) to design and/or modify GIS tools and commands, create new GIS tools, automate GIS operations, and integrate ArcGIS software with other software applications. *Pending Approval.

GEOLOGY
Course Descriptions

GLY 100 SURVEY OF GEOLOGY 3
This course provides an introductory survey of physical and historical geology. Laboratory is not required.

GRAPHICS AND PRINTING (GPC)
Course Descriptions

GPC 111 INTRODUCTION TO COMPUTERS 3
Prerequisite: As required by program.
This course provides students with a basic knowledge of computer operations, software applications, and the role and impact of computers in graphic design and communications. Topics include computer terms, hardware components, drawing, image editing and page layout software applications. Upon completion, student should be able to perform basic computer operations, internet navigation, file management, and should be able to demonstrate an understanding of page layout software applications. **CORE**

GPC 112 INTRODUCTION TO THE GRAPHIC COMMUNICATIONS INDUSTRY 3
Prerequisite: As required by program.
This course provides an introduction to the graphic arts and printing industry. Emphasis is placed providing students an overview of all aspects of the industry. Upon completion, students should be able to use industry terminology, understand current and emerging trends in technology, and make decisions about career options.

GPC 114 INTRODUCTION TO COMPUTER GRAPHICS 3
Prerequisite: As required by program.
This course introduces students to software applications in graphic productions. Topics may include production terms, drawing, image editing, illustration, and layout software applications. Upon completion, students should be able to use industry-standard production software packages.

GPC 120 COMPUTER GRAPHICS 3
Prerequisite: As required by program.
This course introduces students to digital imaging software. Emphasis is placed on painting and editing, creating special effects, basic image corrections, photo retouching, preparing images for web publications and creating color separations. Upon completion, students should be able to name and identify the different tools, work with multiple layer images, retouch a photograph, create special effects and prepare an image for a web publication.

GPC 122 TECHNICAL PROCESSES 3
Prerequisite: As required by program.
This course introduces students to the basic concepts and skills of image and page production and assembly necessary for commercial printing. Topics include graphic industry equipment, materials, and techniques used to produce comprehensive and mechanicals, digital camera operations, scanner operation, and digital image creation. Upon completion, students should be able to recognize and evaluate quality line, halftone images, and four-color print pieces. **CORE**

GPC 124 COMPUTER DRAWING 3
Prerequisite: As required by program.
This course provides students with a technical background in computer graphics. Emphasis is placed on the different drawing and editing tools associated with industry standard software. Upon completion, students should be able to identify the different tools associated with the software, render computer illustrations, create corporate identity pieces and images, edit and manipulate text.

GPC 128 ELECTRONIC PAGE LAYOUT AND ASSEMBLY 3
Prerequisite: As required by program.
This course introduces students to electronic page layout. Topics include importing, combining and manipulating text and graphic elements for composite page layout and production. Upon completion, students should be able to produce single-page, spread-page, and continuous-page digital documents suitable for low- or high- resolution output as well as electronic prepress file submissions. **CORE**

GPC 130 INTERMEDIATE ELECTRONIC PAGE PRODUCTION 3
Prerequisite: As required by program.
This course provides students an opportunity to expand their knowledge and technical expertise in electronic page production. Topics include production of magazines, newspapers, books, catalogues and other high volume, multi-page productions. Upon completion, students should be able to complete multi-page projects as members of production teams, and have enhanced organization, communication and problem-solving skills.

GPC 132 ADVANCED ELECTRONIC PAGE PRODUCTION 3
Prerequisite: As required by program.
This course is a continuation of GPC 130. Topics include advanced page layout and composition, style sheets, house styles, and style manuals. Upon completion, students should be able to maintain graphic consistency, use typographic techniques, color and should be able to create and maintain production-oriented documents.

GPC 134 DIGITAL PREPRESS 3
Prerequisite: As required by program.
This course provides an in-depth study of electronic production techniques for printing and prepress applications. Topics include file preparation in compliance with industry standards; troubleshooting, correct and preflight files; correct line art and grayscale images and trap color images. Upon completion, students should be able to troubleshoot and resolve technical prepress problems associated with software applications, fonts and font management, cross-platform conversions, digital imaging and page layout and imposition.

GPC 136 ESTIMATING COSTS IN PRINTING AND GRAPHICS COMMUNICATIONS 3
Prerequisite: As required by program.
This course provides students with a thorough understanding of the costs and dynamics of running a profitable graphics and printing business. Emphasis is placed on estimating jobs and producing competitive bids with or without computer software. Upon completion, students should be able to estimate the cost of producing a variety of projects, apply essential problem-solving techniques, exercise self-management techniques and be able to work in a group or team environment.

GPC 160 PORTFOLIO 3
Prerequisite: As required by program.
This course provides the advanced student an opportunity to use previous graphic art training to design and produce a professional and marketable portfolio for final presentation. Emphasis is placed on a completed portfolio, resume, and cover letter. Upon completion, students should be able to formulate and organize their portfolios for various design positions.

GPC 170 ON-LINE GRAPHICS COMMUNICATIONS 3
Prerequisite: As required by program.
This course focuses on the Internet and design principles for web uses. Emphasis is placed on software necessary for the creation and maintenance of a web site. Upon completion, students should be able to design, and maintain on-line communications.

GPC 180 CURRENT TOPICS 3
Prerequisite: As required by program.
This course is a survey of current trends in the graphics, communications and printing industry. Topics include typography and font management, advanced computer graphics or drawings, digital imaging, computer animation and presentation graphics. Upon completion, students should be able to use current industry technology.

GPC 182 3D GRAPHICS AND ANIMATION 3
Prerequisite: As required by program.
This course is designed to tap the imagination of the student in a three dimensional problem solving environment. Topics include a basic introduction to the concepts of 3D design and animation as applied to a design project. Upon completion, students should be able to create and animate graphics in a three-dimensional environment.

GPC 191 COOPERATIVE WORK EXPERIENCE 1
Prerequisite: As required by program.
This course provides work experience with a college-approved employer in areas related to the student's program of study. Emphasis is placed on Integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills and satisfactorily perform work-related competencies.

GPC 192 COOPERATIVE WORK EXPERIENCE 2
Prerequisite: As required by program.
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on Integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills and satisfactorily perform work-related competencies.

HEALTH EDUCATION (HED)
Course Descriptions

HED 221 PERSONAL HEALTH 3
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
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
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
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.

HED 232 CARE AND PREVENTION OF ATHLETIC INJURIES 3
Prerequisite(s): As required by program
This course provides a study of specific athletic injuries, their treatment, and preventive measures.

HED 267 DRUG EDUCATION 3
Prerequisite(s): As required by program
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.

For Heavy/Medium Truck, See DEM Course Listings

HISTORY (HIS)
Course Descriptions

HIS 101 WESTERN CIVILIZATION I 3
Prerequisite(s): As required by program
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.

HIS 102 WESTERN CIVILIZATION II 3
Prerequisite(s): As required by program
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.

HIS 201 UNITED STATES HISTORY 3
Prerequisite(s): As required by program
This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction.

HIS 202 UNITED STATES HISTORY 3
Prerequisite(s): As required by program
This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.

HIS 216 HISTORY OF WORLD RELIGIONS 3
Prerequisite(s): As required by program
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.

HIS 256 AFRICAN-AMERICAN HISTORY 3
Prerequisite(s): As required by program
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.

HIS 260 ALABAMA HISTORY 3
Prerequisite(s): As required by program
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.

HIS 299 DIRECTED STUDIES IN HISTORY 1-3
Prerequisite(s): As required by program
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.

HUMANITIES (HUM)
Course Descriptions

HUM 101 INTRODUCTION TO HUMANITIES I 3
Prerequisite(s): As required by program
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.

HUM 102 INTRODUCTION TO HUMANITIES II 3
Prerequisite(s): HUM 101 and/or as required by program
This course is a continuation of HUM 101. This is the second 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.

HUMAN SERVICES (HUS)
Course Descriptions

HUS 211I INTRODUCTION: ALCOHOL AND DRUG PREVENTION 3
Prerequisite(s): As required by program
This course is designed to provide students with the introduction to the causes and preventions of alcohol and drug abuse. Upon completion of this course, students should have gained a working knowledge of the disease and use such knowledge in the field.

HUS 222 GROUP COUNSELING TECHNIQUES 3
Prerequisite(s): As required by program.
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-tearing 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.

HUS 224 CLINICAL INTERNSHIP 3
Prerequisite(s): As required by program
This is an on-site internship geared towards providing students with practical field experience in the Social work environment. See advisor for more specifics or Social Sciences Department Chair.

INTERIOR DESIGN (IND)
Course Descriptions

IND 102 ELEMENTS OF COLOR AND DESIGN 3
Prerequisite: As required by program.
This course is designed to provide the student with a working knowledge of the basic elements of color and design and their application to all aspects of an interior environment. Topics include the psychology of color, color groups, color pigment, color systems, tee dimensions of color, and creation of livable color schemes. Upon completion, students should be able to demonstrate creative capacities and awareness of aesthetic appreciation.

IND 110 INTERIOR DESIGNS 3
Prerequisite: As required by program.
This course covers the study of manufacturers' products for interior design, construction materials, finishes, furniture, accessories, walls, and ceiling and floor treatments. Topics include period decoration, furniture, contemporary design, design materials, accessories, interior planning, floor plans, elements and principles of design, color, fabrics, floors, walls, ceilings, windows, doors, stairways, fireplaces, future trends, and careers. Upon completion, students should be able to plan and design residential and nonresidential interiors, coordinate elements of design, and create functional living and working environments appropriately utilizing space. **CORE**

IND 114 TEXTILES 3
Prerequisite: As required by program.
This course provides fundamental concepts and principles of the textile industry and the analysis of the development of textile fabrics as they relate to interior furnishings. Topics include basic terminology, fabric testing, analysis of natural and manufactured fibers, the identification of textile properties, yarns, constructions, colorations, finishing, laws, and regulations. Upon completion, students should be able to discuss terminology, regulations, textile characteristics, and operations of the textile industry as well as identify fabrics for end use.

IND 122 VISUAL MERCHANDISING 3
Prerequisite: As required by program.
This course introduces the visual aspects of merchandising, including the elements, techniques, and equipment used in developing successful displays and their impact on the potential customer. Topics include visual merchandising concepts, careers, and exterior, interior and window display construction, emphasis is placed on the application of principles and elements of design using materials, mannequins and other display items. Upon completion, students should be able to plan, prepare, select, and setup any type of display for a specific promotion or setting.

IND 127 RESIDENTIAL DESIGN 3
Prerequisite: As required by program.
This course includes a studio/lecture on the design of residential environments. Emphasis is placed on basic interior planning, decorative terminology, space planning, furniture arrangement, color theory, floor coverings, wallpapers, paints, painting, decorative textiles, windows treatments, slip covers, upholstery, lighting, and design. Upon completion, students should be able to completely design the interior of a newly constructed house.

IND 132 INTERIOR COMPUTER DESIGN 3
Prerequisite: As required by program.
This course introduces updated equipment and techniques in interior design and decorating through the hands-on use of interior design computers and software. Topics include the use of computers and software related to interior design, decorating, and construction. Upon completion, students should be able to operate a computer with interior design and decorating software to plan, organize, and display room decor using principles and elements of design.

IND 161 INTERIOR FINISHES 3
Prerequisite: As required by program.
This course is designed to provide the student with a comprehensive practical knowledge of how to measure, specify, and oversee the application of various wall and floor coverings. Topics include floors and floor coverings, walls and wall treatments, and ceilings. Upon completion, students should be able to plan and apply various wall and floor coverings.

IND 163 SPACE PLANNING 3
Prerequisite: As required by program.
 This course is designed to train the student in solving problems involving the use of residential and commercial interior space. Topics include use of space, basic principles of handicapped accessibility, and planning for special needs. Upon completion, students should be able to solve space and access problems in designing interiors.

IND 181 SPECIAL TOPICS IN INTERIOR DESIGN 3
Prerequisite: As required by program.
 This course provides specialized instruction in various areas related to the interior design industry. Emphasis is placed on meeting students' needs.

ELECTRONICS – INDUSTRIAL (ILT)
 Course Descriptions

ILT 194 PROGRAMMABLE LOGIC CONTROLLERS I 3
Prerequisite: As required by college.
 This course focuses on the use of PLCs. Topics include operations, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. This lab enables students to practice operations, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. Upon completion, students should be able to apply principles of operations and programming of programmable logic controllers.

ILT 195 TROUBLESHOOTING TECHNIQUES I 3
Prerequisite: As required by college.
 This course focuses on the systematic approach to solving problems. Emphasis is placed on the instrument failures and their interaction with process downtime. Upon completion, students will be able to solve problems on a process simulator or in an actual setting.

ILT 196 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS II 3
Prerequisite: As required by college.
 This course includes the principles of state-of-the-art programmable logic controls (PLC's), including hardware, programming, and program design. Emphasis is placed on, but not limited to, the following: developing working programs, timers, counters, different special functions, and designing programs from existing hardwired systems.

ILT 216 INDUSTRIAL ROBOTICS 3
Prerequisite: As required by college.
 This course covers principles of electro-mechanical devices. Topics include the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices.

INDUSTRIAL MAINTENANCE (INT)
 Course Descriptions

INT 117 PRINCIPLES OF INDUSTRIAL MECHANICS 3
Prerequisite: As required by program.
 This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment. **CORE**

INT 118 FUNDAMENTALS OF INDUSTRIAL HYDRAULICS / PNEUMATICS 3
Prerequisite: As required by program.
 This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems. **CORE**

INT 124 PRODUCTION EQUIPMENT LAYOUT AND INSTALLATIONS 3
Prerequisite: 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 126 PREVENTIVE MAINTENANCE 3
Prerequisite: As required by program.
 This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts. **CORE**

INT 127 PRINCIPLES OF INDUSTRIAL PUMPS AND PIPING SYSTEMS 3
Prerequisite: 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. **CORE**

INT 134 PRINCIPLES OF INDUSTRIAL MAINTENANCE WELDING AND METAL CUTTING 3
Prerequisite: As required by program.
 This course provides instruction in the fundamentals of acetylene cutting and the basics of 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. **CORE**

INT 192 CO-OP 3
Prerequisite: 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.

MAJOR APPLIANCE REPAIR
 Course Descriptions

MAR 121 PRINCIPLES OF ELECTRICITY 3
Prerequisite: As required by program.
 This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to major appliances, and air conditioning and

refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion students should understand and be able to apply the basic principles of circuits and circuit components. **NDC CORE**

MAR 124 RANGES, COOK-TOPS, AND OVENS 3
Prerequisite: As required by program.
 This course is designed to provide the student with the knowledge to install, or repair gas and electric ranges, cook-tops and ovens including microwave ovens. This course is designed to provide an In Home Service Professional with the skills and knowledge to correctly and efficiently diagnose, and repair residential ranges and microwaves. Upon completion of the course students should be able to trace wiring diagrams, understand the sequence of operation, properly use test equipment, and disassemble and reassemble ranges, cook-tops, and ovens. **NDC**

MAR 125 CLOTHES WASHERS AND DISHWASHERS 3
Prerequisite: As required by program.
 This course is designed to provide the student with the basic knowledge of electric clothes washers and dishwashers. This course emphasizes the proper service, repair and installation of these two major household appliances. Upon completion students should understand and be able to apply correctly and efficiently diagnose and repair residential clothes washers and dishwashers. **NDC**

MAR 126 ELECTRIC AND GAS DRYERS 3
Prerequisite: As required by program.
 Dryer Repair is an appliance specific training course designed to provide an In-Home Service Professional with the skills and knowledge to correctly and efficiently diagnose and repair residential electric and gas dryers. Upon completion of the course students should be able to trace wiring diagrams, understand the sequence of operation, properly use test equipment, and disassemble and reassemble dryers. **NDC**

MAR 127 REFRIGERANT TRANSITION/RECOVERY THEORY 3
Prerequisite: As required by program.
 This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certifications. Upon completion, students should be prepared to take the EPA 608 certification examination. **NDC**

MAR 128 REFRIGERATORS AND FREEZERS 3
Prerequisite: As required by program.
 Refrigerator Repair is an appliance specific training course designed to provide an In-Home Service Professional the skills and knowledge to correctly and efficiently diagnose, and repair residential refrigerators and freezers. Upon completion of the course students should be able to trace wiring diagrams, understand the sequence of operation, properly use test equipment, and disassemble and reassemble refrigerators and freezers. **NDC**

MICROELECTRONICS (ITS)
 Course Descriptions

ITS 250 SEMICONDUCTOR MANUFACTURING TECH. 3
Prerequisite: Permission of instructor.
 A study of the processes, materials, and equipment used in the manufacturing of semiconductors, including an overview of the semiconductor industry, related technology, and standard safety practice.

ITS 251 SEMICONDUCTOR MANUFACTURING TECH. II 3
Prerequisite: Semiconductor Manufacturing Technology I.
 The continuation of Semiconductor Manufacturing I covering the processes, materials, and equipment used in the manufacturing of semiconductors. Topics include process-yield analysis, process technologies, and troubleshooting of process equipment.

ITS 255 VACUUM/RF PRINCIPLES 3
Prerequisite: Permission of instructor.
 A study of vacuum principles and RF plasma systems in the semiconductor manufacturing industry. Vacuum topics include principles, components, systems, leak detection, and safety practices, RF plasma topics include plasma physics, FR power amplification and oscillators, transmission lines, impedance matching, safety.

ITS 259 ELECTRO-MECHANICAL SYSTEMS 3
Prerequisite: Permission of instructor.
 A study of devices and components that translate electrical energy into mechanical motion. Emphasis on the semiconductor industry. Topics include DC and AC motors and controllers, servo motors, stepping motors, solenoids, linear motors, and actuators. Introduction to pneumatic principles, components, control systems, and mass flow controllers. Principles of robotics, types of robots, and common applications. Programmable logic controllers and ladder logic. Open and closed control principles, PID controllers

MASONRY (MAS)
 Course Descriptions

MAS 111 MASONRY FUNDAMENTALS 3
Prerequisite: 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 have a general knowledge of masonry. **CORE NDC**

MAS 121 BRICK/BLOCK MASONRY FUNDAMENTALS I 3
Prerequisite: MAS 111.
 This course is designed to provide the student with basic fundamental skills for working with brick and block. Emphasis is placed on the importance of proper work site set up, dry bonding, head and bed joints, leveling, plumbing, and straight edging. Upon completion the students should have requisite skills meeting entry level standards. **CORE NDC**

MAS 131 BRICK/BLOCK MASONRY FUNDAMENTALS II 3
Prerequisite: MAS 111.
 This course is designed to provide the student with a working knowledge of laying bricks and blocks. Emphasis is placed on set up, layout, building corners, and laying to the line. Upon completion the students should have entry level skills in brick and block masonry. **CORE NDC**

MAS 151 BRICK/BLOCK MASONRY FUNDAMENTALS III 3
Prerequisite: As required by program.
 This course is designed to provide the student with a working knowledge of the various methods of laying bricks and blocks. Emphasis is placed on hanging a speed pole, layout, building corners, and laying to a line. Upon completion the students should have entry level skills in basic bonds, tooling and finishing joints, toothing corners, and cutting masonry units. **CORE NDC**

MAS 161 BLOCK MASONRY LAB 3
Prerequisite: MAS 111.
 This course provides practical application of block laying techniques. Emphasis is placed on developing skill in laying block, constructing and reinforcing walls, joints, and sample panels. Upon completion, the student should be able to construct block walls to entry-level standards. **CORE NDC**

MAS 162 BRICK MASONRY LAB 3
Prerequisite: MAS 111.
 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. Upon completion, the student should be able to construct brick walls to entry-level standards. **CORE NDC**

MAS 171 RESIDENTIAL/COMMERCIAL MASONRY 3
Prerequisite: MAS 111.
 This course provides application of residential and commercial techniques for reading plans, estimating costs, and constructing composite walls. Emphasis is placed on estimating material and labor cost based on specifications contained in working drawings or blueprints and on bonding composite walls. Upon completion, the student should be able to demonstrate entry level skills in print reading and cost estimation as well as composite wall construction and bonding. **CORE NDC**

MAS 211 STONE MASONRY 3
Prerequisite: 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. **NDC**

MAS 231 BASIC CEMENT MASONRY 3
Prerequisite: 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. **NDC**

MASS COMMUNICATION (MCM)
 Course Descriptions

MCM 100 INTRODUCTION TO MASS COMMUNICATION 3
 This course provides the student with general study of mass communication and journalism. This course includes theory, development, regulation, operation, and effects upon society.

MCM 102 WRITING FOR MASS MEDIA 3
 Introduction to the technique, form, style, and content of writing for the mass media, with attention to the various formats used in journalism, telecommunications, advertising, public relations and Internet communications.

MATHEMATICS—DEVELOPMENTAL (MTH)
 Course Descriptions

MTH 090 BASIC MATHEMATICS 4
Prerequisite(s): Appropriate mathematics placement score.
 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 (PRE-ALGEBRA) 3
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 Elementary Algebra.

MTH 098 ELEMENTARY ALGEBRA 4
Prerequisite(s): MTH 091 or appropriate mathematics placement score 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.

MATHEMATICS (MTH)
 Course Descriptions

MTH 100 INTERMEDIATE COLLEGE ALGEBRA 3
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 103 INTRO TO TECHNICAL MATH 3
Prerequisite(s): MTH 092 or MTH 098 or appropriate placement score.
 This course is designed for the student in technology needing simple arithmetic, algebraic, and right triangle trigonometric skills.

MTH 104 PLANE TRIGONOMETRY 3
Prerequisite(s): MTH 100 and/or as required by program.
 This course emphasizes such topics as the solution of triangles, vectors, geometric concepts and complex numbers.

MTH 110 FINITE MATHEMATICS 3
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
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 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
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 115 PRE-CALCULUS ALGEBRA & TRIG. 4
Prerequisite(s): A minimum prerequisite of high school Algebra I, Geometry, Algebra II along with an appropriate mathematics placement score is required. An alternative to this is that the students should successfully pass with a "C" or higher("S," if taken as pass/fail) MTH 100 and receive permission from the department chairperson.
 This course is a one semester combination of Pre-calculus Algebra and Pre-calculus Trigonometry intended for superior students. The course covers the following topics: the algebra of functions (including polynomial, rational, exponential, and logarithmic functions), systems of equations and inequalities, quadratic inequalities, and the binomial theorem, as well as the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations, vectors, complex numbers, DeMoivre's Theorem, and polar coordinates.

MTH 116 MATHEMATICAL APPLICATIONS 3
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 topics 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 117 COLLEGE MATHEMATICS WITH APPLICATIONS 3
Prerequisite(s): MTH 092 or MTH098 or appropriate placement score.
 This is an applied course designed to meet mathematics requirements for some students in certificate and two-year terminal programs. Emphasis is placed on percent, interest, proportions, functions, graphing, systems of equations, logarithmic and exponential functions, quadratics, and linear programming as used to solve applied problems in selected programs of study. This course does not meet the general core requirements for mathematics.

MTH 118 TECHNICAL MATHEMATICS 3
Prerequisite(s): MTH 100 or appropriate mathematics placement score.
 This course includes selected topics from algebra, analytic geometry, and trigonometry with emphasis on applications to engineering technology. Topics may include variation, determinants, conic sections, exponential and logarithmic functions, and solutions of right triangles. This course does not apply toward the general education core requirement for mathematics.

MTH 120 CALCULUS AND ITS APPLICATIONS 3
Prerequisite(s): A minimum prerequisite of high school Algebra I, Geometry, Algebra II along with an appropriate mathematics placement score is required. An alternative to this is that the students should successfully pass with a "C" or higher MTH 112.
 This course is intended to give a broad overview of calculus and is taken primarily by students majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange multipliers, L'Hopital's Rule, and multiple integration (including applications).

MTH 125 CALCULUS I 4
Prerequisite(s): A minimum prerequisite of high school Algebra I, Geometry, Algebra II along with an appropriate mathematics placement score is required. An alternative to this is that the students should successfully pass with a "C" or higher MTH 113 or MTH 115.
 This is the first of the courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics included, but are not limited to, the derivative of algebraic, trigonometric, exponential, and logarithmic functions; the limits of a function; and the definite integral and its basic applications to areas problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

MTH 126 CALCULUS II 4
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 the 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 131 MATHEMATICS IN GENERAL EDUCATION 3
Prerequisite(s): As required by program.
 This course is designed for general education and for all students in education programs except those who are concentrating in science or mathematics. Emphasis is on the structure of the number system from integers to real numbers, logic, numeration systems, prime numbers, basic concepts of algebra, elementary probability and statistics, graphs, informal geometry, and the metric system. This course does not apply toward the general core requirement for mathematics.

MTH 132 MATHEMATICS IN GENERAL EDUCATION 3
Prerequisite(s): MTH 131 or appropriate mathematics placement score.
 This course is a continuation of MTH 131. This course does not apply toward the general core requirement for mathematics.

MTH156 MATHEMATICS COMPUTER PROGRAMMING 3
Prerequisite(s): MTH 125 and/or as required by program.
 This course is a balance between C++ programming, Windows programming, and applications to engineering and mathematics. This course is designed primarily for pre-engineering students as a first course in computer programming and applications. This course does not meet the general core requirements for mathematics.

MTH 186 MEDICAL DOSAGE CALCULATION 3
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
Prerequisite(s): MTH 126 and/or as required by program
 This is the third of the 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
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
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.

MTH250 DISCRETE MATH 3
Prerequisite(s): MTH126 or higher
 This course provides an introduction to combinatorics and graph theory. Topics include, but are not limited to, sets, logic, relations and function, mathematical induction, algorithmic processes, recurrence relations, counting techniques, asymptotic growth, Boolean algebra, graphs and network algorithms. This course is offered on a demand basis only.

MTH 265 ELEMENTARY STATISTICS 3
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.

MTH270 PROBABILITY AND STATISTICS CONCEPTS 3
Prerequisite(s): MTH126 or higher
 This course provides an examination of the theory and applications of probability and statistics based on topics from calculus. It includes probability, sample spaces, random variables, probability distribution, estimations, confidence intervals, hypotheses testing, experimental analysis, moments and moment-generating functions, and computer-assisted data analysis using appropriate computer software. This course is offered on a demand basis only.

MACHINE TOOL TECHNOLOGIST (MTT)
Course Descriptions

MTT 100 MACHINING TECHNOLOGY I 6
Prerequisite: As determined by college.
 This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course and is aligned with NIMS certification standards.

MTT 103 MACHINING TECHNOLOGY II 6
Prerequisite: As determined by college.
 This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection of work holding devices, speeds, feeds, cutting tools and coolants. Upon completion, students should be able to perform basic procedures of precision grinding and advanced operations of measuring, layout, drilling, sawing turning and milling. This is a CORE course and is aligned with NIMS certification standards.

MTT 107 MACHINING CALCULATIONS 3
Prerequisite: As determined by college.
 This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations. This course is aligned with NIMS certification standards.

MTT 121 BASIC BLUEPRINT READING FOR MACHINISTS 3
Prerequisite: As determined by college.
 This course covers the basic principles of print reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. This is CORE course and is aligned with NIMS certification standards.

MTT 127 METROLOGY 3
Prerequisite: As determined by college.
 This course introduces the use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion students should be able to demonstrate correct use of measuring instruments. This is a CORE course and is aligned with NIMS certification standards.

MTT 139 INTRODUCTION TO COMPUTER NUMERICAL CONTROL 3
Prerequisite: As determined by college.
 This course introduces the concepts and capabilities of computer numeric control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage. This course is aligned with NIMS certification standards.

MTT 212 ADVANCED CNC TURNING 3
Prerequisite: As determined by college.
 This course details the use of canned cycles and subprograms in computer numerical control (CNC) turning programs. Upon completing this course, the student should be able to write CNC turning programs using canned cycles and subprograms.

MTT 213 ADVANCED CNC MILLING 3
Prerequisite: As determined by college.
 This course details the use of canned cycles and subprograms in computer numerical control (CNC) turning programs. Upon completing this course, the student should be able to write CNC turning programs using canned cycles and subprograms.

MTT 218 COMPUTER INTEGRATED MANUFACTURING (CIM) 3
Prerequisite: As determined by college.
 This course is a basic introduction to concepts related to the computer integrated manufacturing (CIM) process. Students cover the design requirements associated with such a cell (center), how a center is integrated into the full system, and the technician's role in the process improvement of not only the cell but the full CIM system. Related safety and inspection and process adjustment are also covered.

MTT 219 CNC GRAPHICS: TURNING 3
Prerequisite: As determined by college.
 This course covers techniques involved in writing a program for a multi-axis computerized numeric control (CNC) turning machine using computer assisted manufacturing (CAM) software. In addition, CNC turning machine setup, programming, and operation are detailed. Upon completion, the student should be able to set up, program, and operate a 3-axis CNC turning machine to produce a 2½-axis part using CAM software. This course is aligned with NIMS certification standards.

MTT 220 CNC GRAPHICS: MILLING 3
Prerequisite: As determined by college.
 This course covers techniques involved in writing a program for a multi-axis computerized numeric control (CNC) milling machine using computer assisted manufacturing (CAM) software. In addition, CNC milling machine setup, programming, and operation are detailed. Upon completion, the student should be able to set up, program, and operate a 3-axis CNC milling machine to produce a 2½-axis part using CAM software. This course is aligned with NIMS certification standards.

MTT 241 CNC MILLING LAB I 3
Prerequisite: As determined by college.
 This course covers basic (3-axis) computer numeric control (CNC) milling machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a 3-axis CNC milling machine to produce a specified part. Related safety, inspection, and process adjustment are also covered.

MTT 242 CNC MILLING LAB II 3
Prerequisite: As determined by college.
 This course covers advanced (including 4-axis) computer numeric control (CNC) milling machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a CNC milling machine (including 4-axis) to produce a specified part. Related safety and inspection and process adjustment are also covered.

MTT 243 CNC TURNING LAB I 3
Prerequisite: As determined by college.
 This course covers basic computer numeric control (CNC) turning machine setup and operating procedures (inner diameter and outer diameter). Upon completion, the student should be able to load a CNC program and setup and operate a CNC turning machine to produce a simple part. Related safety and inspection and process adjustment are also covered.

MTT 244 CNC TURNING LAB II 3
Prerequisite: As determined by college.
 This course covers advanced computer numeric control (CNC) turning machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a CNC turning machine to produce a specified part. Related safety and inspection and process adjustment are also covered.

MTT 281 SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY 3
Prerequisite: As determined by college.
 This course is a guided independent study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

MUSIC (MUS)
Course Descriptions

MUS 101 MUSIC APPRECIATION 3
Prerequisite: 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 the (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
Prerequisite(s): MUS 110 or suitable placement score 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
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 tee- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, passes 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
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
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 arpeggiations, 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
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, passes, keyboard awareness, key signatures, scales, intervals and harmony using I, IV, and V with a chordal 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
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
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 twentieth century techniques through analysis, writing, sight singing, dictation and keyboard skills.

MUS 213 MUSIC THEORY LAB III 1
Prerequisite(s): MUS 114 and/or as required by program
Co-requisite(s): MUS 211, if ear-training lab is a separate course
 This course provides the practical application of comatic musical materials tough sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include melodies with simple modulations, complex rhythms in simple and compound meter, and secondary function chords. Upon completion, students should be able to write, sing and play modulating melodies, rhythmic patterns with beat subdivisions and four-part comatic harmony.

MUS 214 MUSIC THEORY LAB IV 1
Prerequisite(s): MUS 213 and/or as required by program
Co-requisite(s): MUS 212, if ear-training lab is a separate course
 This course provides the practical application of comatic musical materials and simple twentieth-century practices tough sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include comatic and atonal melodies; complex rhythmic patterns in simple, compound and asymmetric meters; comatic chords and twentieth-century harmony. Upon completion, students should be able to write, sing and play comatic and atonal melodies, complex rhythms and meters, four-part comatic harmony and simple twentieth-century chord structures.

MUSIC ENSEMBLE (MUL)
 Course Description

MUL 101 CLASS PERFORMANCE INSTRUCTION 1
Prerequisite(s): As required by program
 Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

NURSE ASSISTANT/AIDE (NAS) (HHA)
 Course Descriptions

NAS 100 LONG TERM CARE NURSING ASSISTANT 4
Prerequisite(s): As required by program
 This course fulfills the seventy-five (75) Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification tough 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 LONG TERM CARE 5
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 TERM CARE CLINICAL 2
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 HEALTH CARE 5
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 CLINICAL 2
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
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 (NUR)
 Course Descriptions

NUR 101 BODY STRUCTURE AND FUNCTION 4
Prerequisite(s): As required by program
 This course provides students with basic knowledge of the normal structure and function of the human body. Major content focuses on the interrelations among the organ systems and the relationship of each organ system to homeostasis. Medical terminology is integrated throughout course content. Upon completion of this course, students will be able to demonstrate basic knowledge of body systems, their interrelationships and associated medical terminology.

NUR 102 FUNDAMENTALS OF NURSING 6
Prerequisite(s): As required by program
 This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, 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. At the conclusion of this course students demonstrate competency in performing basic nursing skills for individuals with common health alterations.

NUR 103 HEALTH ASSESSMENT 1
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, with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and documenting findings appropriate to nursing.

NUR 104 INTRODUCTION TO PHARMACOLOGY 1
Prerequisite(s): As required by program
 This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Students will be able to calculate and administer medications.

NUR 105 ADULT NURSING 8
Prerequisite(s): As required by program
 This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal, gastro-intestinal, cardiovascular, endocrine, and integumentary systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 106 MATERNAL AND CHILD NURSING 5
Prerequisite(s): As required by program
 This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. Course content includes antepartal, intrapartal, and postpartal care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage care for maternal and pediatric clients in a variety of settings.

NUR 107 ADULT/CHILD NURSING 8
Prerequisite(s): As required by program
 This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal, and ethical manner using the nursing process in a variety of settings. Emphasis is placed on providing care to individuals experiencing complex alterations in: sensory/perceptual, productive, endocrine, genitourinary, neurological, immune, cardiovascular, and lower gastrointestinal systems. Additional instruction is provided for care for clients experiencing burns, cancer, and emergent conditions. Nutrition, pharmacology, therapeutic communication, community, cultural diversity, health promotion, error prevention, critical thinking, impacts on maternal and child clients are integrated throughout the course.

NUR 108 PSYCHOSOCIAL NURSING 3
Prerequisite(s): As required by program
 This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and conic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, students will demonstrate the ability to assist clients in maintaining psychosocial integrity tough the use of the nursing process.

NUR 109 ROLE TRANSITION FOR THE PRACTICAL NURSE 3
Prerequisite(s): As required by program
 This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content, specific to the practice of practical nursing.

NUR 200 NURSING CAREER MOBILITY ASSESSMENT 6
Prerequisite(s): As required by program
 This course is designed to provide LPN mobility students self-directed opportunities to prepare for placement into the third semester of the ADN program. Emphasis is on assessment and validation of selected theory, process, and skills covered in NUR 102, 103, 104, 105, and 106. Upon successful completion of assessments, students are eligible for entry into NUR 201. Students who successfully complete this course are awarded 15 non-traditional at the completion of the LPN mobility curriculum.

NUR 201 NURSING TOUGH THE LIFESPAN I 5
Prerequisite(s): As required by program
 This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings. Additional instruction is provided for psychiatric disorders, and high-risk obstetrics. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 202 NURSING TOUGH THE LIFESPAN II 7
Prerequisite(s): As required by program
 This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems in a variety of settings. Additional instruction is provided for selected mental health disorders, selected emergencies, multiple organ dysfunction syndrome and related disorders. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 203 NURSING TOUGH THE LIFESPAN III 6
Prerequisite(s): As required by program
 This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems in a variety of settings. Additional instruction is provided care for selected mental health disorders, selected emergencies, multiple organ dysfunction syndrome and related disorders. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 204 ROLE TRANSITION FOR THE REGISTERED NURSE 6
Prerequisite(s): As required by program
 This course provides students with opportunities to gain knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in health care, nursing leadership and management, professional practice issues for registered nurses, and transition into the workplace. Additional instruction is provided for preparing for the NCLEX-RN.

OFFICE ADMINISTRATION (OAD)
 Course Descriptions

OAD 100 BASIC KEYBOARDING 3
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 tough 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
Prerequisite(s): As required by program
 This course is designed to enable the student to use the touch method of keyboarding tough 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 3
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 tough classroom instruction and outside lab. Emphasis is on identification of deficiencies and incorrect technique tough the use of individualized prescriptive practice. Upon completion the student should be able to demonstrate improved speed and accuracy.

OAD103 INTERMEDIATE KEYBOARDING 3
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 tough 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
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 tough 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
Prerequisite(s): As required by program
 This course is designed to introduce the student to the Windows environment tough 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
Prerequisite(s): OAD 101 and/or as required by program
 This course is designed to provide the student with basic word processing skills tough 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
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 tough 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.

OAD130 ELECTRONIC CALCULATIONS 3
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
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 tough 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
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
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 tough 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
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 tough 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
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
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 tough 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 TRANSCRIPTION 3
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 tough classroom instruction and outside lab. Emphasis is on diagnostic studies, and 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 PROCEDURES 3
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 tough 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 MANAGEMENT 3
Prerequisite(s): As required by program
 This course is designed to promote an understanding of the structure, analysis and management of medical records tough 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
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
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 tough 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 CONCEPTS 3
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
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 tough 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 3
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 tough 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
Prerequisite(s): As required by program
 This course is designed to enable the student to develop skill in the use of integrated software tough 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
Prerequisite(s): As required by program
 This course is designed to address current trends in office technology tough 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 3
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 3
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 3
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
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 tough 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
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 tough 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
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 tough 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
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 tough 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 3
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 tough an individualized project.

**PHYSICAL EDUCATION (PE)
 Course Descriptions**

PE100 FUNDAMENTALS OF FITNESS 3
Prerequisite(s): As required by program
 This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.

PE103 BEGINNING WEIGHT TRAINING 1
Prerequisite(s): As required by program
 This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight-training program.

PE104 INTERMEDIATE WEIGHT TRAINING 1
Prerequisite(s): As required by program
 This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight-training program.

PE107 BEGINNING AEROBICS DANCE 1
Prerequisite(s): PED 106 and/or as required by program
 This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic dance aerobics.

PE108 INTERMEDIATE AEROBICS DANCE 1
Prerequisite(s): PED 107 and/or as required by program
 This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step and dance patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design an aerobics routine.

PE121 BEGINNING BOWLING 1
Prerequisite(s): As required by program
 This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling.

PE122 INTERMEDIATE BOWLING 1
Prerequisite(s): PED 121 and/or as required by program
 This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling.

PE123 BEGINNING GOLF 1
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.

PE124 INTERMEDIATE GOLF 1
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 132 INTERMEDIATE BADMINTON 1
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
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
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
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
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
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
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
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 of practical experience in officiating.

PED 295 PRACTICUM IN PHYSICAL EDUCATION 1-3
Prerequisite(s): As required by program
 This course is designed to provide field experience in observation and assistance in the student's area of specialization. Students will work under the supervision of trained physical education teachers.

**PHILOSOPHY (PHL)
 Course Descriptions**

PHL 206 ETHICS AND SOCIETY 3
Prerequisite(s): As required by program
 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.

**PHYSICAL SCIENCE (PHS)
 Course Descriptions**

PHS 111 PHYSICAL SCIENCE 4
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
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
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
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 122 APPLIED PHYSICAL SCIENCE II 4
Prerequisite(s): As required by program
 This course introduces the principles of nuclear energy, modern physics, geology, oceanography, meteorology, and astronomy. Topics include nuclear chemistry, relativity, composition of the earth, geologic processes and time, ocean currents and tides, eroding beaches, climate, weather, atmospheric influences, and the solar system. Upon completion, students should be able to apply the scientific principles to observations experienced.

PHS 230 INTRODUCTION TO METEOROLOGY 4
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.

**PHYSICS (PHY)
 Course Descriptions**

PHY 201 GENERAL PHYSICS I —TRIG BASED 4
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
—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 4
CAL I
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 4
CALCULUS II
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.

PHY 218 MODERN PHYSICS 4
Prerequisite(s): PHY 214 and MTH 227
 The focus of this course is the development of the theory of relativity, the old quantum theory of Planck, Einstein, Bo and Sommerfeld, and the new quantum physics of Scodinger, Heisenberg, Dirac and Pauli. Laboratory experiments illustrate the principles discussed and included, but are not limited to, determination of speed of light, charge and mass ratio of the electron, the Planck constant and the Rydberg constant. Laboratory is required. This course is offered on a demand basis only.

PLUMBING (PLB)
Course Descriptions

PLB 111 INTRODUCTION TO PLUMBING 3
Prerequisite: 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. **CORE NDC**

PLB 112 PLUMBING APPLICATIONS 3
Prerequisite: As required by program. *Corequisite:* 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. **CORE NDC**

PLB 113 PIPES AND FITTINGS 3
Prerequisite: As required by program.
 This course includes 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. **CORE NDC**

PLB 115 PRESSURE AND NON-PRESSURE SYSTEMS 3
Prerequisite: 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. **CORE NDC**

PLB 116 PRESSURE AND NON-PRESSURE SYSTEMS APPLICATIONS 3
Prerequisite: As required by program.
Corequisite: PLB 115.
 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. **CORE NDC**

PLB 117 PLUMBING CODES 3
Prerequisite: 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. **CORE NDC**

PLB 118 CODE APPLICATION 3
Prerequisite: As required by program.
Corequisite: PLB 117.
 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. **CORE NDC**

PLB 211 PLUMBING AND REPAIR AND INSTALLATION 3
Prerequisite: 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. **NDC**

PLB 212 PLUMBING REPAIR AND INSTALLATION LABORATORY 3
Prerequisite: As required by program. *Corequisite:* PLB 211.
 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. **NDC**

POLITICAL SCIENCE (POL)
Course Descriptions

POL 200 INTRODUCTION TO POLITICAL SCIENCE 3
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
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
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.

PSYCHOLOGY (PSY)
Course Descriptions

PSY 100 ORIENTATION 1
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
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
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
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
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
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
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
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.

READING—DEVELOPMENTAL (RDG)
Course Descriptions

RDG 085 DEVELOPMENTAL READING III 4
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 & RDG114A CRITICAL READING FOR COLLEGE 2-3
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. *RDG114 is for Career Tech. students and RDG114A is for college transfer students.

RELIGION (REL)
Course Descriptions

REL 151 SURVEY OF THE OLD TESTAMENT 3
Prerequisite(s): As required by program
 This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament.

REL 152 SURVEY OF THE OLD TESTAMENT 3
Prerequisite(s): As required by program
 This course is a survey of the books of the New Testament with special attention being focused on the historical and geographical settings. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.

REAL ESTATE (RLS)
Course Descriptions

RLS 101 REAL ESTATE PRINCIPLES 4
Prerequisite: As required by program.
 This is an introductory real estate course providing the necessary terminology, background, and understanding of real estate principles. Topics include history of property ownership, real estate finance, real estate law, and the mechanics of listing and closing the sale. It is designed to assist those preparing for the real estate salesman's licensing examination in Alabama.

RLS 108 REAL ESTATE MATH 3
Prerequisite: RLS 101.
 This course is a study of the mathematics used in real estate. It includes mortgage lending calculations, tax calculations, interest calculations, insurance calculations, and all types of land measurements.

RLS 110 REAL ESTATE FINANCE 3
Prerequisite: As required by program.
 This course provides an analysis of money markets with special emphasis on real estate financing. Topics include interest rates, lending policies, problems and rules in real estate financing of real property.

RLS 116 REAL ESTATE APPRAISAL CERTIFICATION 4
Prerequisite: As required by program.
 This is an introductory course providing the foundation of real estate appraisal. Topics include site and physical factors; effects of the money and capital markets; methodologies used to value property; and how to present and evaluate the appraisal report.

RLS 125 REAL ESTATE LAW 3
Prerequisite: As required by program.
 This course deals with the Alabama real estate law. Emphasis is placed on areas as real property and zoning easements, titles, deeds, recording practices, contracts, mortgages, and law.

RLS 130 LIGHT RESIDENTIAL 3
Prerequisite: As required by program.
 This course provides the non-technical student with an introduction to the basic principles of light and residential construction. Topics include terminology, importance of project planning, and importance of special building requirements and environmental concerns.

RLS 135 REAL ESTATE OPERATIONS 3
Prerequisite: As required by program.
 This course provides an overview of the administrative practices involved in operating a real estate firm. Topics include leadership; recruiting, selecting, and training employees; market analysis; financial system and records.

RLS 140 INDEPENDENT STUDY IN REAL ESTATE 3
Prerequisite: As required by program.
 This course allows a student to pursue independent studies in the real estate field. Projects and/or topics may be assigned by the instructor or designed by the student, with instructor's approval.

RLS 190 REAL ESTATE WORKSHOP 3
Prerequisite: As required by program.
 These workshops consist of presentations of current topics of interest to those employed in the real estate industry. They can be developed to meet the continuing education requirements of the real estate professional. They are offered upon demand.

RLS 204 REAL ESTATE SALES 3
Prerequisite: RLS 101.
 This course covers all phases of the various ethical techniques used in selling real estate. It includes fundamental concepts concerning human relationships and various methods used in advertising and promoting the sale of real estate.

RLS 205 PROPERTY MANAGEMENT 3
Prerequisite: As required by program.
 This course includes principles and practices of property management. Emphasis is placed on residential, business, industrial, and investment properties.

RLS 211 COMMERCIAL AND INVESTMENT PROPERTY 3
Prerequisite: RLS 101.
 This course deals with the sales of apartment buildings, hotels, lot and mercantile buildings, motels, office buildings, regional shopping centers, retail stores, and special purpose properties. Also examined are sales and leaseback plans, percentage leases, investing, and income tax considerations.

RLS 281 REAL ESTATE BROKERAGE 3
Prerequisite: RLS 101.
 This course offers an exposure to the principles and techniques of mortgage financing and brokerage operations. It is designed to assist those preparing for the real estate broker's licensing examination in Alabama. Upon completion, the student should have a basic understanding of real estate brokerage.

RLS 285 REAL ESTATE INVESTMENTS 3
Prerequisite: As required by program.
 RLS 285 is an introduction to investment real estate. It examines the advantages, disadvantages, and tax implications. Feasibility studies are included dealing with real estate to be held for appreciation and income producing real estate.

RADIO/TV AUDIO AND VIDEO PRODUCTION (RTV)
Course Descriptions

RTV 115 AUDIO PRODUCTION I 3
Prerequisite: As required by program.
 This course provides a foundation to the basic concepts that apply to all aspects of audio production. It is an introduction to basic audio techniques for film, radio, and television production. Emphasis is placed on effective use of words, music and/or sound effects in the production of audio. Audio production and post-production are covered, with a focus on production. The development of sound technology and its influence on various media, as well as radio history are examined.

RTV 118 MEDIA PRE-PRODUCTION I 3
Prerequisite: As required by program.
 This course is a study of and practice in techniques and skills used in planning for various types of media projects. The class explores all aspects of preproduction planning for media projects. A focus is placed on the role of producer, and the process of taking a concept from inception to completion through the development phase of the media production process. A special emphasis is placed on scriptwriting.

RTV 119 VIDEO PRODUCTION I 3
Prerequisite: As required by program.
 This class provides demonstrations and practice regarding the basics of the video production process. The course introduces students to basic video production techniques and provides a basic overview of film and television theory and criticism. It provides a combination of theory and hands-on exercises in order for students to learn the equipment and techniques used in media production and editing. Basic shooting and editing techniques are introduced.

RTV 120 MEDIA POST PRODUCTION I 3
Prerequisite: As required by program.
 This class focuses on both the technical and theoretical aspects of videotape editing. Students are provided with hands-on training and are required to produce various nonlinear editing exercises, exploring various editing techniques and approaches in a digital environment.

RTV 125 DIGITAL PHOTOGRAPHY FOUNDATION 3
Prerequisite: As required by program.
 This course introduces students to digital imaging techniques. Emphasis is placed on the technical application of the camera, digital photographic lighting methods, and overall composition. Upon completion, students should be able to take digital images and understand the technical aspects of producing high quality photos.

RTV 190 MULTI-MEDIA/WEB CONTENT PRODUCTION 3
Prerequisite: As required by program.
 This course introduces the student to the production concepts for multi-media and web media. Aspects covered will include video/audio capture, production, editing and presentation in multi-media and web based formats.

RTV 215 AUDIO PRODUCTION II 3
Prerequisite: As required by program.
 This class provides a further exploration of concepts that apply to all aspects of audio production. It is an examination of basic audio techniques for film, radio, and television production. Audio production and post-production are covered, with a focus on audio editing/post-production.

RTV 219 VIDEO PRODUCTION II 3
Prerequisite: As required by program.
 This class provides further demonstrations and practice regarding the video production process. Students are further introduced to basic video production techniques and the course provides an overview of film and television theory and criticism. It provides a combination of theory and hands-on exercises in order for students to learn the equipment and techniques used in media production. Advanced instruction in video production is provided through this hands-on, production-intensive course.

RTV 220 MEDIA POST PRODUCTION II 3
Prerequisite: As required by program.
 This course includes further instruction in nonlinear editing with emphasis on visual effects, transitions, editing shortcuts and text. The course explores current postproduction techniques, examining various editing styles and current video technology. Concepts related to edit decisions and the management of media are developed through exercises and assignments. Specific issues relating to aesthetics of editing are also discussed.

RTV 268 SPECIAL TOPICS IN MEDIA 3
Prerequisite: As required by program.
 The topic of this course varies from semester to semester. Each course focuses on various issues in the field of media production and allows students to pursue specific projects related to the subject of the course. Covered topics may include specific genre production and study (such as horror, musical, and film noir) specific topic and style related project work, cinematic eras and trends and focuses on particular directors and related styles.

**SOCIAL WORK TECHNICIAN (SWT)
 Course Descriptions**

SWT 109 TECHNIQUES OF BEHAVIOR MODIFICATION I 3
Prerequisite(s): As required by program
 In this course the student will demonstrate the ability to decrease inappropriate behaviors and to shape appropriate behavior through the use of behavior modification techniques.

SWT 130 THE COMMUNITY AND THE SOCIAL WORKER 3
Prerequisite(s): As required by program
 This course is designed to acquaint the student with the demographic, economic and cultural composition of the community. The student will develop technical skills for making practical application of available resources for enhancing the quality of life within the community.

SWT 131 PROBLEMS OF CHILDREN AND YOUTH 3
Prerequisite(s): As required by program
 This course develops an understanding of the emotional, social, psychological and physical needs of children and youth. This course presents the influences and responsibilities of natural and surrogate parents. The student becomes familiar with the nature and causes of the more common problems and develops skills for assisting with the prevention and/or improvement of problems common among children and youth.

SWT 133 GERIATRICS 3
Prerequisite(s): As required by program
 This course includes the study of the needs of making adjustments to retirement, activities and hobbies of the older person, and community agencies available for the aged. This course will include common psychological and physical problems of the aging. Actual experience will be provided in helping the elderly accept the changes in later life and teaching them of the many services available to them.

**SOCIOLOGY (SOC)
 Course Descriptions**

SOC 200 INTRO TO SOCIOLOGY 3
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
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
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
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.

**SPANISH (SPA)
 Course Descriptions**

SPA 101 INTRODUCTORY SPANISH I 4
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
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
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
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.

**SPEECH (SPH)
 Course Descriptions**

SPH 107 FUNDAMENTALS OF PUBLIC SPEAKING 3

Prerequisite(s): As required by program
 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 INTERPERSONAL COMMUNICATION 3
Prerequisite(s): As required by program
 This course is an introduction to the basic principles of interpersonal communication.

**TRUCK DRIVING (TRK)
 Course Descriptions**

TRK 111 BASIC VEHICLE OPERATION 4
Prerequisite: As required by college.
 This course introduces students the fundamentals of becoming a professional commercial motor vehicle driver. Topics include orientation, control systems, vehicle inspections and reporting, basic control, shifting, backing, coupling and uncoupling, proficiency development, and special rigs. Upon completion, the student should demonstrate proficiency in skill field tasks and pre-trip inspections to Commercial Driver License standards. Students must obtain a Commercial Learner Driver License before being allowed to operate a vehicle. Contact the instructor for requirements for obtaining this license. **CORE NDC**

TRK 112 SAFE OPERATING PRACTICES 3
Prerequisite: As required by college.
 This course offers proper defensive driving techniques applicable to the commercial motor vehicle driver and involves the interaction between the student/vehicle and the highway traffic environment. Topics include visual search, communication, speed and space management, night operation, extreme driving conditions, and proficiency development. Upon completion, the student should demonstrate basic operating skills that ensure safety of the driver and other vehicle operators to Commercial Drivers License standards. **CORE NDC**

TRK 113 NON-VEHICLE ACTIVITIES 3
Prerequisite: As required by college.
 This course focuses on activities not directly related to the vehicle itself, but that are related to the potential job performance of the commercial motor vehicle driver. Topics include handling cargo, cargo documentation, hours of service requirements, accident procedures, personal health and safety, trip planning, employability skills, and public and employer relations. Upon completion, the student will demonstrate performance of these activities to Commercial Drivers License standards to ensure safety to the driver, vehicle, cargo, and other motorists. **CORE NDC**

**WELDING TECHNOLOGY (WDT)
 Course Descriptions**

WDT 108 SMAW FILLET/OFC 3
Prerequisite: As required by college.
 This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting. **CORE**

WDT 109 SMAW FILLET PAC/CAC 3
Prerequisite: As required by college.
 This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting. **CORE**

WDT 110 INDUSTRIAL BLUEPRINT READING 3
Prerequisite: As required by college.
 This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication. **CORE**

WDT 119 GMAW FILLET THEORY 3
Prerequisite: As required by college.
 This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification. **CORE**

WDT 120 SMAW GROOVE THEORY 3
Prerequisite: As required by college.
 This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes. **CORE**

WDT 124 GMAW WELDING LAB 3
Prerequisite: As required by college.
 This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gasses.

WDT 125 SMAW 3 GROOVE LAB 3
Prerequisite: As required by college.
 This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

WDT 158 CONSUMABLE WELDING 3
Prerequisite: As required by program.
 This course is designed to provide the student with the skills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

WDT 166 FCAW THEORY 3
Prerequisite: As required by college.
 This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards.

WDT 167 FCAW LAB 3
Prerequisite: As required by college.
 This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards.

WDT 218 CERTIFICATION THEORY 3
Prerequisite: As required by college.
 This course is designed to provide the student with the knowledge needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass and industry standard welding test in accordance with various applicable welding code requirements.

WDT 219 WELDING INSPECTION AND TESTING 3
Prerequisite: As required by college.
 This course provides the student with inspection skills and knowledge necessary to evaluate welded joints and apply quality control measures as needed. Emphasis is placed on interpreting welding codes, welding procedures, and visual inspection methods. Upon completion, students should be able to visually identify visual acceptable weldments as prescribed by the code or welding specification report.

WDT 221 PIPEFITTING AND FABRICATION 3
Prerequisite: As required by college.
 This course provides the student with skills and practices necessary for fabricating pipe plans using pipe and fittings. Emphasis is placed on various pipe fittings to include various degree angles. Upon completion, students should be able to fit various pipe fittings, and cut and fabricate tees, and assorted angles.

WDT 223 BLUEPRINT READING FOR FABRICATION 3
Prerequisite: As required by college.
 This course provides a student with advanced skills in identifying and interpreting lines, views, dimensions, notes, bill of materials, and the use of tools of the trade. Emphasis is placed on figuring dimensional tolerances, layout and fitting of different component parts. Upon course completion, a student should be able to interpret, layout, and fabricate from blueprints to given tolerances.

WDT 228 GTAW THEORY 3
Prerequisite: As required by college.
 This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

WDT 257 SMAW CARBON PIPE LAB 3
Prerequisite: As required by college.
 This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes.

WDT 258 CERTIFICATION LAB 3
Prerequisite: WDT 218 and/or as required by college.
 This course is designed to provide the student with the skills needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass and industry standard welding test in accordance with various welding code requirements.

WDT 268 GAS TUNGSTEN ARC LAB 3
Prerequisite: WDT 228 and/or as required by college.
 This course provides student with skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

WDT 281 SPECIAL TOPICS 3
Prerequisite: As required by college.
 This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs.



MAPS, DIRECTIONS CAMPUS GUIDE

Lawson State

COMMUNITY COLLEGE



Traveling between campuses?

Follow these directions...

○

- Turn left onto U.S. Hwy. 11, which is also known as the Bessemer Super Hwy. and 9th Avenue.
- Continue on U.S. Hwy. 11 through Bessemer, Brighton, and Midfield; Turn right on B.Y. Williams Sr. Drive (You will see Western Hills Mall) at light.
- B.Y. Williams Sr. Dr. becomes 40 St. SW; then turn left on Rutledge Ave. Continue on Rutledge Ave. until you see the Campus at Wilson Rd.

○

- Turn left onto U.S. Hwy. 11, which is also known as the Bessemer Super Hwy. and 9th Avenue.
- Take 9th Ave, turning right onto 14th St., which is Hwy. 150.
- Take Hwy. 150 and turn left onto Lakeshore Pky. after you see the sign for the Birmingham campus.
- On Lakeshore Pky., turn left on Venice Rd. Follow Venice Rd. until you reach the campus.

○

■ Exit the campus and turn right onto Rutledge Ave. Then turn right onto 40 St. SW, which becomes B.Y. Williams Sr. Dr.

■ From B.Y. Williams Sr. Dr., Turn left at light onto U.S. Hwy. 11, which is also called the Bessemer Super Hwy. Travel through Midfield, Brighton, and Bessemer.

■ Continue on Bessemer Super Hwy. until you reach the campus, which is across the street from UAB Medical West.

○

■ Turn right onto Wilson Rd. and follow it until it becomes Venice Rd.

■ Follow Venice Rd. until it comes to Lakeshore Pky, turning right onto Lakeshore.

■ Turn right onto Hwy. 150 from Lakeshore Pky; Follow Hwy. 150 until you come to the light at 9th Avenue, also called U.S. Hwy. 11, and the Bessemer Super Hwy.

■ Continue on the Bessemer Super Hwy. until you reach the campus.

